

# PUPIL HANDBOOK



**St George's College**

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## **THE SCHOOL VISION**

St George's College is a private, non-profit, bilingual, co-educational, learning institution with a long tradition in providing a well-rounded and demanding education. It delivers an international curriculum of high standards, which seeks to develop strong ethical values and character integrity, in order to allow its students to become useful and successful citizens.

## **THE SCHOOL MISSION**

Our mission is to provide students, between the ages of 3 and 18, with a bilingual education that integrates the Argentine and international curricula. We strive for the continual improvement in the quality of the teaching and learning, management and school resources in order that the students may develop their potential to the full. Our environment nurtures individual development, independent thinking, sportsmanship and an extensive and close interaction with the community.

## **STATEMENT OF VALUES**

From its foundation in 1898, St George's College has been based on values adopted by its Christian founders, drawn from the best ones stemming from British tradition. These values based upon the school motto, *Vestigia Nulla Retrorsum*, are centred upon the following:

- Exercise good manners and respect towards people, rules, institutions, and the environment.
- Due commitment and loyalty to the College, its people and society at large.
- Uphold rectitude, integrity and truth.
- Seek justice and fair play in behaviour, work and play.
- Demonstrate fortitude in terms of energy, initiative, courage and responsibility.
- Actively develop the concept of duty, honour, caring and leadership through example.

The College upholds these values through its Governors, Staff, Parents and Students, adding to the best traditions established by its Founders.

# STAFF LIST

## HEADMASTER

Mr. James Belmoonte Diver james.diver@stgeorges.edu.ar

## COLLEGE LEADERSHIP TEAM

Head of College, Director Official	Ms. Mariana Martínez	mariana.martinez@stgeorges.edu.ar
Deputy Head Pastoral	Mr. Javier Marvaldi	javier.marvaldi@stgeorges.edu.ar
Deputy Head Academic	Ms. Soledad Texidó	soledad.texido@stgeorges.edu.ar
Deputy Head Pupil Progress	Ms. Ana Carolina Belmonte Diver	carol.belmonte@stgeorges.edu.ar
Deputy Head Curriculum	Mr. Alan Mellor	alan.mellor@stgeorges.edu.ar
Boarding Master	Mr. Leonardo Barceló	leonardo.barcelo@stgeorges.edu.ar

## Pastoral team

School Doctor	Dr. Fernana Blanco	fblanco@stgeorges.edu.ar
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## Heads of House

Agar	Mr. Leandro Canale	leandro.canale@stgeorges.edu.ar
Cutts	Mr. Federico Tremari	federico.tremari@stgeorges.edu.ar
Farran	Ms. Julia Tollo	julia.tollo@stgeorges.edu.ar
Lockwood	Ms. Caroline Whitelegg	carolina.whitelegg@stgeorges.edu.ar

## Heads of Year

ES1 & ES2	Mr. Juan Pablo Susevich	juan.susevich@stgeorges.edu.ar
ES3 & ES4	Mr. Hernán Williams	hernan.williams@stgeorges.edu.ar
ES5 & ES6	Ms. Julia Tollo	julia.tollo@stgeorges.edu.ar

Safeguarding coordinator	Ms. Julia Tollo	julia.tollo@stgeorges.edu.ar
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Girls' Boarding Housemother	Ms. Julia Tollo	girlsboarding@stgeorges.edu.ar
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## **PREP LEADERSHIP TEAM**

Head of Prep	Mr. Simon Jacobs	simon.jacobs@stgeorges.edu.ar
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PYP Coordinator, Directora académica	Ms. Mabel Orlando	mabel.orlando@stgeorges.edu.ar
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## **Year Group Leaders**

EP1 Year Group Leader	Ms. Elizabeth Pierro	elizabeth.pierro@stgeorges.edu.ar
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EP2 Year Group Leader	Ms. Paula Wierzbicki	paula.wierzbicki@stgeorges.edu.ar
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EP3 Year Group Leader	Ms. Michelle Bridger	michelle.bridger@stgeorges.edu.ar
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EP4 Year Group Leader	Ms. Mariela De Gregorio	mariela.degregorio@stgeorges.edu.ar
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EP5 Year Group Leader	Ms. Yanina Salvadeo	yanina.salvadeo@stgeorges.edu.ar
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EP6 Year Group Leader	Ms. Beatriz Carpaneto	beatriz.carpaneto@stgeorges.edu.ar
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## **Co-ordinators**

