



# ACS | COBHAM

## INTERNATIONAL SCHOOL

## ACS Core Purpose and Values

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### **Through learning, inspire all to make a difference**

In defining our Purpose, we have distilled the many ideas, feelings and voices that make up our international community. 'Through learning' captures our endeavour to encourage lifelong learning in everything we do, and remain curious and motivated by the world we live in. To 'inspire all to make a difference' expresses our collective desire to see and enable achievement as a personal goal. It embodies our drive to enrich and contribute positively to the people around us, both near and far, and underlines the values we hold most dear:

### **Engage in Community**

- Motivate and value others
- When every voice is heard, nobody feels left out
- Strong partnerships between students, parents and staff create a genuine feeling of family
- Pride in what we do energises the special environment we share
- Place value on quality
- Engage students in their own education
- Together we are dynamic, viable, and secure
- Value opinions
- Respect for others builds self-respect
- Invest in people and they will invest in you
- Foster a sense of belonging to enrich a warm and friendly environment
- Provide foundation and continuity to the many communities that make up our community
- Take all from where they are to where they want to be
- Remember, change is exciting as a shared experience
- Our global community is an education in itself.

### **Be a catalyst for positive change**

- Action your wider responsibilities to the world
- Always endeavour to do the right thing
- Be an ambassador for our extended international community
- Promote global citizenship through deeds as well as words
- Collaborate to achieve a wider understanding
- Get involved in humanitarian issues outside your comfort zone
- Promote sustainability as an integral part of everyday life
- Never tire of giving to those less fortunate
- Strive to provide stability in an uncertain world
- Try your best to make others happy
- Accept opportunities to contribute in new and uplifting ways
- Develop love for the people around you
- See a world without barriers
- Embrace social responsibility.

### **Promote excellence through learning and personal achievement**

- Share success
- Ensure students leave with more than good grades
- Encourage broad talents, as a good education is not all about one thing
- Set individual goals, as achievement means different things to different people
- The journey is important
- Achieve because the focus is on students, lifelong learning and not just results
- Inspire all to be the best they can be
- Discover and liberate the motivation to succeed that lies in everyone
- Embody an ethos that enables excellence, rather than one that delivers excellence at any cost
- Encourage integrity as a form of personal excellence
- Provide the opportunity for all to succeed through their own desire
- Prepare flexible minds
- Seed excellence into everything
- Succeed with integrity.

### **Enrich the international experience**

- Value and appreciate your role as a contributing member of one Earth
- See and affect the world on your doorstep and beyond
- Appreciate that international is the norm here
- Draw unity from the fact that everyone is from somewhere else
- Develop hearts and minds that respect cultural differences
- Bring a sense of commonality to diversity
- Use diversity to enhance learning
- Champion the understanding of all cultures
- Remain open-minded and curious
- Enjoy the benefits of being part of a cosmopolitan group
- Treat all differences thoughtfully
- Diversity is stimulating and motivating when understood
- Make all feel accepted.

## Welcome!

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Welcome to the ACS Cobham International School campus. This handbook has been prepared to provide you with information that will help you understand our school and take advantage of the opportunities it offers.

ACS Cobham serves the educational needs of the international and local communities in Surrey and the surrounding area. Our campus is located on a 128-acre estate known as "Heywood", between the towns of Cobham and Esher on Portsmouth Road. The school is one of four ACS International Schools with other UK campuses located in Hillingdon, Middlesex and Egham, Surrey. Our newest addition is ACS Doha International School in Qatar.

The school, opened in 1975, has over 1,400 students currently enrolled, including approximately 100 boarders. The campus features several academic buildings, a sports hall, dining hall, dormitory, playing fields, a track complex, gardens and woodlands. The school is organised in 4 divisional levels – Early Childhood, Lower School, Middle School and High School. A principal is responsible for each division and a head of school coordinates the overall school programme.

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## Statement of Philosophy and Objectives

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### ACS Cobham is:

- a dynamic educational community made up of international students, teachers, supporting staff and parents
- accredited by The New England Association of Schools and Colleges

### We offer:

- a secular, American-based curriculum for students aged 2 to 18
- an American High School Diploma
- the International Baccalaureate Diploma
- Advanced Placement (AP) courses

### The Success of our programme is based on:

- teamwork, collaboration and the broad participation of our community
- the pool of diverse ideas, experiences and values which our community offers through the involvement of each individual
- a thorough awareness of educational programmes throughout the world
- continuous learning and professional development

### We provide:

- each student with the opportunity and support to reach his or her full potential
- each family with effective guidance to pursue the next step in each student's formal education

### We believe that:

- all students can learn and each is a unique individual with equal potential to make a positive contribution to our school community
- it is important to instill an enthusiasm for lifelong learning in each student along with the skills necessary to prepare for the challenges and changes which will be faced in their future
- our students must develop the skills and understanding that will enable them to become responsible, contributing citizens of the global community
- physical activity, a healthy diet and well informed decision-making are important for a healthy lifestyle
- self expression is enhanced through the development of aesthetic appreciation

### We support our philosophy through:

- high standards of achievement and performance
- a developmental, student-centered approach to teaching
- a comprehensive and varied curriculum aimed at understanding
- a constructivist approach to learning and understanding through the development of critical and creative thinking skills
- independent learning skills and self-reflection in the learning process
- constructive feedback for learning
- nurturing a strong sense of self-esteem, personal integrity, and a respectful, caring attitude towards others
- developing an understanding of, and appreciation for, the philosophies of people from many different cultures
- facing problems within a framework of fairness and shared values
- nurturing a sense of responsibility for our environment
- encouraging participation in fine arts through a variety of fine arts opportunities
- teaching the principles associated with healthy living and encouraging participation in physical activity.

## Admissions Policy

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### Regulations applicable to all students applying for admission

- A student applying for admission must be of sound character, reliable and eager to learn.
- A student applying for admission must be educable. Our school is not staffed to handle the needs of disabled children. There are a number of schools in the Greater London area equipped to work with disabled children and ACS Cobham would be pleased to provide families with appropriate information.
- There are specific regulations applicable to students applying for particular programmes of study.

## High School Admissions Policy

- For admission into the High School, the school must be in possession of the student's previous school transcript. The record must indicate that the student has followed and is capable of doing a college-preparatory course. (Records relating to IQ testing, learning disabilities assessment, or similar evaluations must be made available to the school).
- While the school will accept unofficial records direct from the parents as a basis for offering a conditional acceptance, a final decision must await the receipt of official schools records. (In extraordinary situations, decisions regarding admission and award of credits will be made without the records).
- New students may be tested before entry in order to determine placement and to give an indication of any special help which may be needed.

