Our School Policies

Bishop’s Conservatory Secondary School
Our school aims to provide a stimulating and pleasant learning environment which is not only conducive to the main goal of learning but also to strengthening desirable behaviour that will help these young persons mature into self-disciplined and self-reliant individuals, capable of behaving appropriately in any situation.

The aim of this School Policies Handbook is to create a balance between the rights and responsibilities of the individual and the group. Moreover, it informs students, staff and parents/guardians of the expectations for behaviour at school.

We envisage our school as a place:

- Where students and staff members are valued, and their talents and abilities recognised and further developed;
- Where each person recognises and shoulders his/her own responsibility in implementing agreed standards of conduct;
- Where good communication is maintained at all levels and parental and local community involvement is encouraged;
- That embraces all students, staff members and parents, and thus a sense of belonging is fostered.
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1. Commitments

A collective effort by all stakeholders, namely the owners of the school, the diocese of Gozo, the senior leadership team (SLT), staff members, parents and students, is required to reach the aims as stated on page 2.

The SLT pledges to:
- make known and interpret to students, parents and staff the School Policies Handbook;
- support all staff members to maintain appropriate and effective behaviour;
- encourage and promote an environment built on Catholic values;
- recognise and respect the rights of students, teachers and parents/guardians alike;
- serve as an effective role model for all students at all times, in all circumstances.

Teachers and LSAs pledge to:
- work with students so that they understand the objectives of the subject and what they are expected to learn;
- help students realise the importance of being responsible for themselves and for others;
- accept, understand and respect diversity and differences among students;
- help all students to achieve;
- promote catholic values;
- assist the students to understand and obey the rules of the School;
- be aware of and enforce consistently and fairly the rules and policies of the School.

Parents/Guardians pledge to:
- send the students to School regularly, on time, in full uniform and prepared to undertake the tasks expected of them by the School;
- understand, respect and support the School rules and policies and ensure that their children do likewise;
- respond to communications from the School, pertaining to the child;
- check and keep themselves up to date via the school’s online communication – My School;
- cooperate with School staff in solving behavioural problems;
- attend meetings that are organised specifically for parents;
- foster respect for the right and property of others;
- assume financial responsibility for any damage incurred by their children, to property of the School or of any third parties;
- inform the school if their daughter will not be attending school.
Students pledge to:

- attend all classes daily and on time;
- be clean and neat, and in full uniform;
- conduct themselves in an orderly, safe and responsible manner;
- be prepared for class assignments and activities, with appropriate working materials;
- respect other people and their property;
- refrain from abusive language and behaviour;
- be responsible for their own work;
- abide by rules and regulations of the School and of individual classroom teachers;
- accept, understand and respect diversity and differences among fellow students and staff;
- express feelings and needs in constructive, socially appropriate ways;
- take care and be responsible of their classroom;
- bring all needed items and books to school;
- resolve differences through acceptable, peaceful methods such as dialogue and compromise.

2. Report Cards

In order to help students mature and become responsible persons, they must be made aware that every action, behaviour, decision carries a consequence. To make students aware of this and to reinforce desirable behaviour, the school uses a system of sanctions and rewards, known as the traffic light system:

- Orange Card
- Red Card
- Green Card

Parents and students will be notified of these cards through the online system My School. Monthly meetings will take place where the Grade coordinators and the SLT will discuss any concerned behaviour.
Sanctions and Rewards:

- **Orange Card**: This card is given as a form of punishment for minor offences.
- **Red Card**: This card is given as a form of punishment for serious offences. A serious offence may require the student to immediately stay after school or receive any other punishment deemed appropriate by the school Administration.
- **Green Card**: This card is given as a form of encouragement for continuous good behaviour and as a reward for effort and outstanding achievement and for acts of solidarity. It is important to note that green cards are not given when a student carries out normal duties such as doing homework. It is at the discretion of the teacher to decide if and when the student is improving in a particular area.

