

THE GRAMMAR SCHOOL

General Student Guidelines



GENERAL GUIDELINES

What follows is a guideline of expectations, regulations and responsibilities of every student. This guideline is to be read by all students. No excuses will be accepted if a student claims that he or she did not know of the rules enforced.

The administration and the staff of THE GRAMMAR SCHOOL feel that it has become necessary to enforce these principles so that the school functions efficiently, and within a responsible environment for everyone.

Therefore, as a student of THE GRAMMAR SCHOOL your very first responsibility begins with the reading, understanding and the compliance with these principles.

These guidelines complement the official student handbook which is available on request and is given to all new students.

SCHOOL VISION & MISSION

VISION

To develop learners who grow as valuable, responsible and contributing members of society.

MISSION

To maintain and further improve our leading position in developing successful learners who aim high and achieve to the best of their abilities.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to free expression provided it does not impinge on the rights of others and it is expressed in a civilised manner. The right to free expression must not in any way condone or encourage violence and discrimination of others.

The use of mobile phones and/or any electronic equipment with a camera (including smart watches) by students of classes 1 to 3 is strictly prohibited. If they need to make a phone call they may do so from the school office.

Personal belongings must not be left unattended. The school **cannot** be responsible for any cost arising from the damage, loss or theft of personal items on the school grounds.

The school provides lockers for students in class 1. **Students who bring computers, tablets or smartphones to school do so entirely at their own risk.**

- Students are expected to attend school as per the school timetable.
- Students must come to school wearing the school uniform.
- Students participate in all school activities including school trips and church visits. Parents can inform the school if they object to a church visit.
- Every student has the right to inform/complain in writing to the school administration about any matter of concern. In cases where this refers to a member of staff, the matter will be investigated by the Senior Management Team.
- School staircases and the Gymnasium is strictly off limits during break time and free periods. Teacher parking areas are strictly off limits at all times.

Students will not, without good reason, be subjected to an intrusion of their privacy, including online activity, mobile phones and personal belongings. However, where the health and safety of the individual or other students is at stake, two teaching staff of the same gender will inspect the personal belongings and carry out a physical examination for prohibited and dangerous items.

SCHOOL DAY– SCHOOL YEAR – SCHOOL CALENDAR

School day starts at 8.00am. There are eight teaching periods.

After school, students have the opportunity to take part in a wide variety of clubs and activities. The library is also open with staff on hand to support with home learning or further study – Support Hour. The "Support Hour" offers any student the opportunity to get assistance from teachers for all subjects. This assistance can be on any questions a student may have with a lesson, or simply to provide help with their homework.

Period 1	Period 2	Break	Period 3	Period 4	Break	Period 5	Period 6	Break	Period 7	Period 8
08.00– 08.40	08.40- 09.20	09.20– 09.40	09.40 – 10.20	10.20– 11.00	11.00– 11.15	11.15– 11.55	11.55 – 12.35	12.35 – 12.40	12.40– 13.20	13.20– 14.00

***14.00pm – 15:00 pm (support hour)**

The school year starts on the 1st September and ends on the 31st August.
Academic activities start on the 1st September and end on the 30th June.
All republic of Cyprus holidays are observed.



A detailed school calendar, including all the school holidays and other activities is issued at the start of each academic year.

ATTENDANCE AND PUNCTUALITY

School absences must be excused using the “Absence Form” which is available from the school office. Parents or guardians may also inform the school and provide justification regarding a student’s absence either by phone or by email. Absence from school is divided into two categories, **justified** and **unjustified**.

Absences become justified when a legitimate reason for an absence is given. For example, if the family car broke down or when a doctor’s note is brought within three days of returning to school. In cases where parents send absence notes to the school, the Headmaster will directly verify these notes by calling the home.

All absences must be justified by a doctor’s or parents’ notes given to the office within 3 days or returning to school. Absences through skipping classes are not justifiable and may result in the student being punished. Students with a total number of absences more than 135 periods may be considered as having failed the year and the Grammar School reserves the right to have the student repeat the year in compliance with the Laws of the Ministry of Education. If a student is absent in excess of seven times the number of periods per week in that particular subject, the School reserves the right to have the student re-examined in that subject in accordance with the Laws of the Ministry of Education.

