



TRINITY COLLEGE

STUDENT HANDBOOK



2021

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GENERAL INFORMATION

Vision

Trinity College will be the best school, and it will provide a holistic learning environment which will produce multi-dimensional citizens who are committed to excellence and who will contribute to the growth and development of Trinidad and Tobago.

Mission

Trinity College will provide a balanced all-round education in a disciplined environment.

It will nurture confident, independent thinkers by encouraging academic excellence, healthy lifestyles, effective communication, environmental sensitivity and moral and spiritual values.

Our aim is for all students to become culturally aware, socially conscious and lifelong learners.

Contact Information

Address: Moka, Maraval, Trinidad & Tobago
Phone: (868) 629-2078, (868) 629-0973
Email: trinitycollegemoka@gmail.com

The Motto of Trinity College

The choice of motto “*Courage and Courtesy*” indicates clearly the aims of the College.

The original suggestion was ‘*Be ye Courteous*’ as it was felt that courtesy sums up in a word most Christian virtues. However, it was pointed out that to practise courtesy in these modern times requires courage; therefore, the motto became ‘*Courage and Courtesy*’.

Peter Helps, 1960

Worship

Each day begins and ends with prayer.

There are four special services:

- i. Joint Carol Service with Bishop Anstey High School – last week of Michaelmas Term (Term 1)
- ii. Annual Anniversary Service – January in Lent Term (Term 2)
- iii. Eucharist celebration during the week following Trinity Sunday in Whitsun Term (Term 3)
- iv. Valedictory Service for Fifth- and Upper Sixth Form students.
The entire school body attends these services.

House System

The College is divided into four houses:

1. Anstey House (Yellow)
2. Gordon House (Red)
3. Helps House (Green)
4. Rawle House (Blue)

Supervision

The various aspects of the day-to-day life of the students at the college are supervised by a Dean. Parents/guardians may meet the Dean responsible for their sons/wards/daughters by making an appointment.

Term Reports

Mid- Term: An assessment of the student's work is usually made mid-term. Students' grades as well as teacher comments are given in the Report Card. Parents/guardians are required to sign this report and ensure its return to the appropriate Form Teachers.

End of

Term: Reports are issued at the end of each term. Parents/guardians who do not receive reports should get in touch with the Dean or the Principal.

Finance

Since Trinity College is an assisted secondary school, there are no fees. The Government gives financial assistance. The Parent-Teacher Association and other benefactors provide the rest of the money needed to run the College. Parents/Guardians are therefore asked to note that they have a financial obligation to fulfil if the school is to operate successfully. Running costs are high and if our vision for quality education is to be achieved, general regular contributions by parents/guardians are an absolute necessity. The Parent/Teacher Association now requires each parent/ guardian to make an annual contribution towards the operating costs.

Donations

The College is always willing to accept other donations or covenants for any general or particular purpose in connection with the school's welfare. Trinity College is a registered Charity with the Board of Inland Revenue.

Daily Schedule

7:45 a.m.	Warning bell
8:00 a.m.	Registration and prayers
8:10 a.m.	Start of first period
10:10a.m.	Morning break
11:50 a.m.	Lunch
12:45 p.m.	Afternoon registration
2:15 p.m.	End of last period

HISTORY

Trinity College was founded as a private secondary school in January 1958 at Melbourne Street in Port of Spain. It was established through the efforts of the Very Revd. Benjamin Vaughn, then Dean of the Cathedral of the Holy Trinity, and the Anglican Diocese in order to provide a solid secondary education for boys. Trinity College was established by Act No. 19 of 1964; it is the only school in Trinidad established by an Act of Parliament.

In January 1959, upon application, the college became a government-assisted secondary school and thus a public secondary school. Students are admitted either on the basis of the Secondary Entrance Assessment (SEA) or transfer tests and/or other criteria with the approval of the Ministry of Education. From September 1987, girls have been admitted into the Sixth Form.

Through the generosity of the Gordon Grant Estates Limited, the College obtained a long-term lease of approximately 22 acres at Moka and started to develop a new campus with the intention of creating a boarding school. The Government did not approve this change, so the College has remained a regular day school since moving to Moka.

