



MOULDING LEARNERS
POTTERHOUSE SCHOOL

SCHOOL RULES

Potterhouse is a Christian Value-based school. We believe that, for children to succeed in school and in life, discipline and good conduct are foundational. It is paramount that as Educators and Parents instill this value early. Students must be taught to conduct themselves in a manner consistent with the values the school upholds.

We expect that all students take discipline seriously by abiding with the rules and regulations prescribed by the school.

Students are expected to:

1. Maintain self-control at all times.
2. Respect school property and the property of self and others including flowers and other plants.
3. Attend school regularly.
4. Walk and not run in class and buildings for the sake of order and safety
5. Dress appropriately. (Dress code available)
6. Show their best behaviour in and out of class.
7. Neatly cover books with brown sugar paper or polythene.
8. Avoid shouting in class and on the bus.
9. Complete all homework and class work and hand in work on the due date and time.

ATTENDANCE

All students must report to school as specified and any planned absenteeism must be notified to the office in writing by the parent or by email.

School hours:

Monday to Friday

Kindergarten – 8: 45 a. m - 2: 30 p. m

Year 1- 2 -- 8: 00 a. m - 2: 30 p. m

Year 3- 11 -- 8: 00 a. m - 3: 45 p. m

Unexplained absences and late arrival to school will be dealt with through disciplinary action to be recommended by the Discipline Committee. Attendance records will be kept for further action on students missing school or late regularly.

A note is required if a student needs to be excused from P.E or Swimming

GENERAL CONDUCT IN SCHOOL

1. Respect for teachers and other authorities should be maintained at all times.
2. Foul language is NOT ACCEPTED.
3. No student should be on the playground during class time without a member of staff. There should be no unnecessary loitering by students during lessons.
4. Disruption or interference with teaching, school activities or events is not allowed. Noise making distracts others and is not accepted.
5. Students must be in prescribed school uniform. During P.E and games, students must wear the games kit.
6. Students are not allowed to play soccer or any sport in school uniform.
7. All meals should be taken in the dining hall. No eating from classes and the playground.
8. Littering is not allowed. Garbage should be disposed off in the assigned places.
9. Shoving, pushing, fighting or play fighting is not allowed. No throwing or kicking of rocks or other items.
10. Electronic gadgets are not allowed.
11. Students must be punctual and respond to the bell with precision.
12. Academic dishonesty is not allowed. Any student found cheating will be given grade of zero on the work and parents will be contacted.

Repeated offences will result in suspension or expulsion.

DISCIPLINE PROCEDURE AND CORRECTIVE MEASURES

1. A student shall be disciplined for acting contrary to or in disregard of the school rules.
2. Teachers will enforce school rules with a warning followed by an age appropriate discipline.
3. The procedure for discipline and all corrective measures are in line with the policy of the school forbidding corporal punishment.
4. The corrective measure to be taken shall be determined by the teacher involved and or the discipline committee depending on the nature of the misconduct.
5. The class teacher of the student being disciplined shall be informed if he or she is not aware or involved. In cases of gross misconduct the Executive Director shall also be informed.
6. Students must reimburse the school for any lost or damaged textbooks issued to the student (including Classroom set copies), excluding normal wear and tear. If a student fails to return the book or pay for it, the school will withhold report cards and clearance forms.
7. "Time Out", denial of privileges and after school detention will be some disciplinary methods used.
8. In cases of after school detention, parent(s) shall be informed of the child's misbehaviour and the measures to be taken.
9. Detention shall be during tea break, lunch break, during club time and after school. Academic work should be issued during detention.
10. Confiscation of electronic gadgets including phones, IPods, radios, laptops, e.t.c.
11. Each student will have a conduct file to record all discipline matters relating to that specific student.

All information about student's conduct must be communicated to the student before any of them can be implemented for them to know what is expected of them.

UNIFORM AND DRESS CODE

All students from KS1- KS4 are required to wear full and proper uniform at all times, on all weekdays except Friday (House Day); and on other days as directed by teachers.

Regular uniform checks will take place during morning assembly, but other checks may be scheduled at any other time within school hours.

All clothing must be clearly marked with owner's full names.

For more specific requirements for Girls and Boys, please refer to the copy attached or the office.

UNIFORM CODE FOR BOYS

HAIR

Boys should have their hair cut in a low shave. Extreme hairstyles are not to be worn in classes or school activities (Afro, Mohawk, Punk, colouring or bleaching of hair is not accepted).

The hair should be neatly combed or brushed.

SHOES

Dress black leather shoes.

Trainer shoes for P.E and sports.

Shoe laces must be tied at all times.

SHIRTS

Shirts must be buttoned to the top and tucked in at all times.

TIES

Ties must be properly tied and fitting well; not hanging below the collar.

SWEATERS

Items worn for extra warmth should be plain black or navy blue and as much as possible should be worn under the uniform. These items may include sweaters, jackets, T-shirts, gloves and scarves.

Boys are not allowed to wear any jewelry to school. Students may wear watches.

Piercing of body parts, earrings and tattoos are not accepted.

All uniform must fit well. Not too small, tight or short; neither should it be too big so as to sag (especially trousers).

UNIFORM CODE FOR GIRLS

HAIR

Girls may wear their hair open, or have it braided with or without extensions.

Any hair extensions must be black or brown depending on the natural hair colour; and the length should be such that they do not go past the shoulder blade.

All hair, whether open or braided, must be held away from the face during school hours.

All hair accessories must be in the school colours, namely black, white, grey and navy blue.

Colouring or bleaching of hair is not accepted.

SHOES

Dress black leather shoes.

Athletic shoes for sports and P.E

Shoe laces must be tied at all times.

BLOUSES

Blouses must be buttoned to the top and tucked in at all times.

TIES

Ties must be properly tied and fitting well; not hanging below the collar.

SWEATERS

Items worn for extra warmth should be plain black or navy blue and as much as possible should be worn under the uniform. These items may include sweaters, jackets, T-shirts, tights, gloves and scarves.

Girls may wear no more than two pairs of earrings, and these should be small simple studs or loops.

No facial make up or body art is allowed. Clear nail varnish may be worn by girls only. Tattoos are not accepted. Students may wear watches.

All uniform must fit well. Not too small, tight or short; neither should it be too big so as to sag (especially trousers).

FRIDAY DRESS CODE

On Fridays, students should dress modestly and appropriately according to the school and Christian standard. Fridays will be our House Day.

Students are expected to dress in their house colour t-shirt (Amboseli-Green, Serengeti- Red, Tsavo-Blue) and school track-suit (Navy blue with two white stripes on the side). This should be worn with sports shoes as during PE or games.

During school trips, students are required to wear their full school uniform unless instructed otherwise.