

DE LA SALLE COLLEGE MALTA



TO HONOUR
ST J^N B^T DE LA SALLE

COLLEGE STUDENTS
H.M. DOCKYARD

1981 - 1989

SIXTH FORM PROSPECTUS 2017

The information in this prospectus is valid at the time of printing but may be subject to last-minute modifications.

De La Salle College is not responsible for any error or subsequent (mis)interpretation.

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SECTION A ENTRY REQUIREMENTS TO DE LA SALLE SIXTH FORM

To apply for admission to the Sixth Form at De La Salle College applicants are required to have obtained a **minimum** of any **six** SEC/IGCSE level passes.

Most subjects offered in the Sixth Form require a strong background in the subject taken at Advanced and Intermediate levels. Some other subjects require a specific background. For example, it would be quite difficult to study Environmental Science at Intermediate level without some background in Chemistry or Biology. It is therefore suggested that applicants ask for advice or guidance before making a specific choice of subjects.

Because of the limited number of places at De La Salle Sixth Form, preference will be given to applicants with the highest grades in the subjects chosen.

Furthermore, the bulk of teaching, background reading and assignments is done through English. As such the importance of fluency in this medium cannot be overestimated.

SECTION B SUBJECTS OFFERED AT DE LA SALLE

The subjects offered at Advanced and Intermediate level are:

ACCOUNTING
ART
APPLIED MATHS*
BIOLOGY
CHEMISTRY**
COMPUTING
ECONOMICS
ENGINEERING DRAWING AND GRAPHICAL COMMUNICATION*
ENGLISH
ENVIRONMENTAL SCIENCE*
FRENCH
GERMAN *
HISTORY*
INFORMATION TECHNOLOGY*
ITALIAN
MALTESE
MARKETING
PHILOSOPHY
PHYSICS
PSYCHOLOGY*
PURE MATHS
RELIGIOUS KNOWLEDGE*
SOCIOLOGY
SYSTEMS OF KNOWLEDGE***

* Subjects offered at Intermediate level only

** Subjects offered at Advanced level only

*** Systems of Knowledge is a compulsory Intermediate level subject

N.B. Courses are offered provided that there are a sufficient number of applicants.



SECTION C
SIXTH FORM SUBJECT SCHEMES

De La Salle Sixth Form is offering the following subject groups:

GROUP 1	English, French, German, Italian, Maltese.
GROUP 2	Accounting, Economics, History, Marketing, Philosophy, Psychology, Religious Knowledge, Sociology.
GROUP 3	Applied Mathematics, Biology, Chemistry, Environmental Science, Physics, Pure Mathematics.
GROUP 4	Art, Computing, Engineering Drawing and Graphical Communication, Information Technology.

Applicants are required to choose their subjects as follows so as to satisfy The University of Malta Regulations:

One subject from Group 1

One subject from Group 2

One subject from Group 3

Two other subjects from any of the four groups

Two of the subjects must be at Advanced level and the other three at Intermediate level.

Systems of Knowledge is compulsory.

De La Salle Sixth Form has organised the subjects it offers in the form of a table, reproduced below. Applicants are to choose **ONE SUBJECT FROM EACH COLUMN OF THE TABLE**. This table is also shown on the Application Form. (*Please note that applicants are to choose their subjects from the table on the application form which may differ slightly from the table below*). The number in brackets indicates the subject groups as specified above.