The Governing Body of Trinity College, chaired by the Dean of the Holy Trinity Cathedral, and the Ministry of Education share responsibility for the College. A Board of Management appointed by the Governing Body of Trinity College with the approval of the Bishop of the Diocese monitors the development and growth of the school. The Bishop has the authority of the post of Visitor.

The Teaching Service Commission appoints the teaching staff after recommendations by the Board of Management,

Funding is provided mainly through grants from the Ministry of Education. Donations and fund raising projects organized by the PTA, the College and the Alumni Association supplement these grants.

The Governing Body of Trinity College, the staff and the Parent/Teacher Association, with the government's assistance, strive to create and maintain conditions under which each student can achieve his/ her best in all areas of endeavour with courage and courtesy. The rules of the College provide a minimum standard of behaviour to which each student must adhere if this goal is to be realized.

Principals

Mr. Peter Helps	1958-1969
Mr. Courtney Nicholls	1969-1985
Mr. Michael Clarke	1986-1997
Mr. Llewellyn Mac Intosh	1998-2008
Ms. Alison Baisden	2008-2016
Mr. Carl Tang	2016-

Vice Principals

Mr. Hugh Spicer	1974-1991
Ms. Myrna Hall	1991-1995
Mr. Ruthven Tom Pack (ag.)	1996-1997
Mr. Llewellyn Mac Intosh	1997-1998
Mr. Ruthven Tom Pack	1998-2002
Mr. John Lockhart (ag.)	2002-2004
Ms. Eunice Patrick	2004-2007
Ms. Janice Richards	2007-2014
Ms. Michelle Huggins-Watts (ag.)	2014-2019
Ms. Ann Niles	2019-

EXPECTATIONS

We at Trinity College take great pride in our history, our principles and our students. We expect our young men and women to be examples to each other, the society and the world. Therefore, we have high expectations of all those who wear the Trinity College uniform.

Physical Environment

Students are expected to be responsible by keeping the school environment clean and by taking care of furniture, equipment and other materials that are used. All students should be considerate rather than selfish in this respect and remember that present and future students need to use the same facilities.

Safety

Students are expected to help create and maintain a physically and mentally safe environment for everyone on the compound. Safety should not be threatened by bullying, fighting or games. This includes emotional and cyber bullying.

Respect

Students are expected to respect staff and each other even in times of disagreement or anger. Students are also expected to respect all school rules and our policies of honesty and integrity.

Equality

Students are expected to treat each other equally and fairly regardless of race, religion, appearance, status, gender identity or similar characteristics.

Bias and prejudice are not part of the Trinity College ideals and we expect our pupils to develop a higher level of thought and perception with regard to this.

Development

Students are expected to do their best at academics and any co-curricular activities that they participate in. Laziness, complacency and indifference are not the qualities of a Trinity College student.

Students are expected to be regular and punctual.

All students are expected to cultivate their social and leadership skills by participating in or assisting in the management of school **functions** and activities in some form or fashion.

Trinity College students are the future generations of society and we expect them to become respectable, unselfish, humble and upstanding citizens who can carry on our proud legacy.

PHILOSOPHY AND AIMS

Goal: Cognitive, Affective and Psychomotor Development

Our purpose is to provide a balanced general education so as to assist each student to develop to his/her maximum ability intellectually, culturally, spiritually, socially, morally, emotionally and physically to deal positively with the challenges of living in our country and a changing world.

Intellectual and Cultural Development

Objectives - Provide opportunities to:

- | | |
|---|---|
| 1. Encourage research and cooperation in the search for knowledge | 5. Foster love of learning for its own sake |
| 2. Encourage creativity and entrepreneurship | 6. Develop self-discipline, self-confidence and self-approval |
| 3. Develop appreciation and care for the environment | 7. Develop appreciation for literature, music and art |
| 4. Develop critical and analytic thinking skills | 8. Develop an appreciation for our cultural heritage. |

Spiritual, Social, Moral and Emotional Development

Objectives - Provide conditions which help the student to:

