

SAN ĠORĠ PRECA COLLEGE

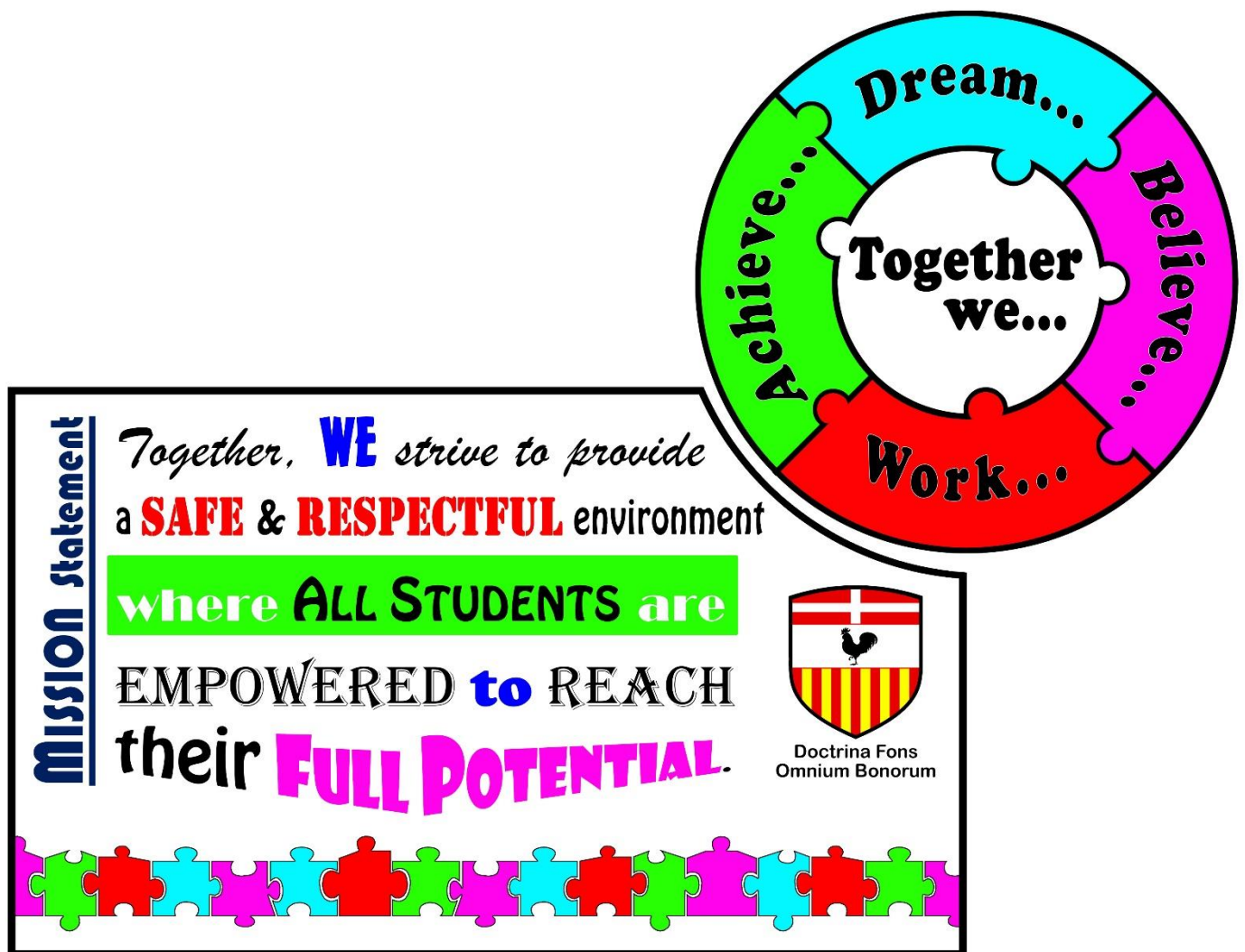
HAMRUN SECONDARY SCHOOL

SCHOLASTIC YEAR 2020-2021

DISCIPLINARY POLICY AND PROCEDURES



MISSION AND VISION STATEMENT



MESSAGE FROM THE HEAD OF SCHOOL



It is the duty of the school administration, staff and parents to provide a supportive school and home environment and to encourage students to exercise self-discipline. The establishment of a sound learning environment at school and classroom level is important if we are to have an effective teaching and learning process.

