

MISSION STATEMENT

“Inspired by Gospel Values and the teachings of St Emilie, our schools aim at creating a team of dedicated professionals to give our girls a holistic education, developing their individual, intellectual, spiritual, emotional, creative and physical potential to the full, in the knowledge that such gifts come from a loving God who asks us to use them for our good and that of others”.

CODE OF BEHAVIOUR

An integral part of education at St Joseph School is that pupils are prepared to take their place in adult life. One essential aspect of this preparation for life is the development of mature Christian attitudes towards themselves, towards others, and towards the environment.

There are three basic elements to good behaviour:

- 1) Self-respect
- 2) Respect for Others
- 3) Respect for the Environment.

1. Self-respect means that:

- I develop my talents to the best of my ability; I am attentive in class and take responsibility for my studies.
- I am punctual, courteous and honest.
- I care for my health and maintain a high standard of hygiene.
- I care for my general appearance: I am expected to wear the school uniform smartly and in a manner that represents the School well.
- I develop a sense of personal responsibility: I realise that by breaking School Rules I face a consequence for my behaviour.
- I realise that bad language is detrimental to my self-respect.

2. Respect for others means that:

- I am friendly and kind to others: I am willing to help others with their studies and with other school activities.
- I treat others as I would like them to treat me.
- I recognise and appreciate the special role of the adults in the school community.
- I avoid causing unnecessary work for those who care for the school.

- I realise that any unnecessary disruption on my part prevents others from working and concentrating. I must make good use of classroom time.
- I avoid any activity that may endanger the safety or well-being of others.
- I leave areas such as toilets and washbasins clean and ready for others to use.
- I realise that bad language is offensive to other people and demeans me.

3. Respect for the environment means that:

- I take pride in keeping the school clean, tidy and free of litter, chewing gum and graffiti.
- I shall respect my property and that of others. I will immediately report any accidental damage to school property to my Class Teacher or any member of the SMT.
- I shall take care not to damage or vandalise school property.
- I am courteous and mannerly at school and outside school especially when still wearing the school uniform.

CODE OF DISCIPLINE

The purpose of the school is to facilitate an environment in which the pupils can grow and mature spiritually, physically, intellectually, creatively and emotionally.

Good discipline at school helps to create an atmosphere where each girl feels secure and is taught responsibility for her actions. Discipline is not mere external order; it is rather a sense of personal responsibility for oneself, for others and for the environment.

To help create that kind of inner discipline, the following code of behaviour is expected to be adhered to by all students:

1. Mutual respect, courtesy and honesty are required of everyone in our school. Disrespectful, aggressive or abusive language or behaviour will not be tolerated. Students must work and act in complete co-operation with the school staff at all times and address them appropriately.
2. School uniform is to be worn every day during school hours, examination time and specific outings. The P.E. kit is to be worn on particular days agreed upon.
3. Full respect for school personnel and for school property is expected from all students.
4. Students are to remain on the school premises during school hours. Girls who play truant are in breach of School Rules. Parents will be notified and appropriate sanctions will be imposed.
5. Students are to go to their assigned classrooms punctually. No lingering in corridors, toilets or any other place will be tolerated.
6. Hairstyles unbecoming the school uniform, hair dye, shaved or hair braiding are strictly forbidden. Girls with lowlights, highlights or dyed hair will be kept after school until their hair is dyed back to its natural colour. Long hair should

be tied back with a blue or black band. Hair bands should also be blue or black. No fancy hair clips are allowed.

7. Make-up and nail polish are not allowed. Girls will be asked to remove it immediately and a fine will be imposed. Acrylic nails, gel nails as well as 'gelish' nails are also prohibited.
8. No jewellery is allowed except for a plain wrist watch (no fancy colours) and one pair of gold/silver stud earrings (worn on lower ear lobes) or very small pearl earrings. In addition, for the safety of the students and in conformity with the school uniform, no OTHER body piercings may be worn during school hours (even if these are not visible).
9. Smoking is forbidden at all times on any part of the school premises and grounds and outside the school area.
10. Personal magazines are not allowed. Books will be confiscated should they contain objectionable material. Students are encouraged to read books which are available in the school library.
11. A signed note is required:
 - for permission to leave the school grounds during school hours;
 - for not wearing the full school uniform;
 - for permission to be exempted from PE lessons;
 - for permission to use the school lift in case of injury;
 - to explain any absence from school. All absences must be fully explained: absences of one or two days must be explained by a note sent from home; absences of three consecutive days or more due to illness require a medical certificate; in case of other valid reasons adequate proof should be provided e.g. flight ticket;
 - to explain any medicine which the student needs to take on the school premises.