- | | |
|---|--|
| 1. Develop respect for religious values and practices | 5. Reconcile his/her ideals and obstacles to them |
| 2. Develop respect for religious values and practices | 6. Aspire to do his/her best in all endeavours |
| 3. Reconcile ambitions with his/her aptitude | 7. Practise his/her religious beliefs |
| 4. Develop a positive self-image | 8. Understand the relevance of the school's programme to him/her and the community |

9. Develop honest emotional responses in an acceptable manner
11. Develop a tolerance and respect for the rights and views of others
13. Develop and practice respect for the property of others
15. Develop a sense of responsibility and loyalty
17. Develop moral values and resolve moral issues
19. Interact with his/her colleagues and schoolmates in an acceptable manner
10. Accept a moral responsibility to help the sick, needy, disabled, aged or helpless
12. Develop healthy social and moral habits
14. Respect laws and regulations and the methods to change them
16. Acquire the etiquette for formal and informal events
18. Become aware that the school provides genuine equality of opportunity

Physical Development

Objectives - Provide opportunities for the student to:

1. Develop dexterity
2. Develop neat penmanship, tidy written work, accurate measurement and drawing
3. Develop healthy bodies, coordination and balance
4. Develop appropriate poise and bearing
5. Appreciate the relationship between good health and one's ability to function

RULES AND GUIDELINES

STANDARDS

Students at Trinity College are expected to meet and surpass the minimum standards of behaviour and achievement outlined. The award of certificates, medals and/or prizes as well as honourable mention will reward consistent performance at or above the standards.

The parent/guardians of all students are expected to encourage their sons/daughters/wards to meet these standards. When they have done so, the parents/guardians should raise the level realistically and regularly to the highest standard they believe that their sons/daughters/wards can maintain.

Appropriate supervision and encouragement are needed at home to ensure that homework is done and that study at home is free from interruption. A proper diet, regular attention to the health of the student, especially his/her eyes and ears, and the development of his/her spiritual life are also responsibilities of the home which, when met, will help the student reach the standards outlined.

COMPLIANCE

Students are to know and obey the school rules. Students are to obey all reasonable instructions from any member of staff and prefects. They may appeal or complain (after complying) to the Form Teacher, Dean or Vice Principal if they consider any instruction or punishment unjust. **Non-compliance with school rules as determined by the College will be met with corrective measures against the offending student.**

UNIFORM

- i. **All students must be in uniform while in attendance at school or school activities occurring on or off the compound unless permission is granted to do otherwise by the Principal.**
- ii. If any student wants to be excused from wearing the uniform for a short period in extenuating or unavoidable circumstances, he/she is expected to wear grey dress pants/grey skirt and a short-sleeved white shirt and present a letter of explanation from a parent/ legal

guardian which also states the date by which the student will be back in uniform.

- iii. Conformity to the uniform is the responsibility of the student and parent(s)
- iv. Stylistic modifications to the uniform are not allowed.

NB: Both a regular and a dress uniform are used; dress uniform days will be predetermined and communicated to students.

Shirts

- White, non-transparent, cotton or polyester/cotton blend, shirt-jack style with short sleeves.
- Three pockets with Trinity College crest on left breast pocket.
- No additional creases or patterns should be ironed into the school shirt.
- School shirts must retain the original design as approved by the College. Particular care is to be paid to collars (see Figure 1a).

Figure 1a

- Full uniform must be worn whenever the school shirt is worn.
- Dress shirts are long sleeved and must be worn with the regulation tie and trousers/ skirts. Dress shirts should be tucked into trousers/ skirts (see Figure 1b).
- Undershirts should be completely white and not printed unless they bear an officially authorised Trinity College print. They must also be tucked into trousers/ skirts and thus should not be visible below the bottom hem of the school shirt. Brightly coloured female undergarments that are visible through shirts are not allowed.



Figure 1b



Trousers

- Graphite grey long trousers of conventional dress design as determined by the College.
Material and ready-made trousers are available at several stores in Port of Spain. Some stores also make adjustments.
- Trousers must not be altered from the original design; e.g., baggy/slim-fit cuts and externally stitched seams are not allowed (See Figure 2)

Figure 2



Acceptable



Unacceptable

Skirts

- Graphite grey six gore skirts that end three inches below the knee are required (See Figure 3).
- Tights should not be visible below the bottom hem of the skirt.