ADVANCED LEVEL			INTERMEDIATE LEVEL			
ACCOUNTING(2)	BIOLOGY(3)		ACCOUNTING (2)	ENG.DR. & GRAPH.COM(4)	APPLIED MATHS(3)	
ART(4)	CHEMISTRY(3)		ART (4)	ENGLISH (1)	COMPUTING(4)	
BIOLOGY(3)	COMPUTING(4)		BIOLOGY(3)	ENVIR. SCIENCE(3)	ECONOMICS(2)	
CHEMISTRY(3)	ECONOMICS(2)		ENGLISH (1)	INF. TECH.(4)	ENGLISH(1)	
ENGLISH (1)	ENGLISH(1)		FRENCH(1)	MALTESE(1)	GERMAN (1)	
FRENCH(1)	ITALIAN(1)		HISTORY(2)	PHILOSOPHY(2)	ITALIAN(1)	
MALTESE(1)	MARKETING(2)		MALTESE(1)	PHYSICS(3)	MARKETING(2)	
PHILOSOPHY(2)	PHYSICS (3)		PHILOSOPHY(2)	PSYCHOLOGY(2)	PHYSICS (3)	
PHYSICS(3)	PURE MATHS(3)		PHYSICS(3)	PURE MATHS(3)	PSYCHOLOGY(2)	
PURE MATHS(3)	SOCIOLOGY(2)		PSYCHOLOGY(2)	REL. KNOWLEDGE(2)	SOCIOLOGY (2)	
			PURE MATHS(3)			

The revised University Entry Requirements must be borne in mind when choosing a particular combination of subjects. It is advisable to check the University of Malta website.

Some restrictions apply:

Accounting, Economics and Marketing: not more than 2 can be taken.

Environmental Science cannot be taken with Biology, Chemistry or Physics.

Computing cannot be taken with Information Technology.



SECTION D APPLICATIONS

Application Forms

- A. Students who attended De La Salle College or Stella Maris College in the scholastic year 2016-17, sons/daughters of De La Salle and Stella Maris employees (who have been employed at De La Salle or Stella Maris College at least since September 2016), and relatives of De La Salle/Stella Maris Brothers (i.e. nephews/nieces and the children/grandchildren of the latter) are to fill in the **yellow application forms** which may be collected from school reception from Monday to Friday between the 22nd June and the 25th July, or between the 1st and the 4th August between 8:00 and 12:00 and then handed in on the date of registration, that is, Wednesday 23rd August between 8:00 and 13:00. These application forms will also be available on the date of registration. **Kindly note that these application forms cannot be downloaded.**

Please note that:

- (i) sons/daughters of De La Salle/Stella Maris employees must also present a photocopy of the ID card of the parent who is employed at De La Salle or at Stella Maris
 - (ii) relatives of De La Salle/Stella Maris Brothers must also present a copy of their parents' ID cards as well as an official note signed by the Brother they are related to
- B. All other applicants are to fill in application forms which may either be downloaded from the Sixth Form website: www.delasallesixthformmalta.org or from the school website: www.delasallemalta.org (applicants will need to print them and then hand them in during registration) or collected from school reception from Monday to Friday between the 23rd June and the 25th July, or between the 1st and the 4th August between 8:00 and 12:00. Application forms will also be available during registration.

Second Preference

To better their chances of entry and to keep their options open where choice of subjects is concerned, **all** applicants may hand in up to two application forms with different combinations of subjects if they wish. Please note, however, that a registration fee of €15.00 is required for the first application and €10.00 for the second. (Former students of De La Salle and Stella Maris will pay €5.00 instead of €10.00 for the second application). Students applying for a second preference will be required to fill in the *Application Form for Preference 2* which may be picked up from school reception or downloaded. **Also note that if applicants are applying for the second preference, and they qualify for both preferences, only the first preference (which should be their favourite subject combination) will be considered.** Therefore, when applying at the reception desk applicants are to inform the member of staff at the desk that they wish to apply for a second preference. When applicants fill in this second application form, they do not need to re-attach photocopies of results, photos, ID card etc.

Guidance regarding the application forms will be available at De La Salle College on the days applications are accepted.

Registration Dates

- (a) For students who attended De La Salle College or Stella Maris College in the scholastic year 2016-17, sons/daughters of De La Salle and Stella Maris employees, and relatives of De La Salle/Stella Maris Brothers (i.e. nephews/nieces and the children/grandchildren of the latter):

Wednesday 23rd August between 8:00 and 13:00

- (b) For all other applicants:

Thursday 24th August between 8:00 and 18:00

Friday 25th August between 8:00 and 16:00

**1. Applicants must bring with them:**

- (i) their identity card together with a photocopy
- (ii) the original and a photocopy of their examination results (including ECDL, ballet etc)
- (ii) the original and a photocopy of their school leaving certificate
- (iii) two original colour passport size photographs (one to be affixed to the application form)
- (iv) registration fee of €15.00 (€10.00 for second application)