These cards are recorded on *My School* and kept from year to year, thus making it easier and fairer to fill in the students’ assessment sheets and Secondary School Certificate and Profile (SSC&P) at the end of Form 5.

Community Work

As part of this year’s SDP – School Ethos, community work shall be assigned to students as a consequence for severe lack of respect, solidarity, cruelty, etc. This work shall act as an opportunity for the students to reflect upon their actions and thus be able to understand how other members of the school community were effected. This experience shall help students’ moral development.

3. Policies

a. Excursions and other Out-of-School Behaviour

Our school is committed to ensuring our students act as positive ambassadors of the school at all times, even when not on school premises. Therefore, it is expected that students:

- Behave appropriately on their way to and from school, whatever means they may use to travel;
- Behave in a desirable way (as instructed by teachers) on educational visits or when in other educational institutions;
- Do not threaten the health, safety or welfare of other students, staff, volunteers or members of the public in any way when out of school and wearing the school uniform;
- Do not loiter about near the school premises and block the passage way leading to the school entrance;
• Photos should not be taken of any other person without permission of that same person;
• Any pictures/photos or/and videos taken during excursions should not be published on any social media or other websites;
• Consent form should be handed in before the actual excursion;
• Uniform should be worn as stated in the consent form given.

Educational visits, field trips, camps and seminars are authorised by the school and may be taken as an extension of the classroom which contribute to the achievement of the educational goals. So students are expected to attend these activities and parents are expected to encourage attendance. The school shall notify the parents about the activity in order to obtain their consent either online or by giving the student a consent form. Parental consent is required and students cannot be sent on out-of-school activities without a consent form duly signed by the parent. If a student forgets to bring back the signed consent form she will not be allowed to participate in the outing.

If a student does not attend such activities they will be considered absent, unless a valid reason for their absence is given in writing in advance to the school Administration. Acceptance of such notes is at the discretion of the Administration.

b. Personal Belongings

• Any object that can cause harm is prohibited.
• Valuable items: Students are responsible for their own property and should not bring valuables or excessive amounts of cash to school.
• Only the necessary amount of pocket money is to be brought to school. Students must carry their purse/wallet with them everywhere and at all times.
• Mobile phones and other electronic devices should not be brought to school unless the student really needs them. If students bring them to school, they are to be switched off and left in the designated baskets on entering the school. These are to be picked up at 2.15pm.
• Moreover, the school does not hold itself responsible, if any electronic device, money or valuable is stolen, misplaced or damaged.
• Random spot checks may take place to see that the students are not in possession of any prohibited items. If such items are found, a Red card might be issued and the item is confiscated.
• Students who get recording devices with them for projects or school activities will need to ask permission from the teacher concerned. Any photos taken or clips recorded cannot in any way be posted on any social networking website, like Facebook. If this happens, a Red card is issued and the material posted would need to be deleted immediately.

c. School Day and Assembly

• School gates open at 7.50 am and closes at 8.05am. The first bell rings at 8.00 am to inform students that they can enter school and prepare for the first lesson. Late students will be noted down.
• Form time takes place between 8.05am and 8.10am. During this time, the Form teacher takes attendance.
• A second bell rings at 8.10 am and the first lesson commences.
• Morning assembly takes place on Wednesday mornings only.

The school entrance door may not be opened without authorisation from the Administration.

d. Punctuality

• Whenever students come late to school, they are to report to the Administration or the designated member of staff.
• Parents are informed of the student’s lack of punctuality and thus encouraged to ensure their child is punctual.
• An orange card shall be issued if a pattern of non-punctuality is noticed. Students are to be encouraged by their parents to help out with morning chores so as to ensure they come to school on time. School bags should be prepared in the evening.
• Students should not linger in corridors, and move quickly for their lesson. If students are habitually late for lessons, an orange card may be issued.
• All students should be present at the beginning of each lesson. When a student is not in class, the teacher will inform the school Secretary.
e. Start of Lessons