Figure 3

Socks

- Completely grey or black socks without pattern must be worn by boys
- Completely white socks without pattern must be worn by girls.

Belts

- Plain black or grey belts are required.

Shoes

- Black, low-top and unadorned shoes with NO coloured markings. This includes laces.
- Boots, canvas and suede shoes are not acceptable (See Figure 4).
- For Physical Education, sporting or similar activities: suitable footwear may be worn during the activity only.

Figure 4



Acceptable



Unacceptable

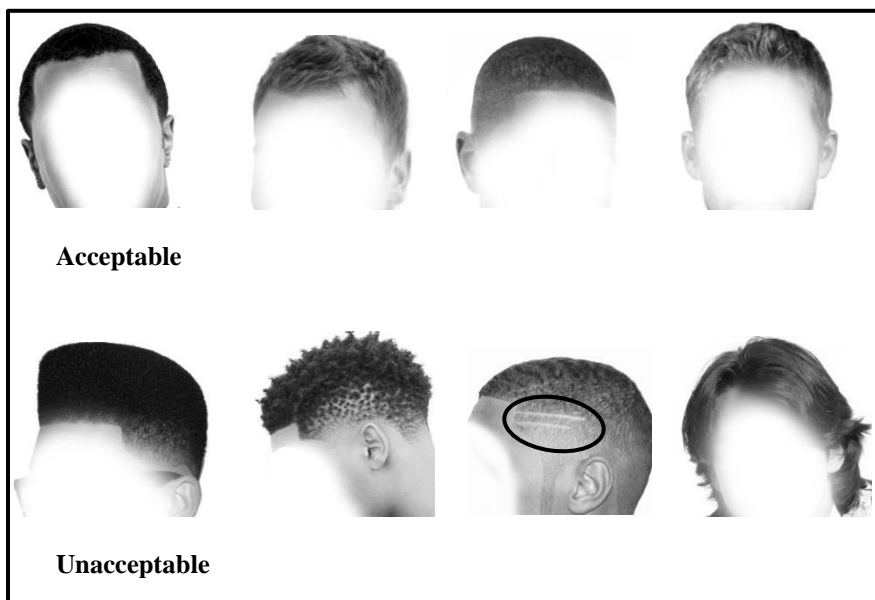
Sports/ Games/ Co-Curricular Activity

- All students are to have a pair of emerald green shorts and a house colour Trinity tee-shirt. Students are not allowed to play games or sports without tee-shirts or shoes.
- Students who represent the College in sports/ games are expected to wear the conventional clothes of the particular activity.
- Students are not to play sports/ games in underwear or with a naked torso ('bare-backed').

Hair

- Hair must be worn short, neat and appropriate for school as determined by the College (See Figure 5). It must not be curled, plaited or twisted. Exceptions for religious or other reasons must be communicated in writing from the relevant religious, health or other authority.
- Marks in hair and eyebrows are not allowed.
- Hair colour is not allowed.
- Female students may wear hair extensions provided that the extensions match the natural hair colour and are conservative in nature as determined by the College.

Figure 5



Jewellery/ Accessories/ Adornments:

- A wristwatch may be worn.
- Students of Sixth Form are allowed to wear Trinity College school rings.
- Only girls may wear ear jewellery. A single pair of ‘stopper’ earrings is allowed in the lower earlobe.
- No other items of jewellery are permitted.
- Students must wear student identification cards while in school in an easily visible manner.
- Female hair ornaments must be either black or white only.
- Nail polish and makeup for aesthetic purposes are not allowed.

Badges

- Sixth Form students must wear a Form Six badge.
- Prefect, House Captain and Student Council badges must be worn on the shirt collar by the students holding the relevant title only.

Tattoos

- Tattoos are not allowed.

