

2025

SCHOOL PROSPECTUS

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November 2022 Component Marks Report for Centre BW242

| Syllabus name | A* | A | B | C | D | E | F | G | U | Number of Results | Number of |
|----------------------------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------|-------------------|------------|
| BUSINESS STUDIES | 1 | 4 | 13 | 6 | 3 | 1 | 1 | 1 | 0 | 30 | 30 |
| ACCOUNTING | 1 | 3 | 4 | 1 | 3 | 0 | 0 | 1 | 0 | 13 | 13 |
| ECONOMICS | 0 | 2 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 6 | 6 |
| GLOBAL PERSPECTIVES | 0 | 0 | 3 | 2 | 2 | 0 | 2 | 2 | 0 | 11 | 11 |
| GEOGRAPHY | 1 | 3 | 6 | 13 | 8 | 3 | 3 | 0 | 1 | 38 | 38 |
| LITERATURE IN ENGLISH | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 3 |
| COMPUTER SCIENCE | 5 | 18 | 21 | 4 | 3 | 1 | 2 | 0 | 0 | 54 | 54 |
| FIRST LANGUAGE ENGLISH | 2 | 4 | 9 | 3 | 0 | 0 | 0 | 0 | 0 | 18 | 18 |
| ENGLISH AS A SECOND LANGUAGE | 1 | 8 | 14 | 9 | 5 | 5 | 0 | 0 | 1 | 43 | 43 |
| FOREIGN LANGUAGE FRENCH | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 3 |
| MATHEMATICS (WITHOUT COURSEWORK) | 5 | 11 | 16 | 18 | 2 | 6 | 1 | 1 | 1 | 61 | 61 |
| AGRICULTURE | 0 | 8 | 6 | 10 | 4 | 1 | 0 | 0 | 0 | 29 | 29 |
| ADDITIONAL MATHEMATICS | 0 | 0 | 5 | 5 | 1 | 0 | 0 | 0 | 0 | 11 | 11 |
| BIOLOGY | 2 | 8 | 12 | 15 | 8 | 3 | 1 | 0 | 0 | 49 | 49 |
| CHEMISTRY | 2 | 6 | 19 | 11 | 7 | 4 | 0 | 0 | 0 | 49 | 49 |
| PHYSICS | 2 | 8 | 13 | 11 | 8 | 2 | 1 | 0 | 0 | 45 | 45 |
| SETSWANA | 1 | 7 | 8 | 10 | 1 | 0 | 0 | 0 | 0 | 27 | 27 |
| TOTAL | 27 | 90 | 154 | 119 | 55 | 26 | 11 | 5 | 3 | 490 | 490 |
| PERCENTAGE | 5.51 | 18.37 | 31.43 | 24.29 | 11.22 | 5.31 | 2.24 | 1.02 | 0.61 | 100 | |
| CUMULATIVE | 5.51 | 23.88 | 55.31 | 79.59 | 90.82 | 96.12 | 98.37 | 99.39 | 100 | | |