## Academic and Social Probation

In addition to the above, the school has two special categories of admission – Academic Probation and Social Probation.

- A student whose previous school records show weakness may, after testing, be accepted on academic probation. During the period of probation (normally a semester) the student must maintain a grade of C- or better in all major academic subjects in order to remain at the school. The decision as to whether the student may stay or must leave is taken by the Head of School on the advice of the Principal, and will be communicated to parents by the Head of School.
- Students with serious breaches in discipline at the previous school are not accepted.
- However, in borderline cases, the school will accept a student on social probation for one semester. The decision as to whether the student may stay or must leave depends on the continued good conduct of the student concerned.
- Any student can be placed on probation by the Principal if school work or behavior is poor.
- Students on academic or social probation may be denied the privilege of participating in extracurricular activities while they are on probation. This decision is made on an individual basis by the Principal.

## Non-English Speaking Students

- Non-English speaking students above the age of 15 are not normally admitted to the High School. Only students who can demonstrate a level of English that is defined as "advanced" or better will be admitted. The school will test applicants in order to determine proficiency.

## Seniors

- The school will not issue its diploma to any student who has entered after the start of the 2nd semester of his/her last year or who has not earned at least four of his required graduation credits at ACS Cobham.
- For these students, the school will assist in making arrangements for the previous school to issue its diploma. The student may participate in all senior activities, including graduation.

# Academic Regulations

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## Beginning the School Year

- Orientation – There is an orientation programme for all new students prior to registration.
- Students will meet with the Deans in order to finalise their course selection and may also be tested for placement. Interviews with department chairpersons will take place as appropriate.
- Registration – Registration day takes place prior to the commencement of school and is the time when students will receive their schedules. At this time, course selection and placement will be verified.

## Daily Schedule

The school day starts at 8:30 am and finishes at 3:30 p.m. every day except Wednesdays when school ends at 2.30pm for students. Extra help with subject teachers is available between 3:30-4.00 p.m. or at mutually agreed times.

## Change of Schedule

A student, parent, teacher, dean or administrator may initiate a request for a student schedule change. (After the first two weeks of school, requests are examined very carefully and are only approved when the circumstances are genuinely compelling). The form to request a change of schedule is available in the Deans' Office and it has to be signed by parents, the Deans, the teachers involved and the Principal. This form is only a request. If the request is authorised, an approved change is noted on a separate form.

## Attendance: Why attendance is important

**Learning:** Learning at our school is very interactive, requiring the participation of the students with the teacher and one another during class. This is adversely affected when a student is absent or habitually late – not only for that student, but for the dynamics of the entire class both during their absence as well as upon their return, when time is taken to reintegrate them into the learning context of the class. Additionally, book assignments can help make up lost work, but cannot replicate the discussions led by the teacher, questions raised by other students or the activities conducted in class.

The law in this country requires all children who are educated at a school to attend so long as they are well. Permission not to attend school may be granted by the Divisional Principals for a valid reason, such as illness. If permission is not given, or the student becomes ‘persistently absent’, then the family is in breach of the law and could face consequences from the Local Authority, including parenting contracts, penalty notices, an Education Supervision Order and/or prosecution. In addition, Middle and High School students may not pass courses if their attendance is inadequate, which would negatively impact their ability to meet their graduation requirements.

**Safeguarding:** Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone’s responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses: Attendance, Behaviour Management, Health and Safety, Access to the Curriculum and Anti-Bullying.

Failing to attend this school on a regular basis will be considered as a safeguarding matter.

### Promoting Regular Attendance

Helping to create a pattern of regular attendance is everybody’s responsibility – parents, pupils and all members of school staff.

To help us all to focus on this we will report to you on how your child is performing in school and their absence rate.

### Understanding Types of Absence

Every absence from school has to be classified by the school as either EXCUSED or UNEXCUSED. This is why information about the cause of any absence is always required, preferably in writing.

Excused absences are times away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes.

Unexcused absences are those which the school does not consider reasonable and for which no “leave” has been given by the Divisional Principal. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Students who arrive at school late
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time which have not been agreed

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

### Persistent Absenteeism

A pupil becomes a ‘persistent absentee’ when they miss 15% (25 school days) or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child’s educational prospects and we need parents’ fullest support and co-operation to tackle this. We monitor all absence thoroughly. The parent of any student who is at risk of moving towards persistent absenteeism will be informed of this immediately so that the situation can be rectified.

### Absence Procedures

If your child is absent you must:

- Contact the divisional secretary or attendance officer as soon as possible on the first day of absence
- Send a note or email in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned in
- Send a doctor’s note for any illnesses exceeding five consecutive days
- If your child is absent we will:
  - Telephone, email or text you on the first day of absence if we have not heard from you
  - Invite you in to discuss the situation with the Divisional Principal if absences persist



# Counselling Services

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## Academic Deans, College Counsellors and Social/Emotional Counsellor

The work of the Academic Deans, College Counsellors and Social/Emotional Counsellor is divided into three main areas:

- assisting students in their choice of school subjects
- providing information and guidance concerning higher education and careers
- giving help with personal problems, whether educational or social.

Close contact is maintained with the Principal in order that coordinated efforts to assist students can be made.

The Deans and Counsellors welcome contact with parents, and appointments are easily made through the Deans' office. Advice is available on all matters concerning a student's academic progress, personal development and further education or training. The Guidance sections on our website and on Forum include helpful information for parents and students.

Assistance is given with applications to higher education and careful checks are made to ensure that correct procedures have been followed.

The School is a center for administering examinations of the College Board and the International Baccalaureate.

## University Admission

Gaining admission to a university or college is often a very complex process. Great efforts are made to ensure that students always have up-to-date information on university requirements at their disposal. Visits are made to universities and other institutions to ensure that the work of ACS and its students is made known to Admission Officers. The counseling staff also attends professional courses and conferences in order to keep abreast of developments in school guidance and counseling. In addition, representatives of universities in the USA and the UK, as well as Europe and other parts of the world, visit the school each year.

## Testing

9<sup>th</sup> Grade: MAP testing for all 9th graders.

10<sup>th</sup> Grade: MAP testing for all 10th graders. It is recommended that all 10th graders sit for practice PSAT.

