ENGLISH SCHOOL FOR GIRLS
2015 - 2016

Student Handbook

General School Rules & Regulations
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All members of the English School for Girls community have rights and responsibilities as partners in education and should follow practices which demonstrate respect for the laws and regulations of our society.

Our mission is to create a challenging and relevant educational environment, in which all students develop a strong sense of the world around them. We want our girls to become confident, happy and fulfilled individuals, who are successfully learning for life. In order to achieve our mission the school has the following expectations of our students who should:

1. Show care and consideration for others and treat everyone with courtesy and respect
2. Respect the right of everyone to learn without disruption or threats from anyone
3. Take care of the school and wider environment
4. Come to school prepared to work hard and learn

Set out below is key information about rules and procedures which help them to ensure that above principles are met.

This handbook is a copy for the student and parents of the Secondary Department Rules and Regulations at English School for Girls (ESG).

**School Day**

<table>
<thead>
<tr>
<th>Session</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembly / Form</td>
<td>7:20 - 7:40</td>
</tr>
<tr>
<td>Lesson 1</td>
<td>7:40 - 8:25</td>
</tr>
<tr>
<td>Lesson 2</td>
<td>8:25 - 9:10</td>
</tr>
<tr>
<td>Lesson 3</td>
<td>9:10 - 9:55</td>
</tr>
<tr>
<td>First Break</td>
<td>9:55 – 10:15 (20 min)</td>
</tr>
<tr>
<td>Lesson 4</td>
<td>10:15 - 11:00</td>
</tr>
<tr>
<td>Lesson 5</td>
<td>11:00 - 11:45</td>
</tr>
<tr>
<td>Lesson 6</td>
<td>11:45 - 12:30</td>
</tr>
<tr>
<td>Second Break (Prayer)</td>
<td>12:30 - 12:50 (20 min)</td>
</tr>
<tr>
<td>Lesson 7</td>
<td>12:50 - 13:35</td>
</tr>
<tr>
<td>Lesson 8</td>
<td>13:35 - 14:15</td>
</tr>
<tr>
<td>Secondary Register</td>
<td>14:15 - 14:20</td>
</tr>
</tbody>
</table>

Students should arrive at school between 7:00am and 7:15am.
School Rules
We have expectations and rules to ensure that we have the best learning environment and a good school community at ESG.

- Treating all people with respect
- Arriving to class on time and are ready to learn
- Walk silently and in an orderly fashion to your classroom and line up outside the room. Students must not enter a classroom without the presence of the teacher.
- Students must walk on the right hand side of corridors and stairs in a quiet, orderly manner.
- Following the teachers instructions
- Respecting the rights of others to learn
- Listening and not talking over others who are speaking
- Always speaking English in the subject lessons which are taught in English
- Requesting permission to leave class and taking a class pass
- Students are required to obey all safety rules in the Science, DT/HE and ICT labs.
- Students should not run when inside the school building.
- Students are not allowed to enter the building during break times without an authorised break pass
- Looking after school property and resources
- Keeping the school environment tidy
- Complying with the dress code rules and behaviour expectations of the school
- The administration area on the ground floor is out of bounds as is the Early Years and Primary department at all times unless you have a signed note from a teacher to entitle you to be there.
- Prefects are selected from the upper end of the Secondary School to assist members of staff to ensure good discipline prevails throughout the school. All students are required to give prefects full cooperation and attention.
- Inappropriate behaviour will not be tolerated. Treat teachers, students, helpers and all other staff with respect, both inside the class as well as outside.
- Fighting and physical or verbal bullying, even if meant as harmless teasing, will be punished According to the behavioural policy.