November 2023 Component Marks Report for Centre BW242

| Syllabus | Syllabus name | A* | A | B | C | D | E | F | G | U | Number of Results Issued | Number of Entries |
|----------|------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------|--------------------------|-------------------|
| 0450 | BUSINESS STUDIES | 0 | 2 | 6 | 11 | 2 | 4 | 0 | 3 | 0 | 28 | 28 |
| 0452 | ACCOUNTING | 3 | 7 | 7 | 10 | 2 | 2 | 0 | 0 | 0 | 31 | 31 |
| 0455 | ECONOMICS | 0 | 2 | 1 | 1 | 2 | 0 | 0 | 0 | 0 | 6 | 6 |
| 0457 | GLOBAL PERSPECTIVES | 0 | 0 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 4 | 4 |
| 0460 | GEOGRAPHY | 0 | 3 | 5 | 15 | 7 | 6 | 1 | 0 | 0 | 37 | 37 |
| 0475 | LITERATURE IN ENGLISH | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 2 | 2 |
| 0478 | COMPUTER SCIENCE | 3 | 13 | 16 | 16 | 1 | 0 | 0 | 0 | 0 | 49 | 49 |
| 0500 | FIRST LANGUAGE ENGLISH | 1 | 4 | 12 | 7 | 0 | 0 | 0 | 0 | 0 | 24 | 24 |
| 0510 | ENGLISH AS A SECOND LANGUAGE | 2 | 8 | 12 | 6 | 8 | 4 | 1 | 0 | 1 | 42 | 42 |
| 0520 | FOREIGN LANGUAGE FRENCH | 0 | 3 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 6 |
| 0580 | MATHEMATICS | 5 | 17 | 14 | 21 | 8 | 0 | 0 | 0 | 0 | 65 | 65 |
| 0600 | AGRICULTURE | 1 | 11 | 12 | 5 | 1 | 0 | 0 | 0 | 0 | 30 | 30 |
| 0606 | ADDITIONAL MATHEMATICS | 0 | 2 | 2 | 1 | 0 | 2 | 0 | 0 | 0 | 7 | 7 |
| 0610 | BIOLOGY | 2 | 7 | 11 | 23 | 13 | 1 | 4 | 0 | 0 | 61 | 61 |
| 0620 | CHEMISTRY | 5 | 9 | 13 | 19 | 6 | 3 | 1 | 0 | 0 | 56 | 56 |
| 0625 | PHYSICS | 12 | 6 | 11 | 11 | 6 | 4 | 1 | 0 | 0 | 51 | 51 |
| 3158 | SETSWANA | 0 | 1 | 10 | 8 | 5 | 2 | 0 | 0 | 0 | 26 | 26 |
| | Total | 34 | 95 | 136 | 158 | 62 | 28 | 8 | 3 | 1 | 525 | 525 |
| | Percentage | 6.476 | 18.1 | 25.9 | 30.1 | 11.81 | 5.333 | 1.524 | 0.571 | 0.19 | 100 | |
| | Cumulative | 6.476 | 24.57 | 50.48 | 80.57 | 92.38 | 97.71 | 99.24 | 99.81 | 100 | | |

Introduction

Kweneng International Secondary School is a premier independent institution, dedicated to providing a holistic and globally-focused education. Established in February 2005, the school is fully accredited by the Ministry of Education. In July 2007, we achieved recognition as an official examination center for Cambridge International Examinations, enabling our students to pursue globally-recognized qualifications. Our commitment to academic excellence and the personal growth of our students has made Kweneng International a leader in secondary education.

Vision

Children will leave Kweneng International Secondary School having achieved a standard of excellence in their chosen activities.

Mission Statement

Our mission is to provide a wide choice of subjects, high standards of teaching and learning facilities and a motivational environment to enable pupils to excel.

Philosophy

Our vision and mission statement are based on the belief that every child can achieve a standard of excellence given:

- A choice of interesting subjects
- Enthusiastic, qualified teachers
- Well-equipped facilities.
- Frequent assignments and discussion
- Parental and teacher support
- Determination to succeed

Contact Information

Kweneng International Secondary School

P. O. Box 586

Molepolole

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Fax: (267) 5915016

Email: kweneng.international@gmail.com

Website: <http://www.kwenenginternational.com>

<https://kissbw242.edupage.org>

Facebook: <http://www.facebook.com/kwenenginternational>

Admissions procedures

Applicants for admission in any form must submit

- A completed application/registration form
- A copy of an official identity document (birth certificate or I.D.).
- Latest school report from previous school
- A copy of results of any official examinations taken
- Transfer/release letter from previous school if transferring in mid-course.
- 1 recent passport photo

Applicants will be required to attend an interview at the school. They may also be required to sit for an entrance examination. The final decision about whether to accept a pupil into the school rests with the School Head and the professional staff, and is also dependent on vacancies being available. Students transferring from another school need a clearance/transfer letter from the previous school.

Application forms are available from the school office or from our website.

Fee Structure for 2025

| Form | Termly (x3) | Termly (x2) | P.T.A. (annually) | Total Annual Fee incl. PTA | 5% Annual Discount Amount excl PTA |
|----------|-------------|-------------|-------------------|----------------------------|------------------------------------|
| Form 1-2 | P10,000.00 | | P300.00 | P30,300.00 | P28,500.00 |
| Form 3-4 | P11,050.00 | | P300.00 | P34,350.00 | P32,347.50 |
| Form 5 | | P21,615.00 | P300.00 | P43,590.00 | P41,125.50 |

Payment Schedule

| Installment | Term One | Term Two | Term Three |
|-------------------------|-----------------------|--------------|---------------|
| 1 st payment | Beginning of Term One | End of March | End of June |
| 2 nd payment | End of January | End of April | End of July |
| 3 rd payment | End of February | End of May | End of August |