11<sup>th</sup> Grade: All 11<sup>th</sup> graders are advised to:

- take the PSAT in October. This test is similar to the SAT Reasoning test and gives the student an opportunity to practice taking a multiple-choice form of assessment. The scores are reported to the family and can serve as a useful guide in college planning. For U.S. citizens and permanent residents, this is also the first step in the National Merit Scholarship competition.
- sign up to Naviance. Each junior is assigned to a college counsellor.
- collect information about colleges, universities and their requirements. Each junior goes through a comprehensive college counselling process that culminates in the creation of a preliminary list and/or career plan in the second semester.
- take the SAT I in May. The SAT I is the most widely accepted college admission examination in the USA and is also accepted by some Canadian universities and some UK universities as part of a suite of US-style qualifications (AP's, High School Diploma, SAT I).
- take two or three SAT Subject Tests as recommended by their college counsellor.
- take the TOEFL test or IELTS (for those who do not have English as a first language).
- visit universities and colleges they are interested in during the spring and summer, if possible.

12<sup>th</sup> Grade: All the 12<sup>th</sup> graders are advised to:

- re-take the SAT I in the fall. Students applying to universities requiring the ACT will be advised to sit for the exam by December.
- keep their college counsellor informed of their progress in securing and completing college and university

- admission applications (e.g. through UCAS).
- update their list and progress on Naviance regularly.
- take SAT Subject Tests if required.
- take TOEFL or IELTS (for those who have English as an additional or other language).

#### Grade Point Average (GPA)

- GPA is calculated using grades earned in junior and senior year only. AP and IB courses are weighted.
- students are not ranked.

Please see Grading section for further details.

### Advisors

Students meet with their Advisor periodically. Advisors are available to assist with academic, extracurricular and social issues of concern to students. They work closely with parents, other teachers, the Counselor, the Deans and the Principal in order to provide advice and support for their advisees. The Advisor is the first person to whom a student should turn when there are questions or problems.

### Grade Level Advisors

Each grade has a designated teacher who acts as a Grade Level Advisor. This teacher is responsible for the overall advisory programme for the grade and meeting with each student to help them plan their progress through the school.

## Curriculum

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Complete course descriptions and detailed information on the curriculum are contained in a separate curriculum book and on Forum. The school reserves the right to add and/or delete courses depending on the size of classes.

### Course Load

During the academic year all students are expected to carry a minimum of six courses in addition to physical education. In grades 9 and 10 students normally study English, History, Science, Mathematics, a World Language, and one or two electives including an Arts subject. In grades 11 and 12 students depart from this pattern in order to follow their interests and abilities. (In cases where a student has an especially demanding schedule, a load of five courses may be authorised).

### Credit

A course that meets four to six periods per week throughout the school year is worth one full credit. A course that meets throughout one semester is worth one half credit. Students who receive a passing grade (D- or better) in a course are awarded the appropriate credit. Students who successfully complete Algebra 1, or the equivalent of High School courses in foreign languages, during grades 7 and 8 can be awarded the appropriate credits if certain other conditions are met. Credit is not normally awarded for courses dropped before completion. Students taking P.E. for the full year will receive a half credit.

### Grading

Report cards are issued four times a year.

<b>Achievement</b>	<b>Effort</b>
A = 90-100	Very Good..... 5
B = 80-89	Good..... 4
C = 70-79	Satisfactory ..... 3
D = 60-69	Mediocre ..... 2
F = Below 60	Poor ..... 1

*\*\*The reporting process is currently under review.*

- The mark for achievement reflects the level of academic competence. The mark for effort reflects the level of commitment.
- The letter grade “M” (Medical) is used for long-term, physician-approved absences from physical education. The letter grade “I” (Incomplete) is used to indicate that the course work was not completed. The grade of “Incomplete” is used only in cases where work was incomplete through no fault of the student (e.g. illness or

injury).

- A report card is not an official document. The official school record that includes grades is called a transcript. The transcript only reports semester achievement grades. Quarter grades and effort marks are provided in order to give regular and timely information to parents and students.
- Comments will be given in Quarters 1 and 3 to provide additional information when a teacher feels that the achievement and effort grades, taken together, do not provide sufficient information. We encourage parents to meet with teachers on Parent/Teacher Conference Day if further explanation and discussion seem in order. In addition, we will be happy to arrange appointments with teachers throughout the year.
- The letters “H”, “S”, and “U” denote honours, satisfactory and unsatisfactory.
- Head of School’s List – No achievement grade below A-.  
Honour Roll – No achievement grade below B.  
(In order to be placed on the Honour Roll or Head of School’s List a student must have no achievement grade below S.)
- Weighting of AP and IB grades – Grades in AP and IB courses are weighted (i.e. increased) 2/3rds of a grade (e.g. B– to B+) in calculating Honour Roll, Head of School’s List and the GPA. The unweighted grade is reported on the report card and transcript.
- The grade point average (GPA) is calculated on a 4.00 scale (A=4.00, B=3.00, etc.). It is possible to have a weighted GPA over 4.00.

## Grading Standards

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Attitude</b>	Intuitive grasp of subject. Exhibits special commitment.	Grasps subject well.	Understands, but with difficulty.	Rarely seems to understand.
<b>Commitment</b>	Works “above and beyond” requirements.	Assigned work is done well and on time.	Assigned work usually done and usually done on time.	Assigned work often done poorly and often late.
<b>Creativity</b>	Inquiring attitude.	Sometimes is creative and inquiring.	Rarely creative/inquiring.	Not creative or inquiring.
<b>Classroom Conduct</b>	Enthusiastic and interested. Excellent class participation. Sets excellent example for classmates.	Generally enthusiastic/interested. Good level of class participation. Sets good example for classmates.	Lacks interest/enthusiasm. Rarely participates. Allows other to set pace.	Lacks interest/enthusiasm. Does not participate.
<b>Preparation</b>	Always well-prepared. Always has materials.	Usually well-prepared. Always has materials.	Sometimes unprepared. Sometimes forgets materials.	Often unprepared. Often forgets materials.
<b>Standard of Work</b>	Consistently and uniformly outstanding in presentation, style, organisation and content. Little or no room for improvement in written and oral work. Quality is high in the subjective judgment of the experienced teacher. Exhibits complete mastery of subject matter in terms of knowledge and skills. Work shows considerable effort.	Consistently good/very good in presentation, style, organisation and content. Written and oral work are good/very good. Performance is good/very good in the subjective judgement of the teacher. Knowledge and skills are better than satisfactory. Work shows considerable effort.	Work is satisfactory or adequate in presentation, style, organisation and content. Written and oral work are satisfactory. Performance is average or satisfactory in the subjective judgement of the teacher. Knowledge and skills are satisfactory. Work shows little effort.	Work is unsatisfactory in presentation, style, organisation and content (often sloppy or disorganised). Written and oral work are unsatisfactory. Performance is unsatisfactory in the subjective judgement of the teacher. Knowledge and skills are unsatisfactory. Shows little or no effort.
<b>Understanding</b>	Complete and thorough. Easily applies to concepts and principles to new/different situations.	Solid with few gaps. Generally able to apply concepts and principles to new/different situations.	Satisfactory/Adequate. Rarely able to apply concepts and principles to new/different situations.	Inadequate. Cannot apply concepts and principles to new/different situations.