Fostering a positive school environment is key to the holistic development of our students. For this goal to be achieved, all stakeholders need to cooperate, show goodwill and follow agreed standards of behaviour. Additionally, we are introducing this policy which ensures an effective and fair system for all.

GLOSSARY OF TERMS

The following terms are used in this policy:

- **College** refers to San Gorg Preca College (SGPC);
- **SLT** (Senior Leadership Team) refers to the head of school, assistant heads and heads of departments;
- **Staff** refers to all people who form part of the school community including teachers, LSEs, clerical staff, ancillary staff and any other staff members who are present within the school premises;
- **Parents** refers to biological parents or legal guardians of students attending this school;
- **Students** refers to all students attending this school.

INTRODUCTION

Research shows that a positive school climate helps to create an effective school and encourages positive student behaviour (Hoy & Miskel, 2005). In order to establish this environment, all staff members need to have a positive attitude while cooperation is crucial.

All students have a right to learn and student behaviour which hinders the teaching and learning process is not acceptable. Students need to respect each other at all times and they have to show exemplary behaviour. Learning can only take place in a positive, orderly and respectful environment.

According to the Education Act (1988), the head of school, assistant heads and all teachers need to maintain order and discipline at all times within the school premises. This policy is based on the document published by the Ministry for Education and Employment entitled *Managing Behaviour in Schools' Policy* (2015).

AIM

Our primary aim is to create and promote a positive school environment, where everyone feels safe and is treated equally. This is imperative so as to ensure our students' holistic development through effective learning. In order to reach this aim, everyone's collaboration is necessary.

Positive behaviour is continuously recognised however, we are fully aware of the fact that there might be instances in which student behaviour is not as it should be. In the case of improper or unacceptable conduct, we will refer to the consequences listed in this document.

It is imperative that students are conscious of the fact that they are to be held accountable for their own behaviour, and in turn, learn from their mistakes. This policy should also serve as a guide for rules and regulations, as well as for students who attend San Gorg Preca College Hamrun Secondary School to know what their duties and responsibilities are. Parents and guardians of students who attend our school are also legally responsible to ensure that their children observe as well as support the school's authority.

Through this policy, we are able to guarantee order and discipline in the school so as to facilitate the learning process as well as to ensure the safety of all our students. This policy is based on the notion of mutual respect between teachers, students and parents/guardians as outlined in the *Respect for All Framework*. Through discipline, we can teach students to be responsible and upstanding individuals who are able to acknowledge their mistakes and learn through the consequences of their actions. We recognise the difference between conduct that goes against the school rules and conduct which is against the law. Regardless of the case, the school administration will take the necessary action or precautionary measures.

ROLES AND RESPONSIBILITIES

SENIOR LEADERSHIP TEAM

SCHOOL SLT IS RESPONSIBLE FOR:

- overseeing that the code of discipline is implemented by both staff and students;
- supporting school staff with the implementation of the code of discipline;
- promoting positive behaviour and respect for others to prevent cases of bullying;
- encouraging parents and guardians to put this code of discipline in practice;
- ensuring that this policy is updated regularly for it to reflect the reality of the school at the time;
- celebrating good practice relating to behaviour with the whole school.

STAFF MEMBERS

STAFF MEMBERS ARE RESPONSIBLE FOR:

- promoting a positive school climate;
- serving as role models whilst showing their passion for teaching;
- ensuring that all students are following this disciplinary policy during the scholastic year;
- following this disciplinary policy;
- making sure that all forms of diversity within the school environment are celebrated;
- contacting parents in order to keep them informed about students' progress;

- referring students to other services including *guidance teachers, counsellors* and *psychosocial services*;
- rewarding positive student behaviour (Appendix A).