- Form 5 fees must be paid up by the end of May 2025.
- Payments must be made on or before the 1st day of each month.
- Once off Registration fee of **P300.00** is payable on registration. (non-refundable)
- P.T.A. fund of **P100.00** per term per student (not included in fees calculations shown above).
- External Examination Fees (IGCSE Final year) are included in the tuition fees (Form 5 only).
- A payment agreement form must be filled at the start of the academic year.
- Students may not be allowed to attend classes in any term if fees for the preceding term are not fully paid.
- Any Form 5 student, who has not paid in full by the end of July 2025, may not be entered for the October/November Final Examinations.
- When a sibling of a student joins the school, they are eligible for a 25% discount provided both siblings are students of this school at the same time. A third sibling will be given a 30% discount, provided all 3 siblings are attending this school at the same time. If one sibling then leaves, the discount will no longer be in effect. The discount will be applicable to the youngest sibling only.

Payment Methods

- **Bank Transfer:**
Bank Name: Standard Chartered Bank, Mall Branch
Account Name: New Options (pty) Ltd
Account Number: 0100158118500
SWIFT Code: SCHBBWGX
Account Name: New Option s (pty) Ltd
- **Payments:**
Fees are payable via EFT (online banking) or cash deposit only.
- **In-Person Payments:**
We do not encourage in-person payments, and we do not use POS machines for school fees.

Discounts & Late Payment Policies

- **Early Payment Discount:** A 5% discount will be applied if the full year's fees are paid by January 10, 2025.
- **Sibling Discount:** A 25% discount on the tuition fee for each additional child enrolled.
- **Late Payment Penalty:** A 2% late fee will be applied for payments made after the due date.

Important Notes

- Fees do not cover extra-curricular activities, uniform costs, books, stationery, or transportation fees.
- Payment plans are available in the school admin office. Kindly contact the finance office for more information.

Pupils withdrawing from school

A term's notice in writing must be given to the school of the intention to withdraw a pupil stating the last day of attendance. The bursar will need to confirm that all fees have been paid and clearance will be needed from the teachers and librarian that all books and stationery have been returned and that any locker being used has been emptied. Only then will the school be able to produce release documents for the pupil.

School Uniform

It is our policy that all students should wear School uniform when attending school or when participating in a school-organised event, unless otherwise stated. We expect students to wear the complete uniform, always keep hair neat, avoid non-permitted accessories and always be well groomed.

- Shirts must be tucked in and buttoned up at all times.
- All pupils will be expected to wear a belt. Trousers to be worn at the waist. No hipsters allowed.
- All items of clothing must conform to the published uniform in terms of colour and style. They must be the official school items which can be purchased through the school's uniform supplier.
- Ideally all items of clothing must be marked with the student's name.

Items of uniform with the school crest can be purchased in school.

The school uniform consists of the following:

Boys:

- Grey Trousers (must cover the ankles.)
- Blue shirt with school crest. Shirt must be tucked into trousers. Long sleeves must be buttoned at the wrist.
- Dark Blue blazer with school crest (optional)
- Dark blue tie (optional)
- Grey or white socks
- Black school shoes (not trainers).

Girls:

- Grey Slacks (must cover the ankles)
- White/blue chequered un-pleated skirt (up to the knee. Miniskirts are strictly not allowed)
- Blue shirt with school crest. Shirt must be tucked into trousers. Long sleeves must be buttoned at the wrist.
- Dark Blue blazer with school crest (optional)
- Dark blue tie (optional)
- Grey or white socks
- Black shoes. (No pumps, trainers or heels)

Winter Accessories:

- Light blue jumper with school crest
- Track-suit top with school crest
- Navy blue weather jacket with school crest
- Navy blue woollen beanie with school crest

Sports Wear:

- White or blue golf t-shirt with the school crest.
- Blue track suit with crest on the jacket.
- Cap/hat with school crest
- Running shoes. No pumps.

Headgear

The wearing of headgear in the classrooms is not allowed with the exception of those worn for religious reasons, e.g. a plain black veil or black scarf

Hairstyles

- Highlights and hair dye, tipped or dipped hair are not allowed.
- Dyed, highlighted or coloured hair is prohibited.
- Faddish or eccentric hairstyles that draw undue attention to the girls are not allowed.
- Hair should be tied back if it touches the shoulders. It must be kept away from the face and should not obstruct vision. This may be done, using braids, cornrows, dreadlocks or regulation hair accessories.