Safeguarding Coordinator	Ms. Sandra Guerrero	sandra.guerrero@stgeorges.edu.ar
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English Coordinator	Ms. Mariana Alaouie	mariana.alaouie@stgeorges.edu.ar
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## **Heads of Houses**

Haxell House	Mr. Agustín Ramos	agustin.ramos@stgeorges.edu.ar
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Jackson House	Mr. Leonardo Midón	leo.midon@stgeorges.edu.ar
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Roberts House	Mr. Andres López	andres.lopez@stgeorges.edu.ar
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Stevenson House	Ms. Marcela Federico	marcela.federico@stgeorges.edu.ar
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## HOUSE POINTS

House points are distributed for major events throughout the term but also for pupil performance and attributes, as distributed by class teachers throughout Prep and College. These count towards an individual shield in Prep and to the overall House Shield in College according to the following percentages:

Sports Cup	40%
Academic Cup	40%
House Points	20%

Daily House points are grouped in 4 areas:

- IB Learner profile points
- Georgian points
- Academic points
- Character points

### IB LEARNER PROFILE POINTS

These are directly linked to the IB learner profile and represent the learning attributes children need in order to succeed academically at St Georges. These are important as their development is directly linked with academic success and excellence

1 point can be gained each time a pupil successfully exhibits one of the following learner profile attributes:

- Open minded
- Principled
- Reflective
- Risk taker
- Caring
- Communicator
- Inquirer
- Knowledgeable
- Thinker
- Well balanced

### GEORGIAN POINTS

These are directly linked to the core values of the school and are fundamental to the formation of Georgians of the future who will go on to make a positive contribution to society.

1 point can be gained each time a student successfully exhibits one of the following Georgian attributes:

- Politeness
- Kindness
- Good manners
- Respect
- Honesty
- Integrity
- Fortitude
- Fairness
- Honour

Although it is an expectation that all Georgians wear the correct uniform, Georgian points can be awarded to those students who present themselves exceptionally well.

### **ACADEMIC POINTS**

These are directly linked to the objective we have for all our students that they achieve success and excellence in all they do.

1 point can be gained each time a student successfully exhibits one of the following academic attributes:

- Outstanding presentation
- Outstanding quality of work
- Producing the best work

### **CHARACTER POINTS**

These are directly linked to those qualities an individual needs to overcome challenges and difficulties, in order to achieve success and excellence in the future.

1 point can be gained each time a student successfully exhibits one of the following character attributes:

- Perseverance
- Commitment
- Effort
- Participation
- Focus
- Motivation
- Successfully acting on guidance
- Improved performance
- Improved behaviour



## SCHOOL REPRESENTATION

Students are encouraged to be involved in a wide range of activities and take on leadership positions within these activities. However, representing St George's College in any activity is a privilege. Therefore, it brings with it a degree of responsibility and must be seen as an honour that has been earned through appropriate behaviour, effort and achievement.

Any student who wishes to be considered for participation on a tour, outside activity or program, including sports fixtures, must represent the very best of St George's and this includes, but is not limited to the following:

- A good behavioural record.
- Up to date in all work.
- No more than 18 unauthorised absences <sup>1</sup>

Lists of proposed participants will be passed through the leadership team for review and approval based on the categories above.

Students on *Conditional Matricula* will not be allowed to participate in any tour or activity of this nature, nor will they be considered for leadership positions or prestigious awards.

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<sup>1</sup> In the case of absences, a time frame will be set within which the student should not be absent again. They will then be allowed to represent the school. Further absences in the future will result in further targets being set.

# CLASSROOM EXPECTATIONS

The teacher is in charge of the classroom and their instructions should be followed at all times. Respect should be shown to everyone at school including all members of staff, especially at times of disagreement or differing opinions.

All students are reminded of the school's core values which should be shown by the following:

- Good manners and respect.
- Rectitude (honour), integrity and truth.
- Fortitude, initiative, courage and responsibility.
- Care and leadership.

These can be seen in the following

- Being organised:
  - Always completing work set on time
  - Always having the correct materials for class
- Always listening when you are spoken to, and not talking over the adults in the room.
- Raising your hand and waiting your turn, remembering you are not the only person in the room.
- Keeping your classroom tidy, even if it is not your mess.
- Always putting 100% effort into everything you do, especially when it is difficult.

## **APPEARANCE AND UNIFORM**

Students must come to school wearing the correct uniform and in a presentable manner. The uniform should be worn with pride and neatness prioritised at all times.