Every teacher is responsible for order and discipline in our school and it is expected that they take the necessary precautions by primarily tackling issues which might arise in their class. Teachers have every right to draw students' attention in cases of students who break the rules listed in this document, either in their classroom or anywhere in the school building.

STUDENTS

Students should:

- show respect towards all staff members and their peers;
- behave appropriately at all times and strive to reach their full potential as expected by the school;
- behave responsibly and do their utmost to avoid dangerous situations;
- allow teaching and learning to take place without disruptions;
- report cases of any imminent danger to members of staff;
- cooperate with all staff members;
- wear their full uniform;
- attend all lessons on time;
- arrive at school on time and participate in all assemblies.

PARENTS AND GUARDIANS

In order to ensure that teaching and learning is successful, it is of utmost importance that the whole school team and student's parents or guardians work hand in hand. It is the parents' duty to show interest as well as cooperate with the School Leadership Team, teachers and all other staff members for their children's well-being. Parents or guardians are expected to attend any meetings (even if these are done virtually) organised for them which are beneficial for their children's general welfare. If we all work together, we would all move closer towards reaching our school's goals. Thus, parents and guardians:

- will be informed about the behaviour of their students;
- should serve as role models;
- should encourage their children to abide by this code of discipline;
- should ensure that their children possess the basic school necessities which might include any material to be used during lessons as required by their teacher;
- should ensure that students wear their full uniform as instructed by the school administration (see pages 11 and 12);
- should send an email on: **spgc.hamrun.ss@ilearn.edu.mt**, call school on **25987450** or use Microsoft Teams, if they wish to speak to the head of school, SLT members or any other member of staff;
- should ensure that their children do not miss school without a valid reason;
- should ensure that their child is on time for school or in the designated transport point;
- should provide the school administration with all correct personal information including that of their child;

- should check that all homework is completed;
- should make sure that no banned items are brought to school by their child.
- should see that they attend to virtual meetings and online Parents' Day/Evening.

SUPPORT MECHANISMS

The school has a number of mechanisms to support and promote positive behaviour. In our school, one is able to find the following services:

- School Senior Leadership Team
- Form Teachers
- Subject Teachers
- Guidance Teachers
- Learning Support Zone (LSZ)
- Learning Support Educators (LSEs)
- Counsellors
- Social Workers
- Psychologists
- Spiritual Director
- Career Guidance Teachers
- Career Advisors
- Contact with external agencies such as *Appoġġ* and *Sedqa*.

SCHOOL UNIFORM

Wearing the school's official uniform is compulsory for all students. Students should feel proud of attending our school and the school uniform is what provides them with the identity of which school one attends as well as prepares them for the world of work.

Students are to wear the official school uniform only.

Any item of clothing that is not part of the official college uniform is not permissible. For this scholastic year we have introduced a new uniform, as shown below:



Summer: Polo top (short sleeves), Chino trousers.

When they have their PE Lesson, they should wear their PE shorts underneath and wear the PE T-shirt.

Winter: Polo top (long sleeves), tracksuit trousers, track suit jacket, Anorak. When they have PE Lessons they are to wear their PE shorts underneath.

Year 9 students are encouraged to wear the new one however if for any reason this is not possible one can opt to wear the old one. **Please be aware that no mix and match between the two uniforms is permissible.**

The previous school uniform should be worn as shown in the images below:



Winter Uniform



Summer Uniform

The school will ensure that students are provided with all relevant information when to wear the appropriate uniform.

It is of utmost importance that:

- The uniform should be complete. Students cannot pick and choose items from the full uniform.
- The uniform is kept tidy and not torn.
- No form of writing or doodling is added to the school uniform.