- Once the lesson starts, students are not allowed to leave the class without permission.
- Students cannot go to the bathroom between lessons. They should wait for the teacher of the next lesson and ask for permission.
- Students are expected to behave well in-between lessons, and to move quickly in an orderly fashion when changing classes. They are to wait quietly for the teacher.
- No eating or drinking takes place during lessons, unless permission is given by the teacher.
- No running in corridors or shouting is allowed on the school premises.
- Whenever a student has to miss a lesson, or is going to be late for a lesson, she must present a written note to the school Administration justifying her absence. The note will be signed by a member of the Administration, only if permission is granted. It is up to the Administration to grant permission. The student will then give the note to the school Secretary who will inform concerned teachers via My School.

f. Counselling and Guidance

- The services of the school Counsellor and Guidance teachers are available for all students. These services are intended to help students. Thus, parents need not feel preoccupied when their daughter benefits from these services.
- When a number of orange cards are given to a student for repeated misbehaviour (warned via an orange card) a referral might be made to the Guidance teacher. The aim of this is to understand student’s behaviour and help her deal with particular issues.
- If a teacher feels that a student needs support, they will refer to the Guidance teachers accordingly.
- If a student wishes to make an appointment with the Counsellor, they are to request a meeting through the Guidance teachers. The Guidance teacher will give an appointment sheet to the student. If a student would like to make an appointment with the Guidance teacher, they are to request a meeting directly from the Guidance teachers’ office during break time.
- It is the student’s responsibility to remember an appointment date. When a student misses an appointment, she will have to ask for another one.
- Before the session, the student needs to contact the teacher/s whose lessons will be missed in order to be excused from that lesson.
• If a session takes longer than a regular lesson, the teacher of the following lesson will inform the school Secretary about the student’s absence in class. This procedure takes place so as to ensure that all students on school premises are accounted for.

g. Property
• Students are expected to respect school property.
• Students have an important role to play in ensuring that the physical environment is kept clean and attractive.
• Any damage caused on the premises of the school will have to be paid by the student.
• Students must not waste school resources. Therefore they should be responsible to switch off lights when the room is not occupied; not to waste tissue paper in the bathrooms and not to leave water taps open.

h. Break Time
• During the mid-morning and mid-day break, students will leave their class and then proceed to the canteen, assembly area or ground.
• Unless otherwise stated via a note by the teacher/corridor supervisor, for no reason can the students go to the classroom during the break.

i. Tuck Shop and Dining Area Rules
• Students cannot buy anything during and between lessons.
• Littering is strictly forbidden. Please use the bins provided to throw away any waste. Clean paper, plastic, glass and metal should be deposited in the appropriate recycle bins.
• No hot drinks are allowed.
• To ensure food hygiene standards, students are not allowed in the kitchenette.

j. Use of Bathrooms:
• Students are not allowed to use the bathroom during the first lesson and the lessons after the breaks however exceptions may be made.
• Teachers may send only one student at a time to the bathroom during lesson.
• Should students need to use the bathroom frequently, a written consent needs to be given to the SLT who will then inform the relevant staff members.
k. Lockers

Lockers are school property. They must be kept clean and used responsibly. Furthermore, any damage must be paid for by the student.

- If a student forgets the locker key, she may request the spare key from the school Secretary. If this is repeated more than twice, she shall have to pay a penalty.
- A student’s locker can be searched whenever the school Administration deems it necessary. Any material which goes against school rules and regulations shall be confiscated.
- Anything kept in the locker remains the responsibility of the student.
- Items not related to school material cannot be kept in the locker.
- If a student loses the key, she has to pay for the replacement of the key barrel.