## Graduation Requirements

A student must earn a minimum of 20 credits in acceptable High School courses in order to be eligible for an ACS diploma. Nineteen of the twenty credits are required as follows:

- 4 in English
- 6 in Social Studies and Foreign Languages\*
- 6 in Mathematics and Science\*\*
- 1 in Arts (Art, Drama and/or Music)
- 2 in Physical Education\*\*\*

At least two credits in the same foreign language and three credits in Social Studies.

\*\* At least two credits in each.

\*\*\* Students are required to take Physical Education in grades 9-12.



- Exceptions:
- a) Medical excuse from a doctor
  - b) Schedule conflict
  - c) Exemptions given by the High School Principal to juniors or seniors with a heavy academic load and extracurricular sports activity.

## Homework

Failure to submit homework of a satisfactory standard is treated seriously. Specifically:

- whenever a student reports to class without the required homework and without a reasonable explanation, the teacher will notify the parent and the Principal in writing.
- on the second occasion the above procedure is repeated.
- on the third occasion, the student will have an in-school suspension.
- continued failure to do homework may result in dismissal from school. This policy is enforced on a quarterly basis.

## IB Contract

All IB Diploma students and their parents will be asked to read and sign an IB Contract aimed at helping students stay on track with coursework and other assignments. Failure to honour the contract will result in various consequences, up to and including removal from the Diploma programme.

## Honours Diploma

- For this diploma the specific course requirements can only be met through approved college preparatory courses.
- 24 credits (four years) with a “C” minimum, (no grade below “C”).
- Students must have a “B” average

## Honor Society

Membership in the National Honor Society is open to any eligible student in grade 10, 11, 12 or 13 who has been enrolled for a minimum period of one semester. Students achieve membership because they are held in the highest regard in all aspects of their student life. In order to be a member of the National Honor Society students must be outstanding in the areas of Scholarship, Service, Leadership and Character. The National Honor Society Committee ultimately will determine those students who have upheld, to the highest degree, the standards that are required.

Specific requirements include:

- Scholarship: Students must have a “B” average.
- Leadership: Students should have held a variety of offices with the school and community. These offices should have required the student to demonstrate a variety of skills and abilities.
- Character: Students should actively demonstrate the qualities of honesty, responsibility, fairness, courtesy, tolerance and cooperation.
- Service: The student should have made significant contributions to the school, classmates and community. Such contributions should be readily identifiable.

## Hours

The school day is 8:30am – 3:30pm every day except Wednesday when the school day ends at 2.30pm for students. All students are expected to be at school on time. Any tardiness or absence must be explained in writing by the student’s parent or guardian at the time the student returns. We also ask the parents to call the High School office before 11:00 a.m. if your child is absent.

## Library/Media Centre

The High School library is open to students and faculty in order to support the curriculum and to encourage lifelong reading and research habits. Students may be brought to the library as a class to do research or learn library-related skills. Individuals can use the library in their free time, before or after school, and at lunchtime. There are silent study halls in the library during the day. Library hours are 8:00 a.m. – 5:00 p.m.

Over 10,000 books and 50 periodicals are available in the library and on the internet. Computers and a colour photocopier are also available.

As the materials and facilities need to be shared with other students and faculty, rules have been set up to provide the fairest use of the facilities for the benefit of all:

- Books may be kept for two weeks from the date checked out and are renewable for another loan period upon request as long as no one is waiting for them. Magazines and vertical file material can be

photocopied.

- When class assignments necessitate, parts of the collection may be changed to overnight checkout or in-library use only to ensure that all students have better access to the information.
- Reference materials can be taken out of the library overnight with the permission of the librarian. They may be checked out after 2:45 p.m. and must be returned before 9:00 a.m. the next day.
- There is a fine for each day items are overdue.
- No item should be removed from the library without a note being made of who has it and what it is.

## Plagiarism and Cheating

Plagiarism is taking someone's words or ideas and passing them off as one's own.

Students are expected to do their own work: reports, labs, essays and homework assignments. Research assignments require acknowledgement of sources (by footnote or reference). Teachers will instruct in these matters.

Plagiarists will be dealt with severely. A mark of zero for work that is not the student's own is automatic. Copying another student's work in class, at home, on quizzes, tests and in examinations will be treated likewise. Student examination guidelines will be distributed before mid-year and end of year examinations. Cheating cannot be tolerated and repeated offences may result in the student being asked to leave the school.

## Probation

A student may be placed on academic probation whenever he receives a grade of D+ or lower – for the quarter or semester – in a major academic subject. A student who is on probation for two consecutive quarters may be dismissed from school. The decision to retain or dismiss is made by the Head of School based upon a recommendation from the Principal.

In addition, a student may be placed on academic or social probation whenever the Divisional Principal feels that the academic performance or general comportment is unsatisfactory.

## Study Hall Rules

- All students in scheduled study halls must report to their designated rooms on time.
- Roll will be taken at every study hall session. Students are expected to be present.
- The library study hall is for silent study.
- In other study halls students can work together quietly in small groups.
- Regulations about use of various technologies (iPod, iPad, PC etc) in study halls will be posted at the start of the school year.

# Administrative Regulations

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## Behaviour and Discipline Guidelines

Education is a disciplined process. To fulfill the stated purpose of our school, civilized principles of conduct and self-discipline must be encouraged and, for school premises, school trips and school functions, certain rules of conduct will be established and enforced.

We believe that development of individual personality and love of learning flourishes best in a pleasant, supportive, and secure environment. In the Early Childhood and Lower School, conduct will be constructively guided by the staff in a manner which fosters individuality compatible with educationally-sound group effort. As students in the Middle and High schools progress toward knowing themselves and finding order within themselves, it is expected that they will have increasing opportunity to participate in establishing standards of school conduct and that they will take increasing responsibility for their own behaviour.