- All items of clothing, particularly those which can be lost or misplaced (such as track suit jacket), are marked with the student's name and surname.
- Any caps or beanies (which are grey or dark in colour) are to be removed once the student enters the school building. If this is not done voluntarily, these items will be taken and they might get them back later on during the scholastic year.
- Hoodies are not to be worn and are not permissible not even under the school uniform.
- Students should wear warm clothing under their school uniform if they feel cold.
- Socks should be of a dark colour or white.
- Any scarves worn are one colour (either black, grey or maroon).
- Any rings, necklaces, bracelets, earrings as well as any type of studs or piercings (even tongue piercings) are not part of the school uniform besides the fact that they can prove to be dangerous for the student. In addition to confiscating them, a student might also be given a consequence.
- In cases when a student is wearing any rings, necklaces, bracelets, earrings or piercings, these are confiscated for at least a week and it is their parents or guardians who need to pick the items up from school.
- Students' hair is kept clean and should be tied back neatly in a ponytail, bun or braid to serve as prevention for head lice as well as for other health and safety reasons. Students' hairstyles should be as simple as possible.
- Nails are kept short and natural. Nail varnish and/or nail extensions are not allowed.
- Students do not wear any kind of makeup.

- Being that this is to be worn every day, all items need to be washed every day. We suggest you have more than one of each item to make up for the eventuality of items staying wet till next day, as this might be a common occurrence during winter months.
- School bags are to be wiped and sanitized every day. While they should be washed regularly.
- Even though sanitizers will be made available throughout the school, students are to have: a packet of tissues, wipes, and hand sanitizer available in their bag.
- Students are to wear a face mask throughout the school day. They are only exempted from wearing the mask during their PE Lesson, while participating in sports during break time, and when they are eating or drinking. This means that students are also to wear their mask while walking in corridors, yards and using school transport. Any student refusing to wear a mask, will be isolated immediately and parents/guardians will be notified to take them home.
- Students are to have TWO masks available with them. One to be worn and another kept in their bag just in case it needs to be changed or one is lost. Masks are to be changed or washed every day.

When students come to school in any manner not as described above, we will resort to phoning parents or guardians and students may be sent home. Therefore, it is the parents and guardians' responsibility to ensure that their children are wearing their full uniform as described above and look respectable for school. This would avoid any unnecessary inconvenience.

SCHOOL BAG

Students' bags should be in good condition. Handbags are not allowed. In their bag, students should have:

- a diary to write any homework given and also to serve as a means of communication between home and school;
- books (according to the student's daily timetable);
- any necessary material (depending on the subject);
- pocket including pens, pencils, eraser and ruler etc;
- scientific calculator (clearly marked with the student's name);
- copybooks or files and sufficient paper;
- any homework as required by their teacher;
- USB flash drive when instructed by the teacher;

School bags are to be wiped and sanitized every day. While they should be washed regularly.

Lockers will not be used, so students are encouraged to follow their timetable to prevent unnecessary heavy school bags

Students who attend school without the relevant school supplies as described above may be sent home. A student who does not bring his or her book/s or work may receive a sanction from the teacher. Every student is responsible for any items brought from home. The school is not responsible for any lost or stolen property.

TRANSPORT

- A mask or visor is to be worn at all times when using school transport.
- Good behaviour should start as soon as students are waiting for their school transport. Students would be wearing their school uniform and identified as part of our college. Thus, their behaviour will naturally reflect on the whole college community.
- Any misconduct (swearing/use of expletives, smoking, throwing of objects out of the windows, vandalism, littering etc.) which occurs on school transport may lead to students losing the ability to use school transport. This could be for a period of time or even indefinitely. This decision will be taken by the school administration. Any damage caused is to be paid for by the responsible student, his/her parents or guardians.
- Any fighting or cases of bullying on the school coaches or minivans may lead to a police report and/or other measures that the school administration might decide upon.
- Students are not allowed to go near minivans and coaches without permission. Students should wait in line to get on their coach or minivan when they are instructed by the members of staff on duty.
- In order for students to make use of the school transport, it is imperative that they stay behind the school gate and obey the instructions given to them by the members of staff on duty.
- Only students of our school are allowed to use the school transport.
- Students of our school are not allowed to use any other school's transport, even if it is provided by the same college.

- Students can only make use of the pre-booked transport route.