2. It is to be noted that:

- no re-sit results in any subject will be considered for entry into the Sixth Form
- official revision of papers results will be accepted, yet if classes are full prior to the issuing of such results, a place cannot be guaranteed
- late applications will **not** be considered

SECTION E
SELECTION FOR ENTRY INTO DE LA SALLE SIXTH FORM

1. For admission into De La Salle Sixth Form a point system is used, as explained in Section F.
2. Students who attended De La Salle College or Stella Maris College in the scholastic year 2016-17, sons/daughters of De La Salle and Stella Maris employees and relatives of De La Salle/Stella Maris Brothers (i.e. nephews/nieces and their children/grandchildren) **will automatically gain entry into De La Salle Sixth Form if they satisfy the conditions set under the Automatic Qualification System as specified in Section G.**
3. Priority is given to applicants who qualify under the Automatic Qualification System.

SECTION F
ALLOCATION OF POINTS

For selection purposes, points are allocated to all applicants depending on the results obtained at Sec/IGCSE Level, as described in points 1 to 5 below.

1. The bulk of the points is awarded to each applicant according to the grades obtained at SEC/IGCSE level in the subjects chosen at Advanced and Intermediate level. Allocation of points is as follows:

SEC		
	Points	
Grade	A'L	I'L
1	30	10
2	24	8
3	18	6
4	10	4
5	5	2

IGCSE		
	Points	
Grade	A'L	I'L
A*	30	10
A	24	8
B	18	6
C	5	2



2. The grades of the best nine subjects at SEC/IGCSE level (irrespective of what is already awarded in 1. on p.4) are then taken into consideration and points awarded as follows:

SEC	
Grade	Points
1	5
2	4
3	3
4	2
5	1

IGCSE	
Grade	Points
A*	5
A	4
B	3
C	1

If applicants have obtained passes in fewer than nine subjects, they will be awarded points on the subjects they have obtained passes in.

3. Applicants who have siblings studying at De La Salle College in 2017/2018 and/or siblings who studied at De La Salle College in 2016/2017 will be awarded **four** points. **They must attach their sibling's annual exams result sheet to their application form.**
4. **Four** points will also be awarded to an applicant whose brother/sister qualifies for entry into De La Salle Sixth Form. However, should the applicant qualify for entry as a result of the extra four points, s/he will only be accepted if place is still available.
5. If more than one applicant obtain the same number of points for entry into a particular course, and not all can be accepted, preference will be given in the following order to:
- former De La Salle/Stella Maris students, sons/daughters of De La Salle/Stella Maris employees and relatives of Brothers (i.e. nephews/nieces and the children/grandchildren of the latter)
 - applicants who obtained the highest points according to their grades at SEC/IGCSE level in the subjects chosen for Advanced level, points being allocated as described in Section F(1)
 - applicants who obtained the highest points according to their grades at SEC/IGCSE level in the subjects chosen for Advanced and Intermediate level, points being allocated as described in Section F(1)
 - applicants who have the highest number of SEC/IGCSE level passes.

Lots will be drawn if more than one applicant equally satisfy (a) – (d) above.

Please note, however that:

- no points will be assigned to applicants who choose to study a subject which is offered at SEC/IGCSE level and do not have a pass in this subject
- the allocation of points in subjects at Advanced or Intermediate level which are not offered at SEC/IGCSE level i.e. **Marketing, Philosophy, Psychology and Sociology** is worked out on the average of the **best four** SEC/IGCSE level grades in the subjects not chosen at Advanced or Intermediate level and to which no points have been allocated
- in the case of **Environmental Science**, points are allocated to the highest grade obtained in any of the following subjects: Physics, Chemistry, Biology or Human Biology, studied at SEC/IGCSE level