Each student in the school has the right:

- to be secure and safe in his/her person and property
- to be treated with respect, courtesy and consideration by every student, teacher, administrator and adult in the school
- to know what the rules of student behaviour are
- to benefit and be recognised for his/her own efforts

Our expectations:

- We expect polite and well mannered behaviour.
- A general atmosphere of orderliness and quiet is expected in and near the school buildings.
- Actions which hurt other people, or the property of other people, are not permitted.
- It is the responsibility of each student to ensure the safekeeping of their personal items like mobile phones, laptops etc.
- Dress and appearance should be appropriate and clean. All students should be mindful of the sexualisation of inappropriate dress and therefore keep this in mind when dressing for school.
- Students may not be in possession of potentially dangerous implements or materials, alcohol, drugs, cigarettes or other behaviour-affecting substances.
- During school hours a student may leave the school premises only when supervised by a teacher of the school, or with permission.
- At the end of the normal school day all students are to leave the property with the exception of those involved in an adult-supervised activity.
- All members of the school community must respect the sensitivities and well-being of others. Any form of disrespect, humiliation, threat or violence toward another person is contrary to the spirit of the school.
- Students must report to all scheduled classes. They may be absent from these only with the expressed permission of the teacher or principal.
- It is expected that if a student has signed up for a sport or activity they will remain committed to that activity and meet all the expectations with regard to practices, matches or events, and the required dress code.
- It is expected that all demonstrations of affection that are by their nature private, will remain private. At school, they are inappropriate.
- Students should respect the belongings of others.
- Students should respect and adhere to the behaviour and Health and Safety guidelines in all areas, but especially in the Sports Centre, Gym and Dining Hall.
- Non-motorised vehicles e.g. bicycles, skateboards and scooters are not permitted to be ridden on campus for safety reasons.

### Discipline

- Good discipline is usually positive rather than negative in nature. It consists in keeping students interested and busy doing something constructive rather than punishing them for doing the things that are anti-social.
- Good discipline is always fair, dignified and in good temper.
- Conferences with teachers, administrators, and parents will from time to time be effectively employed to bring about acceptable behaviour.

Generally, teachers will be responsible for maintaining good behaviour and discipline and most infringements will be handled by the teacher. However, should the behaviour or conduct of a student be contrary to our expectations and guidelines, the school reserves the right to apply one or more of the following range of responses:

- Record the offence on the student's permanent school record.
- Send a student home in cases when he/she might be inappropriately dressed.
- Send a student to the Medical Centre if there is a suspicion that the student is intoxicated in any way.
- Provide the student with Counselling support.
- Place the student on classroom detention.
- Remove any privileges that the student might enjoy e.g. the use of the Sports Centre.
- Whenever a student shows a consistent or serious behaviour problem, the parents shall be notified and consulted at all stages, in an effort to work together towards a solution of the problem.
- Suspend a student for up to five days.
- Inform the police and request that they investigate the incident and bring criminal charges if the student is found guilty of stealing, drug taking and/or selling, or physical abuse.
- Place a student on social probation or on a good behaviour support plan.
- Have the student spoken to by the Divisional Principal (and in the case of boarding, the Houseparents) or Head of School or designee and inform the parents.
- Ask the parents to remove the student from the school.

The responses taken will be determined by:

- the seriousness of the offence
- the previous conduct of the student, and
- whether or not the student is honest, forthcoming and accepts responsibility for his or her actions.

If the behaviour of a student is such that the welfare of the community is badly affected, or the good name of the school endangered, or if the student continues to misbehave even after a parental conference, it may be necessary to

ask the parents to remove him/her from school.

### **Student Rights**

However, it is also a basic entitlement of all students to receive their education free from disruption, humiliation, oppression, hearsay and abuse of any form. Should a student feel it necessary to report that he/she is unable to enjoy the experience of the education offered at ACS Cobham he/she should use the following reporting procedures:

- Report the incident or issue to a member of staff and/or parents.
- If the member of staff and/or parents feel it necessary to take further action, they will report to:
- the Divisional Principal who will make appropriate notes and investigate further if necessary.
- An individualised action plan will be established.

### **Suspension and Expulsion**

Suspension is a disciplinary action taken by the Divisional Principal or Head of School to remove a student from the school on a temporary basis, for up to five days. Expulsion may be ordered only by the Head of School with the Managing Director's approval. Suspension or expulsion may result from any action prejudicial to the safety of any members of the student body and staff of the school, or from a persistent refusal on the part of the student to fulfill his/her academic and behaviour obligation at the school, or to receive sufficient benefit from the school programme.

Prior to any suspension the Principal or designee shall:

- Advise the student in question of the particular misconduct and the basis for accusation.
- Provide the student an opportunity to explain his/her version of the situation.
- Immediately remove from the school premises without benefit of the above procedures any student whose continued presence in the school poses a danger to persons or property or an ongoing threat of disruption to the academic process.

A non-exhaustive list of the sorts of behaviour that could cause suspension or expulsion includes:

- Physical assault against students or adults
- Verbal abuse/threatening behaviour against students or adults
- Any form of Bullying or Harassment
- Racial abuse
- Sexual misconduct
- Drug and alcohol possession and/or use
- Damage to property
- Theft
- Persistent disruptive behaviour
- Persistent disrespectful or disruptive parental behaviour which is aimed at ACS staff or displayed at school events
- Persistent plagiarism

The School's expulsion policy covers behaviour during school time, outside of school time, as well as both on and off school premises, e.g. on buses or school trips or field trips. A student's behaviour outside of school can be just as damaging to the school and the student, as behaviour at the school.

The School reserves the right to expel any student whose behaviour or attitude has a negative influence on other students, who fails to meet the standards of their academic or social probation or who is in breach of those school regulations that merit expulsion, without any return of the tuition fee or debenture. Bussing fees may be refunded.

### **Substance Abuse Policy**

The school is concerned to do all that it can to prevent individual students from involvement in drugs and to create an environment free of drugs.

The school's policy is both educational and disciplinary. Both approaches are in their different ways manifestations of the School's wish to care for students and to reassure parents and the community. In formulating this policy the School has taken into account the implications of disciplinary action, the individual circumstances of the student involved, the impact upon other students and the community generally.