- The school does not permit children to have ‘extreme’ haircuts with designs. Any kind of line or pattern shaved into the side or top of the head are prohibited.
- Hairstyles and haircuts which are deemed too extreme designs such as tramlines, shaved lines, stars, extreme patterns ‘V’ styles, Mohican cuts are forbidden.
- Girls hair should be tied back, away from the face, if it is shoulder length or longer. Extra-long braids are not allowed.

Jewellery/Makeup

- No jewellery other than a wrist watch and/or medical bracelet is allowed
- Smart watches are not allowed during exams.
- Earrings: small plain ear studs or simple ring may be worn in the ears.
- No facial piercings of any type are permitted.
- Multiple earrings on one ear are not permitted.
- Makeup and cosmetics are not considered appropriate or consistent with our school uniform and therefore should not be worn.
- Nail varnish, gel nails or false nails should not be worn in school.
- Non-transparent contact-lenses are also prohibited.

Cell Phones

Kweneng International Secondary School has instituted a “**No Cell Phone**” Policy. Parents and students are informed of this policy and any policy updates during registration each school year. In any instance requiring an emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone. A charge of P2.00 will be made for each call.

If your child has a legitimate reason to bring a cell phone to school, it will be necessary for you as the parent/guardian to write a letter to the Principal explaining why your child needs to bring their cell phone to school with them. Any authorised cell phones must be turned in to the school office. Cell phones will be returned to the student at the end of the school day.

Cell Phones, tablets, laptops and other electronic communications, music or games devices are not allowed in school.

Additionally iPods/MP3 Players, iPads/Tablets, Apple Watches/Fitbits and electronic gaming or entertainment devices are not allowed to be brought to school or to be used in the classroom at any time.

If your child is caught with a cell phone or electronic device during school hours the cell phone or device will be confiscated and the parent/guardian will be called and will be required to come to the school office themselves to retrieve the cell phone or device upon payment of a **P50.00** fine. Confiscated cell phones and electronic devices will not be returned to the students under any circumstances.

Kweneng International Secondary School shall not be held liable for theft or loss of personal property on school grounds. Students are therefore discouraged from bringing valuable belongings to school.

Lockers

Lockers are available for students to rent on a termly basis for a fee of **P20.00** per term. Students are advised not to leave books in their lockers over weekends or holidays. Students may also keep a spare key to their padlocks in the office in case they have forgotten their key at home.

Curriculum

The school prepares pupils for the IGCSE examinations of the Cambridge Examinations Syndicate. The language of instruction and communication throughout the school is English.

Form 1 students in 2025 will start a five-year programme in preparation for the IGCSE examination of November 2029. Subjects taken in Form 1 will include:

English Language, English Literature, French or Setswana, Mathematics, Computer Studies, Physics, Chemistry, Biology, Agriculture, Geography, Business Studies, Accounting

Form 2 of 2025 will continue their Form 1 subjects in preparation for IGCSE of November 2028. English Language, English Literature, French or Setswana, Mathematics, Computer Studies, Physics, Chemistry, Biology, Agriculture, Geography, Business Studies, Accounting.

Please note: Those students in Form 2 who achieve an average of 60% or higher may be accelerated to the Form 4 class and therefore be prepared to write their IGCSE examinations in November 2027.

Form 3 in 2025 will be made up of those students from Form 2 of 2024 who will be writing their IGCSE examinations in November 2027.

Form 4 students in 2025 will take eight of the following subjects in preparation for IGCSE of November 2026: English, English Literature, Mathematics, French or Setswana, Biology, Accounts, Business Studies, Agriculture, Chemistry, Global Perspectives, Physics, Additional Mathematics, Computer Studies, and Geography

Students who have completed their Junior Certificate Examination may be admitted to Form 4 if their JC results warrant it e.g. an A, or a strong B.