BANNED ITEMS

The following items or actions are prohibited:

- Large amount of money unless student needs to pay for an outing. Gambling or selling of any items are strictly prohibited and are considered to be grave misconduct and will result in the necessary sanctions.
- Valuable items such as watches or pens. These items are the student's responsibility if they are lost.
- After consultation with teachers, it has been decided that, students will not be allowed to get their mobile to school for any reason. **This means that mobile phones are prohibited in school.** If students are caught making use of it, this will be confiscated and held by the school administration for fifteen days. Mobile phones will only be handed back to parents/ guardians.
- Smart watches, speakers and any type of electronic items or gadgets are not allowed within the school building (including the school grounds and also during the time in which students are waiting for their transport). These may be confiscated and kept for at least a week and will be returned only to the parents or guardians.
- Video recording or taking pictures without consent is strictly prohibited and this may lead to a disciplinary report as well as an indefinite suspension. This also applies in the case of when a student uploads any material which mocks (directly or indirectly) any school member of staff or student on the internet. If any form of cyber bullying (of staff members or students) takes place, the police may be contacted.

- Anyone who is caught in possession of pornographic material might be expelled from school and will be reported to the police.
- Cigarettes, e-cigarettes and lighters are strictly prohibited.
- Any items that might prove to be dangerous are not allowed on the school premises. These might include penknives, all types of weapons, fireworks, dangerous liquids etc. Carrying such items is considered to be a serious misconduct and will result in the necessary action taken by the police as well as suspension from school.
- Possession or consumption of all forms of illegal substances is strictly prohibited. In such a case, the school administration will follow the official procedure regarding substance abuse as outlined by the Education Department.
- Chewing gum is prohibited in all parts of the school.

The school administration is not responsible for any loss or stolen above-mentioned property. In order to avoid any unnecessary inconvenience, it is important that the rules mentioned above are strictly followed and none of the items are brought to school.

SCHOOL ASSEMBLY

- Assemblies will be done virtually by Head of School or Assistant Heads.
- Assembly starts at 8.05am to 8:15am
- As soon as the school assembly starts, students are to stop talking and find their place according to their class. Food and drinks are not allowed during assembly.
- Those students who are late to school are required to register their attendance in the school's reception area. In these cases, parents or guardians are informed.
- During the morning assembly, all form teachers and teachers who are on duty during the first lesson are to be present with their class. Form teachers will utilise this time, to pass on any necessary information or circular and ensure that students are wearing their full uniform as instructed

ATTENDANCE

- Students cannot leave class unless given permission by a teacher.
- Students should not loiter in the school corridors at any time.
- Students who skive off school are breaking the law. The school administration will take any necessary action if any student leaves school without permission.
- If a child starts feeling sick at school, he/she will be taken to the Isolation Room. Parents/Guardians will be asked to pick up their child immediately and to contact the family doctor.
- If the child has been in contact with anyone who was confirmed as positive to COVID 19 in the last two weeks, the child is to stay at home and the advice of a doctor is to be sought.
- If the child has travelled from a non-corridor country or a country on the amber list in the last 14 days, the child should remain home.
- It is imperative that the school has a mobile phone number of at least one of the parents or guardians so that they are informed via text message if their son or daughter is absent from school on the day.
- Attendance will be taken and punctuality is very important.
- As directed by the Department of Public Health, students returning to school following any type of absence must present a medical certificate. A photo of the medical certificate should be sent to school through the following email: **sgpc.hamrun.ss@ilearn.edu.mt**. If for any reason this is not possible, certificates are to be posted in the school's letterbox ideally before student returns to school.
- No student or parent is to present the medical certificate to the clerks' office.

GENERAL BEHAVIOUR

- Bullying is deemed to be a serious misdemeanour.
- Running and shouting is never accepted in any part of the school.
- When taking the stairs, students are to be careful and ensure that there is no pushing or running. In order to prevent any accidents, it is important that students follow the provided instructions.
- Students are not allowed to use the lift unless they have a special permission from the Head of School for health reasons. This permission will be granted after a medical certificate is presented.
- Students are to take good care of the school property. Any damage or vandalism which is done, is to be paid for by the student or his or her guardian/s. In certain cases, students may be instructed to do community work within the school.