If a visitor came to our school and visited a class they would observe the following:

- students on time, settled and ready to learn
- students equipped with all the stationery and books required for their lesson
- students engaged in their learning and on task
- students listening to others speak
hearing low level discussion in cooperative learning activities

- hear students talking to their teacher and other students respectfully
- students putting their hands up and answering questions or asking the teacher questions
- a tidy and well looked after classroom with student work displayed
- students recording their learning in their notebooks which is tidy and complete
- feel a positive and energetic energy within the class

**Morning Assembly**

Students should arrive to school by no later than 7:15 am as the assembly will start promptly at 7:20 am. Students are required to line up in their designated form lines and be ready for the start of assembly in silence. Students who arrive after 7:20 am must register at reception and get a ‘Late Pass’. Students must ensure that their hair is tied, they are wearing correct school uniform and that their bags are carefully placed on the ground next to them at the start of the assembly. All students are expected to honour the anthem and salutations.

**Attendance**

When a student is absent, a parent should telephone the school and explain the reason for absence on the morning of the first day. A note should be sent to the form teacher on the student’s return to school. Parents should note that it is school policy to contact parents directly whenever the school is not informed about student’s absence. This is in the interest of personal safety and to ensure that there is no opportunity for students to mislead either parents or the school with regards to truancy.

If you arrive late and registration is over, you must pick up the late slip in the main reception area.

If you know in advance that you are going to be late because of an unavoidable appointment, you must provide a note in advance. The late is considered ‘authorised’, and will not be counted in the total number of lates for the term/year.

When it is necessary to keep a student away from school for reasons other than sickness, a letter to the Form Tutor before such absence is required. The school strongly advises that students should not be taken out of school during term time as it disrupts their learning experience.

An appointment will be requested to meet parents of any student who is late 5 (five) times. Students who arrive late to school more than five times will enter the discipline system and will be sanctioned accordingly.

After five days of unexplained absences, parents will be sent a warning letter. After a student has reached fifteen days of unexplained absences, their names will be forwarded to the Ministry of Private Education, who will impose their own sanctions.
**Breaks**
All students should spend their breaks and lunch times in the large playground unless attending an organised activity elsewhere within the school. During bad weather students will remain in their form rooms during breaks. Secondary students must take their school bags with them to the playground.

Students are encouraged to bring a healthy packed lunch from home. The school tuck shop provides snacks and drinks.

Eating and drinking is strictly prohibited inside the building. Drinking water is permitted inside the classroom. Canned / energy drinks and chewing gum are not allowed at school premises, and are punishable by a suspension.

**Birthday Celebrations**
Students may have birthday cupcakes sent in to celebrate their birthdays. No other additional items are allowed. Birthdays may only be celebrated on Thursdays. Cupcakes should be delivered to the office, from where the student should collect, with a permission slip, at the beginning of the relevant break.

Students are responsible for supplying plates/forks etc. and must clean up their own mess. In the Primary school parents may give a camera to the teacher/assistant to take a photograph, but they may not go to the classroom themselves.

**School Uniform**
The English School for Girls believes very strongly in a policy of full school uniform for all students, from Early Years through to year 12; maintaining the very highest standards of dress and appearance appropriate to school. These standards will be best achieved through the full commitment of all students, staff and parents to the following agreed principles and practices:

1. All students will be expected to wear full school uniform from the beginning of term and at all times when involved in school business, including on trips to and from school.
2. Footwear must be suitable for healthy bone development and should be appropriate for everyday wear in the school. Considerable movement, both indoors and outdoors is necessary, including the use of several staircases. Shoes must therefore have flat or very low heels and be securely fastened at all times. T-band strap leather shoes are recommended. **No ‘TOMs’ or casual trainer style shoes are to be worn under any circumstances.**
3. Jewellery should be restricted to wearing a wrist watch and one pair of stud earrings. Any additional jewellery worn to school will be confiscated and kept in the school safe and returned to the student at the end of the month. A second offence will merit a longer period of
confiscation. Make-up and nail polish is forbidden. Earrings and watches must be removed for PE lessons and watches for Design and Technology and Science lab lessons when safety applies.

