

HOLYWAY SCHOOLS RULE-BOOK – FOR PUPILS & STUDENTS.

Holyway Schools intends to make school enjoyable and interesting for as many pupils & students as possible – for example, by changing instructional practices to accommodate a variety of learning styles - may dramatically decrease discipline problems.”

- Discipline is a necessity for the proper functioning of a school and is essential for effective learning and the quality of school life.
- Effective school discipline strategy is necessary to encourage responsible behaviour and to provide all pupils & pupils/students with a satisfying and fruitful school experience by discouraging misconduct.

School discipline has three main goals:

- Ensure the safety of staff and pupils/students.
- Create an environment conducive to learning.
- Contribute to the social development of the student.

FORMULATING RULES & REGULATIONS:

- Holyway Schools clearly established and communicated rules with a climate of concern for pupils/students as individuals.
- A copy of the school's Rules and Regulations will be accessible & downloadable by parent/guardian from the school website on admission of his/her student at the school.
- The responsible party would acknowledge receipt and acceptance of same and undertake to ensure that his/her student will fully abide by the policy and procedures. The signed acknowledgement slip would then be kept in the student's personal file.
- Pupils/students are to abide by the School Rules & Regulations from the moment they leave home, in school buses, on school premises, and other public places where they are representing the school. The same applies to workshops, laboratories, library, computer room and other specialist rooms.
- Once the rules have been communicated, appropriate action must be taken and seen to be taken to student's fair and consistent enforcement of same. This will help maintain pupils/students' respect for the school's discipline system.

School Uniform

- The School Management, in consultation with Principal/Headteacher, staff, pupils/students and parents, will decide on the type of uniform pupils/students will have to wear.
- It is the responsibility of the parents/guardian to ensure the proper wearing of uniform approved by the school.

HOLYWAY SCHOOLS RULE-BOOK – FOR PUPILS & STUDENTS.

- Where flexibility is required because of cultural or religious consideration (such as hijab), all the components of the school uniform would imperatively be worn.
- The Principal/Headteacher would also ensure that pupils/students wear proper uniform whenever they represent the school.

Mobile phones

- Use of mobile phone is strictly prohibited during classes and examinations. Non-compliance with this instruction renders pupils & pupils/students liable to disciplinary action.

Serious offences

- This Rules and Regulations draws the attention of parents, pupils & students to those serious offences which are condemned under Criminal Law and on the legal consequences if found guilty of breach of such laws. These include:
 - Carrying of offensive weapons
 - Possession and use of drugs
 - Assault and molestation
 - Harassment and intimidation
 - Theft
 - Tampering with official documents
 - Possessing and circulating obscene materials
 - Smoking in public places
 - Damaging school and public property
 - You are hereby warned that police intervention would be sought if such cases are encountered at school.
 - Consumption of alcoholic drinks and gambling are also prohibited on school premises.

VIOLENCE AT SCHOOL:

- Pupils/students who are prone to violent behaviour, including bullying, harassing, fighting, extorting money, food favours or other possessions from other fellow pupils/students will be subject to progressive discipline from counselling by the Chairman and the Directors to disciplinary actions including expulsion if the circumstances warrant it.
- Acts of violence would be sanctioned immediately by school management and treated with all the required severity. Police assistance would be sought in such circumstances of aggressive behaviour, including gang fighting, if the Principal/Headteacher and staff have been unable to address the problem and the safety of other pupils/students is at risk.

HOLYWAY SCHOOLS RULE-BOOK – FOR PUPILS & STUDENTS.

- Acts of vandalism will also be sanctioned appropriately, the Principal/Headteacher being empowered to take required actions in respect of damage to school, staff and public property.
- Pupils/students who come to school with dangerous weapons which may put the safety of other pupils/students at risk would be called to order and made aware of the consequences of their actions.
- If the security of other pupils/students is at stake because of the exceptionally violent behaviour of a particular student who has not mended his/her ways, despite the efforts of the school to intervene, the Principal/Headteacher would make a solid case for expulsion to the Senior Management Team (SMT) & the Director of Operations with all pieces of evidence produced.
- In all cases, the Parents/Responsible Party would be immediately informed of the student's violent act and invited to collaborate with the school and to help in promoting school discipline.

ABSENTEEISM:

Student's absence from school is a cause of great concern. Some guidelines for the control of absenteeism are as follows:

Unauthorised absences

- The Parents/Responsible Parties would be requested to ensure that their pupils/students attend school regularly, except for reasons of illness or urgency. This would be reiterated at every meeting held with parents and in circular letters sent to them.
- It would also be stressed that pupils/students are not to absent themselves from school for the sake of revision.
- Any absence from school would be explained by the Parents/Responsible Party through an Absence Note on the next day following absence from school.
- Only absences covered by an Absence Note or by a Medical Certificate are considered as authorized absences.
- The Parents/Responsible Party would be promptly contacted if the student is on unauthorized absence.
- The school will, on a regular basis, send to all Parents/Responsible Parties a return of the attendance of their pupils/students.
- In case of noted high absenteeism, the Parents/Responsible Party would be called to school and warned about possible disciplinary action to be taken against the pupil/student would no improvement be noted.