- applicants choosing **Information Technology** at Intermediate level will be awarded points on the basis of either the grade obtained in Information Technology (VET) at SEC level or Computer Studies at SEC/IGCSE level or in ICT at IGCSE level or on the basis of a pass in ECDL. Please see below regarding points allocation where ECDL is concerned. If an applicant is in possession of more than one of the above qualifications, the highest grade will be taken into consideration.
- applicants choosing **Computing** at Advanced or Intermediate level will be awarded points on the basis of the grade obtained in Computer Studies at SEC/IGCSE level
- applicants opting for **Accounts and/or Economics** will be awarded points only if they have a SEC/IGCSE level pass in the subject/s chosen. Applicants who have a pass in Business Studies will not be awarded any points if they opt for Accounts and/or Economics. Students who have an IGCSE result in Accounts and opt for Accounts at Advanced level must be in possession of a minimum of grade B in the subject
- applicants choosing **English** at Advanced level will **not be allowed** to choose English at this level if they do not have a pass in both English Language and English Literature at SEC/IGCSE level. Allocation of points will be based on the average of the grade in these two subjects
- an **ECDL** result will be considered as one of the best nine subjects referred to in 2. on p.5 Applicants in possession of the ECDL Core certificate (Modules 1-7) will be awarded points equivalent to a Grade 3 at SEC level, whilst those in possession of the ECDL Advanced certificate (4 modules) will be awarded points equivalent to a Grade 1. The original certificate or skill card must be presented on application
- a **BTEC** result will be considered as one of the best nine subjects referred to in 2. on p.5. Applicants in possession of a BTEC Diploma 2 will be awarded points as follows: *Distinction* will be awarded points equivalent to a grade 1 at SEC level, *Merit* the equivalent of a Grade 3 at SEC level whilst *Pass* the equivalent of a grade 5 at SEC level. A BTEC Diploma 3 will be awarded points equivalent to a grade 1 at SEC level
- applicants in possession of an Advanced level or an Intermediate pass in any subject will be granted the points equivalent to a Grade 1 at SEC Level. Should this be the case, the applicant will not be awarded points for a SEC/IGCSE level pass in the same subject
- **ONE** result in Music, Dance, Drama or in any other discipline which is not examinable at SEC/IGCSE level will be considered as one of the best nine subjects referred to in 2. on p.5

For qualifications in Music, Dance and Drama please note the following:

- (i) For their results in these disciplines to be accepted and processed by the college, applicants are to refer to the list of Music, Dance and Drama Qualifications found on the school website, **print the page/s where their qualification is listed, highlight the qualification on the printed page and attach this page to their application form. The original result must still be presented on application.**
- (ii) Results rated at MQF Level 3 will be awarded points equivalent to a Grade 3 at SEC level. Results rated at MQF Level 4 or higher will be awarded points equivalent to a Grade 1 at SEC level.



For qualifications in other disciplines and for qualifications in Music, Dance and Drama not found in the list referred to in (i) on p.6 please note the following:

- (i) The college accepts results in the 'Progressive Sports Specific' programme run by the National Sports School. The grades obtained are equivalent to the grades obtained in SEC exams.
- (ii) For the college to recognize other results, applicants need to provide an evaluation statement issued by the MQRIC (MQRIC – **National Commission for Further and Higher Education**, Sir Temi Zammit Buildings, Malta Life Sciences Centre Ltd, Malta Life Sciences Park, San Gwann, **Tel:** +356 2381 0000).
Please note that evaluation statements may take some time to be issued, so it is in the interest of applicants to apply for and obtain such documents well in advance of the Sixth Form application period. Any statements provided after the closing date of applications will not be accepted.
- (iii) The college will only accept results rated at MQF Level 3 or higher.

SECTION G THE AUTOMATIC QUALIFICATION SYSTEM

The Automatic Qualification System applies only for students who attended De La Salle College or Stella Maris College in the scholastic year 2016-17, sons/daughters of De La Salle and Stella Maris employees and relatives of De la Salle/Stella Maris Brothers as specified below.