4. Hairstyles which are extreme in style are discouraged. Hair accessories should be simple and unobtrusive. Long hair must be tied back for reasons of safety and hygiene, with plain blue, black or white headbands Fashion hair dye is not permitted. Hijabs should be plain black, blue or white, with no embellishments.

5. All clothing and other items should be clearly marked with the student’s name. The school holds no liability for lost or stolen clothing or other items of equipment.

6. School bags should be of a reasonable size in order to carry any school kit or books. Large trolley-like bags can cause accidents on staircases and in crowded corridors and are therefore discouraged.

Students must observe and meet the requirements of the uniform list as shown in the following table. Our aim is simply to give all students the opportunity to look both smart and appropriately dressed for school. The school will take action when students do not adhere to our school uniform code. In the event of a student arriving to school inappropriately dressed, the parents will be contacted to bring the correct uniform, if they are unable to then they will be invoiced for a new uniform, or the student will be sent home. School blouses and skirts must be free of any stains or unsightly marks. Any student arriving in blouses, skirts or dresses not provided by the school will not be permitted to enter the building.

<table>
<thead>
<tr>
<th>School Uniform</th>
<th>Winter Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer Uniform</strong></td>
<td><strong>Winter Uniform</strong></td>
</tr>
<tr>
<td><strong>Year 7-10</strong></td>
<td></td>
</tr>
<tr>
<td>Long navy skirt</td>
<td>Long navy skirt</td>
</tr>
<tr>
<td>Striped blouse</td>
<td>Striped blouse</td>
</tr>
<tr>
<td>White socks</td>
<td>Navy tights</td>
</tr>
<tr>
<td>Black all-leather shoes with strong support</td>
<td>Blue jumper</td>
</tr>
<tr>
<td></td>
<td>Navy jacket</td>
</tr>
<tr>
<td></td>
<td>Black all-leather shoes with strong support</td>
</tr>
<tr>
<td><strong>Year 11 &amp; 12</strong></td>
<td></td>
</tr>
<tr>
<td>Long black skirt</td>
<td>Long black skirt</td>
</tr>
<tr>
<td>White blouse</td>
<td>White blouse</td>
</tr>
<tr>
<td>White socks</td>
<td>Black tights</td>
</tr>
<tr>
<td>Black all-leather shoes with strong support</td>
<td>Black jumper</td>
</tr>
<tr>
<td></td>
<td>Black jacket</td>
</tr>
<tr>
<td></td>
<td>Black all-leather shoes with strong support</td>
</tr>
</tbody>
</table>
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PE uniform

<table>
<thead>
<tr>
<th>PE uniform</th>
<th>PE uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy long pants</td>
<td>Navy long pants</td>
</tr>
<tr>
<td>Navy T-shirt</td>
<td>Navy T-shirt</td>
</tr>
<tr>
<td>White sports socks</td>
<td>Navy jacket</td>
</tr>
<tr>
<td>Trainers</td>
<td>White sport socks</td>
</tr>
</tbody>
</table>

Personal possessions and valuables

The school cannot accept responsibility for students' personal possessions and valuables unless individual arrangements are made with a member of the teaching staff; only be allowed in special circumstances.

Students should ensure, whenever possible, that their property is not left unattended. Only necessary money should be brought to school and large sums in payment for visits, other events or purchases should be given to their Form Tutor.

Electronic Equipment

I-pods, MP3 players, electronic games, cameras, mobile phones, laptops, etc. are not allowed in school at any time. Any technology brought in to school without permission or not handed over to the school shall be confiscated and kept in the school safe for one academic term, in accordance with the Ministry sanctions.

School Equipment

It is the responsibility of the student that all textbooks and exercise books are well looked after and to cover them as soon as possible with clear transparent cover. If exercise books are defaced, pages torn out or lost, the student will be required to pay 1KD for a new book. If a textbook is damaged or lost, a replacement textbook must be purchased.