12. Each student is responsible for:

- her own personal property, books, money, clothing etc. within the school. **All personal belongings should be clearly labelled.** The school will not accept responsibility for the loss of students' belongings;
- her own locker key. Girls are encouraged to use lockers for the safe keeping of personal property. **If girls forget their locker key, the administration will not supply the master key.** If the key is lost, girls have to order another key against payment.
- bringing assigned work, projects etc. to school on time. They will not be allowed to phone their parents/guardians if they leave it at home.
- passing on circulars addressed to parents promptly and keeping parents informed of school activities.

13. Students must strictly obey rules related to specific classrooms e.g. science labs, home economics room, gym, library etc.

14. Students are expected to participate in all Class Outings as these form part of the School Educational Programme.

15. Any student responsible for vandalism, graffiti, bullying, and name calling, ridiculing or abusing any other person will be seriously reprimanded. The school also reserves the right to take further action.

16. Students are not allowed to get mobile phones, cameras, radios, tablets, mp3 players or any other electronic equipment to school, unless specifically instructed otherwise. If these items are brought to school **THEY WILL BE CONFISCATED AND MAY ONLY BE COLLECTED AT THE END OF THE TERM.**

Appropriate disciplinary action will be taken against any student caught in breach of these rules or guilty of repeated misconduct. Such disciplinary action could even lead to suspension.

MAKING SCHOOL A HAPPIER PLACE AN ANTI-BULLYING POLICY

Bullying is deliberate hurtful behaviour that is often repeated over a period of time. It includes all kinds of emotional, physical, psychological, verbal and cyber abuse.

The aim of our anti-bullying policy is to make school a positive and enjoyable experience for all. In fact, the first requirement in our Code of Behaviour is that of respect towards the school community – pupils, staff, Sisters and visitors.

What we would like in each class

Out of respect for others, students are to work towards a pleasant, caring and friendly atmosphere where:

- we treat fellow pupils as equals;
- we are sensitive to the different needs of others;
- we are friendly and do not exclude anybody;
- we respect other persons' belongings;
- we address one another in a gentle and respectful manner and avoid any rough behaviour;
- we maintain a safe and clean environment.

What we will not tolerate

- Taking or damaging each other's belongings.
- Scribbling or writing on desks/walls.
- Name-calling.
- Excluding someone maliciously.
- Insulting or hurtful verbal and written messages.
- Spreading rumours.
- Making threats.
- Cyber bullying.

Prevention of Bullying

Bullying thrives on secrecy. Bullies rely on silence. The more people are aware, the easier it is to stop unkind and hurtful things happening.

The school encourages an environment where students should feel at ease to speak up as early as possible if a problem arises. The following are ready to listen and help:

- the class teachers or any other adult in whom the student is ready to confide;
- the School Counsellor, Guidance Teachers, PSCD teachers who have special training in dealing with bullying.
- the Head of School and Assistant Heads.

All students, staff and parents/guardians should work together to control and eradicate bullying. Parents/guardians who are aware of any bullying have a duty to inform the School immediately, even when their daughter is not involved. Where deemed necessary, the case may be referred further to other competent persons in the interest of the parties involved.

SANCTION PROCEDURES

Despite the best efforts of the School staff, parents/guardians and students, it is inevitable that behavioural problems will occur. The aim of the following sanction procedures is to ensure that misbehaviour is corrected in a manner which is fair and effective.