The school's policy is in line with, and links to our Child Protection Policy and general policy on discipline. The policy is based on the DFE 'Drugs: Guidance for Schools – 2004'.

#### **Substances covered by this Policy**

This policy incorporates alcohol, cigarettes, volatile substances, certain permanent ink markers, all forms of medicines, pain killers whether prescribed or bought over the counter, and all other legal and illegal drugs. It also applies to glue, aerosol sprays, and other substances where they are used as intoxicants.



### **Drugs Education at ACS Schools**

As a school, we take seriously our role in educating all young people in our care about drugs and other harmful substances, their uses and abuses, and how to handle situations in which pupils may be offered legal or illegal highs. We will also try to help pupils, parents and staff to be more knowledgeable about, and better prepared to deal with, any drug related issues or concerns.

The School emphasises that such drugs education adds to the input which parents are expected to make as part of the upbringing of their own children.

### **School jurisdiction**

This policy applies on School premises and/or when it involves any member of the School community during School hours, whilst pupils are in residence in boarding houses (whether in or out of School and including holiday time spent under School guardianship), on visits and trips, at School events and other occasions related to the School and on any occasions when the pupils are the responsibility of the staff.

The remit of this policy includes out of hours social functions which take place off site and out of staff supervision, but which are published by the organisers as school events and/or are attended by ACS School students.

### **ACS Policy rationale**

ACS reserves the right to expel or ask the parents to withdraw any student caught with any kind of prohibited substance.

At the same time, however, we recognise that learning to make decisions is a necessary part of growth, and that students occasionally make bad decisions. The school will consider each drug or alcohol-related incident individually and recognises that a variety of responses will be necessary to deal with the student(s) involved. When dealing with an individual case, it may be necessary to carry out more than one response.

While we are willing to work with students who have been involved in drug-related incidents, the structure necessary to support students with serious drug and alcohol abuse problems is not available at ACS. ACS has a responsibility to provide the best care and educational environment for all of its students and must consider the needs of the rest of the student body when making decisions about responses to drug and alcohol related cases.

### **The possible range of responses to incidents**

Following a drug or alcohol related incident one or more of the responses below will be discussed with the student and his/her family. The chosen response will reflect the school's desire to ensure the best care and support for the student(s) involved and the rest of the student body. The school cannot legislate for every eventuality and therefore cannot provide an exact consequence for each incident. However, the school will manage each eventuality with due care.

#### **The possible range of responses:**

1. The use of in-school counselling services
2. Referral to school approved outside agencies for counselling and medical treatment
3. The police may be informed where deemed necessary
4. Behavioural contracts which clearly state the terms on which a student can remain in the school and the support structures put in place
5. The student could be suspended from school for a fixed period of time (or pending further investigation)
6. The student could be required to leave the school permanently

The management of any drug related incident is coordinated through a committee that could include: Deputy-Head of School, Divisional Principal, Divisional School Counsellor, Child Protection Officer (if necessary) and Head of Dormitory (if necessary) and Head of Admissions (if necessary).

### **Immediate response to a substance abuse related incident**

Incidents involving drugs (both legal and illegal) may take the form of emergencies, intoxication, discovery/observation, disclosure and suspicion/hearsay.

#### **Emergency situations:**

If a student is deemed to be in danger as a result of drug misuse (e.g. collapsed, unconscious), the following course of action will be taken:

- Notify divisional office by the fastest possible means to call an ambulance and briefly outline cause of the emergency
- Summon help immediately from the school nurse (or first aider if nurse is not available)
- Provide emergency aid to student
- Notify Head of School and Divisional Principal
- Notify student's parent / guardian



- Remove, in presence of an adult witness, any suspicious substances / equipment and retain in case they are required by ambulance staff
- Complete a report and the incident will be dealt with according to policy

#### **Intoxication:**

If student is intoxicated, but does not require immediate medical assistance then the following course of action will be taken:

- Student will be removed to a quiet room and accompanied by a member of staff at all times
- The school nurse will be contacted (or first aider outside school hours)
- Parents / guardians will be informed and called to the school to collect the student and advised to take student to their GP
- Complete a report and the incident will be dealt with according to policy

#### **Discovery / observation:**

If a student is discovered possessing, using or dealing any substances not permitted in school, the following course of action will be taken:

- The student will be escorted by member of staff to a senior member of staff
- Notify the Head of School and Divisional Principal (and Head of Boarding if necessary)
- The senior member of staff will seek to remove any suspicious substances from the student (in presence of adult witness) or to secure the voluntary production of any substances believed to be concealed by the student. Any substance taken possession of will be sealed in a labeled plastic bag, signed by witness with the date and time added.
- The student will be kept away from peers and asked to write down their own account of the incident. The student will be informed of the seriousness of the situation.
- The student will be interviewed by the Divisional Principal, or designee, with another member of staff present. (In the case of Boarders, two Houseparents will interview the student)
- Parents / guardians will be informed and may be asked to attend the school.
- The student may be suspended from school pending further investigation but in such cases a 'suspension letter' must be prepared by the Divisional Principal (or Head of Boarding) or designee and sent to the parents after they have been advised of the suspension.
- If the substance is suspected to be illegal the senior member of staff may decide to contact the police for further advice.
- Complete a report and the incident will be dealt with according to policy

#### **Bounds**

In order to ensure students' safety and their proper supervision at all times, certain parts of the campus have been placed out of bounds. Advisors will inform students of those areas that are designated for their use. Students may not enter the boarding house during the school day and may only enter after school hours as a guest. Under these circumstances they should be introduced to the supervisor on duty.

#### **Bus Regulations**

The following rules and regulations apply to all students who use the school bus, either regularly or as a guest on special occasions. These regulations also apply to students who may use the bus as transport to sports activities or for other special trips sanctioned by the school. When special buses are arranged for field trips, students are expected to conduct themselves as they would on a school bus.

- Students will be at the arranged pick-up at the proper time. The buses cannot wait due to traffic conditions and drivers have been instructed to depart each stop on time. Because the schedule does not leave a great deal of extra time, it must be strictly adhered to.
- Smoking on the bus is absolutely forbidden.
- Seat belts must be worn.
- Students are to be seated whenever the bus is moving.
- At no time will a student open the doors before the bus has come to a complete halt.
- Students are not to lean out of windows, shout or throw things from the buses.
- Eating of food or drinking is not permitted on the buses.

The bus drivers have been instructed to report any students who will not cooperate by observing these rules.