Accessories (scarves, gloves) should be white, red or blue and not to be worn in lessons. Any jewellery should be discrete with no more than 1 earring in each ear. For safety purposes, earrings should be plain and not loops or hanging down.

Outside coats to be taken off when inside school buildings, unless permission is given by the class teacher.

Boys EP3 upwards to ES6 should wear a school tie with the top button done up and their shirt tucked in.

### **HAIR AND MAKEUP**

Long hair should be tied back neatly, no dying or bleaching of hair is allowed. Nails should be plain, no obvious makeup. Boys, should be clean shaven

**NOTE:** students cannot wear anything that is not part of the school uniform, PE buzos should not be worn in lessons. When a student is wearing inappropriate clothes or footwear they must arrive at school with a letter from their parents explaining the reason behind the inappropriate clothing and when it will be resolved.

Students who don't have this note will not be allowed to attend classes and may be sent home if necessary.

For any student not complying with the rules, a note will be sent home advising when the situation needs to be resolved. This note will have to be signed by parents.

Failure to comply with these procedures will be referred to the leadership team of the appropriate section

## **ATTENDANCE AND PUNCTUALITY**

Every school day is important and 100% attendance should be every Georgian's expectation of themselves.

Although absences should be avoided at all costs, we understand some appointments will have personal significance to a family and others are unavoidable during school time. In such circumstances the school will always work with families and support them as far as we can.

For organisation purposes, a leave of absence during term time must be requested in writing to the Head of Section in advance, with as much notice as possible. The school will treat each application individually and may discuss with you the circumstances of the application before a decision is made. Retrospective requests will be granted at the Head's discretion.

Absences will be authorised for the following purposes:

- An absence for sickness
- Medical or dental appointments which unavoidably fall during school time
- Religious or cultural observances
- An absence due to a family emergency or unavoidable cause
- Funeral Leave
- DNI / Passport / Visa Renewal Appointments

Any student who misses school for 2 days or more due to illness must bring a doctor's certificate on their return to classes.

### **UNJUSTIFIED ABSENCES**

However, we also want to keep absences to a minimum and cannot be seen to condone or justify absences that could have been avoided. An absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school.

That decision is at the discretion of the Head of section. Examples of unsatisfactory explanations include but are not limited to:

- Any absence where a reason is not provided
- Truancy before or during the school day
- Family activities that could be arranged at a time outside of school hours.
- Trips or holidays in term-time which have not been agreed

- Family activities that could be arranged at a time outside of school hours.  
Such as:
  - A pupil's/family member's birthday
  - Shopping trips
  - Arrangements or appointments for cutting the pupil's hair

In the case of unauthorised absences the following procedures would apply

## **MONTHLY**

For every 3 Days unauthorised - After school detention

## **YEARLY**

### **Prep**

36 days (20%)	Conditional matricula
27 days (15%)	Meeting with Headmaster:
18 days (10%)	Meeting with Head of section and removed from school representation list
9 days: (5%)	Meeting with Head of year / Year Leader

### **College**

22 days (12%)	Meeting with Headmaster and conditional matricula
18 days (10%)	Meeting with Head of section and removed from school representation list
9 days: (5%)	Meeting with Head of year / Year Leader

## **PUNCTUALITY**

Punctuality is a virtue, a courtesy to others and is a significant character indicator that will carry importance throughout our childrens' lives. The school rightly places importance on it and demands all students arrive at school on time.

Each section has its own procedures (see below), but each Georgian should work towards the same expectation of 100% attendance and 100% punctuality.

## **OUT OF BOUNDS**

The main playing fields should not be used other than during PE lessons and school fixtures. This especially includes walking across them to get from one part of the campus to another.

The lower areas of the campus by the tennis courts and before the Old Georgian club are also out of bounds to all students. Likewise the training field by the Sandford building is also out of bounds to students.

### **PREP**

During Prep playtime - EP1-2 pupils need to stay within the grass area at the front of the prep school building. They are not permitted to go around either side of the school or out of sight of teacher supervision.

EP3-6 pupils will need to stay on the fields and grass areas at the back of the Prep building. Children are not permitted to play in the car park at the side of the Prep building, near the refuse collection area. The kinder playground is also out of bounds.

### **COLLEGE**

College students are not permitted inside the Prep or Kindergarten unaccompanied, nor should they linger outside of the changing rooms where they will disturb Prep lessons.