Failure to adhere to the uniform is a violation of the school rules and will be met with the appropriate consequence as outlined in the National School Code of Conduct. **Conformity to the school uniform will be determined by Trinity College and its appropriate representatives.**

DISCIPLINE AND BEHAVIOUR

- i. A high standard of manners, general behavior and discipline is required on the College premises and in public when on school business.
- ii. Students should not do anything to bring the reputation of the College into disrepute. This includes material posted in electronic media.
- iii. The College crest/ logo is not to be used without permission from the Principal and by extension the Board of Governors. This includes online and print publications, merchandise and any similar medium.
- iv. Obscene language, fighting or bullying in any form is unacceptable
- v. Smoking is not allowed.
- vi. When a member of staff enters a classroom, the class will stand quietly as a mark of respect and politeness.
- vii. The sale of items by students is not allowed without permission from the principal.
- viii. A student who is persistently delinquent or considered be injurious to the other students may be suspended and a request made for his/her removal from the school.
- ix. **When a student has been suspended he/she must be accompanied by a parent or guardian on his/her return to school.**

PUNCTUALITY AND REGULARITY

It is the responsibility of each student to arrive at school in good time for morning worship and registration. Ideally, a student should arrive in time to do at least a half an hour's study before classes begin. If any student arrives late too often, his/her parent/guardians may be called in to seek a solution. A student who misses more than twenty-five percent (25%) of the possible attendance in an academic year without reason will be automatically taken off the roll and the Ministry of Education notified.

ABSENCE

- i. Students must be present on regular school days and all school functions or activities.

- ii. When a student is absent from school, letters explaining the absence must be provided, signed by a parent/ guardian and must be brought to the College by on the first occasion that he/she returns to school.
- iii. The College does not keep a place reserved for a student whose parents/guardians remove him/her from the school for reasons other than health.

HEALTH

No student who has had an infectious illness may return to school without a doctor's certificate. If an infectious disease exists in his/her home, no student may attend school unless he brings a doctor's certificate stating that he/she is unlikely to spread the infection. The Principal may, at any time, require a doctor's certificate as to the fitness of the student to attend school. Parents/Guardians are requested to notify the College immediately in the case of absence due to illness and to confirm this in writing when the student returns to school.

COVID-19

- i. All students entering the compound must do so from the east or west entrances facing the centre stairwell (between 1L and the Theatre Arts Room).
- ii. Students must wash hands upon arrival on site.
- iii. Student temperature will be tested upon arrival.
- iv. Social distancing must be practised in all areas.
- v. Borrowing of school supplies and sharing of food and drink is not allowed
- vi. Students are encouraged to use the sanitizing implements provided.
- vii. Any student with flu-like symptoms should stay at home and seek medical attention if required.

ACADEMIC PERFORMANCE

Presentation

All class work and homework must be headed up to show the date, subject and topic and must be neat. Late assignments may not be accepted. If and when they are, they will be penalized for being late by the teacher unless there is an acceptable reason as determined by the College. When there is a reason, permission to submit an assignment late should be sought before the deadline.

Achievement

Students are expected to have no mark below 50% and to have an overall average of at least 65% every term. Students are responsible for work done or set in their absence and therefore must take proper steps to find out what was done or set in the event of absence either from the teacher or from classmates.

Homework and Revision

Each student must have a Homework Note Book in which assignments are to be written. Each student is expected to revise every evening the work done in class that day and to do the homework set. If a student reports that he/she has no homework, the matter must be referred to the Principal in writing and to the relevant teacher. Students must regularly revise all work and notes. Parents/Guardians of students in Forms 1, 2 and 3 are to sign each homework assignment before it is submitted and after they have checked that it has been completed/ attempted.

EXAMINATIONS

Examinations are a regular form of assessment at Trinity College and represent a very important tool for determining student progress and delivery of the curriculum. Examinations are expected to be taken very seriously by all students.

- i. Students must be on time for all examinations. No extra time is given for late arrivals.
- ii. Students who miss an examination must provide a signed excuse from a parent/ guardian. It is not the regular practice of the College to administer supplemental ('make-up') examinations.