#### **Change of Address**

If a family moves, the school must be notified as soon as possible of the change of address and telephone number. If the student and parents are leaving the country, they must give the school an address where they may be reached

until they again have a permanent address.

## Conferences

The school welcomes the cooperation of parents and encourages regular communication between parents and teachers. Four days are set aside each year – two in the Fall and two in Spring – for parent/teacher conferences. There is, in addition, an “Open House” evening shortly after the beginning of the school year. Parent/teacher conferences can be arranged whenever a parent or teacher feels that such a meeting is useful or desirable. Conferences may be arranged with the Principal, the Deans or the Head of School on request.

## Damage to School Property

- Any student causing damage to school property will be sent immediately to the Principal. If the damage is not easily corrected by the student, he/she will be expected to meet the cost of replacement or repairs. Other disciplinary action may be taken.
- When the perpetrators remain undiscovered, the cost of labour and materials to repair damage to school property is deducted from Student Council funds. Students have a collective responsibility to treat the buildings, the grounds, and those who maintain them, with respect.
- Books and other school materials should not be left outside or on the top of lockers.

## Dress

The personal appearance of ACS students should reflect a respect for their school and the international community. ACS students do not have to wear a school uniform but the dress code is conservative and traditional. Appropriate dress is neat, clean and in good repair. Outfits that do not meet with the general expectations of appropriate dress for school will not be permitted. Hairstyles and make-up are expected to be similarly appropriate. Hair color should be natural looking. Moustaches and beards are not acceptable. Personal appearance should not distract any student from concentrating fully on their studies.

In order for parents and students to be clear on the Dress Code, the following points make clear our expectations:

- If hair is colored, that color needs to be a “natural color”. The only exception is hair that is colored to raise money for charity, with the express permission and approval of the Principal.
- Body piercing is not allowed. This includes the wearing of rings or studs or any other jewelry in the eyebrow, nose, tongue or navel. Earrings must be limited to 3 on each lobe.
- Students are to wear shoes or trainers. Flip-flops are not allowed.
- Trousers are not to hang from the waist or drag on the ground.

Students attending field trips with the school are expected to adhere to a specified dress code unless otherwise instructed by the teacher responsible for the trip. Boys are expected to wear street shoes, slacks (no jeans), shirt and tie, jacket, sport coat or sweater. Girls are expected to wear dresses, skirt or slacks (no jeans), blouses, sweaters and street shoes.

## Driving Privileges

The following rules and regulations govern the driving privileges at the school. Students are reminded that this privilege can be withdrawn at any time by the school officials. Driving privileges are only given to students in the senior class, on production of license and insurance.

- Students are expected to be at school by 8:30 am each morning.
- Students must observe the 5 MPH speed limit when driving on school grounds.
- Students must obey faculty, administration, and security regarding the driving rules on campus.
- All moving traffic regulations in the Highway Code are applicable on campus.
- Seniors with driving privileges may not leave the campus during the school day (8:30 am–3:30 pm or 2.30 pm on Wednesdays) unless they have permission from their parents and a school administrator.
- Seniors who wish to drive cars, mopeds or motorcycles to school must fill out permission slips available from the High School Office. Cars must have school stickers, but mopeds and motorcycles may enter the campus without stickers. All vehicles are required to be parked in the senior car park near the main security entrance.

## Early Dismissal

If a student is to be dismissed early from school an explanatory note or email should be sent to the Principal by the parent. The student must still sign out at the High School office.

## Emergency Closure

Should it be necessary to close school at short notice (severe weather or national emergency), a text message and email will be sent that will inform you of any necessary information.

## Fire Alarms/Drills

The buildings on campus are fitted with a fire alarm system. Throughout the year fire and lockdown drills will take place to familiarise pupils with procedures and escape exits. Instructions for fire drills are posted in each classroom. Students should take time to read them.

- When the alarm is sounded, students should leave the building in an orderly fashion using the designated exit.
- After leaving the building, students must report to the designated assembly point for an attendance check and remain there until dismissed by a faculty member.
- Emphasis is placed on order and strict observance of the rules. By adhering to these principles, the chances for safety are much greater. No student has the right to endanger the lives of others.
- Any student deliberately setting off the fire alarm or a fire extinguisher as a prank will be suspended immediately.
- Lockdown drill requires students and teachers to remain in classrooms until the all-clear is sounded.

## Lockers

Students will be provided with lockers in the main school area. Books and personal property should be kept in these lockers. The school cannot accept responsibility for possessions that are left around the campus.

## Lunch

- The school provides a hot lunch programme. The Catering department can arrange swipe-card or biometric payment system.
- In addition to the daily hot lunch, the caterers offer salads or sandwiches as an alternative.
- The school requires students to take their lunch in an orderly and polite manner.
- The lunch area should be kept neat and clean. Dirty crockery/cutlery and litter should be deposited in the appropriate receptacles.

## Materials and Supplies

Teachers will notify students of consumable school supplies which are required. Students should bring a pen, pencil and loose-leaf notebook on the first day of school.

## Bags

Students bags must be safely stored. They may not be left in corridors, walkways, entrances or the Marble Hall for Health and Safety reasons

## Nurse

A student who wishes to see the nurse should get excused from class and go first to the High School Secretary who will determine if the nurse is available.

A registered nurse is on duty during school hours. She will assist students who become ill or injured during the day. Parents are asked to complete the medical forms sent home at the beginning of the year and to keep the nurse informed of all medical problems that might affect the student or have a bearing on his/her academic work.

Should a student become ill, the school would attempt to contact the parents. All parents are requested to complete all emergency contact information, which will enable the school to contact a third party or family doctor if necessary.

Several first aid kits are located throughout the campus (gymnasium, Art room, Science labs, etc.) and certain teachers and members of staff are qualified to administer first aid.

Students may be given vision and hearing tests.

## Security

A security officer is on duty on the school campus at all times. He is there to assist families on weekends and to make certain that academic buildings are properly locked during non-school hours. In case of an emergency, the security officers have access to a telephone. Students are asked not to seek admittance to academic buildings on weekends or during non-school hours.

## Senior Work Room

The school recognises the need for senior students to have privileges and has made provisions for them to have a work room. This room is provided for seniors to use when they have a free period. A Senior Committee is

responsible for the satisfactory upkeep of the work room.

### **Shuttle Service**

In addition to the regular door-to-door bus service, a morning shuttle service to school departs from various locations in the area. Please contact the Transport Manager for more information. The afternoon service leaves school at 3:45pm every day except Wednesdays, when it leaves at 2.45pm.