Nurse

A ‘nurse pass’ from the teacher is required for any student who feels ill and needs to visit the school nurse. Upon returning to class, the nurse will write the time the student left her office. Students must proceed directly to their scheduled lesson.

After school activities

Only students who are registered for an after school activity or club are permitted to remain in school after 2:45pm. Any student found not following this policy will be issued an after school detention.
Bus students
All students who are registered to take the school transportation must board their relevant buses immediately after school at 2:20pm. While on the bus, students must refrain from any eating, drinking, abusive language, teasing or racist remarks and must remain seated at all times. Under no circumstances is a student permitted to ask the bus driver to make any stop other than scheduled.

1. Any violation from this policy will result in a written warning which must be signed by the parents. This will be kept on record in the student file.
2. Repeat behaviour could result in suspension / revocation of school transport facilities.

Bags, Scan and Locker Checks
To ensure safety, security and an enjoyable learning experience for all, frequent random checks of students will be conducted, which could include searching student bags and lockers. Only learning related materials are allowed to be brought into school. Random scans for electronic devices will be conducted at any time during the school day.

Internet abuse
Uploading images of any student /staff taken at school premises without written permission from the Principal/Vice Principals is not allowed. Any deviation from this policy could result in suspension from school, or expulsion, depending on the severity of the offense and at the discretion of the Principal or Vice leader Academic

Homework Diaries
The Homework diary is a vital tool in communication between home and school. It contains information regarding school rules, student targets and all homework.

• Parents should read homework diaries at least once a week and check that homework is being recorded. If none is entered in a week, it is a clear indication that the student is not recording homework correctly.

• The diary contains a great deal of information and help pages for students. Students must care for the diary and keep it up to date. Parents must sign the diary every week. There are sections for communication with teachers/parents.
Rules for the Homework Diary

1. The homework diary must be covered in transparent paper. No stickers, doodles, graffiti, etc. are allowed anywhere on the diary.
2. It must be brought to each class and placed on desk for all classes.
3. All homework must be recorded when given, with the due date also recorded.
4. Teachers may inspect homework diaries and the Form Tutor will inspect and sign them each week.
5. Failure to hand the diary to a teacher when requested is a serious breach of discipline.
6. Diaries defaced, lost or incorrectly used will be replaced, at a cost to the student.
7. Diaries must be signed by a parent/guardian each week.
8. **Students must have the homework diary on them at all times: failure to do so will be an automatic detention.**

Work beyond the classroom, including at home, is designed to be empowering and to both accelerate academic progress and embed wide-ranging learning skills. Homework diaries are vital in reminding students of work they have been set.

**Purposes of homework:**

- Allow practice and consolidation of work done in class
- Allow extension and development work to take place
- Allow preparation for future class work
- Offer access to resources not available in school
- Develop skills in research
- Provide the opportunity for individual, independent work
- Provide evidence for the evaluation of teaching
- Allow assessment of student’s progress and mastery of work
- Train students in planning and organising time
- Develop good habits and self-discipline
- Encourage ownership and responsibility for learning
- Provide information for parents
- Provide the opportunity for parental co-operation and support
- Create channels for home – school dialogue
- Assist parents in enhancing academic progress
- Build learning power

Our experience tells us that the most effective approach is for students to develop their personal expectation of an amount of work each afternoon/evening, incorporating a reflection on their ongoing learning. This builds effective and valuable independent learning skills and is a prime purpose of homework.
If no homework is to be set in any subject for any reason on a particular occasion then students are expected to review their work from the day/week and up to that point in time in preparation for future assessments, including tests. Students should record this activity in their diary and are expected to complete all homework set.

Rewards

At ESG we consider it very important that praise and rewards should have a considerable emphasis within school, thus students will achieve recognition for a positive contribution to school life. Such a contribution includes sound academic work and effort, good behaviour and adherence to the code of conduct. The attention to our students is not limited to those whose academic work is outstanding or to those whose behaviour is consistently poor.