Usage of Lockers:

1. Students should be very careful to take home all books and copybooks needed in order to do their homework or to study.
2. Teachers cannot accept any excuses if the student forgets the books or copybooks in the locker, or forgets the key of the locker.
3. The student should not leave dirty clothes, food that can go bad or dangerous objects in the locker.
4. Students cannot hire lockers in pairs or groups.
5. The school Administration is not responsible if objects are damaged or stolen from the locker.
6. Students are not allowed to use lockers during lessons. Students can use their locker before the first lesson, during both breaks and after the last lesson, before they leave for home.

Allocation of lockers will take place as follows:

1. In the beginning of the scholastic year the student pays €12 and will be given the locker key.
2. At the end of the scholastic year, the locker key will be returned and the student will be given back €5, only if the locker is still in good condition.
3. If there is any damage, the deposit will be foregone.
4. If there is any damage that exceeds €5, the student has to pay the amount for the repairs.
5. The school Administration has the right to open the locker especially if there is any suspicion that there are things in the locker that should not be there.
6. If the student loses the locker key they will have to pay for a copy of the key.
1. School bags

The school gives priority to the problem of heavy school bags and endorses the need to educate and inform parents, students and all members of staff on this subject.

Indeed, it is highly recommended that backpacks are used correctly, to distribute the weight of the load among some of the body’s strongest muscles and avoid injury to muscles and joints. Therefore, backpacks should have the following features:

- two wide padded shoulder straps;
- a firm padded back;
- waist straps;
- be of lightweight (albeit sturdy) material.

The bag should also be compartmentalized and the straps buckled tightly with heavy books placed closest to the centre of the bag. When carrying a backpack, bending should be done by using both knees, not over the waist. Students are also encouraged to carry out back strengthening exercises, even during PE lessons, which help to build up the back muscles involved in carrying the backpack.

It is important to point out as well that wheeled carriers are not allowed as these constitute a hazard to students during transportation especially up and down stairs and buses and these tend to be excessively heavy even when empty. One strap bags and 1 strap carrying style bags are to be avoided as well.

Ideally, the weight of the schoolbag and contents should not exceed 10% of the student’s body weight. The weight of the bag should definitely never exceed 20% of the student’s total body weight. For those who might be unaware, the school follows a text-book based timetable and the timetable takes into account the relative combined weight of books and related equipment and stationery.

Therefore, in order to decrease the load carried by students, recommendations include:

- Managing well the use of lockers, where students check the contents of their bags and remove unnecessary material;
- The students leave at home unnecessary items like for example over filled pencil cases with unneeded stationery;
Where possible, students make use of e-versions of textbooks at home, eliminating the need to take these books back home from school. Dictionaries for example are ideally to be left in the lockers and at home the students make use of online ones;

• Adopting a file system where students will only be required to carry the relevant few pages to and from school, hence avoiding the daily carriage of heavy files; and

• Seeing that the packs have now been divided into thinner booklets, the student needs to see that the right booklet is brought to class.

m. Behaviour in relation to teachers and school authorities

• Students must respect themselves, their school mates and staff at all times and in all situations.
• It is a sign of courtesy to greet a member of staff/Administration, when they enter the class. Students are expected to respect this practice.
• Thanking the teacher for the lesson shows courtesy and appreciation for the teacher’s effort. Students are expected to respect this practice.

n. Dress Code

Our school uniform specifically identifies our students, thus enabling them to acquire a sense of identity and belonging. Indeed, students’ appearance reflects our school image and has a significant impact on the way it is viewed by others, including the general public. Hence, our school expects students to wear the school uniform (as described below) during school hours, while travelling to and from school, and when engaging in any out of school activities.

Students are not allowed in school without full uniform. If a student fails to obey school uniform regulations, she is promptly asked to go to the Head’s office. Parents may be asked to bring whatever is necessary for the student’s uniform to be complete.

The winter uniform consists of:

• Grey trousers
• Jade long-sleeved V-neck pullover with the school badge
• Cream long-sleeved turtleneck/long-sleeved jade polo-shirt
• Plain black shoes. Black running shoes, ballerina shoes, and uggs, are not accepted
• The school scarf is to be worn whenever deemed necessary
• Buying the school jacket is compulsory for Forms 1, 2, 3 and 4 students. The school jacket is
to be bought from the school and is replacing the school blazer. Buying a school jacket is optional for Form 5 students, since they own a blazer. As in previous years, Form 5 students may opt to wear a non-uniform jacket when it is very cold, provided that the jacket is smart and of a dark colour i.e. black, dark blue or dark grey. Otherwise, students may be asked to wear the blazer instead. Hoodies are not accepted.

The summer uniform consists of:

- Grey trousers
- Jade polo shirt with the school badge
- Plain black shoes. Black running shoes and ugs are not accepted
- If worn, hair bands must be Grey or Jade

The P.E. kit consists of:

- The school track suit with the Jade T-shirt underneath
- During warm weather, students may wear any navy blue shorts beneath the tracksuit trousers and remove the trousers for the P.E. lesson only. Students must come to school in their tracksuit trousers.
- White socks and White shoes

Art, Design and Technology, Chemistry and Biology students in Forms 3 to 5 need to wear a lab coat as part of their school uniform during practical sessions. All Home Economics students must wear an apron and a bandana during practical sessions.

Jewellery:

- Students are allowed with one pair of small stud earrings worn at the bottom of each ear lobe in any colour except neon colours and emo themes e.g. skulls. Other piercings are not allowed.
- A watch may be worn. Bracelets, necklaces, and rings are not permitted.
- No tooth jewellery is permitted.
- Any jewellery that is against our policy will be confiscated till the end of the year. If the parent needs them back, they are to discuss the matter with the Head of School.
Hair:

Hairstyles unbecoming the school uniform are strictly forbidden. Hair is to be kept tidy and tied back if it is long. No extravagant hair colouring is allowed. Simple hair bands matching the school colours may be worn, other hair ornaments are not allowed.

Nails and make-up:

- Only transparent nail polish is allowed.
- Gel or gelish nails are strictly forbidden. If students come to school with such nails, they are asked to have them professionally removed before they can attend school.
- Nails must be kept short and clean.
- If a student comes to school wearing nail polish, she will be sent to the Secretary’s Office to remove the polish against a fee of 1 Euro.
- Make-up (including leftover make-up) is not allowed. If students come to school wearing make-up, they may be asked to pay 1 Euro and have it removed at the Secretary’s Office.

Socks and Shoes

- Socks need to be black or grey. White socks are worn when wearing the P.E. Kit.
- School shoes must be black, comfortable and rubber soled. No high heels, wedge soles, uggs, trainers or ballerina shoes are allowed. If in doubt, consult with the Administration.
- P.E. shoes should be comfortable. They have to be predominantly white. If in doubt, consult with the Administration.

Students are expected to look smart and to keep their uniforms clean and in good condition at all times. Any items that get stained or torn are to be cleaned or replaced immediately. This provision applies to all students, including fifth formers. During warm weather, deodorant roll on should be kept handy. Avoid using spray deodorant since it might be harmful for other students.

0. Homework

- Homework is an important tool to learning.
- Students need to ensure that homework is completed and handed in on time.
If a student finds difficulties in completing homework, it is their responsibility to ask for support from teachers, LSAs and Guidance teachers, in order to be able to hand in work on time.

Consequences when homework is not completed/returned on time:

- Teaching staff issue a verbal warning to the student when homework is not completed on the first instance. Homework is to be handed to the teacher the following day.
- On the second instance, the teacher writes a note on the student’s school diary. This note and the HW are to be signed by parents. Homework is to be handed to the teacher the following day.
- On the third instance, the teacher may issue an orange card to the student and also inform the guidance teacher.
- Whenever deemed necessary, parents might be called in for a meeting to discuss solutions to help the student hand in work on time. Students might also be referred to the Guidance teacher for support.

Rewarding scheme for homework completed diligently

- Students who try hard and produce very good quality work or students who demonstrate a marked improvement in their homework tasks may be rewarded with a merit card.
- Homework is given a grade in line with the departmental assessment policy.

Here are a few suggestions that might help students be more organised in their work:

- Write down your homework immediately in your school diary.
- Be sure you clearly understand all assigned work;
- Be assertive and ask questions, if necessary, to be certain you understand the task.
- Set aside a regular time for studying.
- Find a quiet, well-lit study area. Switch off the Internet / mobile phone if you are easily distracted.
- Work on homework independently whenever possible, so that it reflects YOUR ability.
- Produce good quality and neat work.
- Make sure your homework is done according to the given instructions and completed on time.

If a student fails to obey the above rules, an orange card may be issued.
4. Positive behaviour – encouraging positive behaviour

Reward system

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<tr>
<th>What to reward</th>
<th>How</th>
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<tr>
<td>Act of kindness</td>
<td>Teachers nominate a student three times a year, one for each term.</td>
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<td></td>
<td>This is given for any act of kindness they show towards others.</td>
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<tr>
<td>Taking initiatives</td>
<td>Teachers nominate students who took an initiative, any time along</td>
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<td></td>
<td>the scholastic year.</td>
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<tr>
<td>Behaviour: both in class and during</td>
<td>Form teachers give names of students who they feel should be given</td>
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<td>out of school activities</td>
<td>a merit card to the Form Co-ordinator.</td>
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<td></td>
<td>The Form Co-ordinator will then decide who will be given the merit</td>
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<td></td>
<td>card after consultation with all teachers involved.</td>
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<td>Smart uniform</td>
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<tr>
<td>Punctuality – (for school, for lesson)</td>
<td>Every term teachers nominate a student whom they feel should be</td>
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<tr>
<td>Student Of The Term</td>
<td>the Student Of The Term and inform the Form Co-ordinator.</td>
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<td></td>
<td>All Form Co-ordinators will then meet and decide who should be</td>
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<td>given this award</td>
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5. Bullying

Students’ social and emotional well-being lies at the heart of our school ethos. Many-a-time all aggressive or mean behaviour is called bullying. However, the definition of bullying clearly explains that this is not the case:

*Bullying behaviours are those behaviours which are repeated over time by an individual or a group and which are intentionally hurtful in a direct or indirect manner against a person who has difficulty defending himself or herself.*

Whichever definition of bullying is used, all contain a similarity in that the behaviour is repeated, aggressive and intended to gain power. The school does not tolerate any kind of bullying behaviour and is committed to take appropriate action whenever necessary. Our students are also taught by the school care team and their PSCD teachers on how to seek help when required. All reported events are followed by the care team and the SLT.
6. Examinations

1. Students need to be at school 15 minutes before the exam starts.
2. School bags, pencil cases, notes, notebooks and any other items not needed during the exam are not to be left near or on the desk. Only necessary stationery items and calculators (when needed) are allowed on/in the desk/shelf.
3. Moreover, school bags are to be placed at the far end of the examination room or outside the room itself.
4. Students cannot go to the bathroom within the first 30 minutes of the exam.
5. Apart from the oral exams, students can only leave the exam room once the time for that particular exam has ended.
6. Action will be taken if anyone is caught talking or copying during the exam.
7. If a student is sick for an exam, the exam cannot be repeated. This also applies for oral and listening exams.
8. During exam week, students who are sick and miss an exam, need to present a medical certificate, even if absent for one day.

Exam Feedback

Half Yearly Exams:
Once papers are corrected, all students are given their Half Yearly Exam papers to review in class. These exam papers provide an important feedback opportunity not only for the students but also for their teachers. During the feedback, students are encouraged to build upon what they have already achieved. Students are given time to view their paper quietly while the teachers gives individual feedback while going around the students and commenting constructively on their work. In this way it would be possible for the students to explore what still needs to be learnt and where they have gaps that will hinder further learning.