In cases where students are absent, they are still responsible for any work assigned by the teacher. In a case where a student misses a test he/she must fill out a make-up test form, (available from the office) and present it to the office within one day of his/her return to School. The office will investigate the reason for the absence and can either grant or deny permission for a make-up test. If permission is denied the student will automatically receive 10% for that test. Where permission is granted the form must be submitted to the teacher who will give the student a make-up test within five days of returning to the School.

Any student who was legitimately absent for more than two days has the responsibility to contact their subject teachers to ensure that they catch up on the material covered.

PUNCTUALITY

Part of the students' responsibilities is being punctual in arriving to school in the morning and when changing classes during the day. All pupils are expected to attend school punctually each day. The names of pupils who arrive late are recorded in the daily attendance record.

In the morning, students are expected to arrive at school at least five minutes before 8.00 am, unless they have a free for Period 1. **Students arriving late to school must pass by the office to sign-in.**

During school hours students should walk directly to their next class and should not waste time talking to others or wandering off to the canteen.

If **students are more than five minutes late in attending a class**, the teacher will mark them late and may also **refuse to allow them** in class.

UNIFORM AND APPEARANCE

THE GRAMMAR SCHOOL believes that basic discipline begins with the wearing of the school uniform and with the student's appearance.

The school uniform is to be worn during school hours, regardless if a student has a free period or not. When a student is in school, not only should the uniform be worn properly and completely, but also in a tidy fashion. This includes the following:

BOYS:

- White polo shirt with school emblem
- Khaki trousers
- Brown, black or white shoes/trainers
- Forest green sweatshirt / hoodie
- PE kit (only during PE)

GIRLS:

- White polo shirt with school emblem or white blouse with school emblem
- Khaki knee length skirt or trousers
- Brown shoes, black or white shoes / trainers
- Forest green sweatshirt / hoodie
- Cardigan (Optional)
- PE kit (only during PE)
- *Tights*: skin/neutral colour

All items of the uniform may be purchased at the school.

- Skirts are to be a conservative length and should not be rolled up.
- **Trainers / shoes must be plain – brown, black or white with no patterns or other colours.**
- Track-suits and PE kits are not part of the regular school uniform and should only be worn during PE. Also track-suits and PE kits should not be worn to and from school.

In the **winter time** the school sweatshirt/hoodie/cardigan is to be worn as the first part of the winter uniform. Polo shirts must always be worn underneath the sweatshirt or hoodie. In cases where the student still feels cold, a dark green anorak is available to be pre-ordered at the school.

The following clothing is **not** acceptable for school wear:

- Clothing or scarves which feature football colours or other slogans.
- Denim clothing of any colour (jeans or jackets).
- Sports / Training shoes of any other colour.
- Sandals.
- Short trousers.

Students who attempt to wear these items to school will be sent home to change.

APPEARANCE

Your appearance is just as important as your school uniform. It is a reflection of who you are and where you belong. Be proud of yourself and make the school, your family and friends proud by attending school in a respectful manner.

For school purposes this includes:

1. HAIR

Boys are to wear their hair in a **clean, short and tidy** fashion without extravagant designs or hair dyes. What is considered to be permissible will be both defined and clarified by the Heads of Year on a regular basis. Students consistently in violation of this rule may be **forbidden to attend school until their hair style is deemed acceptable.**

Boys are also expected to be clean shaven daily and their side-burns should be only half an ear's length. Girls' hair should be kept clean and tidy. No extravagant hair dyes or styles are permitted.

2. JEWELLERY

Boys are permitted to wear a minimum of jewellery which includes a watch, ring, bracelet or chain around the neck provided it is kept inside the shirt. Earrings are **not** permitted.

Girls are permitted a minimum of jewellery which includes a watch, a ring, bracelet and a chain which should be worn inside the blouse. One pair of earrings is permitted only. Any excessive jewellery will be confiscated.