Stationery Requirements

Please note: No stationery will be supplied by the school to students. All students will require the following:

| | | | |
|--|-------------------------|---|---|
| 1 Scientific Calculator 1 Pencil case | 1 Eraser 1 Sharpener | 2 Blue or Black Biro's (pens) 2 HB pencils or a 'click' pencil | 1 30cm plastic ruler 1 Oxford Mathematics Set1, Glue Stick |
|--|-------------------------|---|---|

In addition, students will have the following requirements for the following subjects:

| Subject | Stationery |
|------------------|---|
| Mathematics | A4 Hard Cover Notebook (class work), A4 Scribbler (homework), Graph Pad |
| English | A4 Hardcover Notebook (class work), A4 Hardcover Notebook (composition), A4 Hardcover , Notebook(homework) 1xFile |
| French | A4 Hardcover Notebook, A4 Scribbler (homework), A6 notebook (for vocabulary), English/French Dictionary |
| Setswana | A4 Hardcover Notebook, A4 Scribbler (homework and class exercises) |
| Geography | A4 Hardcover Notebook (class work), A4 Hardcover Notebook (homework), Graph Pad |
| Chemistry | A4 Hardcover Notebook, A4 Scribbler (homework), Graph Pad |
| Physics | A4 Hardcover Notebook, A4 Scribbler (homework), Graph Pad |
| Biology | A4 Hardcover Notebook, A4 Scribbler (homework), Graph Pad |
| Accounting | A4 Hardcover Notebook, A4 Ledger book, A4 Cash book, A4 Journal, Scribbler (homework) |
| Business Studies | A4 Hardcover Notebook (class work), A4 Hardcover Notebook (homework), Graph Pad |
| Agriculture | A4 Hardcover notebook, A4 Scribbler (homework), A4 Scribbler (practical Assessment Form 5 only) |
| Economics | A4 Hardcover notebook (class work), A4 Hardcover notebook (homework), Graph Pad |
| Computer Studies | A4 Hardcover notebook (class work), A4 Scribbler (home work) |

Students must have separate exercise books for each subject. All books must be covered with plain book cover with name and class clearly visible on the cover. Homework and class-work books must be separate. Not having the appropriate books, stationery and equipment may result in exclusion from certain lessons.

Every student must have the following:

| | |
|--------------------------|------------------|
| 19 A4Hardcover Notebooks | 10 A4 Scribblers |
| 7 Graph Pads | 1 A6 Notebook |
| 1 Ledger | 1 Cashbook |
| 1 Journal | 3 Exam Pads |

Text Books

The book list for the 2024 year is available separately from the school administration office. The school will not supply text books to students. For a list of suppliers who carry the books, please see the school administration office for more information.

Daily Schedule

| | |
|---------------|---|
| 07:25 – 07:30 | Assembly/Registration |
| 07:30 – 10:10 | Periods 1 to 4 |
| 10:10 – 10:30 | Break |
| 10:30 – 13:10 | Periods 5 to 8 |
| 13:30 – 15:30 | Remedial work / Study |
| Wednesdays | |
| 13:10 – 13:30 | General Cleaning |
| Thursdays | |
| 13:30 – 14:30 | Athletics (term 1), Ball games (term 2) Clubs and indoor games (term 3) |

Saturday Schedule

08:00 – 12:00

Extra lessons / Remedial Work / Study

Punctuality

Students are expected to be in class for morning registration by 7:25AM. A student who arrives late at school, more than five times in a term, will be sent home with a note to be signed by the parent. If the child continues to arrive late a one week suspension may be applied.

Week-end/Vacation Time Classes

It may be necessary to schedule extra lessons on Saturdays or during school vacations. Attendance at these activities is compulsory.

Absence from School and Permission to Leave the School Premises

All absences must be explained by a written note or clinic card. Permission should normally be sought in advance by a written request signed by the parent or guardian. A child who becomes unwell at school may be issued with an Exeat note by the class-teacher. This note, signed by the parent or stamped by the clinic attended, must be returned to the class teacher before the child is readmitted to class.

Unnecessary absences from school are strongly discouraged. Parents are reminded to ensure that their child attends school throughout the term, unless he or she is ill.

Extra-curricular Activities

All students are expected to participate in some sport or activity. Clubs include football, netball, volley-ball, table-tennis, music, board-games, chess, debating, dance, science.

Homework

Homework is a vital part of our academic program. Parents are encouraged to stress the importance of homework and allocate a specific period when homework should be done and confirm that the work has been completed satisfactorily, by signing the homework done.

A written assignment is given by each subject at least once in the 6-day timetable. It is expected that students in Forms 1 and 2 will spend 2 hrs studying each day including week-ends. Senior students should spend 3 to 4 hours studying. Students may study in school each afternoon from 1.30 pm to 3.30pm and on Saturday from 8.00 to 10.30 am.