It is expected that good standards of behaviour will be encouraged through the consistent application of our code of conduct supported by a balanced combination of rewards and sanctions within a constructive school ethos.

Merit points, leading to merits, will be awarded to students for many different types of positive achievement:

1. Excellent effort in class
2. Participating well during the lesson
3. Improvement
4. Excellent work
5. Helpful in and out of class
6. Positive attitude around school, etc.

During the course of the year, certificates will be awarded to students who obtain the highest merits in their year groups. Bronze, silver, gold and platinum merit certificates will also be awarded as students accumulate a set number of merits, with trophies being awarded to those who excel beyond platinum awards.

Academic Reports

Two end-of-term and two progress reports are issued within the academic year to provide meaningful feedback to parents as to students' progress.

Sanctions

Sanctions are designed to offer student reflection of poor behaviour, and how improvement will positively impact on their learning.

Students have the right to expect fair and consistently applied sanctions for poor behaviour and which make a clear distinction between serious and minor infringements of the code of conduct.
An appropriate sanction is one which is designed to put matters right and encourage better behaviour in future.

All sanctions except verbal warnings are recorded in pastoral files.

The basis of the Discipline and Behavioural Policy revolves around ‘strikes’ and ‘merits’, with detension and suspension for more serious acts.

Should a student receive an informal warning or merit, the parent will be notified via the homework diary. Strikes will be notified via the ‘strike form’.
In more serious cases, parents will receive notification directly from the Vice Principal Academic/Pastoral.

After three ‘level one’ transgressions, students will receive a detention letter which stipulates the reason(s) for the detention. In the case of Level two or three transgressions a letter will be sent home to parents, along with a request for a meeting, either verbally or in writing.

Three levels of Transgressions and sanctions

Level One:
A student receives a strike on their file for any transgression of a less serious nature, having been warned both verbally and in writing. Should the offence reoccur, other strikes will be issued, until Saturday detention and ultimately suspension are issued. Parents whose daughter receives any form of disciplinary notification are strongly advised to discuss this at home with them, and to support the school as a community by ensuring that the offence is not repeated.

Level Two
A student receives a direct Saturday detention for more serious transgression.

Level Three:
An immediate in-school suspension is issued. Examples of such are on the table of transgressions.

The Detention/Suspension System
After-school detentions will be served every Saturday. Timing for the detention will be determined at the time of issuance. It is the responsibility of the parents to ensure that any detention is honoured, to avoid further sanctions.

A student receives a Saturday detention in the following cases:
1. After 3 Level 1 strikes
2. After 1 Level 2 strike
3. A Level 3 strike means immediate suspension
The following are some examples of Level 1, 2 and 3 Transgressions

**Level one transgression:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Transgression</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Using inappropriate language</td>
<td>12</td>
</tr>
<tr>
<td>2</td>
<td>Dishonesty / being untruthful</td>
<td>13</td>
</tr>
<tr>
<td>3</td>
<td>Eating in class</td>
<td>14</td>
</tr>
<tr>
<td>4</td>
<td>Homework not handed in</td>
<td>15</td>
</tr>
<tr>
<td>5</td>
<td>In corridor without permission</td>
<td>16</td>
</tr>
<tr>
<td>6</td>
<td>Incorrect / inappropriate uniform</td>
<td>17</td>
</tr>
<tr>
<td>7</td>
<td>Late for start of class without permission</td>
<td>18</td>
</tr>
<tr>
<td>8</td>
<td>Make-up /nail varnish / jewellery</td>
<td>19</td>
</tr>
<tr>
<td>9</td>
<td>Long hair not tied back</td>
<td>20</td>
</tr>
<tr>
<td>10</td>
<td>No/incorrect equipment (subject specific)</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Misbehaving / disrupting class</td>
<td></td>
</tr>
</tbody>
</table>

