

# The Falcon School



## School Rules

**The School Rules apply to all students from the time when they leave home to travel to School until they return home at the end of the day.**

### **Punctuality and Attendance**

Punctuality and regular attendance are essential for the efficient functioning of the School.

No outside commitment should be allowed to take precedence over the duty to attend School. This duty extends to official school events as well as to lessons.

Approval for time off School will only be granted in very exceptional cases, and must be requested in advance of the proposed absence.

1 or 2 days' absence may be justified by an explanatory note from parents. Absences of 3 or more days must be justified by a medical certificate.

#### **The School should be notified by telephone or email on the first day of any absence**

Students should not be on School premises before 7.30 am, and should be collected promptly at 1.15 pm, unless they remain for afternoon activities. Students waiting for activities in the late afternoon must go to the Library for supervised study.

Students in the Infant Department (KG, PR, P1, P2) must be collected at 1.15 pm, unless they have an afternoon activity or a club.

Secondary PE and Games lessons scheduled in the afternoon are compulsory. Students must attend a minimum of 4 periods of PE and Games a week.

Students who attend school in the morning must attend PE in the afternoon, unless there is a legitimate reason for absence, and permission has been granted by the Head of School.

## **Entering Classrooms**

Students may not enter a classroom unless a teacher is present. They should line up outside and wait quietly until the teacher arrives.

Movement between classes should be brisk and orderly.

## **Leaving School Premises**

Students may not leave the School grounds during the day.

Students who have an afternoon club or activity may, if parents complete the necessary permission form, go home for lunch and return 10 minutes before the start of the club.

## **Driving to School**

Students who are licensed to drive a motorized vehicle may drive to School, on the condition that parents first request in writing the Head of School's permission.

## **School Buses**

Students traveling on the School Buses must be ready at the pick-up point when the bus arrives to prevent delays.

In the interests of safety, students must enter and leave the bus in an orderly manner.

Students must not disturb the driver's concentration in any way, and must remain seated throughout the journey.

Food and drink must not be consumed on the bus.

Any reported misbehaviour on the School Bus will be regarded as a serious matter and may result in a student being barred from traveling on the School Buses.

## Looking after Property

Students should respect their own belongings, those of other students, and the property of the School.

Any damage caused must be paid for in full.

Loss of equipment, books or materials lent or supplied to students will necessitate meeting the full cost of replacement. Students are responsible for the condition of desks, chairs and lockers allocated to them.

Wrist watches and/or jewellery may not be worn during PE. Students should lock valuables away in their lockers during PE lessons.

No responsibility can be accepted by the School for the loss of personal valuables.

## Mobile Phones *etcetera*

In the Secondary Department, mobile phones, mp3 players, iPods etc. may be brought to School at a student's own risk. They must not be switched on or used during lessons.

Phones should preferably not be taken into class. If they are, they must be placed in the box in the classroom.

## Homework and Classwork

Homework and classwork assignments should be completed punctually and to the best of a student's ability.

An accurate record of any assignments set should be kept in the student's homework diary or planner. Parents of Primary students and Lower School Secondary students (S1, S2 and S3) are asked to initial the homework diary at least once a week.

## Behaviour

The School expects that students' general behaviour, both in and out of School, should reflect credit on themselves and their School.

Good manners, courtesy and consideration for others should be standard at all times.

Parties should be restricted to weekends and the holidays. A parent or guardian must be present at any party, and all guests must be of a comparable age.

## The Falcon School: School Rules

The School has a no tolerance policy on smoking, drinking alcohol and drugs. Any involvement with such practices will result in suspension from classes and the possibility of permanent exclusion.

### Being 'On Report'

A student may be placed 'on report' if standards of behaviour and/or academic effort are unsatisfactory.

Students who are 'on report' carry a report book to lessons until the School is satisfied that sufficient improvement in standards has taken place.

### Disciplinary Consequences

In minor cases, a student may be deprived of privileges by a member of staff, or required to perform some service for the School.

In serious cases, such as stealing, cheating, bullying *etcetera*, a student may face immediate suspension from lessons.

After consultation with the Disciplinary Committee, the School may ask for the permanent removal of a student from the School, if the student's conduct is unsatisfactory or if it is considered that such a withdrawal is in the best interests of the student or the School.

### Promotions

Students must have fulfilled the Ministry of Education attendance requirements for the previous school year in order to be promoted.

#### Primary Department Promotions

Students must have achieved satisfactory academic progress in the opinion of their teachers and the Head of School in order to qualify for promotion to the next class.

Students should achieve at least 50% in all end-of-year examinations in order to qualify for promotion.

**Promotion from**    **S1 to S2**  
                          **S2 to S3**

Students should achieve at least 50% in all end-of-year examinations in order to qualify for promotion.

Any subjects failed at below 50% must be retaken. If a resit examination in a subject is failed, the student must enroll on a remedial course in that subject for the next year. If satisfactory progress is achieved by the time of the mid-year examinations, students may be allowed to discontinue remedial lessons.

## The Falcon School: School Rules

If a student fails 5 or more subjects in the end-of-year resit examinations, he or she will not be eligible for promotion to the next year.

### Promotion from S3 to S4

Students should achieve at least 50% in all end-of-year examinations in order to qualify for promotion.

Any subject failed at below 50% must be retaken, even if the subject is not to be continued in S4. Since IGCSE courses begin in S4, students are expected to achieve at least 65% in the subjects they wish to follow. All students are expected to follow a full curriculum, including the core subjects (English, Maths and Greek) and 5 other optional subjects.

If Economics is selected as an option, a student *must* have attained grade A or B in both English and Maths at the end of S3, to be accepted onto the course.

Students failing English or Maths must enroll on a remedial course in that subject for the next year. If satisfactory progress is achieved by the time of the mid-year examinations, students may be allowed to discontinue remedial lessons.

If a student fails 5 or more subjects in the end-of-year resit examinations, he or she will not be eligible for promotion to the next year.

### Promotion to the 6<sup>th</sup> Form

Students should select and follow in school **at least** 4 AS level subjects (excluding Modern Greek). Students continue to follow in school **at least** 3 A2 subjects when progressing to the 7<sup>th</sup> form.

Students should achieve **at least** grade C in 6 or more IGCSE/GCSE school subjects in order to join the 6<sup>th</sup> form.

Students should achieve **at least** grade B in the subjects they wish to follow in the 6<sup>th</sup> form. On occasion, under special circumstances, students may be accepted onto AS level courses of subjects which they have not taken at IGCSE or GCSE. There are special requirements which must be fulfilled, if a student is to be accepted onto these courses, in addition to the agreement of the School. The requirements are:

AS Economics:	Grade A in IGCSE English; Grade A in IGCSE Maths
AS History:	Grade A in IGCSE English
AS Literature:	Grade A in IGCSE English
AS Geography:	Grade A in IGCSE English

NB: For all courses which are heavily content-based (eg Biology, Chemistry, Physics), students *must* have successfully completed the IGCSE course.

Students must follow the compulsory PE, Greek and General Studies course for the 6<sup>th</sup> form.