Expected assignments for different subjects:

| Subject | Expectation |
|-------------------------|--|
| Mathematics | 1 homework assignment per lesson |
| English/Setswana/French | A minimum of 2 homework assignments per 6 day cycle. |
| All other subjects | A minimum of 1 homework assignment per 6 day cycle. |

Different roles:

Role of the student:

- Student is expected to do homework at home.
- Student is expected to do the work neatly (date, underline etc)
- Student is expected to give their best effort to doing the work.
- Student is expected to have parent sign the finished work.
- Student is expected to hand work in to subject teacher the next day, before registration.
- Student is expected to communicate any problem they have with the homework to the subject teacher.

Role of the homework supervisor:

- Communicates the policy to the parties concerned.
- Monitor the implementation of the homework policy.
- Regularly check teachers' records of work to ensure adherence.
- Supervise detention of students for homework not done.
- Meet with students who are not adhering to the homework policy.
- Write letters home to parents of students who repeatedly fail to meet the homework policy.
- Ensure that detention slips are filed in students' files.

Role of the subject teacher:

- Assign relevant and meaningful homework assignments.
- Give clear instructions and expectations of the student.
- Offer assistance to student where needed.

- Provide verbal or written feedback to student after an assignment has been completed
- Give a detention to student for failure to adhere to homework policy.
- Fill in a homework detention slip and give to homework supervisor.
- Maintain up to date homework records and communicate with homework supervisor and/ or parent when student is failing to adhere to homework policy.

Role of the parent:

- Take an active interest in child's homework
- Assume that the child will have homework every night.
- Ensure that the child has the necessary supplies to do the work.
- Sign child's homework once completed.
- Communicate any issues the child might be facing with subject teacher.

Homework Policy:

Step 1: 1 assignment not done: Action taken: Student issued with detention

Step 2: 3 assignments not done Action taken: Student is reported to Homework Supervisor/ Deputy Academics, Letter is written home to inform parents, Students return the acknowledgement slip.

Step 3: 5 assignments not done: Student receives a letter inviting parent to the school, Meeting with Headmaster/Deputy/Homework supervisor

Step 4: 7 assignments not done: Student is suspended.

Step 5: 10 assignments not done: Student is expelled.

Please note: All documentation is kept in students' files for future records reference

Assessment

Assessment is done through homework, class oral work, monthly tests and end of term examinations. An average of 60% in the end of year assessment is required for promotion to the next class.

Examination Policy

Students will write two mandatory examinations in a term: Mid-Term examinations, and End of Term examinations. If a child misses an examination, the child will not be allowed to sit for it at a later date. This child will be given a zero unless they have proof showing a valid reason for their absence (eg a medical certificate).

Parent Teacher Consultations

Parents are given the opportunity to discuss their child's progress with the class teachers at the Parents Consultation days which are held at the end of each term.

During the consultation Day, Parents receive their children's school reports and are given the opportunity to meet with all the teachers. If a parent wishes to see a particular teacher for more formal consultation, they are requested to arrange a meeting through the school office at a time convenient to both the teacher and the parent.

Code of Conduct

The disciplinary regime of the school is designed to develop a sense of responsibility and self-discipline. Pupils will be expected to behave well and to work hard because they are committed to success rather than from a fear of punishment.

School Rules and Regulations

1. Students are expected to be on time for the start of school, for all lessons and all other school activities.
2. Students must maintain a clean and tidy appearance and must be dressed in the correct school uniform at all times.
3. All assignments and homework must be completed thoroughly and neatly and must be handed in on time.
4. Maintain high standards of personal behavior.
5. Participate actively in all lessons.
6. Do all tests and examinations with complete honesty.
7. Respect school staff, fellow pupils and visitors.
8. Protect school property and the school environment.
9. Students are expected to speak **English** at all times while on the school premises with the exception of those attending French and Setswana classes.
10. Students are expected to keep all areas of the school free of litter at all times. Dust bins are provided at several locations around the school

COVID-19 Regulations

- Face masks are to be worn at all times.
- Temperature is taken upon entry to the school.
- Wash your hands regularly with soap and water.
- Use hand sanitizer.
- Social distancing of 1 meter rule to be observed at all times.
- Do not share food or drink with other students.
- Cover your mouth and nose with a tissue when you sneeze.
- Cough and sneeze into your elbow
- Do not touch or play with other's masks
- Use your own school supplies
- Remember to not touch your face, eyes, nose and mouth.
- If you feel sick, stay at home!