**Level two transgression:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Transgression</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Absent from class without permission</td>
</tr>
<tr>
<td>2</td>
<td>Unexplained absence for detention</td>
</tr>
<tr>
<td>3</td>
<td>Changing settings on computers in ICT labs</td>
</tr>
<tr>
<td>4</td>
<td>Copying during an assessment</td>
</tr>
<tr>
<td>5</td>
<td>Detention notification letter not returned</td>
</tr>
<tr>
<td>6</td>
<td>Disrupting a lesson which impacts on learning</td>
</tr>
<tr>
<td>7</td>
<td>Pushing / jostling / arguing with another student</td>
</tr>
<tr>
<td>8</td>
<td>Misbehaving during detention</td>
</tr>
<tr>
<td>9</td>
<td>Misbehaving / disrespect on the bus</td>
</tr>
<tr>
<td>10</td>
<td>Repeated misbehaviour during assembly and line-up</td>
</tr>
</tbody>
</table>

**Level three transgression:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Transgression</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bullying / fighting / antagonising / instigating a fight</td>
</tr>
<tr>
<td>2</td>
<td>Causing serious chaos within the class / school</td>
</tr>
<tr>
<td>3</td>
<td>Missing three Saturday detentions without permission</td>
</tr>
<tr>
<td>4</td>
<td>Serious disrespectful behaviour towards a member of staff</td>
</tr>
<tr>
<td>5</td>
<td>Having a mobile phone / camera / ipod or any other recording or digital device</td>
</tr>
<tr>
<td>6</td>
<td>Vandalism of any kind to school property</td>
</tr>
<tr>
<td>7</td>
<td>Unauthorised uploading or sharing images taken at school</td>
</tr>
<tr>
<td>8</td>
<td>Disrespectful / abusive behaviour on a school trip</td>
</tr>
<tr>
<td>9</td>
<td>Chewing gum at any time on the school premises</td>
</tr>
<tr>
<td>10</td>
<td>Leaving school without permission and without parents’ knowledge</td>
</tr>
</tbody>
</table>
Disciplinary Reports

1. **Daily Report:** Any student accumulating too many negative comments/strikes/detentions will be put on daily report.

2. **Subject Report:** the student is monitored by the Faculty Head.

3. **Time Card:** the student is monitored for lateness to lessons.

4. **Vice Principal Report:** Failure to improve on Daily report or as required by Vice Principal.

Expulsion

Repeat offensive behaviour could result in expulsion from school and the records will be forwarded to the Kuwait Ministry of Private Education.

End of School Day

**Bus Students**

Bus students should line up at the rear gate at 2:20 pm and proceed directly to their buses. No bus student is allowed to purchase food from the tuck shop at the end of the school day as food is not permitted in the buses.

**Non School bus students**

At 2.20pm students who travel by car should leave by the main gate.

**Late Students**

Any student who has not been collected by 2:40 pm will be escorted to the designated area to wait with the member of staff on duty.

**Students Attending Extra-Curricular Activities**

Students participating in extra-curricular activities/clubs, which begin at 2.45pm, will leave through the reception area. Parents/drivers should pick students up promptly at 3.45pm. Any students who are consistently late being collected will not be allowed to continue with extracurricular activities.
Education Outside of the Classroom

Trips are an important part of student’s education, as they provide hands-on understanding and reinforce topics taught in the classroom. Trips are planned throughout the school year to correspond with topics being taught across all areas of the curriculum. Parents will be notified about any trip well in advance. No student will be permitted to go on any trip if they have not returned the permission slip, signed by their parent by the due date, or are not dressed in the appropriate school uniform for the trip.

Student Code of Conduct

All members of the English School for Girls’ community have rights and responsibilities as partners in education and should follow practices which demonstrate respect for the laws and regulations of our society.

The school recognises the following appropriate behaviours, which make the school a safe and effective place of learning, and which brings credit to the school and individuals.