1. Students who attended De La Salle College or Stella Maris College in the scholastic year 2016-17, sons/daughters of De La Salle and Stella Maris employees (who have been employed at De La Salle or Stella Maris College at least since September 2016), and relatives of De La Salle/Stella Maris Brothers (i.e. nephews/nieces and the children/grandchildren of the latter) will automatically qualify for entry if:
 - (a) **they obtain a minimum of 90 points**
and
 - (b) **they obtain an average of Grade 2 or better (at Sec/or equivalent at IGCSE level) in the subjects chosen at Advanced level**
and
 - (c) **they obtain an average of Grade 3 or better (at Sec/or equivalent at IGCSE level) in the subjects chosen at Intermediate level**

Please note that:

1. When it comes to subject choice, the conditions listed in Section F(1) still have to be satisfied.
2. The four points mentioned in Section F (3) will not be awarded to those candidates who qualify under the Automatic Qualification System. This means that the minimum of 90 points needed to qualify under the Automatic Qualification System must be obtained solely on the basis of examination results.
3. Only one application will be accepted under the Automatic Qualification System. However an applicant may still opt to hand in a second application (for the second preference) which will be processed as that of any other applicant. Should an applicant qualify for both, only the first preference will be considered unless the applicant marks otherwise on the yellow application form.
4. If the number of applicants who qualify under the Automatic Qualification System is more than the number of places available for particular subjects, and not all can be accepted, preference will be given in the following order to:



- (a) applicants who obtained the highest points according to their grades at SEC/IGCSE level in the subjects chosen for Advanced level, points being allocated as described in Section F(1)
- (b) applicants who obtained the highest points according to their grades at SEC/IGCSE level in the subjects chosen for Advanced and Intermediate level, points being allocated as described in Section F(1)
- (c) applicants who have the highest number of SEC/IGCSE results.

Lots will be drawn if more than one applicant equally satisfy (a) – (c) above.

5. If former De La Salle/Stella Maris fifth formers, sons/daughters of De La Salle and Stella Maris employees and relatives of De La Salle/Stella Maris Brothers fail to satisfy the Automatic Qualification System conditions, their application will be processed in the same way as that of any other applicant in which case should the applicant have siblings attending De La Salle College in 2017-18 and/or siblings who attended De La Salle College during 2016-17, they will be awarded the 4 points as specified in Section F (3).

SECTION H MAINTENANCE GRANT

Students who are accepted into De La Salle Sixth Form will receive a maintenance grant on condition that they

- are Maltese citizens, or have at least one parent who is a Maltese citizen
- have resided in Malta for a period of not less than five years from the date of commencement of the relative course of studies
- have completed their term of compulsory education and
- attend their course regularly and make satisfactory progress.

Please note that if students do not attend school regularly and/or if the school administration feels that their work is unsatisfactory they will forfeit the right to receive the maintenance grant until matters are rectified.

There will be a deduction from the grant whenever students are absent and do not present a medical certificate to justify their absence. It is the policy of the college that a medical certificate is required if students are absent for **more than one day**. If students are absent for one day, a note from a guardian/parent explaining their absence is accepted. However, there will still be a deduction from the maintenance grant if a medical certificate is not presented. There will also be a deduction in the students' grant if they miss a lesson/s without prior permission from the school administration.

SECTION I DONATIONS

Students attending De La Salle College Sixth Form are not charged any tuition fees. However, they will be asked for a voluntary donation to cover part of the College's expenses (including maintenance, purchase of and wear and tear of equipment, furniture, water and electricity bills to mention but just a few).

SECTION J CONTRIBUTIONS BY SCIENCE STUDENTS

To cover inevitable operational costs the following *one-time* contributions have to be made:

- students taking Biology, Chemistry and Physics at Advanced level are required to contribute the sum of €25.00 per subject
- students taking Computing at Advanced level are required to contribute the sum of €70.00
- students taking Computing or Information Technology at Intermediate level are required to contribute the sum of €50.00



SECTION K
ASSESSMENT AND PROMOTION

Students are assessed throughout the year and reports are sent home after tests as well as after the Half-Yearly and Annual Examinations. Parents' Day is held twice a year.

Promotion to Second Year is not automatic.

