

Grade 13

CIRCULAR NO 12 (b)

31st July 2019

Dear Parents/Students,

REVISION PROGRAMME – 2019

A REVISION TIME TABLE has been prepared for Grade 13 students, those sitting for the 2019 HSC/GCE A' Level Exams. It starts on MONDAY 12th AUGUST 2019 and will end on FRIDAY 13th SEPTEMBER 2019. Please note that the revision programme will end after the 8th period at 13.50 hrs.

ALL STUDENTS MUST ATTEND THIS REVISION PROGRAMME.

The best place for revision is the school.

Details of this programme are listed on the next page for your kind attention:

Students are reminded that during the revision session, they should abide by the following rules and regulations:

1. **PUNCTUALITY** – (a) All students must reach school by 07.55 a.m. at the latest.
2. **UNIFORM** – (a) All students must wear the school uniform when coming to school – even when attending internal or external (SC/HSC) examinations.
(b) Proper school uniform implies:
 - White shirt with badge sewn.
 - Blue trousers (Grades 10 to 13) - Sample of material will be provided.
 - White and blue jackets as per Imperial College sample and design.
 - Appropriate black or white shoes/ white socks.(c) Uniform must be properly worn – shirts tucked into trousers; only traditional trousers are authorized (**No slim fit**).
3. **ABSENCES** – (a) All absences must be followed by a letter duly signed by the Responsible Party indicating the reason.
(b) Absences for more than three (3) consecutive days must be supported by a Medical Certificate for reasons of illness.
(c) All students appearing for the SC/HSC – ‘O’ Level and ‘A’ Level Cambridge examinations must have a minimum of 90% **attendance during the academic year**. Failure may entail withdrawal from the said examination on ground of prolonged absence.

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- 4 **LEAVE** – (a) no student is allowed to leave the school premises without permission. Such permission is granted only if the responsible party calls at school to pick up his ward.
 (b) A leave note shall be entered in the Note Book of the student by the Rector/Deputy Rector.
5. **DISCIPLINE** – (a) Students will be expected to behave properly both within and outside school (no damage to school property/no racketing/ no gross misconduct in buses – no action liable to bring disrepute to the school).
 (b) Students must obey and respect the teachers and other staff members of the college.
 (c) Pupils must have all their textbooks, exercise books and other school materials.
 (d) Work assigned to the students must be done and shown to the teachers.
 (e) Failure to show a homework will lead to disciplinary measures.
 (f) Students will not be allowed to wear necklaces, rings and bracelets at school.
 (g) Colouring of hair, complete shaving of the hair unless valid reason, long hairstyle, use of hair gel, beard style and shaving of eyebrows will not be tolerated. Non-compliance will lead to rustication for a period of not less than one month.
 (h) The school uniform must always be worn as specified – even before and after school hours. Failure to do so tarnishes the image of the school and is subject to disciplinary measures.
 (i) **Under no circumstances should any student come to school with a mobile phone. Same will be confiscated and returned back to the Responsible Party only when the learners will leave school.**
 (j) Students should not bring electronic games, compact discs, steel rulers, pocket knives, correction fluid – “Blanco” and large sum of money to school. The school will not assume responsibility for any loss or injury. The above will be confiscated. Detention or rustication might follow depending on the seriousness of the offence.
6. **DISCIPLINARY MEASURES** – Failure to comply with the Rules and Regulations of the school will entitle the Manager/Rector/Deputy Rectors/Teachers to take disciplinary action namely:
 (i) one or two hours of detention in the afternoon
 (ii) rustication for a fixed period
 (iii) suspension with a view to expulsion – Cases referred to the PSEA

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V.R. BOODHOO
 Rector

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S.RAMSAMY
 Deputy Rector

(Please keep the circular for future reference.)

MEMO

We acknowledge receipt of Circular No. 12 (b) and shall comply with.

Name of Responsible Party: Signature:

Name of Student: Signature:

Grade / Form: