



De La Salle College Senior School

School Policies and Standard Procedures

2025

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Our School Code of Conduct sets the expectations for behaviour, learning, and respect at De La Salle College. It aims to create a safe, respectful, and supportive environment where every student can thrive academically and personally.

The code is built on three key values:

- Respect – for self, others, and the school community.
- Responsibility – for learning, behaviour, and choices.
- Integrity – in words, actions, and academic work.

1.1 Academic Integrity

All submitted work must be the student's own. Cheating and plagiarism will result in immediate disciplinary action. Cheating during exams, including copying, using unauthorised materials, or communicating with others, is strictly prohibited and will result in immediate disciplinary action, including possible suspension.

1.2 Attendance and Punctuality

Students are expected to attend school regularly and punctually. Absences must be justified by a parent/guardian. Frequent lateness or truancy will result in disciplinary action.

1.3 Behaviour and Discipline

Students must behave responsibly and follow staff instructions at all times. Running, shouting, or rough play in corridors is forbidden. Class disruption denies others their right to learn and is treated seriously.

1.4 Blasphemy

Blasphemy, including the use of religious slurs or offensive references to religious beliefs or figures, is not tolerated and will result in immediate disciplinary action.

1.5 Bullying and Harassment

Bullying includes repeated and intentional harm, whether physical, verbal, social, or cyber. Harassment includes any unwanted, aggressive behaviour, including discriminatory remarks. These are treated as serious offences and must be reported immediately. Cyberbullying, including sending or posting harmful, threatening, or offensive content online or through digital platforms, is strictly forbidden and will be dealt with as a serious offence.

1.6 Conduct During Breaks

All break-time activities must take place in approved areas under supervision. No rough play, dangerous games, or inappropriate gatherings.

1.7 Homework and Study at Home

Homework and daily study are an essential part of the learning process. Students should dedicate quality time to study in an environment free from distractions. Parents are encouraged to support their children and ensure that work is carried out consistently. 30% of the Annual Examination mark is derived from School-Based Assessments.

All homework must be written on the classroom board. It is the students' responsibility to record the assigned homework in their School Diary. While teachers are encouraged to also post homework on Microsoft Teams, they are not obliged to do so; therefore, the School Diary remains the primary point of reference. Teachers who upload notes, assignments, or other tasks on Microsoft Teams must also indicate this on the classroom board on the same day, clearly specifying where the work can be found. Students are expected to record this information in their School Diary as well.

Students who are unwell and absent from school are not expected to complete homework during their absence. Upon their return to school, they will be given sufficient time, up to a maximum of one week, to complete any missed work.

1.8 Phone Lockers

Students using phone lockers must pay a non-refundable €10 fee. A €2 fine is charged for spare or lost keys. Lockers may be inspected by the College at any time, and the College accepts no responsibility for missing, damaged, or stolen items stored within.

1.9 Property and Environment

All school property and the environment must be respected and cared for. Acts of vandalism or theft are considered serious breaches of the school code.

1.10 Respect for Others

Students are expected to treat peers, staff, and visitors with dignity and courtesy at all times. Disrespect, defiance, or verbal abuse is not tolerated.

1.11 School Lockers

Students using individual lockers must pay €10 rent, of which €5 is refundable. Lockers must be kept clean and free from stickers, food, or PE kit left overnight. The College reserves the right to inspect lockers at any time and accepts no responsibility for missing, damaged, or stolen items.

1.12 Uniform and Personal Appearance

Students must wear the full school uniform correctly at all times. Jewellery, body piercings, body art, and hairstyles that breach school policy are not permitted.

1.13 Use of Technology

Mobile phones and Smart Devices are not allowed during school hours.

Use of mobile phones in connection with Continuous Blood Glucose Monitoring devices is allowed in line with Letter Circular DES 19/2022.

Laptops and tablets are only permitted under teacher supervision for educational use. Any unauthorised usage, including gaming or messaging, is prohibited. Students may not record, photograph, or post content involving the school or individuals without consent. The Data Protection Act applies to all digital use within the College.

1.14 Transport Conduct

Students must behave responsibly on school transport. Unsafe behaviour, disrespect to drivers, or damage to vehicles will be sanctioned.

1.15 Infractions and Consequences System

Infraction Level	Examples	Consequences
Level 1: <i>Minor</i>	<i>Type I:</i> No homework, no textbooks, incomplete work	<ul style="list-style-type: none">• Verbal warning• Mid-day Break Detention• 1 Infraction Point• On cumulation of 3 infraction points After School Detention• Parents/Guardians notified
	<i>Type II:</i> Lateness, chewing gum, wrong uniform, disruptive behaviour in class, mild defiance	<ul style="list-style-type: none">• Verbal warning• Mid-day Break Detention
Level 2: <i>Moderate</i>	Repeated Level 1, Repeated disruptive behaviour in class despite prior warnings, mild defiance	<ul style="list-style-type: none">• Written Warning to be signed by Parents/Guardians
Level 3: <i>Serious</i>	Repeated Level 2 Cheating, repeated disrespect, offensive language, damaging property	<ul style="list-style-type: none">• 1–2 Day Suspension• Parents/Guardians notified
Level 4: <i>Severe</i>	Aggressive behaviour, bullying, harassment, repeated serious misconduct	<ul style="list-style-type: none">• 2–3 Day Suspension• Loss of privileges• Parent/Head meeting
Level 5: <i>Extreme</i>	Physical violence, blasphemy, sexual harassment, theft, repeated bullying	<ul style="list-style-type: none">• Immediate Suspension• Parent/Head/Director meeting• Expulsion (if warranted)

1.16 Sanctions Based on Infraction Points

Infraction Points	Consequence
3 Points	An after-school detention will be imposed, and the parent/guardian will be notified accordingly.

1.17 Resetting Infraction Points Policy

To promote fairness and encourage improved student behaviour, infraction points do not remain indefinitely. The school implements the following system for resetting points:

- *Semester-Based Reset Level 1 (Type I)*
Infraction points are automatically reset to zero at the beginning of each new semester (twice per scholastic year).
- *Intervention Completion*
Based on the school's belief that consequences are not punishment but a way to help a student grow and develop. If the student shows willingness to rectify his situation through school commendations, then a guidance teacher or assistant head may recommend to the Head of School to have the student's written warning expunged.
- *Exceptional Circumstances*
In special cases (e.g., verified personal or family difficulties), the Senior Management Team may, following a case review, consider reducing Level 1 (Type I) points and expunging written warnings.

Record Keeping: All point resets and the rationale behind them will be documented and signed by the responsible staff member.

NOTE

Serious consequences (e.g., suspension-level offenses and written warnings) are retained in the student's disciplinary file but do not carry on to following scholastic year, giving students a fresh start each year. However, if the student exhibits repetitive serious misconduct, then the school retains the right to reflect this in the final School Leaving Certificate.

The following rules and regulations are designed to ensure that De La Salle College is a safe, respectful, and well-ordered community where all students can learn, grow, and succeed. They establish clear expectations for daily routines, conduct, and responsibilities within and beyond the classroom, promoting fairness, discipline, and mutual respect while supporting the College's mission to form responsible and principled young people.

2.1 Assemblies

- When assemblies are called, students must stop all activities and proceed quietly to the assembly area.
- Students are expected to line up by class, in twos, and await instructions.
- On dismissal, students return quietly to class unless otherwise instructed.

2.2 Registration Period

- All students should be in school by 07:50.
- Students arriving late must report to the person in charge at reception so they can be marked present.
- If a student has not registered by 10:00, an SMS will be sent to parents.
- Parents are encouraged to inform the school beforehand if their child will be absent.

2.3 Absence from School

- Parents/guardians must notify the school of any absences either by email at dls.sen.absent@gmail.com or by SMS on 99180072.
- If an absence remains unexplained, the College will attempt to contact the student's residence.
- On return, the student must present a parent-signed note to the Form Tutor.
- A medical certificate is required if absent for three or more days.
- Absence on Special School Days such as Founder's Day, Athletic Meeting, Sports Day, the last day of term, or Examinations are only permitted if the student is sick.
- Prolonged absence must be notified in advance.
- Students leaving school early must present a parent-signed note and obtain Senior Management authorisation.
- Travel Abroad: If less than 15 days → parents must inform the school in writing and present tickets (with photocopy).
- If more than 2 weeks (including weekends) → parents must also notify the Welfare Section, Floriana and present tickets/passports if required.

2.4 Personal Property

- Any item brought to the College by a student is at the student's own risk.
- Students are encouraged not to bring expensive personal items.
- The College strongly recommends labelling personal items, especially books, lunchboxes, flasks, and uniforms.
- Prohibited items include dangerous articles, pornographic material, illegal substances (including tobacco and alcohol).
- The Data Protection Act prohibits the unauthorised use of cameras or recording devices in school.

2.5 General Rules

- All corridors are out of bounds before the morning bell and during breaks (except on rainy days).
- Students may not remain in class during breaks unless accompanied by a teacher.
- Students must respect and follow rules in the Tuck Shop.
- The Senior School Tuck Shop may only sell approved items according to the Advisory Council for the Procurement of Food for Schools Regulations (Chapter 550).
- Secondary School students are banned from using the Sixth Form Tuck Shop.
- Junior School and Sixth Form are out-of-bounds for Senior School students at all times.
- Students may not remain in staff areas or enter the Staff Room.

2.6 Behaviour and Discipline

- All movement in corridors and stairways must be orderly: no running or rough play.
- Students must walk in twos or single file, accompanied by their teacher.
- Strenuous activity is not permitted before school or during the first break.
- Students must be punctual for lessons; latecomers disrupt the class.
- Trading of any articles at school is forbidden.
- Cheating or attempting to cheat is not allowed.
- Blasphemy is prohibited.
- Bad or vulgar language is not tolerated.
- Fighting is strictly forbidden and regarded as anti-social behaviour.
- Abusive behaviour towards staff is not permitted.
- Bullying and harassment in any form are not tolerated.

2.7 Respect

- Respect for self: take responsibility for your learning, behaviour, and wellbeing.
- Respect for peers: show kindness, fairness, and support to classmates.
- Respect for staff: follow instructions, show courtesy, and cooperate at all times.
- Respect for School Officials: must be respected in their duties.
- Respect for school property: take care of books, furniture, lockers, equipment, and grounds.

2.8 Class Rules

Classroom Environment

- Students must respect and keep the classroom clean and tidy.
- Students are responsible for their own desk and chair and must report any damage.
- Desks must be cleared before breaks and before assembly if used for clubs during midday break.
- Students must keep lockers clean.
- Locker access is only at designated times.

Behaviour During Lessons

- Students must prepare for the next lesson quietly.
- Students may not leave their place without permission.
- Students must keep the class in a 5x5 configuration unless directed otherwise.
- Movement between lessons should be calm and orderly.
- Eating or drinking in class is not allowed.
- Disrupting lessons is not tolerated.
- Students must leave class only when instructed, not when the bell rings.

Responsibility and Respect

- Students are expected to have their own personalised, labelled books and articles.
- Students may not take possession of items not belonging to them.
- Class officials must be respected in their duties.
- Vandalism and damage to school property is a serious offence.
- Littering is regarded as a serious offence.

2.9 Technology and Media

- **Mobile Phones and Smart Devices:** Students are not allowed to bring mobile phones, smart watches, or digital entertainment devices to school unless they have written permission from the College. Use of mobile phones in connection with Continuous Blood Glucose Monitoring devices is allowed in line with Letter Circular DES 19/2022.
- According to the Ministry of Education Letter Circular DES 07/2023, the use or possession of mobile phones by students on school premises is prohibited, unless written permission is granted by the Head of School.
First instance: device will be confiscated for a minimum of 20 school days; the SIM card may be returned if removed by the student.
Second instance: device will be confiscated until the last day of the scholastic year.
- **Use in Class:** Any authorised devices (e.g., laptops, tablets, calculators) may only be used for educational purposes under teacher supervision.
- **Photography and Video:** Students may not take photos, videos, or audio recordings on school premises without explicit permission from a teacher. The use of cameras or recording devices is also regulated by the Data Protection Act.

- **Online Behaviour:** Students must not post reels, videos, images, or comments related to the school, its staff, or its students on social media or the Internet without written approval from the College. Students may not post any image or video of themselves or others online wearing the College uniforms (including P.E. kit).
- **Cyberbullying and Harassment:** Any use of technology (including messaging apps, gaming platforms, or social networks) to harass, exclude, or intimidate others will be treated as a serious disciplinary offence.
- **Respect for School Property:** School computers, smart boards, and other ICT equipment must be used responsibly. Students must not attempt to damage, disable, or tamper with school ICT systems.

2.10 Uniform and Appearance

- Students must wear the full school uniform correctly at all times, including during lessons, assemblies, and while travelling to and from school.
- Sportswear may only be worn during PE lessons or with explicit permission from the College.
- Students who change into sportswear during break must change back into full uniform for lessons.
- Uniform items must be clean, neat, and labelled with the student's name.
- No unauthorised alterations to the uniform are permitted.
- Appearance must comply with college regulations.

2.11 Eating and Drinking

- Eating and drinking in class is not allowed unless explicit permission is given by a teacher.
- Chewing gum is strictly prohibited on school premises.
- Students must eat in designated break areas and not in corridors or classrooms.
- Students must dispose of litter properly and keep eating areas clean.
- Sharing food or drinks in ways that pose health or safety risks is not permitted.

2.12 Summary of Consequences

Conduct Area: Assemblies		
Rule	Minimum Consequence	Maximum Consequence
Students must attend assemblies promptly, quietly, and in order; return to class as instructed	Verbal warning; extra work; mid-day break detention	Written warning; 1-day suspension

Conduct Area: Assemblies/Conduct		
Rule	Minimum Consequence	Maximum Consequence
Corridors out of bounds before bell and during breaks	Verbal warning	Extra work; break detention
Entering Staff Room/Tuck Shop during lessons without permission	Verbal warning; items confiscated	Extra work; break detention
Inappropriate time for strenuous activity	Implements confiscated	Break detention
Orderly movement in corridors/stairways	Verbal warning	Extra work
Out of bounds: Junior School and Sixth Form areas	Extra work; break detention	In-house suspension
Staying in class during break without teacher	Verbal warning	Extra work; break detention
Using Sixth Form Tuck Shop	Verbal warning; items confiscated	Extra work; break detention; loss of privileges

Conduct Area: Registration Period		
Rule	Minimum Consequence	Maximum Consequence
Students must arrive by 07:50 and register; failure by 10:00 triggers SMS to parents; parents encouraged to inform school in advance	Low attendance marked on School-Leaving Certificate	Formal report to Education Authorities (may lead to court action/fines)

Conduct Area: Classroom Conduct		
Rule	Minimum Consequence	Maximum Consequence
Changing student places without approval	Verbal warning	Extra work
Cleanliness of classroom	Clean during break	Break detention
Damage/vandalism of school property	Payment and community work	Suspension
Disrupting lessons	Verbal warning	Extra work; written warning; suspension
Eating/drinking in class	Verbal warning; items confiscated	Returned end of break/day
Keeping lockers clean	Verbal warning	Loss of locker use and deposit
Leaving place without permission	Verbal warning	Extra work
Locker access outside designated times	Verbal warning	Extra work
Maintaining 5x5 configuration	Verbal warning	Extra work
Movement between lessons	Verbal warning	Break detention
Possession of others' property	Return of item	Written warning; suspension; parent/guardian meeting
Preparing for next lesson	Verbal warning	Extra work
Respect for classroom property	Pay for damages	Pay for damages
Respecting class officials	Verbal warning	Extra work