Annual Exams:
Since students do not get the chance to review the corrected exam paper, we still believe that it is very important that teachers give formative feedback on the exam paper. This is given in the form of a written comment. All teachers write a comment to inform the student about which areas/topics she has grasped and which topics/areas she needs to work more on. This will give more meaning to the given mark. From scholastic year 2016-2017, the comments will be part of the annual report, while exam comments for the previous years can be viewed from the assignment section on the online platform MySchool.
7. Attendance Policy

Procedure to be followed when absent

When a student does not come to school, she is marked as absent. It is the parent/guardian’s responsibility to write a note/e-mail explaining the reason for the daughter’s absence. The note is then to be presented to the school Secretary on the first day she returns to school, or e-mailed on attendance@bishopsconservatory.edu.mt

- If a note or an e-mail is not presented, the student will automatically remain marked as absent. If the reason given for your absence is accepted by the school Administration, the student shall be marked excused.
- If a student is absent for more than three days in a month, a medical certificate needs to be presented to the Secretary, on the first day when the student returns to school. Failure to do so will mean that the student is marked as absent and not sick.
- If a student is sick and visits a doctor, the note can be replaced by a medical certificate.
- Record of attendance is shown on My School.

School should not be missed without valid reasons. If this is unavoidable, the following steps need to be followed:

- If the student has an appointment during school hours, the parents/guardians should inform the Head of School by note or e-mail, as above, as soon as they get to know the appointment date.
- If accepted, the note will be signed and given back to the student. The student will then give the signed note to the Secretary.
- If the Administration decides that the explanation is reasonable, the student will be marked as ‘Excused’. Reasons can include family health issues, hospital visits, exams, bereavement and funerals.
- When a student plans to be absent from school so as to go abroad, she will only be considered excused if she presents a valid reason, namely health-related matters, a wedding or a funeral. An explanatory letter written and signed by the parent/guardian, together with a copy of the flight tickets, needs to be presented to the Head of School for approval. Once the Head of School signs the letter, it has to be handed to the Secretary.
- When a student has been absent for 9 days throughout the year, without any justification, the school social worker may be sent to the family.
8. Leaving School

- If a student needs to leave the school and is authorised by the Administration, a family member over the age of 18 needs to come and pick up the student concerned. Students are not allowed to leave the premises unaccompanied. When this family member comes to collect the student, they must sign on the ‘Leaving School Early Form’ at the Secretary’s office.
- For no reason can students leave the school premises without previously obtaining permission from the Head of School/ Assistant Head of School.

9. General Regulations

- Parents are encouraged to give their children healthy snacks and drinks.
- Parents must not roam in the corridors. They are to enter from our school entrance and go to the Secretary’s office. They are strictly forbidden from entering a classroom without permission.
- Parents should not send their daughter to school if unwell.
- Before leaving school, the students must ensure they leave the classroom tidy and any litter must be picked up and thrown away. All electrical equipment is to be switched off and chairs placed over the desks.
- At the end of the lesson/day, students may not start packing their bags before the teacher makes it clear that the lesson is over.
- Persons should treat others with courtesy, care and concern. There is no excuse for rudeness, disrespect or insolence.
- Foul or vulgar language is strictly forbidden.
- Sanctions will be applied in the event of theft, vandalism, physical and verbal force and violent behaviour.
10. Conclusion

It is the intention of the School to strive to render this document as effective as possible. It is, however, very evident that the implementation of this policy is almost entirely dependent on determination, good will and co-operation amongst all stakeholders. The School is confident that the objectives set by this Policy are achievable and will greatly contribute to the holistic development of our students and our learning community as a whole. Notwithstanding all this, policies will be implemented using our discretion and common sense and taking into consideration the individual student and what could possibly be motivating the student’s behaviour. Above all, Human and Christian values must necessarily guide our judgement, decisions and the implementation of policies.

Note: This policy document is a result of a collective contribution of all staff members during Staff Development Sessions 2013 – 2014 (amended September 2017).