

Guidelines for All Students

Before School (morning):

- Check that your bag is prepared for the day ahead.
- Make sure that you have the correct books / copies, etc.
- Make sure that you have materials for practical classes –Art, Home Ec., etc.
- Bring lunch / money to buy lunch.
- Make sure you have notes for your Year Head / Deputy Principal / Principal, if required.
- Leave home in your full school uniform.
- Leave home in time.

Before 1st Class Daily

- When you arrive in school, do not leave the premises, or go back out to the shop, etc.
- Go to your Locker.
- Arrange all the books / materials for practical classes in your bag.
- If a note for Year Head / Deputy Principal / Principal is required, get it ready.
- Go to the toilet, if necessary, at this stage.

Before the bell rings for the 1st Class:

- Go directly to your classroom.
- Outside classrooms, wait quietly and in a tidy orderly line.

In Class:

- Go to your assigned seat.
- Take out your books, copies, journal, etc.
- In practical classes, Art, Home Ec., etc., get materials ready.
- Open your homework journal and have homework ready for inspection.
- Pay attention in class and co-operate with the class teacher, following all instructions as soon as they are issued.
- Record all your homework – written, reading, oral and learning.

Between Classes:

- Go directly to your next class, walking on the left-hand side of the corridor.
- Do not go into the toilets.

Morning Break:

- Go to your locker and prepare your books / materials for practical classes, etc.
- Do not leave your bag on the corridor.
- Go to the Lunch Hall for food / drink.
- **Do not** eat food on the corridor or in the school yard.
- **Do not** litter. All wrapping / waste must go into litter bins provided.
- Go to the toilet, if required.
- Make your way to the classroom before the bell rings.

Lunch Break:

- Lunch should be eaten in the Lunch Hall.
- When your lunch is finished, tidy up the table, putting all litter in the appropriate bins.
- Get your books / materials, etc. ready for class.
- As for the morning break, use toilet, etc.

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- Games, etc. may be played for the remainder of lunch time. Special shoes may be worn for playing games.
- Make your way to class before the first bell for afternoon classes.

After School:

- Go to your locker and arrange all books, etc. required for study or homework.
- Have a break in the Lunch Hall if you are doing evening study / games / etc.
- Go home directly if you are not involved in any other school activity.
- Change into casual clothes on arrival home.

At Home:

- Do your homework as soon as possible, on arriving home, to have the rest of the evening free.

The following points will help:

- Do your homework away from distractions like television, radio, and friends.
- Use a warm, well lit room.
- Do not work later than 10.00 p.m. on weekdays and 7.00 p.m. on Sundays.
- Take the following average time to complete your homework daily:
1st Years: 1 – 1.5 hours; 2nd Years: 2 – 2.5 hours; 3rd Years: 2.5 – 3 hours;
5th Years: 3 hours; 6th Years: 3 – 3.5 hours.
- Take one day off at the weekend.
- On Sunday night, prepare your homework journal for the week ahead, by writing in the list of subjects you have daily for the week ahead.

Standard of Homework expected:

- All of your work must be neat / tidy.
- Your copy book must be lined up as shown by teacher, e.g. title, date, questions numbered, etc.
- Full sentences must be used as answers.
- Do some revision.
- Before finishing, prepare your bag / books / materials for the next day.
- Note that the school considers homework not presented is homework not done.

School Trips / Matches:

If you are going on a school trip, follow the procedures outlined below:

- Leave class at the appointed time.
- Put your bag in your locker.
- Wear your full school uniform as required.
- Meet with the teacher in charge of the trip, bringing with you all items required for the trip, match, etc.
- Catch up on the class work / homework done / given in your absence.

Student Property:

- Always put your name on all your property, books, calculator, pencil case, uniform, bag, sports gear, materials for practical classes, etc.
- Know where your bag is at all times and keep your bag closed.
- Keep your locker for your own use only (Do not share!).
- Do not share books with any other student.