# **GENERAL EXPECTATIONS**

## **BANNED ITEMS**

Cigarettes, vapes, alcohol and illegal drugs are all prohibited from the campus and their possession or use will be considered as serious misconduct. With the students' place at the school being called into question. The school may also have to follow provincial and federal regulations when reporting such incidents to outside authorities.

The damage that chewing gum can cause to clothing and furniture means that it is also prohibited across the school. If seen it will be confiscated to be collected from one of the secretary teams at the end of the day.

## **MOBILE PHONES**

Mobile phones are strictly prohibited in lessons and should be stored safely in a locker or school bag. Not placed on a desk, even if it is face down.

Mobile phones inappropriately used in class may be confiscated by the class teacher to be collected from the secretary teams at the end of the day.

Mobile phones should not be used to record others without permission.

## **AGGRESSION AND BULLYING**

Disagreements are always to be resolved amicably. Fighting and physical or verbal abuse are strictly forbidden. Swift and strong action will be taken in response to any student participating or instigating such acts.

The school takes any form of bullying at school seriously and will investigate and take action in all established cases. Pupils have a duty to report all incidents of bullying to a supervising adult, irrespective of whether they are directly impacted or not.

## **SELLING OR EXCHANGING ITEMS**

The selling or exchanging of items is strictly forbidden unless special permission is given as part of a school campaign or curriculum activity. Likewise gambling of any kind is also forbidden.

## **SCHOOL PROPERTY AND LITTER**

Students must take care of the school property. No scratches, writings or drawings may be made on the school furniture or walls. Damage done by accident must be reported to the class teacher.

Willful damage to school property will be referred to the leadership team of the appropriate section and may result in a suspension. Care must be taken to keep the school clean at all times. Litter must be disposed of in the dustbins provided.

## **LOST PROPERTY**

All students should look after their belongings and all items of school uniform should be clearly named to ensure easy identification and efficient return should they be misplaced.

Storage facilities such as lockers or areas within the classroom are available throughout the school to enable pupils to organise themselves and their belongings each day.

Any item found on Campus that is considered lost should be returned to one of the secretary offices. If an item is identifiable as belonging to a specific individual they will be contacted by email and expected to pick the item up. The secretaries will not deliver lost items to students.

In the event of a student who loses items on multiple occasions then an email home may be sent to alert parents, and support offered to ensure better organisation in the future.

With this in mind, students are strongly discouraged from bringing in any items that are expensive or have personal value.

While the school will support students in finding lost items it does not accept responsibility for any personal items lost at school. The responsibility to find lost items rests with the students.



# COLLEGE

## TUTOR LIST

HOUSE	YEAR	TUTOR	ROOM
AGAR	ES1	Luciana Penén	E2
	ES2	Alejandra Medina	H6
	ES3	Gabriela López	M3
	ES4	Juan Pablo Puentes	L1
	ES5	Eduardo Sánchez	H2
	ES6	Lautaro Mazzini y Erica Ferioli	C2
CUTTS	ES1	Eugenia Arana	L5
	ES2	Daiana Mendicini	M2
	ES3	Yanina Ciriani	S2
	ES4	Maira Maidana	M1
	ES5	Luz Mattioli	L4
	ES6	Patricio López	S1
FARRAN	ES1	Milagros Gibbs	L6
	ES2	Marina Belloni	S4
	ES3	Ezequiel Irigoyen	H5
	ES4	Lucía Arpi	L3
	ES5	Jorgelina Echevarría	H1
	ES6	Mariana Zelalia	C1
LOCKWOOD	ES1	Lucía Szmygiel	M4
	ES2	Antonela Cuccaro	E1
	ES3	Stephanie Cortes	E5
	ES4	Lucas Ballar	L2
	ES5	Quinn MacCloskey	E3
	ES6	Tomás López	S5

## COLLEGE DAILY SCHEDULE

8:00	<i>Registration/ Assembly / meetings</i>
8:25	<i>Period 1</i>
9:15	<i>Period 2</i>
10:05	<i>Break</i>
10:20	<i>Period 3</i>
11:10	<i>Period 4</i>
12:00	<i>Break</i>
12:15	<i>Period 5</i>
13:05	<i>Lunch</i>
14:00	<i>Period 6</i>
14:45	<i>Period 7</i>
15:30	<i>Break</i>
15:45	<i>Period 8</i>
16:30	<i>End of day</i>