- iii. Students must be attired in full school uniform in order to sit examinations. Failure to do so may result in debarment.
- iv. Students must sit where instructed to by the invigilator. No student may move from his/ her seat during an examination unless instructed to do so by the invigilator.
- v. All examinations are to be done on Trinity College Examination Pad sheets. These booklets are available from the office. Arrangements will be made for exceptions (drawing paper etc.).
- vi. There is to be no communication of any sort during examinations. Students wishing to ask a question must raise their hands and wait for the invigilator to come to them before asking quietly.
- vii. No borrowing is allowed during an examination.
- viii. Eating and drinking are not allowed in examination rooms.
- ix. Students are only permitted to have material allowed for the relevant subject during an examination. Bags, books, cell phones and other materials are to left at the front of the examination room. Any unauthorised material found on or around a student's person is a breach of examination regulations and offending students will be penalised.
- x. Correction fluid/ tape is not permitted. Corrections should be made by drawing a single, neat line through the error and rewriting the answer.
- xi. No writing is to be done after the allotted time has expired. Any numbering, punctuation etc. is to be done during the writing period. Writing after time has expired is a breach of examination rules and will incur penalties.
- xii. Plagiarism is a very serious offence. Every student is expected to produce original work only and refrain from looking at any other student's work during the examination.
- xiii. Students are not allowed to leave an examination before the end of the allotted time unless in extenuating circumstances (e.g. severe illness).
- xiv. All students must submit an examination script with his/ her name written on each page used, even if no questions have been answered. Failure to write one's name on one's script may result in no marks being awarded for the examination.
- xv. After the end of allotted time, students must wait in their seats until the

invigilator collects each script. No talking is allowed during the collection of scripts. Students may only leave the room when permitted to do so by the invigilator.

The invigilator is in charge of the examination room at all times related to the administration of the examination. All students must obey instructions from the invigilator; failure to do is a serious offence.

NB:

- External examinations such as NCSE, CSEC and CAPE are administrated according to the regulations of the respective examining bodies, i.e., the Ministry of Education and the Caribbean Examinations Council.
- Special arrangements/ provisions are only provided for students with **professionally diagnosed** learning disabilities and administered according to Ministry of Education policy.
- The playing of all sports/ games is suspended during the examination period with the exception of Physical Education practical examinations.

GAMES

- i. All students are to take part in outdoor games unless exempted by a doctor. Matches and competitions organized by the college are part of the general curriculum and students will play as selected.
- ii. No student may play for an outside club unless permission has been granted by the Principal.
- iii. Those who are exempt from games will be expected to take the written tests in Physical Education and do the research projects set.
- iv. No unauthorized games are allowed.

BOOKS AND CLASSROOM EQUIPMENT

Parents are to provide all the books on the booklist. Text books issued by the Ministry of Education must be accounted for by signed contract from parent. Such texts must be returned to the school in immaculate condition at the end of every academic year.

- i. Text books, exercise books and equipment must bear the student's name, house and form.
- ii. All books must be covered and kept clean.
- iii. Lab books, where applicable, must be covered in clear plastic.
- iv. When teachers provide pages for an assignment, the exercise must be stuck in or stapled into the relevant exercise book.
- v. Students must have their subject exercise book with them in the relevant class.
- vi. Students must not write in pencil unless instructed by the teacher. Generally, they must draw in pencil and write in ink.
- vii. Students who are unable to meet (v) and (vi) need the teacher's permission to write in pencil and to use their general exercise books.
- viii. Students should consult the time table before leaving their homes to ensure that all necessary text books and materials are in their school bags.
- ix. Sharing and borrowing of text books and instruments will not normally be permitted.
- x. Students must have a good pen, pencil, coloured pencils and a complete set of mathematical instruments / geometry set.

PROPERTY

General

- i. No College or staff property must be defaced or damaged. Students who do not comply with this rule will be liable for damages.

- ii. Undesirable literature and pictures may not be brought into the College.
- iii. All personal property should be clearly labelled.
- iv. **All students are responsible for securing their property.**
- v. Any substantial sum of money brought to College can be handed by the student to a Dean, Form Teacher, or the office staff for safe keeping.
- vi. Theft of property is a serious offence and will be treated with accordingly. Loss of property must be reported to the Subject Teacher, Form Teacher and/ or Dean within one week

Technology

“*Technology*” refers, but is not limited to, cellular phones, speakers, laptops, tablet computers, music players and similar devices.