- (A) Those students who obtain **less than 45** marks in the Annual examination in one or both subjects at **Advanced level** will have to sit for an exam in this subject/these subjects at the end of August.
- (B) Those students who obtain **less than 40** marks in the Annual examination in one or more subjects at **Intermediate level** will have to sit for an exam in this subject/these subjects at the end of August.
- (C) Those students who are absent for any exam in any subject/s studied at Advanced or Intermediate level held in June will have to sit for an exam in this subject/these subjects at the end of August.
- (D) **Students who, according to A, B, C above, are required to sit for an exam in a subject/s in August and fail to do so, will not be allowed to continue their course.**
- (E) Those students who are required to sit for one or more exams in August should reapply for First Year Sixth Form when applications open at the end of August just in case they fail to satisfy any of Conditions 1, 2, 3, 4 listed below. Should students satisfy these conditions the application registration fee will be refunded.

CONDITIONS FOR PROMOTION AFTER RESIT

1. **Students who are required to sit for an exam in August in one or both subjects studied at Advanced level will be promoted if**
either
 - (a) they obtain a **minimum of 45 marks** in the subject/s at Advanced level
 - or*
 - (b) they obtain **between 40 and 45 marks** in the subject/s at Advanced level **and their average mark in the subject/s at this level in the Half-Yearly, Annual and August exams is 45 or over. Please refer to *1 on p.11**
2. **Students who are required to sit for an exam in August in one or more subjects studied at Intermediate level will be promoted if** they obtain a **minimum of 40 marks** in this subject/these subjects at Intermediate level.
3. Students who are required to sit for exams in August in subjects at Advanced and Intermediate level will be promoted if they satisfy the conditions in both 1 and 2 above.
4. **Students who fail to satisfy the previous requirements will not be promoted to Second Year.**

***1** If students **are absent for the Annual exam** in a subject, their average mark will be worked out as follows: Half-Yearly exam a weighting of 1 and August exam a weighting of 2.
If students **are absent for the Half-Yearly exam** in a subject, but are present for the Annual exam, the average mark will be worked out as follows: Annual exam a weighting of 1 and August exam a weighting of 2.
If students are **absent for both the Half-Yearly exam and Annual exam** in a subject, the August mark in that subject will carry all the weighting.



SECTION L REPEATING FIRST YEAR

1. Students who are not promoted to Second Year will be allowed to repeat First Year at De La Salle Sixth Form **with the same subjects** if their average global mark in all the subjects (including the ones they passed in) studied at Advanced and Intermediate level in the Half-Yearly and Annual examinations is 45 marks or over. (average global mark = average of all marks obtained in the Half-Yearly and Annual examinations. In the case of the subject/s sat for in the August session the resit mark will replace the Annual mark)
2. Students failing to satisfy the above requirement will not be allowed to repeat First Year automatically and will only be able to start First Year again if they qualify for entry into Sixth Form after applying for entry when applications open in August.
3. Students may only repeat First Year once. If, after having repeated First Year, a student fails once again to be promoted to Second Year, s/he will not be allowed to repeat or reapply for First Year.

SECTION M CHANGE OF SUBJECTS

Students will be given the chance to change subjects up to the end of the first term of their First Year. In such cases their points for entry will be recalculated and they will only be allowed to change subjects if they qualified for entry with these points and there is space available.

SECTION N CODE OF CONDUCT

Sixth Form is a bridge between secondary school and the adult world of Higher Education and work. Hence, students are expected to respond as young independent adults to every situation by shouldering increasing responsibility for the organisation of their own study and by exercising considerable self-discipline.

Bearing in mind that the level of success during the two years at De La Salle Sixth Form will, to a greater or lesser extent, affect students' future, it is of paramount importance that they make the utmost of their experience at the college. Apart from the intrinsic value of their academic work, they stand to gain considerably, in terms of maturity and personal experience, from the social life of the Sixth Form.

De La Salle Sixth Formers are expected to respect the following rules during the two years they spend at the college and action will be taken against those who fail to abide by them:

- students should treat Staff and other students with respect, consideration and courtesy
- students should act responsibly at all times, including when on school trips or on school buses
- students are expected to attend all lessons and activities on the timetable. These include Personal Awareness, general Physical Education lessons, the weekly Eucharist (during which they are expected to participate actively) and Assembly. Punctuality is a must. Should students be absent due to illness, the parent/guardian must inform administration by 08:30 that same day. Should a student be unable to attend on a particular day or miss a particular lecture, the administration/teachers must be informed by the student's guardian. Ideally this should be done in writing and the reason for



absence clearly stated. On rare occasions and due to exigencies of certain extra-curricular activities, permission to miss out on lectures must be obtained in writing well in advance.