## STUDENTS LEADERS

Megan Erin Biederman	<i>Head Girl</i>
Pedro Ezequiel Lopez	<i>Head Boy</i>
Martin Lonegro Gurfinkel	<i>Prefect</i>
Belén Capalbo	<i>Prefect</i>
Amparo Cornes	<i>Prefect</i>
Santino Ravano	<i>Prefect</i>
Isidro Carbonero	<i>Prefect</i>
Magdalena Peracca	<i>Prefect</i>
Valentino Ruffinelli	<i>Prefect</i>
Egon Ferioli Berglund	<i>Prefect</i>
Salvador Fiad	<i>Prefect</i>
Micaela Pellegrino Calvo	<i>Prefect</i>
Isidro Carbonero and Amparo Cornes	<i>Agar House Captains</i>
Agustina Bernal and Santino Ravano	<i>Agar House Vice Captains</i>
Egon Ferioli Berglund and Leonor Azar Ardura	<i>Cutts House Captain</i>
Belén Capalbo and Pedro López	<i>Cutts House Vice Captain</i>
Juliana Breccia and Valentino Ruffinelli	<i>Farran House Captain</i>
Rosario Barron Schelotto and Luna Necol	<i>Farran House Vice Captain</i>
Sofia Nasello and Matías Guastella	<i>Lockwood House Captain</i>
Juan Lombán and Sofía De Souza Rubín	<i>Lockwood House Vice Captain</i>

## **BEHAVIOUR MANAGEMENT**

Detentions are run and overseen by the Deputy Head pastoral in response to poor behaviour.

In all cases a detention will supersede any other event of school appointment this includes sports fixtures or school trips. A student who has a commitment to a team or other event must remember this commitment when making decisions about their behaviour and approach to work.

Note that failure to attend the sanction without prearranged reasons will immediately result in an upgrade of the sanction, including Saturday detention or suspension.

## **HOMEWORK**

Homework is an integral part of the school's academic programme and is as much a part of the curriculum as the lessons themselves.

Therefore students must complete all of the homework tasks they are assigned.

ES1	45 minutes per day/ 3 hours 45 mins per week
ES2	50 minutes per day/ 4 hours 10 mins per week
ES3	55 minutes per day / 4 hours 35 mins per week
ES4	60 mins per day/ 5 hours per week
ES5	90 minutes per week for each HL subject, 60 minutes per week for each SL subject, 30 mins per week for Argentine subjects and ToK.
ES6	90 minutes per week for each HL subject, 60 minutes per week for each SL subject, 30 mins per week for Argentine subjects and ToK.

## **ACADEMIC COMPENSATIONS**

Any pupil who falls behind in their work may receive an academic compensation led by the Deputy Head pupil's progress. The principle being that no pupil should fall behind in their work for more than a week.

Pupils who fail to respond to this support may be passed on to the Headmaster for a Friday detention

# ACADEMIC HONESTY

## EXAMINATIONS

Malpractice in all examinations will be dealt with using the IB or IGCSE procedures and for internal exams will result with the student being awarded a 1 for the exam grade.

Students should be aware that malpractice in an international exam is a very serious offence. Official forms must be submitted by the IGCSE or IB coordinator. Final decisions will be made by CIE or the IBO but students can expect to be disqualified from the subject and probably from the entire examination programme.

**Note:** International examinations MUST take place according to the schedule provided by the IBO or CIE. St George's has no control over when the exams take place. The IB and IGCSE coordinators cannot change or postpone exams. Unless a state of emergency is declared for Buenos Aires, students must attend their exams – even if the school is closed for the rest of the students.

## PLAGIARISM

**Definition:** Plagiarism is the deliberate presentation of the work of others, as if it was your own. This includes, summarising someone else's ideas, giving your work to another student to copy or summarise, presenting the arguments or ideas of others in your own words. It does not have to be a direct copy of the original work to be plagiarism.

For work that is to be submitted for assessment to agencies outside the school, such as Cambridge and IBO, the awarding body's procedures will be followed. The school will never knowingly submit plagiarised work.

All cases of internal plagiarism will result in an after school detention and 1 will be awarded for the piece of work. Impacting the overall grade for that subject.

**Note:** Submission of plagiarised work for the final copy of coursework has the almost certain result of the student failing to be awarded the IB Diploma or IGCSE Certificate. Any plagiarised work submitted for internal grading may result in a failing grade overall for that subject.

## STUDENT DRIVERS

Students must request permission from the Head of College who will issue students with a request form to be completed and signed by parents and by the driver.

