

1641 SEAQAQA PRIMARY SCHOOL

RULES AND REGULATIONS

PLEASE NOTE CAREFULLY that the school Rules and Regulations given below are for your benefit. You are therefore advised to study, remember and follow them at all times.

1. ARRIVAL TIME

Every child must arrive at school by 8am except children who travel by bus.

2. SCHOOL UNIFORM

Children should come in uniform. These include:

Boys--- khakhi (brown) shorts

--- black belt

--- royal blue shirt with school badge

--- descent footwear preferably black or brown

Girls--- royal blue dress with white collar and sleeves with white binders and school badge.

3. HAIR STYLE

Boys --- should have a decent haircut .No stylish or fashionable cuts e.g. Mushroom cuts.

Girls --- neatly combed hair, two plaits for long hair with black ribbon, earrings and nose rings to be small.

---- nail polish is not allowed in schools.

---- students are not allowed to dye hair.

4. JEWELLERY

No students are allowed to wear any jewellery, except tiny ear studs for girls. Use of Make ups is strictly forbidden. Polished nails will also be not allowed.

5. CLEANLINESS

Children should be free from nits and lice. Everyone is to be neat and clean at all times.

6. SCHOOL LUNCH

Children should bring their own lunch to school. Pork and beef are not to be brought to school. Parents bringing lunch should do so during morning break (10.25-10.45).

7. SELLING THINGS AT SCHOOL

No pupils are allowed to sell any personal things e.g. sweets, fruits etc. to their fellow students in the school compound.

8. SHOPPING

Children are sent to school for learning purpose, please do not send them shopping or family errands.

9. STEALING

Stealing is absolutely prohibited and any student found guilty may be suspended or expelled by the MOE upon the recommendations of the head teacher. Those who attempt to steal will also face disciplinary action.

10. **EXERCISING GOOD MANNERS**

Use of vulgar language, swearing, hitting, bullying, lying, cheating is not allowed. Offending and intimidating others is not at all permitted. You are also not to shout, play, run or throw objects around while in classroom, veranda, computer lab and library.

11. **VISITS TO SCHOOL**

Visits to school during school hours should be restricted to school business only. Visitors are to get approval of the head teacher or the assistant head teacher in his absence, before meeting children and teachers. Parents and visitors are reminded not to go directly to teachers or students.

12. **PARENTS DAY**

Parents are required to come to school for discussion on parents day or whenever the need arises to discuss children related issues.

13. **HOMEWORK**

Parents must ensure that children do revision at home and also complete all school homework given by teachers.

14. **STATIONARY REQUIREMENT**

Parents must always ensure that children have all necessary stationary as required by the school.

15. **CARING FOR SCHOOL PROPERTY**

Every student must take care and make proper use of school books, equipment and facilities which are at their responsibility. Do not damage, break or loose school property. Any deliberate or accidental damage caused will have to be paid for by the student after their parents are informed. Any form of vandalism will be investigated and if found guilty, students will be dealt with in accordance to the set – disciplinary measures.

16. **DISPOSAL OF RUBBISH**

Do not litter your classroom, school compound and the school premises. Make proper use of the rubbish bins provided in the classrooms and the compound.

17. **CHEWING OF GUM**

Chewing of gum is not allowed at all times in the school.

18. **TRUANCY**

Truancy of any form and for any reason shall be regarded as an extremely serious offence. Parents may be called by the office to be informed of the problem.

19. **SILENCE DURING STAFF MEETING/DURING BRIEFINGS**

Students must maintain strict silence during staff meetings and briefings, and all other functions organised by the school.

20. VISITORS / TELEPHONE CALLS / MAILS

- a) No visitors will be allowed to meet any student unless authorised by the head teacher or assistant head teacher.

Students are not allowed to attend to telephone calls during the class time. Any mail received by the school for the students which is suspected to breach the school code of ethics would be opened by the head teacher/ assistant head teacher or the teachers. Students are advised not to use school postal box for correspondence except for educational purposes.

- b) Students are forbidden to bring to school i-pads, walkman, computer game, play stations, mobiles, calculators and any other expensive items which can be stolen.

21. OCCUPATIONAL HEALTH AND SAFETY

All students must adhere to the rules and regulations set by the OHS committee in the school.

For the safety of all and in compliance with the OHS laws the school has made the relevant rules and urges all to observe them.

- a). Walk on your right hand side of the corridor.
- b). Leaving the school premises is prohibited. Only when parents and guardians accompany the child, then only the release will be granted.
- c). You must behave when travelling in vehicles in the morning and after school.
- d). No one is allowed to climb any trees or pick any fruits from trees or to pick any flowers in the school compound.

22. GENERAL CODE OF CONDUCT

RESTRICTED AREAS

No school child is allowed to visit the video game centres and billiard houses during the school hours and in school uniform. Any child found in these restricted areas will be dealt according to the school disciplining measures.

23. PICKING AND DROPPING STUDENTS

Those parents and guardians who come to school to pick and drop their children may do so at the car park, unless it is urgent or an emergency.

24. ABSENCE FROM SCHOOL

Absent letter should be endorsed by parents or guardians and submitted to the class teacher.

25. ADDRESSING TEACHERS

Address teachers with Mr/ Mrs/ Miss and surname, e.g. Mr Chand / Mrs Waqa / Miss Devi.

26. BULLYING

Bullying will not be entertained at any time. Anyone reported bullying; upon investigation further action will be taken as per MEHA policy.