Once a pupil has entered the school premises he/she is under the supervision of the school. He/She shall comply with the school rules and regulations at all times. All students must abide by a code of conduct. Hence, the rules and regulations are devised and updated every now and then to suit the school and the social environment.

1. **ARRIVALS AND LATENESSES**
   The pupils should be in attendance at school at 8.00 a.m. and they should report immediately on their arrival to their allocated classroom for the morning register (8.05 – 8.10 a.m) and after the lunch time for the afternoon register held under the supervision of the Form Teacher or the Assistant Form Teacher. **Pupils are expected to observe strict punctuality for morning and afternoon registers and should report promptly to their subject teachers for the teaching periods.**

   1.1 If a pupil is late, that is, he/she has turned up after the Form Period, he/she will be marked absent. In that case he/she will report to the Usher to fill the **LATENESS FORM** before going to class.

   1.2 A pupil who comes to school late without any plausible reason will be punished without warning. Three (3) cases of lateness without a plausible explanation in one week, will automatically lead to one (1) hour detention.

2. **EARLY DEPARTURES**
   No pupil will leave school without the permission of the Rector. Only in exceptional cases will Responsible Parties be granted permission to take their ward away from school during the day. **Please note only the Responsible Parties should come to take their ward bringing with them their Identity Card.** Responsible Parties should refrain from asking permission for their wards to leave early for social or other functions such as weddings, birthdays, trips to the airport etc... Only Responsible Parties will be authorized to visit their wards in school. Responsible Parties who call at school will be asked to first sign in the visitors’ book, to produce their identity cards and may be authorized to talk to their wards in the presence of the Usher or Rector. They may also leave urgent messages to be communicated to their wards.

3. **ABSENCES**
   No pupil other than a Class Captain or Vice-Class Captain on official duty may leave the classroom for a specific purpose during a period unless he/she is sick and cannot remain in the classroom till the end of the period. Pupils who are sick should report to the Usher. Pupils who are really sick will be admitted in the sick room. We cannot give Panadol as it is forbidden by Law. However, pupils who suffer from asthma and other illnesses should bring their own medicine.

   3.1 A pupil who is often late or absent, who is also often reported missing from classroom or whose work and conduct are not satisfactory will be set on “Special Report”, that is, he/she will be issued a Special Report book to be signed by the subject-master at the end of every single/double period and by the Rector/Deputy Rector in the morning after Form Period and after the last period and the Responsible Party when the pupil is back home.

   3.2 If, in spite of above measures, there is no improvement the pupil runs the risk of being temporarily suspended or may even be expelled. **The purpose of a Special Report is to give a last chance of improving.**
3.3 A pupil who is officially absent on the school register does not have the right to be on school premises or attend classes. Pupils who are absent from school for a day or two (2) should bring a note of absence duly signed by their Responsible Parties. Pupils who are absent for more than three (3) days, should present a Medical Certificate on the 4th day when they resume. Pupils who are absent for longer will have to be accompanied by their Responsible Parties and see the Rector on the day they resume. A pupil who has a prolonged period of absence without explanation runs the risk of not being re-admitted to school. His/Her case will be referred to the Ministry.

4. VALUABLES
Pupils should avoid wearing very expensive jewellery at school. They are advised not to carry important sums of money or valuables (walkman, discman, games, mobile phones, money, jewellery, etc...) in their bags or pockets and should not leave their bags unattended. The school will not be responsible for any losses.

5. TERM REPORTS
5.1 All Term Reports are issued at the end of each Term or beginning of the following term and should be returned to the Form Master not later than the first Friday following resumption of studies. Pupils tampering with grades or signature of Responsible Party in the Report Book will be severely punished and may be rusticated from school.

5.2 The Report Book is a most important document. No Leaving Certificate may be issued if it is missing. Therefore it is the duty of every pupil to handle it with care.

6. PHYSICAL EDUCATION
Compulsory for all pupils unless excused on grounds of health. A Medical Certificate should be sent to explain why the student should be excused from Physical Education classes. They should have their P.E. outfit (Shorts, Vests and Gym shoes for their P.E. and games sessions.)

7. LIBRARY
(a) Only those students who have their library periods will be admitted in the library.
(b) Students may exchange books during library periods or during breaks and recess.
(c) Students may be admitted in the library during breaks and recess.
(d) Students should not tamper with the books and/or magazines. If students are caught tampering with books, they will have to make up for the damage.

8. PROMOTION
Final decision for promotion rests with the Rector/Deputy Rector after consultation with staff.

9. Class Captains, Assistant Class Captains, Sports Captain and Members of Students’ Council.
Elected by the students themselves. Class Captains must take special care of the Attendance card and leave it in the Usher’s Office at the end of the school day.
Prefects – elected by the staff
To be chosen a Prefect, student must have a clean record. Choice is subject to approval of Staff and Rector. Student council – elected by the students.

10. PHOTOGRAPHS
Three photographs (passport size) are needed for our records in connection with Admission Form, Report Book and Identity Card. Arrangements are made at school for passport size photographs to be taken in January.

11. PARENT TEACHER ASSOCIATION
The Responsible Party is kindly requested to pay the annual contribution of Rs 200 to the Association.

12. OUTINGS AND INTERNAL EXAMINATIONS
Whenever an outing is organized by the school, a circular is always sent to parents. Circular letters are also sent to Responsible Parties regarding the time-table of their ward for the Internal Examinations. The circular must be signed by the Responsible Party and returned to school on the date specified.
13. **CORRESPONDENCE**
In any correspondence to the school, the name, form and address of the pupil should be inserted inside the letter. The telephone number where the Responsible Party/Parent can be contacted must also appear on the letter.