HOLYWAY SCHOOLS RULE-BOOK – FOR PUPILS & STUDENTS.

- Pupils/students would further be warned that their attendance will be recorded in their Leaving Certificate or other testimonial issued to them by the school.

Control of attendance

- Pupils/students present on the register would also be present in class. Any case of shirking classes would immediately be reported to the Principal/Headteacher by the subject teacher. The latter will also take the appropriate disciplinary action against the student and inform the Principal/Headteacher/Headteacher/Head Teacher accordingly.
- Pupils/students who are absent on the register would not be on school premises. If found thereon, the teachers will see to it that such pupils/students be marked present on the register and accompanied to class. The Parents/Responsible Party must be so informed immediately.
- Teachers (Physical Education) would collaborate by ensuring that no student, other than theirs, is present on the school playground during class hours.

Examination Period

- The assistance of parents, guardians and the PTA is needed to control the widespread absenteeism prior to term tests and internal examinations. The school would insist on at least 80% attendance from pupils/students prior to mock examinations, end of year internal & external examinations and during the third term.
- The school may prevent a student from appearing for tests or examinations if, despite school's efforts to get the student present, the latter remains continuously absent.
- Pupils/students must submit a given number of major assignments during the third term stretching over a prescribed period of time.
- Would a pupil or student not make the required grades at the end of year internal examinations, the pupil or student concerned will not be promoted.
- Internal examinations would not last more than ten days. Should the examination be extended due to exceptional circumstances, approval of the Chairman & the Directors of Operations would have to be sought.

The Disciplinary Committee Composition:

- The Director of Operations
- The Senior Management staff member(s).
- The Principal/Headteacher (or Vice Principal/Deputy Headteacher if the Principal/Headteacher is not available).
- Head of the Year i.e. Head of Primary or Secondary.
- The Class Teacher/s of pupils/students concerned

HOLYWAY SCHOOLS RULE-BOOK – FOR PUPILS & STUDENTS.

Purpose: To help the Principal/Headteacher in addressing problems of indiscipline.

Terms of Reference

- The Principal/Headteacher will refer cases of gross or repeated indiscipline and of serious incidents involving pupils of the school to the Disciplinary Committee, whose responsibilities will be:
 - To carry out enquiries into the cases submitted and hear all parties concerned.
 - To inform the Principal/Headteacher of the findings.
 - To advise and make recommendations to the Principal/Headteacher (and the school management) on disciplinary or other actions to be taken.
 - To make recommendations to the Principal/Headteacher (and the school management) on ways to reinforce control over the student community.

Meetings: As and when required.

A written report of each meeting to be submitted to the Principal/Headteacher and the School Management.

Pupils/Students

- The student community is also involved in assisting the Principal/Headteacher in promoting the rule of discipline through Class Captains and Vice Class Captains.
- The maintenance of order between break periods and during the absence of the class teacher.
- Their responsibility as spokespersons of the class.

Parents/Guardians

- Parents would be constantly kept informed of the behaviour of their pupils/students at and outside school by way of term reports, letters, with copies in the student's personal file or entries in the student's Journal.
- They would also be duly informed of the disciplinary actions taken against the reported cases of misbehaviour.
- Their collaboration would be sought in attempts made by the school to promote school discipline.
- Positive changes in attitude and behaviour result when the student is closely monitored both at school and at home and there is constant communication between parents and school.
- In case of relapse and/or serious offence, parents/guardians would be called to school to meet the Principal/Headteacher.

HOLYWAY SCHOOLS RULE-BOOK – FOR PUPILS & STUDENTS.

- In extreme cases and prior to recommendation for expulsion, advice may be tendered to the Responsible Party to withdraw his/her student from the school.

DISCIPLINARY ACTIONS:

- Depending on the nature and seriousness of the offence, the following actions may be taken in cases of misconduct:
- Issue of a verbal or written warning.
- **Suspension of privileges**, e.g. forbidden to play games during any recess.
- **Issue of a severe warning:** Responsible Party would be informed in writing through letter.
- **Case referred to the Disciplinary Committee:** The Committee is empowered to arrive at a decision which is fair and commensurate with the offence committed. It may propose immediate temporary suspension of pupils/students for gross misconduct if the case warrants it.

Rustication:

- The Principal/Headteacher is empowered to temporarily suspend a pupil/student.
- The Responsible Party of the pupil/student to be rusticated will be requested by phone to come in to the school to be informed of the decision of the School Disciplinary Committee.
- A letter will also be forwarded to the Responsible Party with an 'avis de reception' and rustication will take place within 48 hours following the issue of the letter if the Responsible Party failed to show up in school.
- Rustication would be recorded in the student's term report and personal file.
- On rustication, any fees paid are automatically forfeited (not refundable).

Note: Please note that this document will be reviewed periodically, as and when necessary.