POSITIVE BEHAVIOUR

MERIT CARDS

At our school, we celebrate positive behaviour. When students make a clear effort than that which is expected of them, the school will acknowledge this through the provision of merit cards. (Refer to Appendix A)

These merit cards are given if a student makes an extraordinary effort in the areas mentioned below:

- Assigned work is always done at the expected level.
- Shows continuous respect towards teachers and other students.
- Voluntarily helps others when there is the need.
- Extraordinary effort to improve their level of work.
- Shows appreciation towards the school environment.

'STUDENT OF THE MONTH' CERTIFICATE

- Students who do not have any negative reports.
- Students who always wear their uniform appropriately.
- Students who always show respect to members of staff and their peers.
- Students who always hand in their work on time.
- Students who are always on time for their lesson.
- Students who consistently show exemplary behaviour.
- Students who work hard.
- Students who show interest to improve.
- Students who are motivated to learn.
- Students who help others where necessary.



NEGATIVE BEHAVIOUR

- When students misbehave or break the school rules, the relevant reports will be registered on E1. Reports can be given by all SMT members or teachers, even those who do not teach the students.
- All kinds of misbehaviour will be reported. Each report is stored on a computerised system and will remain there from year to year. These reports will also be reflected on the school leaving certificate which is given at the end of Year 11, officially known as *Secondary School Certificate and Profile (SSC&P)*



Measures which can be taken depending on the action by the student are as follows:

LEVEL ONE ACTIONS

<i>ACTION</i>	<i>CONSEQUENCES</i>	<i>PERSONS RESPONSIBLE</i>
Disrupts the lesson	<ul style="list-style-type: none"> ▪ Verbal warning 	<ul style="list-style-type: none"> ▪ Teachers
Late for lesson	<ul style="list-style-type: none"> ▪ Verbal warning ▪ Marked 'late' on the teacher's attendance list. 	<ul style="list-style-type: none"> ▪ Teachers
Missing homework	<ul style="list-style-type: none"> ▪ Teacher takes note. ▪ Parents/guardians are informed. 	<ul style="list-style-type: none"> ▪ Teachers
Caught littering	<ul style="list-style-type: none"> ▪ Student needs to clean where littered. 	<ul style="list-style-type: none"> ▪ Teachers ▪ <i>SLT</i>
Late for school	<ul style="list-style-type: none"> ▪ Parents/guardians are informed. 	<ul style="list-style-type: none"> ▪ <i>SLT</i>
Long nails/ nail extensions/ colourful nail varnish	<ul style="list-style-type: none"> ▪ Parents/guardians are informed and students are given one week for these to be removed. ▪ Colour is removed and €0.50 is to be paid for use of the product. 	<ul style="list-style-type: none"> ▪ Teachers inform <i>SLT</i> members ▪ <i>SLT</i>
Hair which is not tied back.	<ul style="list-style-type: none"> ▪ Verbal warning ▪ When action is repeated, parents are informed 	<ul style="list-style-type: none"> ▪ Teachers ▪ <i>SLT</i>

Makeup	<ul style="list-style-type: none"> Students are sent to the clerks' office for makeup to be removed. €0.50c is to be paid for use of the product. 	<ul style="list-style-type: none"> Teachers <i>SLT</i>
Earrings, piercings, and accessories	<ul style="list-style-type: none"> Verbal warning SLT are informed Items are confiscated and kept by the Head of School/Assistant Head/s These can then be picked up by parents/guardians after a week. 	<ul style="list-style-type: none"> Teachers <i>SLT</i>
Not wearing full uniform or not as instructed.	<ul style="list-style-type: none"> Verbal warning SLT are informed Parents/guardians are informed and asked to bring the complete uniform. 	<ul style="list-style-type: none"> Teachers SLT