14. **MOBILE PHONES ARE NOT AUTHORIZED DURING SCHOOL HOURS**
(Specially in classrooms and examination rooms)
Use of mobile phones is strictly prohibited in schools specially in classrooms and examination rooms (circular letter No.39 of 22 September 1999 and circular ME/206/15 of 24 July 2001 from the Ministry of Education and Human Resources).
When pupils are ill they should contact the Usher first.

**BREAKS**
15. Pupils should as far as possible not remain in class during breaks. Pupils found guilty of causing damage to furniture or any school property will be accountable for such damages.

**PHONE CALLS**
16. No pupils may use the school phone nor will be allowed to take any incoming calls not even calls from parents except in cases of emergency.

**SCHOOL ASSEMBLIES**
17. Assemblies are held every time important communications have to be made to pupils. All pupils must attend. Those who stay in class or lurk in corners will be punished.

No pupils shall stay after school hours in school premises or in classrooms for sports purposes and other activities, except with the Rector’s written permission.

**SCHOOL UNIFORM**
19. A pupil of the school must wear the correct school uniform on all occasions when he is under school discipline (Attending school, Internal Examinations, Sports Day, etc...)

A pupil failing to wear the proper school uniform runs the risk of being punished at any time without warning and he may expect to be sent home immediately to get properly dressed. Excuses such as “uniform is wet, torn, dirty, etc...” Will not be accepted.

(i) White shirt, navy blue shorts or trousers with school badge. Socks visible (above ankle) Cardigan black or navy blue – wearing of jeans strongly prohibited. Shoelaces of different colours will not be accepted

(ii) All students must present themselves clean and tidy at school each day. Hair should be properly combed and tied for girls. Fancy clips, elastic band and chains are not allowed. Shaving of head is not allowed use blade 2. Colouring of hair is strictly forbidden.

(iii) **GIRLS**: Dress must be at the level of knees or not shorter than 5 cms from centre of knee.

**LEAVE OVERSEAS**
20. All requests for leave to be spent overseas should be made at least one month in advance as this approval should be sought from the Ministry.

**SPECIAL REPORT/RUSTICATION**
21. (i) For such offences as decided by the Rector, Deputy Rector or Disciplinary Committee.
(ii) If a pupil continues to commit serious offences he might be suspended from school or even be expelled from school with the Ministry’s approval.
TEMPORARY SUSPENSION

(i) Temporary suspension (also called “Rustication”) is not a regulation of the college but a constituted law of Mauritius. Regulation 13 – (1) of the Education Ordinance reads as follows:

22. “Whenever it shall appear to the Principal of a Government – Secondary School – that the conduct, work or progress of any pupil is unsatisfactory he/she may temporarily suspend a pupil or require the Responsible party of the pupil by notice of writing to withdraw him/her from school within such a period as may be specified in the notice. If the Responsible Party fails to withdraw the pupil within that period, the pupil, shall with the approval of the Director, be expelled from the school.”

(ii) Temporary suspension/rustication is the last step before expulsion and it will be applied in the case of very serious offences. The whole school will be informed about the cases of suspension.

(iii) A pupil who comes back to school after a period of suspension must be accompanied by his Responsible Party. First they contact the Rector then the pupil moves to his respective class.

TRUANCY
Shirking classes and/or running away from school are very serious offences and a pupil guilty of such an offence shall be very severely punished. Hence, as in all cases of punishment, failure to carry out a punishment shall lead to temporary suspension from school (the excuse of private tuition is inadmissible)

DISCIPLINE IN BUSES
Students should behave properly in buses. Attitude towards conductors and drivers should be exemplary and students should show respect to them without entertaining any familiarity. There should be no use of foul language, no singing, dancing or any kind of undesirable behaviour in buses. Passes must be carried each day and made available immediately to any official on demand.

DAMAGE TO SCHOOL PROPERTY
Damage to property caused accidentally should be reported to the Usher immediately. In case of damage caused on purpose, the cost of repair must be paid. There must be no carving, scratching or drawing on desks or defacement of property in any other way. Students caught doing any such damage will be made to pay for the necessary repairs and will be punished.

BOOKS STATIONERY AND OTHER REQUIREMENTS
All students must bring all books, stationery and other requirements for the day. The sharing of books is not permitted

GENERAL
Parents who wish to meet and discuss matters pertaining to the school with the Rector may make an appointment during school hours.

27. Students at all times should respect the staff. Use of foul, abusive and vulgar language is prohibited on and outside school premises.
No pupil should try to engage in flirting or dating while in uniform on or outside school premises.

The Student Journal will have to be scrupulously kept by pupils. Parents will thus be kept informed about the work done at school and the performance of their son/daughters.

Rector
D.G.PHILIPPE(Mr)
Acknowledgement Receipt: Rules and Regulations

I ________________________________ acknowledge having taken cognizance of the school rules. I also understand that non-compliance with same may subject me to normal college disciplinary measures.

Signature of student: __________________________

I/We Responsible Party (ies) of ________________________________ acknowledge having read the school rules. I/We agree that my/our ward is aware of them and will abide by them.

Signature of Responsible Party: ______________________________

Date: __________________________

D:2013/Admission/Rules and Regulations