- i. Cell phones are to be off during the hours of 7:15 – 2:15, inclusive of assemblies, break and lunch times. Usage during this time requires permission of a teacher
- ii. Cell phones should not be visible during times in (i) above.
- iii. Only Ministry of Education – issued laptops are allowed on the compound during school hours. Exceptions require prior approval of the Dean, Vice Principal or Principal.
- iv. Form Six students are allowed to have their laptops/ tablets for educational purposes only as determined by the College.
- v. Failure to comply with above instruction will result in confiscation of item(s) and subsequent return to parent.

BUILDING AND GROUNDS

Classrooms

- i. Each classroom is out of bounds to students who do not belong to the form based in the room. When students have to use a classroom other than their own, they must queue quietly outside the room until given permission to enter.

- ii. At the end of the last period, students in all forms are to return their chairs to their original positions. Any group using the room after school must do likewise.
- iii. Students are expected to keep their classrooms and surroundings clean at all times.

Special Rooms

The term '*special rooms*' includes, but is not limited to, the following:

- Art Room
 - Geography Room
 - History Room
 - I.T. Laboratory
 - Language Room
 - Music Room
 - Science Laboratories
 - Theatre Arts Room
 - Technical Drawing (T.D.) Room
 - Library
- i. No student is allowed entry without the permission and supervision of a teacher.
 - ii. No food or drink is allowed in the room.
 - iii. Bags and other personal items are to be stowed in a designated area.
 - iv. Students must conduct themselves in an orderly and disciplined manner.
 - v. Breakage or damage to equipment, furniture or apparatus must be reported IMMEDIATELY to the teacher in charge.
 - vi. No furniture, materials or equipment should be removed from the room without the permission of the Principal.
 - vii. Students must tidy their work area and remove all garbage before exiting the room.
 - viii. Students must take all their belongings with them when exiting the room.

Science Laboratories

- i. The following PERSONAL PROTECTIVE EQUIPMENT (PPE) is required for conducting laboratory work: Safety glasses, latex or vinyl gloves and a lab coat. Specifications will be given by the teacher in charge.

- ii. Students who fail to present their PPE for practical sessions may be barred from entering the laboratory. Entry to the laboratory will be at the sole discretion of the teacher in charge.
- iii. Any breakage of apparatus or damage to equipment must be reported IMMEDIATELY to the teacher in charge AND the Lab Technician.
- iv. Students who damage or break laboratory equipment (especially carelessly or wilfully) may be required to compensate the school for the loss of property.
- v. Students must ensure that all apparatus are cleaned and that all equipment and apparatus are packed away appropriately before exiting the laboratory.
- vi. Students must ensure that all water and gas taps are turned off before exiting the laboratory.

Theatre Arts Room

- i. Students must remove their shoes upon entering the room.
- ii. Bags and shoes must be stowed neatly in the designated area.
- iii. Students are not allowed to borrow or use any props or equipment located in the Theatre Arts Room without permission of the teacher in charge.

Offices

All the offices, including the general outer office area, are out of bounds. Students who have business in the office must wait at the front desk until given permission to enter. Those who wish to see the Principal must inform the secretary or bursar.

Staff Room

Students are not allowed in the Staff Room unless accompanied by a teacher. Students seeking to meet with a teacher must knock briefly at the Staff Room door and wait to be answered before making his/ her request.

Cafeteria

- i. The cafeteria is out of bounds during class time unless with permission from a teacher.
- ii. When making purchases, students must form a queue.

Hall and Corridors

- i. There is no playing, eating or drinking in the hall area.
- ii. Students are not allowed on the corridor leading to the Staff Room unless seeking or communicating with a teacher.

- iii. The corridor outside the rear entrance to the Staff Room is out of bounds to students.
- iv. Student presence on the corridors facing the staff car park should be minimal.
- v. There is to be no loitering or running on corridors, particularly when moving from one room to another.

Staircases

- i. The staircases to the roof and to the rear of the Staff Room are to be used by staff only.
- ii. There is to be no loitering or sitting on any staircases.
- iii. In using the other staircases, students should keep to the left but must stop and stand aside to allow members of staff to pass.

Car Parks

- i. The upper car park is for members of staff only.
- ii. **Students must not loiter or play in the vicinity of any car parked on the school grounds.**
- iii. Students must not walk in the driveway spanning the sports room to Form 1R.