LEVEL 2 ACTIONS

<i>ACTION</i>	<i>CONSEQUENCES</i>	<i>PERSONS RESPONSIBLE</i>
Vandalism	<ul style="list-style-type: none"> ▪ Damage caused is paid for. ▪ Suspension depending on the case. 	<ul style="list-style-type: none"> ▪ SLT
Inappropriate language	<ul style="list-style-type: none"> ▪ Student will apologise. ▪ Suspension depending on the case. 	<ul style="list-style-type: none"> ▪ Teachers ▪ SLT
Inappropriate touching between students	<ul style="list-style-type: none"> ▪ Verbal warning ▪ Parents/guardians are informed. ▪ Referred to Guidance Teachers. 	<ul style="list-style-type: none"> ▪ Teachers ▪ SLT
Student goes against instructions by SLT/teachers	<ul style="list-style-type: none"> ▪ Verbal warning ▪ Verbal warning and extra work. ▪ Suspension depending on the case. 	<ul style="list-style-type: none"> ▪ 2 Teachers ▪ 2 SMT

LEVEL 3 ACTIONS

Actions and consequences considered to be Level 3 are of a serious nature and thus the Head of School as well as the college Prefect of Discipline are to be informed about these cases. Depending on the circumstances, cases as listed below will be added to the Secondary School Certificate and Profile (SSC&P).

<i>ACTION</i>	<i>CONSEQUENCES</i>	<i>PERSONS RESPONSIBLE</i>
Possession of a mobile phone or any other electronic item or gadget.	<ul style="list-style-type: none"> ▪ Items will be kept in the Head of School's office for fifteen days and these can only be picked up by the parents/guardians. 	<ul style="list-style-type: none"> ▪ SLT
Smoking	<ul style="list-style-type: none"> ▪ Parents/guardians are informed. ▪ Referred to Guidance Teachers. ▪ Suspension from school. 	<ul style="list-style-type: none"> ▪ SLT ▪ Teachers ▪ Guidance Teachers
Loitering within the school or skipping classes.	<ul style="list-style-type: none"> ▪ Report to SLT. ▪ Parents/guardians are informed. ▪ Suspension from school 	<ul style="list-style-type: none"> ▪ Teachers ▪ SLT
Skiving	<ul style="list-style-type: none"> ▪ Parents/guardians are informed. ▪ Suspension from school. 	<ul style="list-style-type: none"> ▪ SLT
Any type of violence.	<ul style="list-style-type: none"> ▪ Report to SLT. ▪ Parents/guardians are informed. ▪ Student is to apologise. ▪ Suspension from school. 	<ul style="list-style-type: none"> ▪ Teachers ▪ SLT

	<ul style="list-style-type: none"> ▪ A police report will be filed when applicable. 	
Any type of bullying.	<ul style="list-style-type: none"> ▪ Referred to Guidance Teachers ▪ (refer to the policy Addressing Bullying Behaviour in Schools: https://education.gov.mt). 	<ul style="list-style-type: none"> ▪ Teachers ▪ SLT
Lack of respect or threatening any members of staff.	<ul style="list-style-type: none"> ▪ Report to SLT. ▪ Parents/guardians are informed. ▪ Student is to apologise. ▪ Suspension from school. ▪ A police report will be filed when applicable. 	<ul style="list-style-type: none"> ▪ Teachers ▪ SLT
Theft	<ul style="list-style-type: none"> ▪ Report to SLT. ▪ Parents/guardians are informed. ▪ Stolen items are returned and if these are broken or destroyed, they have to be paid for. ▪ A police report will be done where applicable. 	<ul style="list-style-type: none"> ▪ Teachers ▪ SLT
Possession of cigarettes, e-cigarettes, alcohol and/or lighters.	<ul style="list-style-type: none"> ▪ Report to SLT. ▪ Parents/guardians are informed. ▪ Suspension from school. ▪ Prohibited items are confiscated. 	<ul style="list-style-type: none"> ▪ Teachers ▪ SLT
Possession of weapons.	<ul style="list-style-type: none"> ▪ Report to SLT. 	<ul style="list-style-type: none"> ▪ Teachers

