

QUEEN'S PREPARATORY SCHOOL

THE SCHOOL RULES

Rules are necessary in every organization (families, companies, schools etc.) as their existence and enforcement help to ensure:

- Order is achieved and maintained
- Objectivity and fairness for all stakeholders
- A safe environment is achieved and maintained

Below are the rules of the school. These are subject to change/revision with notice from time to time. We look forward to your cooperation with helping the children to observe the rules of the school as we strive to create a safe environment for all.

Punctuality

School begins at 7:45am and children are expected to arrive on time. It is best to bring your child to school at least ten minutes before school begins. Children who are habitually late miss out on vital early morning activities and their lateness can also be disruptive to the class proceedings.

Early Arrival

- A teacher is on duty in both departments from 7:15am each morning.
- Teachers should report to their classrooms by 7:30am
- When children are brought to school they should go immediately to their own classrooms and pack away their belongings.
- Children must not be left inside classrooms which are unsupervised.
- The period before 7:45am is considered a quiet time and children should not engage in any noisy games at this time.

Early Departure

If a child needs to leave school before the regular school hours have passed, the parent or caregiver must go to the front office to receive an "early leaving pass" which must be taken to the class teacher. Children will not be released without this pass.

Out of Bounds

- Children are not allowed to go to the High School at anytime unless accompanied by a teacher.

- Children are not allowed to leave the premises unaccompanied even at the end of the day without the written permission of the parent/guardian.

Absence

Parents of children who are absent for more than a day are required to submit a letter on their return to the class teacher – addressed to the Principal or Vice Principal explaining the reason for the absence.

Uniforms

Girls

- Grey school dress, black shoes, (no boots) plain white fold over socks (no frills etc.)
- Dresses must be at least knee length.
- Red, black, brown or white clips only.
- Beads and hair extensions are never allowed.
- Small silver or gold knobs ONLY for the ears. (No diamonds etc.)

Boys

- Grey school shorts and white shirt
- Plain black shoes (no coloured logos, no boots, no high tops)
- Plain white fold over socks – no sports socks.
- No pony tails or Mohawk hairstyles
- No patterns shaved into the hair.
- Low crew cut hair style for all boys is required. Boys of the Rastafarian faith may wear “locks” but these must be neatly restrained by a tam or band.
- Boys are not allowed to wear earrings.

Children whose attire or hairstyles contravene the stated requirements will receive a note of warning. Continued non-compliance will result in exclusion from class activities.

NO OTHER JEWELRY OR ADORNMENTS SHOULD BE WORN TO SCHOOL except for a simple watch and in the case of the girls, the previously described earrings. (No rubber bands etc).

There are two uniform sale days at the beginning of each school year. Uniforms may also be purchased from the suppliers on Thursdays only. (Contact information available in the office).

PLEASE LABEL ALL UNIFORMS AND PERSONAL EFFECTS.

Physical Education - Coloured P.E. shirt, plain white shorts, white socks and plain white sneakers. Junior girls are required to wear uniform skirts.

Swimming - Full swim suits and caps are mandatory for girls.

Jeans Day - School T-Shirt, long blue jeans pants worn with a belt and school shoes. (No Skirts or shorts and no “Skinny” or “Baggy” jeans)

Cell Phones

Cell phones are never allowed at school. Phones brought to school will be confiscated and sent to the office. In order to retrieve the phone the parent / guardian will have to come personally for the phone and pay a fine of \$500.00. If the phone is brought again to school it will be confiscated for the remainder of the school term and an additional \$500.00 fine will have to be paid for its return.

Chewing Gum and Candy

Chewing gum is never allowed at school. Candy is not allowed except, at the discretion of the class teacher at parties.

Selling and Buying

Children are never allowed to buy anything from street vendors. Items are not to be brought to school by any child for the purpose of selling to others. Children should not for any reason accept money from other children.

Kindergarten Department

All three gates in the Kindergarten will be closed at 8:15am daily. Children arriving after this time must be taken to the Junior Dept. office by their parents where a “late pass” will be issued. Passes will only be issued to an adult accompanying the child. On receipt of the pass the parent is required to walk the children over to the Kindergarten Dept. via the High School grounds to their classrooms. Children will not be admitted to class without a parent presenting the late pass directly to the teacher.

Kindergarten children are not subject to the sanctions of demerits or detentions. However, incidents of fighting, use of curse words and gross misconduct will be dealt with individually and appropriate measures taken.

Junior Department

House points

Children may earn house points for:

- Good attendance
- Punctuality

- Helpfulness
- Good work
- Good behaviour, et al

Children may receive demerits for:

- Not doing homework
- Bad behaviour
- Poor deportment
- Chewing gum
- Bringing cell phones

Misconduct Detentions:

Children will receive detentions for:

- Using curse words anywhere and to anyone in the school.
- Insubordination
- Serious misconduct

They will also receive a note of warning explaining that the next infraction of this kind will result in the suspension from school for two days.

Assignment Detentions

Children will also receive detentions for not doing and/or submitting three home assignments. Children who receive three of these detentions in one term will serve an 'in-house' suspension, wherein they must attend school but will not be allowed to sit in the classroom. They will be required to do all unfinished home assignments as well as to complete that day's class assignments and notes.

Suspensions and Expulsions

Children will be immediately suspended for:

- Fighting
- Gross misconduct and insubordination.

Suspension periods refer to school days and do not include weekends or holidays.

Two suspensions in the Grade 6 year will result in the automatic exclusion from involvement in the school leaving ceremony for that school year.

Recommendations will be made to the Board of Governors for expulsion of all children who are suspended three times for the year for misconduct.

Fees

All fees payable to the school are mandatory. Non-payment of any fee (tuition, activities, aftercare etc.) on the published date will result in the withholding of reports or the eventual exclusion of children from class until the sum owed is satisfied.

Conduct of Parents and Guardians

We are all aware of the importance of being exemplary examples of conduct and deportment for our children to follow. To this end please be advised of the following:-

- Parents, guardians and drivers are required to conduct themselves in an orderly manner at all times whilst on the school grounds. Loud speaking, cantankerous or otherwise anti-social conduct will result in the offending parties being barred from entrance to the grounds.
- Parents who behave in a unseemly manner as determined by the school's administration will no longer have the privilege of administrative services for themselves or on behalf of their children, (eg. Letters to embassies, certification of photographs) unless a written apology is submitted by them for the offending behaviour and is accepted by the school's administration.
- Parents, guardians and drivers are expected to be properly attired at all times when on the school grounds. Miniskirts, shorts, see-through clothing, exposure of undergarments are therefore not allowed.

“We are God’s workmanship, created in Christ Jesus to do good works which He prepared in advance for us to do.”