For students remaining after school to participate in the extracurricular activities programme or tutoring sessions, there is a shuttle service to Esher Station and other nearby towns. Details of times and drop-off points depend on the activities offered. This afternoon shuttle will leave at 5:45pm daily.

### **Suspension**

During a period of suspension, a student will be expected to do all homework assignments given to the rest of the class along with any other work that may be specifically assigned.

The student may be required to make up all tests and quizzes given during the period of suspension.

During suspension, a student may not enter the campus or participate in any school-related activity.

At the discretion of the Principal, students may be placed on 'in-school' suspension and expected to do their work under supervision at school.

### **Telephones**

School telephones are for official use only. Generally, students are not permitted to use school phones. In an emergency, a school staff member will assist the student with a phone call.

### **Mobile phones**

Students are permitted to bring mobile phones to school but the phone/texting facility must be switched off during all classes and study halls.

### **Laptops, MP3 players and other mobile technology**

Students may bring their own electronic equipment to school to assist their learning. Students are expected to use the equipment appropriately and store it securely. The school does not take responsibility for lost equipment.

### **Textbooks/iPads**

At the beginning of school, students are issued textbooks and iPads. The charge for this is included in the tuition fees. All books/iPads remain the property of the school. Should a student lose a book/iPad, there will be a charge and a new book/iPad will be issued to the student.

When a student withdraws from the school all books/iPads will be returned to the school and a charge will be made for the following:

- any book/iPad not returned.
- any book/iPad which has been defaced or damaged in such a way that it is no longer usable by another student.
- allowance will be made for fair wear and tear on all books/iPads returned.

### **Withdrawing From School**

All notices of withdrawal must be in writing to the Registrar. 45 school days of notice (or payment of tuition in lieu) are required in cases where the family is transferred out of the Greater London area. 90 school days (or payment of tuition in lieu) are required in cases of transfer to another local school.

### **Boarding Section**

Please consult the separate handbook for Boarders for complete details, rules and regulations.

## **Extracurricular Activities**

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The School recognises that the learning process is not confined to the classroom and that school life and social interchange are very important aspects of the educational process. We endeavor to provide a well-balanced extracurricular programme.

## Dance Rules

Dances are usually organised by the Student Council, but may be sponsored by clubs and other groups.

The rules below apply to all dances organised on campus for students:

- Student council disco equipment may be operated by authorised students only.
- The organisers of a dance must ensure that a minimum of three chaperones are recruited for the dance.
- All dances will be held on campus.
- All dances will be scheduled to end no later than 10:30 pm.
- Dances are normally scheduled for Friday or Saturday nights. Some dances may be scheduled on other nights for special occasions.
- Any student who arrives more than 30 minutes late for a dance will not be admitted to the school grounds.
- Students who leave a dance will not be re-admitted to the dance, and are expected to leave the school grounds immediately.
- Anyone arriving under the influence of alcohol or drugs will not be admitted to the dance, and will face further disciplinary action.
- No outside guests are allowed to attend ACS dances, including the Winter Prom and the Junior-Senior Prom.
- Smoking is not permitted by students.
- Any student who is asked to leave a dance by a chaperone must do so immediately and without question. The parents of any student under the age of 18 will be called and asked to escort the student home.
- Chaperones are responsible for the supervision of the dances and the implementation of the rules. The head chaperone will report in writing to the Principal any breach of rules requiring disciplinary action.

## Facilities Usage

The school grounds are open to parents and students in the evenings and on Saturdays and Sundays providing that no school sporting events are scheduled. At certain times of the year, some portion of the grounds may be closed to allow maintenance work to be carried out.

Any parent who wants to arrange to use an indoor facility should first contact the Head of School's secretary for permission. All activities that take place on campus must be recorded on the "Calendar of Events". Parents in charge of activities are responsible for filing an "Event Planner," which is available from the Head of School's office.

## Field Trips

During school field trips, all students are to maintain good behavior and all school rules are in effect.

## Interscholastic Programme

During the week there are regular after school practices and games for the students engaged in interscholastic competition.

Boys and girls sports teams compete with other London area schools. They also take part in the I.S.S.T. (International Schools Sports Tournament) competition in Europe.

The following sports are normally offered at the Varsity and Junior Varsity levels:

- a. **Fall (Sept. – Nov.)** Boys & Girls Soccer, Boys & Girls Volleyball, Boys and Girls Cross-Country
- b. **Winter (Nov. – Mar.)** Boys & Girls Basketball, Boys Rugby, Boys & Girls Swimming, Dance
- c. **Spring (Mar. – May)** Boys and Girls Tennis, Boys & Girls Track, Boys Baseball, Girls Softball, Golf (co-ed)

It should be noted that families will be expected to pay a portion of the student's expenses for participation in an overseas sports trip. Included in this payment is basic travel insurance purchased with the student's ticket. Please note carefully the following points:

- Deposits or charges paid in advance are recoverable only if cancellation arises from the illness or injury of the person planning to travel.
- If an athlete is sent home early for disciplinary reasons, fees are not recoverable and any additional fees are the responsibility of the athlete's family.
- If the insured person is injured or becomes ill while under the influence of alcohol or drugs, an insurance claim will not be honoured.
- Any loss or damage to baggage while in the custody of a carrier (airline, etc.) must be notified immediately to such a carrier and a report obtained. In the case of an airline a Property Irregularity Report must be included.



- Any loss of money or valuables or any possible theft of property must be reported to the local police within 24 hours of discovery and a detailed report obtained. If there is a representative of the tour operator in the locality, he should also be informed.
- A receipt should be obtained for any expenditure which might be the subject of a claim.
- If medical attention is required, a Medical Certificate must be obtained from the Authority providing such treatment detailing the nature of the illness or injury.
- The insurance will be void if the student is travelling against medical advice.
- If the student's holiday is extended or curtailed due to injury or illness arising abroad, you should obtain a letter from the Medical Authority concerned confirming that the extension or curtailment is medically necessary.

### **Student Council**

The High School Student Council meets at least once a week.

The student body elects the Student Council that is responsible for organising social activities on behalf of the students and for determining student needs and opinions on matters affecting them. The Council works closely with both the student body and administration in an effort to build a stronger school community.

### **Vacation Excursions**

During the school vacation periods, excursions are organised by the school and chaperoned by teachers. Previous trips have included sightseeing in Rome, skiing in Switzerland, a trip to Russia and various other visits to cities and countries of interest in Europe.