Students must produce valid copies of  
:

- Driver's licence
- Cédula Verde of the motor car
- Vehicle Insurance

Students must place the PRINCIPIANTE sign in the vehicle (at the front and back). This is given by the corresponding authorities.

Once these documents have been submitted and authorised the student will receive a school sticker and a student's sign to be placed on the car's windscreen.

At this point, the student will be allowed to start using their car to and from school.

Students will lose this privilege should they not respect the following internal rules:

- No student will be allowed into the school grounds if they don't have the school sticker and sign that identifies him/her as a student.
- Students must hand their car keys to the College secretaries immediately after parking the car.
- Students cannot use their car inside the school grounds. Neither can they get in the car during school hours.
- Students may not carry passengers to or from school, without written permission from the parents of the passengers.
- Letters from parents authorising their son/daughter to travel as a passenger with a fellow student must be presented to the College secretaries.
- Only written authorization will be accepted.

# PREP



## CLASS LISTS

Class	English Teacher	Spanish Teacher
1A	Micaela Tarrico	Andrea Lekini
1B	Carolina Gembarowski	Sandra Guerrero
1C	Elizabeth Pierro	Maria Ines Cullington
2A	Julieta Lastra	Valeria Paz
2B	Dora Rodriguez	Astrid Aguilera
2C	María Laura Di Rosa	Paula Wierzbicki (YGL)
3A	Michelle Bridger (YGL)	Liliana Paez
3B	Paula Di Maria	Cecilia Corbato
3C	Samantha Grisolia	Marcela López
4A	Maria Antonella Giameo Gatti	Andrea Ponce De León
4B	Mariela De Gregorio (YGL)	Mariana Quijada
4C	Natalia Castagliuolo	Celeste Ortigoza
5A	Viviana Gauna	Alejandra de Bento
5B	Rocío Amante	Yanina Salvadeo (YGL)
5C	Daiana Sacripanti	Lorena Bada

Class	Form Tutors
6A	Marcela Federico + Mariana Alaouie
6B	Betty Carpaneto (YGL) + Leo Midón
6C	Poli Santini Bruce + Agustin Ramos

## DAILY SCHEDULE

8:00	<i>Prep School open for Pupils</i>
8:10	<i>Form Time</i>
8:25	<i>Period 1</i>
9:15	<i>Period 2</i>
10:05	<i>Break</i>
10:20	<i>Period 3</i>
11:10	<i>Period 4</i>
12:00	<i>Lunch EP1-3 / Break EP 4-6</i>
12:30	<i>Lunch EP4-6 / Break EP1-3</i>
13:00	<i>Period 5</i>
13:50	<i>Period 6</i>
14:40	<i>Break</i>
14:55	<i>Period 7</i>
15:45	<i>Period 8</i>
16:30	<i>End of Day</i>
16:45	<i>Any pupils still at school to be collected from office</i>

## STUDENT LEADERS

*School Captain*

*School Captain*

*Roberts House Captain*

*Roberts House Captain*

*Stevenson House Captain*

*Stevenson House Captain*

*Jackson House Captain*

*Jackson House Captain*

*Haxell House Captain*

*Haxell House Captain*

Gregorio Reinke

Joaquina Santamaria

Santino Veltri

Luisa Di Benedetto Iturbe

Antonio Maluendez Luparia

Juana Pellegrino

Juan Manuel Otamendi

Maria Trinidad Argul

David Lee

Magdalena Barceló

## **ATTENDANCE AND PUNCTUALITY**

Amount of unauthorised leave will be taken into consideration when the Prep School discusses appointments of school and house captains and other positions of responsibility within the community.

### **ARRIVING LATE**

To avoid needless disruption to lessons, students who arrive late to school, following an appointment, will be supervised in the school reception area until the next changeover of lesson.

### **PUNCTUALITY**

Any pupil arriving after 08:25 must report to the Prep secretaries office.

### **BEHAVIOUR MANAGEMENT**

When examples of poor behaviour are displayed, a traffic light system is employed, with children given the opportunity to correct behaviours before being moved down the traffic light (from green to orange and from orange to red).

An ascending scale of consequences will be administered based on the amount of times pupils end up on the red traffic light.

### **HOMEWORK**

<b>EP5-6</b>	Weekly Assignments - 40 minutes per day / 3 hours 20 mins per week
<b>EP1-4</b>	Daily Assignments - 20 minutes per day / 1 hour 20 mins per week