- Using language and actions that encourage mutual respect and courtesy.
- Respecting the views of others.
- Being sensitive to the needs of, and caring for others.
- Resolving conflict in a non-offensive manner.
- Reporting incidents of physical abuse, or verbal abuse, or harassment.
- Attending regularly and being punctual to all activities.
- Being prepared for all classes and activities.
- Observing all safety rules.
- Caring for personal and public property.
- Accepting responsibility for one’s own learning.
- Completing all work honestly to the best of one’s ability.
- Working co-operatively with others.
- Accepting that one is responsible for one’s personal behaviour in all situations.
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Cyber-safety Agreement for Students

This document guides students in the safe responsible use of ICT equipment, the internet and e-mail. All students/parents will have a copy of, and understand the Information and Communication Technology Policy prior to signing this document.

Read this sheet carefully

• It is to be signed by both the student and the parent
• A copy is to be kept by the school
• A copy is to be given to the student and parents

I promise to do the following:

1. I will not share my login or password details with any other person. I understand that I may lose the right to use a school computer if I break this rule.

2. I will use the ICT equipment at school only for school work. ICT equipment includes: computers, the internet, digital cameras, video cameras, CD and DVD equipment, printers and other electronic equipment used in the school.

3. I will only use the equipment if there is a class/subject leader in the classroom.

4. I will only use e-mail or the internet when a teacher has given permission.

5. I will only go to internet websites as directed by my classroom leader.

6. I will not give my personal details such as name, address, telephone number or photograph to anyone on e-mail or the internet.

7. I will not give personal details of any other person such as name, address, telephone number or photography to anyone else on e-mail or the internet.

8. I must be sensible when using the Internet and other communication technologies. I know that I must not do anything that would hurt me or anyone else.

9. I will notify the class/subject leader immediately if I accidentally access an inappropriate website or if I feel unsafe

10. I will notify the class/subject leader immediately if there are any problems with the equipment

11. To reduce the likelihood of the spread of viruses I will always check with my class/subject leader before I use a portable file storage device such as flash memory, CD's or DVD's

I understand that if I break this agreement in any way I may lose the right to use the computer or any electronic equipment at school.

I understand that my parents/caregiver will be notified and disciplinary action may be taken against me.

I have read and understood this agreement.

Name: ............................................  Class: ..........................

Signature: ...........................................  Date: ........................
Dear Parents,

Kindly complete and acknowledge the below acceptance form and return to your daughter’s Form Tutor within one school day of receipt. Please ensure that you have read through all contents of the handbook with your daughter before signing, and that you understand fully our student code of conduct.

Acceptance Form

I, __________________________ the parent/legal guardian of ___________ form/class ___________. I have read this document, and hereby acknowledge that we understand the rules and regulations mentioned in this student handbook.

I accept full responsibility that my daughter will comply with all the school policies of the English School for Girls and the Ministry of Private Education.

<table>
<thead>
<tr>
<th>Parent:</th>
<th>Student:</th>
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<tbody>
<tr>
<td>Name: ______________________</td>
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<td>Signature: __________________</td>
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Form / Class: _______
**Student Contact Form**

Dear Parents,

Please complete the form below and return to your daughter’s Form Tutor tomorrow. This will allow us to have student data on both the Ministry School Register and Statistic Register.

**Student's full name** (as show on the birth certificate):

_____________________________________________ ____________________  Class : _________

**Address:**

Area: _______________ Block: ______ Street: ___________________________ House No: ______

Home Phone: ___________ Father's Mobile: ___________ Mother's Mobile: _________

**Father's Details :**

Name : ________________________________  Nationality: ________________

Email address : ___________________________  Occupation : ________________

**Mother's Details :**

Name: ________________________________  Nationality: ________________

Email address: ___________________________  Occupation : ________________

**Emergency Contact:**

Name: ________________________________  Relationship : ________________

Email address: ___________________________  Mobile Phone : ________________

I verify that the information provided above is true and accurate.

Name : _____________________________  Signature: _______________  Date: _____________

Father / Mother / Legal Guardian ( Circle applicable )