3. MAKE-UP

Girls are not permitted to come to school with any form of make-up or brightly coloured nail polish.

4. End of the day procedure

Students are not permitted to change into plain clothes immediately after school and must wait until they reach home. Likewise, the school P.E. kit is not part of the regular school uniform and students must wear their proper uniform to and from school.

The Grammar School is a vibrant and successful community and as such, we set high standards which we expect our students to maintain. Students are entitled to expect an atmosphere free from disruptive distractions to prevail and for conditions of safety and calm to exist everywhere in the school.

During school hours students must conform to the strict code of behaviour when in or out of class. The rules regarding behaviour are as follows:

- Students must address all staff members regardless of age, gender or position by appropriate titles, (Sir, Mr, Mrs, and Miss) which is to be followed by their First names or Surnames.
- Students must not use offensive or foul language in class or in the school yard especially towards staff members, but also to other students.
- Students must not be disrespectful towards staff members. This includes talking back, raising their voices, body language, hand gestures or any other form of disrespectful behaviour.
- Whilst in class, students must show respect to their teachers and fellow students by sitting properly, refraining from speaking or calling out in class, arguing with classmates, fighting, sleeping or not paying attention.
- Students are not permitted to eat or drink in classrooms at any time. Chewing gum or sweets in class is not permitted.
- Students are requested to stay away from the office area unless official work needs to be conducted.
- Smoking is not permitted in or around the school premises, during school hours, and on school trips. Smoking is also forbidden during or before and after external examinations.
- Classrooms, the court-yard and all other school grounds are to be kept clean and tidy. Students should refrain from throwing rubbish on the floor, writing on desks, chairs or walls, and marking any school property where damage may occur. Students will be held responsible for any untidiness or damages that may occur.
- Toilets must be kept tidy and clean at all times. Students should not throw paper or other objects on the floors, or unnecessary objects into the toilet bowls. Students must realize that clean and sanitary toilets and washrooms are to their own benefit and health.
- Students are not permitted to leave the school premises during school hours for whatever reason. Any non-school appointments (e.g. doctor visits) should be arranged after school hours. Where there are exceptional circumstances, permission must be obtained from the office before leaving school.
- Students coming to school by cars or motorcycles must have a driving licence and park in the designated areas west of the building and away from the main entrance of the school.
- Order must be kept around the canteen area during breaks and free periods. Chairs and tables should be returned to their appropriate places, otherwise privileges will be suspended. The canteen area must be kept clean and tidy and free of rubbish at all times.

For minor infractions such as uniform, appearance, lateness, rudeness, or class disturbances et al, students are spoken to and warned about their behaviour. If these infractions happen on a consistent basis the parents will be informed and students may receive an appropriate punishment.

DISCIPLINE

Major and/or repeated violations of school rules will be noted on the “Student Progress Report” and will have an effect on their “Conduct”.

Major Violations: These are automatically referred to the Head of Year, and if necessary, the Headmaster/ Headmistress, which can lead to detentions, suspensions and even expulsion.

- Swearing at a staff member or classmate.
- Rudeness towards staff members.
- Fighting.
- Leaving school premises without permission.
- Cheating on tests, examinations, or homework and other assignments.
- Malicious damage to school or personal property of another.
- Theft of any sort.
- Repeated unjustified absences.
- Smoking, drinking or other indecent behaviour.
- Harassment of other students.
- Skipping lessons.

Minor Violations: These will be dealt with by the Form Teacher/ Head of Year on the spot. Punishments may include detention, cleaning school grounds, homework and assignments, and even suspensions for a day. Continuous minor violations will eventually be considered as major and will be referred to the Disciplinary Committee.

- Minor disputes between students.
- Class disturbances.
- Littering of premises.
- Uniform violations.
- Non-fulfilment of Academic obligations.
- Lateness.

Students that commit infringements in school will be subjected to appropriate disciplinary measures. The same applies if the infringement is outside school but during school time or outside school time but involves school property, staff or other students.

In cases where a student is punished by exclusion from school lessons, the parents or guardians are informed by the Head of Year as soon as possible.