- any commitment to extracurricular activities must be honoured
- during school hours students are not to leave the school premises without permission from the administration
- students are **not** to bring into the school premises or be in possession of or make use of tobacco products, alcohol or objectionable literature (even during events organized by the Student Council on school premises). Students are prohibited from smoking during and after school hours in close proximity to the school premises and on no account are they to enter bars in the area between 7.15 and 15.00
- students are not to make use of or have in their possession any illegal drugs. The school has a very stringent policy on drugs which will be rigorously applied if a problem arises
- no food (such as sandwiches, cheesecakes and other oily food) and drink (such as juices, iced teas, soft drinks, coffee) are to be consumed on the first and second floors. This is to ensure the cleanliness of classrooms at all times. Chewing gum in the classrooms is strictly forbidden
- students are encouraged not to bring valuable items (e.g. expensive watches, cell phones, computer games, music equipment) to school or on excursions organised by the School. The School will not be held responsible should such or other items be damaged or go missing
- should students choose to bring their cell phone to school, they must ensure that it is switched off during lessons, assemblies and activities and see that it is not an inconvenience to others. Cell phones may be confiscated if this rule is not abided by. The School will not be held responsible should confiscated phones be damaged or go missing
- no electronic equipment except for calculators may be used in the classroom
- students should not film teachers or record lessons without the teachers' consent
- students may not post any films or photos related to the school on the Internet without the approval of the Administration. Failure to do this may result in immediate expulsion
- students should not exert physical, verbal or psychological pressure (or any other form of harassment) on fellow students, teachers or support staff. Students should inform the administration, the school counsellor, their mentor, a teacher they trust or their parents if they or someone else is being harassed or bullied. In 'Good Behaviour and Discipline Policy for Schools' - Ministry of Education 2002, it is specifically claimed that
"All forms of verbal and physical behaviour that is meant to hurt, intimidate or jeopardise the integrity and the dignity of a person, such as name-calling, ridiculing, taunting, threatening and the use of physical violence are all forms of bullying. Bullying of any kind is strictly forbidden in school..."
- students must use private study time wisely
- students must not run around in corridors and be of inconvenience to others at any time
- some rooms, like Science Laboratories and Technology Rooms, and some activities such as Physical Education, games, field-work, art work and school excursions have particular safety hazards and other requirements and, therefore, additional rules apply. These will be provided and explained to students in due course
- students must keep the social and work areas tidy at all times



- students must set a good example of dress and appearance by adhering to the following dress code:

for all students:

- i. during PE lessons students are expected to wear a tracksuit/PE kit
- ii. hair should be clean and neat
- iii. body piercing will not be tolerated while vulgar logos on any apparel, sleeveless tops, ribbed and low-waisted jeans/trousers/shorts, flip-flops or beach shoes are strictly prohibited
- iv. shorts and bermudas must neither be cuffed(rolled up) nor above the knee
- v. beanies/caps/hats in the corridors/classrooms on the 1st and 2nd floors are strictly forbidden
- vi. tattoos must not be visible at any time

girls:

- i. tops must not be see-through, revealing, cropped or short and must not have low-cut necklines.
- ii. any skirts must not be above the knee
- iii. leggings, jeggings and cycling pants are not allowed

boys:

shorts, earrings or pins, extreme styles or tinting of hair are not permitted

The School Administration reserves the right to send students home if they are dressed inappropriately.

Please note that all regulations apply when students are on school trips or on any occasion when students are representing the school.

These rules are a good guide to living in a happy, peaceful community both within and outside the school. The School's rules are simple and clear, so that students know the standards that are expected of them. The School believes that students are happier in a secure environment where they understand how they are expected to work and behave. This Code of Conduct has respect for the individual as its base and aims to promote understanding and respect for others.