1. Each teacher and LSA is responsible for discipline within his/her own classroom and the school environment. Minor incidents of indiscipline are seen to by the teacher or LSA in class. The teacher may relocate the student within the classroom.
2. The teacher/LSA may bring the matter to the attention of the Head of School and/or Assistant Heads.
3. After school detention will be imposed for repeated misbehaviour. This includes missing books, homework and/or failing to hand in work on time as well as any other improper conduct. Parents/guardians will be notified in writing when this sanction is to be imposed.
4. A student will normally be detained after school till 2.45pm. It is at the discretion of the Head of School to extend the time and period of detention where it is deemed necessary. Extra work to be done during detention will be assigned by the member of staff imposing this sanction. Students will not be allowed to leave the school premises before the detention is over.
5. The Head of School may:
 - impose detention for any single incident of serious misbehaviour;
 - request the student as well as her parents or guardians to sign a written promise of future good behaviour;
 - a warning will be given that suspension from school could be the next sanction, should no improvement occur;

6. Should the Head of School, in consultation with the Assistant Heads decide that suspension is called for, the parents shall be informed in writing:

- of the reason for suspension;
- of the period of suspension;
- that the student will be regarded as being in the care of the parents, from the end of the school day in which she is suspended;
- that the suspension will be recorded in the Secondary School Certificate and Profile.

At the end of the period of suspension, the Head of School will review the situation, and decide the conditions under which the student will be allowed to return to school.

7. The Head of School reserves the right to suspend a student for a single, serious breach of discipline, and expulsion may be contemplated after referral to higher authority.

SCHOOL UNIFORM

Parents/guardians are asked to ensure that uniforms are smart, in good condition and fit well. Students should look smart at all times even after leaving the school premises.

Students with uniforms which do not fit well, are shabby or torn will be asked to replace the item.

Unless special permission has been given (in which case a note is to be submitted), girls are to wear their school uniform at all times when in school or on official outings.

Winter Uniform

- Shirt in broken white with school logo on collar, striped blue, green and white skirt or navy blue school trousers, green cardigan with blue and broken white stripes at cuffs and neck-line, blue blazer with school badge, navy blue or black shoes with navy blue tights and/or blue ankle socks with green stripes. School shoes are to be worn at all times with the uniform.
- In cold weather a navy blue polo neck may be worn under the shirt and tie. When necessary a navy blue scarf may be worn. If gloves are to be worn they should be navy blue/black.
- The blazer should be worn when the Head of School issues instructions accordingly.

On days when girls have Art, Drama, Home Economics and P.E. lessons they are allowed to wear their school tracksuit and P.E. shoes from home. The cardigan should not replace the tracksuit zip-up and the P.E. shoes should be white gym shoes.

Summer Uniform

- Short sleeved shirt in broken white with school logo on collar, striped blue, green and broken white skirt and waistcoat of the same material as the skirt.
- Navy blue or black shoes and blue ankle socks with green stripes.

The trousers are not part of the summer uniform and cardigans should only be worn in chilly weather. In such cases, the waistcoat should still be worn under the cardigan.

P.E. Kit

- Navy blue school T-shirt with white piping and school badge, navy blue shorts, school socks and white gym shoes.
- When instructed by the P.E. teacher, students may wear their coloured T-shirts according to their house-colour.
- Blue and green tracksuit.

Shorts may only be worn during P.E. lessons. Students are not allowed to arrive or leave school wearing shorts.

ALL UNIFORM AND OTHER PERSONAL ITEMS SHOULD BE CLEARLY MARKED.

Any unmarked items that are found and remain unclaimed will be disposed of at the end of the scholastic year.

Students who enter the school premises and who, by permission, are not wearing their uniform, should be dressed in a way that is appropriate to a church school environment.

NOTE TO PARENTS/GUARDIANS

- In the best interest of their daughter, parents/guardians are asked to co-operate with the School authorities at all times.
- Parents/guardians have no right to approach teachers/LSAs during school hours without prior permission from SMT.
- Parents/guardians should not phone teachers/LSAs at home or contact them through social networking sites.
- Parents/guardians are to **promptly** reply and return circulars/notes sent by the school for their attention.
- Parents/guardians wishing to meet the Head of School or any other member of staff are asked to phone beforehand for an appointment.
- Parents/guardians are kindly reminded that they should be dressed in a way that is appropriate to a church school environment on their visits to the school.
- Parents/guardians are to ensure that their daughters do not use any type of social media or mobile phones to harass their school peers.