Telephone

Students may request to make emergency calls to parents/ guardians on the College telephone. Such requests are made to the Principal's secretary or the school bursar.

Morning Study

- i. Students who arrive early are to go to their form rooms and study quietly until the bell for morning worship.

School Transport

- i. Students who travel by the maxi taxis will stand in an orderly queue to board both to and from school.
- ii. Prefects are responsible for helping maintain order in queues and on board the maxi taxis.

- iii. Misbehaviour on the maxi taxis or at City Gate jeopardizes the special service we receive and is considered a grave offence. Offending students may be banned from this service.

Visitors

- i. Visitors are to park on the lower level or tennis courts.
- ii. Visitors must register with security and proceed directly to the main office on entering the compound.
- iii. Visitors are not allowed to visit other parts of the compound without authorisation.

ROADWAYS AND ENVIRONS

Roadways

- i. Vehicles dropping students off are to use lower level roadway. The speed limit in the school is 25 km/h (15 mph).
- ii. Where there is no foot walk, students who walk towards the village or to Haleland Park should walk on the right-hand side of the roadway.

Environs

Students must not trespass on the golf course, interfere with any private property outside the college or sit on any walls along the roads.

CORRESPONDENCE

- i. All correspondence concerning students must be addressed to “The Principal, u.f.s.” and the relevant Form Teacher and be delivered to the Form Teacher, Dean or the Principal’s secretary.
- ii. All routine matters should be referred to the Form Teacher in the first instance. In the absence of the Form Teacher, the Dean should be contacted.
- iii. Parents/Guardians are encouraged to contact subject teachers to both give and receive information to help the student succeed in the subject.

VIRTUAL CLASSROOM CODE OF CONDUCT

This section applies to online synchronous and asynchronous instruction

- i. Students are expected to log on to scheduled classes on time (including after breaks).
- ii. A quiet workspace with an appropriate background is recommended for class.
- iii. Class materials (e.g., assignments, computer files, textbooks) should be ready for the start of each session.
- iv. Attendance will be taken at every live session.
- v. Students are to use their full and correct names at all times.
- vi. Students must use their school email addresses when accessing the platforms (e.g., Google Meet).
- vii. Students are expected to be neatly groomed and dressed. A plain T-shirt, school shirt or school T-shirt is recommended. No hats, vests or inappropriate prints are to be worn.
- viii. Cameras and microphones should be off when joining a session. Your teacher will guide you as to when they should be turned on.
- ix. Faces should be clearly visible when cameras are in use. Posture should also be appropriate on camera, e.g., one should not be reclining on a couch.
- x. Profile pictures should be appropriate pictures of the student only. Avatars and other pictures will not be acceptable.
- xi. Students are to remain in live sessions until the end. Permission should be sought if a student needs to be excused (including bathroom breaks).
- xii. Classes are not to be recorded by students. If a teacher needs to record a class, this will be communicated to students before doing so.
- xiii. The online classroom is to be a safe and professional learning environment. No inappropriate behaviour will be tolerated. This includes, but is not limited to:
 - a. cyberbullying
 - b. disrespectful behaviour in any form to teachers or other students
 - c. posting of inappropriate material
 - d. plagiarism
 - e. recording without consent
 - f. sharing another person's personal information without consent
 - g. removing classmates from a session
- xiv. Students must not enter into conversation with other persons at their location during class (barring extenuating circumstances).

- xv. Students should check their online classrooms and emails on a daily basis.
- xvi. Parent conferences with teachers should be scheduled and will not occur during classes.
- xvii. For asynchronous sessions (meaning that teachers and students are not online at the same time), students are expected to complete the given research or assignment and submit feedback to the teacher as directed. These sessions are labelled as “STUDY” on the timetable
- xviii. The Chat feature in Google Meet is for appropriate lesson-related communication. This must not be treated as a social media chat app. Posts should only be made when necessary; for instance, when asking or responding to questions or making relevant comments. Inappropriate use of this feature will not be tolerated.
- xix. For instances in which teachers share personal phone numbers, calls to these numbers should be made during reasonable hours of the day.