	<ul style="list-style-type: none"> ▪ Items are confiscated. ▪ A police report will be done. 	<ul style="list-style-type: none"> ▪ SLT
Possession of illegal material or substances (such as drugs).	<ul style="list-style-type: none"> ▪ The procedure known as SAP will be followed (refer to the National Policy Tackling Substance Abuse: https://education.gov.mt). 	<ul style="list-style-type: none"> ▪ Teachers ▪ SLT

As a general rule, in case of non-adherence to rules, especially when it comes to protocols as instructed by the **Health Authorities**, school administration will be following the below steps:

1. Verbal warning
2. Verbal warning and parents/guardians will be informed
3. Suspension from school, which length can vary according to the case. This can also lead to an indefinite suspension.

The school administration, in collaboration with all staff members, reserve the right to implement consequences and actions as they deem fit and not necessarily how they are mentioned above, depending on the case in question.

APPENDIX A



SAN ĠORĠ PRECA COLLEGE HAMRUN SECONDARY SCHOOL

Address - Wenzu Mallia Street, Hamrun, HMR 1241, Malta.
Enquiries - (+356) 25987450 | Head of School - (+356) 25987451
Email - sgpc.hamrun.ss@ilearn.edu.mt
Website - www.sgpchamrunsecondary.com



MERIT CARD

Date: _____

_____ of class _____ was awarded this merit card for:

always completing his/her work diligently and on time.

being respectful towards all staff members and other students.

voluntarily helping others.

his/her extraordinary effort to improve the quality of work.

respecting the school's environment.

Please sign this note and return it to school.

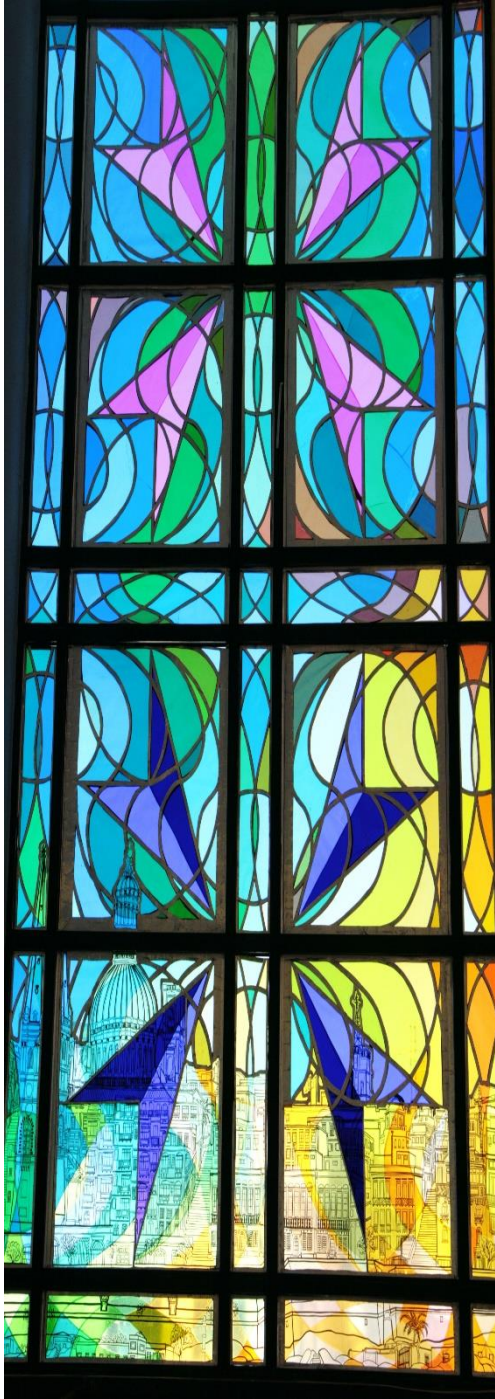
Parent/Guardian signature

Subject

Teacher signature

Teacher's name

Head of school



**THANK YOU
FOR YOUR
COOPERATION.**