Examples of infringements of the school rules. (This table is for the guidance of teachers, pupils and parents and is not intended to be either exhaustive or exclusive. Each infringement will be dealt with within its own context.)

| Rule | Minor | Serious | Grave |
|------|--|--|--|
| 1 | Failure to bring books to school | Any unexplained absence from school. Any unexplained absence from a lesson. Returning to school after an absence without a written explanation. | 2 or more unexplained absences from school in a month. 3 or more absences from lessons in a week. Leaving the school compound without permission. |
| 2 | Occasional lateness for lessons, study, games etc. | Lateness for school more than 5 times a term. Frequent lateness for lessons. | Habitual lateness in arriving to school or to class. |
| 3 | Occasional untidiness: e.g. hair uncombed, shoes not polished, shirt sleeves undone, etc. Failure to wear correct school uniform. | Frequent untidiness, failing to wear school uniform when required. | Habitual untidiness, persistent failure to wear school uniform. |
| 4 | . | Using tobacco on the school premises. Possessing alcohol on the school premises. Possessing any pornographic material. | Repeated use of tobacco. Any attempt to induce others to smoke. Using or possessing an illegal substance. Any attempt to induce others to buy or use an illegal substance. Attending any school function while under the influence of alcohol or drugs. Stealing. Possessing stolen property. Carrying a weapon at school. |
| 5 | Occasional lapses in paying attention. Occasional chatting. | Failure to participate in oral or written work in class. Repeated chatting. Causing disturbance that distracts the teacher or pupils. | Habitually failing to pay attention in class. Habitually failing to participate in written or oral class work. Habitually chatting or disturbing fellow students in class. Refusal to undertake written work in class or to answer questions posed by the teacher. |
| 6 | Occasional failure to submit homework or late submission. Occasional failure to answer questions on set material. Occasional failure to have HW diary signed by parent/guardian. | Repeated failure to do homework. Failure to do corrections of homework when required. Occasional presentation of untidy, shoddy or incomplete homework. Repeated failure to answer questions. Repeated failure to have the HW diary signed. | Continued failure to do or submit homework after warnings. Frequent inability to answer questions or to participate in discussion of work set for learning assignments. Repeated presentation of untidy, shoddy or incomplete homework. Copying homework from a book or from a fellow student. |
| 7 | | Possessing any unlawful material during a test or examination. | Copying from any unlawful material during a test or examination. Attempting to communicate with a fellow student during an exam. Co-operating with a student who is copying in a test or examination. |
| 8 | Failing to stand when a teacher enters and leaves the class. Failing to greet a visitor. Failing to give way to a visitor in a passageway or a doorway | Refusing to answer questions from a teacher. Mocking or making fun of a fellow pupil. Seriously hindering a visitor. Making noise or failing to show courtesy to a visiting speaker. | Telling lies to a teacher on a discipline related matter. Insulting, threatening, or assaulting a teacher. Insulting, threatening or assaulting a fellow pupil. Physical or psychological bullying. Causing any harm to the person or property of a visitor. Insulting a visitor. |
| 9 | Littering | Causing minor damage to school property. Graffiti. | Causing serious damage to school property. Stealing school property. Carving on school furniture. |
| 10 | Refusing to speak in English while on school grounds | Leaving school without permission Bringing a cell-phone to school | Behavior or comments that incite racial tension. Bringing the name of the school into disrepute. |

Punishments for infringements of school rules

All punishments will be recorded in the pupil's file.

Minor Offences

Verbal advice, correct the offending behavior, short detention, lines, letter of apology, picking rubbish, sweeping etc... Punishment for non-submission of homework is automatic detention in order to do the missing work.

Serious Offences

Punishments for serious offences may include one or more of the following. A long detention e.g. 1 hour, manual work, suspension, warning letter, notification of parents, referral to headmaster. A student who persistently disturbs a lesson may be removed from the lesson.

Grave Offences

Punishments for grave offences may include one or more of the following: referral to the headmaster, notification of parents, suspension or expulsion. Cheating in examinations will automatically result in the cancellation of all marks for the relevant subject.

Offences Resulting in Immediate Expulsion

- Stealing or being in possession of stolen property
- Physical or psychological bullying and intimidation.
- Threatening, or assaulting a fellow pupil.
- Possessing, using or distributing illegal substances in school including alcohol, any form of banned substances, and weapons.