Conduct Area: Lockers		
Rule	Minimum Consequence	Maximum Consequence
Keep clean; no stickers/food/clothing; fines for lost keys	Verbal warning	Loss of locker use

Conduct Area: Personal Property		
Rule	Minimum Consequence	Maximum Consequence
Pornographic material, illegal substances including tobacco/vapes, electronic cigarettes, and alcohol	Confiscated; parents/guardians must collect in person	Parents/guardians meeting with Head; contacting National Services; informing Police; suspension from school
Prohibited: mobile phones, smart devices (watches, glasses, laptops, tablets, cameras, entertainment devices) without written permission; dangerous articles	Confiscated; parents/guardians must collect in person	1–2 day suspension from school

Conduct Area: Behaviour and Discipline		
Rule	Minimum Consequence	Maximum Consequence
Abusive behaviour towards staff	Immediate suspension	Parents/guardians meeting with Head
Bad or vulgar language	Written warning	1-day suspension
Blaspheming	Immediate 1-day suspension	Immediate 3-day suspension
Cheating in assignments/exams	Awarded '0'; parents/guardians notified	Awarded '0'; parents/guardians notified
Fighting	1-day suspension	3-day suspension
Posting school-related photos/videos online without permission	Immediate suspension	Parents/guardians meeting with Head
Punctuality	Verbal warning	Penalised on School-Leaving Certificate Profile
Rough play, name-calling, uncivil behaviour	Stopped by supervisor; made to sit	Break detention; written warning; suspension
Trading articles at school	Items confiscated	Returned at end of scholastic year

Conduct Area: Respect		
Rule	Minimum Consequence	Maximum Consequence
Students must show self-respect and respect towards others and those in authority through courtesy and good manners	Written warning (if repetitive, affects School-Leaving Certificate)	1–3 day suspension from school

2.13 Summary of Maximum Consequences by Conduct Area

Conduct Area	Maximum Consequence(s)
Assemblies	Written warning; 1-day suspension
Assemblies/Conduct	Extra work; break detention; loss of privileges; In-house suspension
Registration Period	Formal report to Education Authorities (may lead to court action/fines)
Classroom Conduct	Returned end of break/day; Suspension; Break detention; Written warning; suspension; parent/guardian meeting; Extra work; Pay for damages; Loss of locker use and deposit
Lockers	Loss of locker use and deposit
Personal Property	Parents/guardians meeting with Head; contacting National Services; informing Police; suspension from school
Behaviour and Discipline	Break detention; written warning; Penalised on School-Leaving Certificate Profile; Immediate 3-day suspension; Returned at end of scholastic year; Parents/guardians meeting with Head
Respect	1–3 day suspension from school

Our school is committed to creating a safe, respectful, and inclusive environment where every student can learn and thrive. Bullying and harassment of any kind are not tolerated. All members of our community are expected to treat one another with kindness, fairness, and dignity at all times.

3.1 Definitions

- **Bullying:** Repeated behaviour that intentionally hurts another physically, emotionally, or socially.
- **Harassment:** Unwanted behaviour related to characteristics (e.g., race, gender, religion, disability, sexuality).

3.2 Types of Bullying and Harassment

- Physical: Hitting, pushing, damaging belongings
- Verbal: Name-calling, teasing, threats
- Social: Rumours, exclusion
- Cyber: Online threats, harmful content

3.3 Student Responsibilities

✓ Do	✗ Don't
Treat others with respect	Use hurtful language or aggression
Speak up and report bullying	Share harmful content online
Respect differences	Engage in bullying or harassment
Use technology responsibly	

3.4 Reporting Bullying and Harassment

Action	Method
Tell a trusted adult	Teacher, counsellor, or school leader
Email safeguarding team	safeguardingsenior@delasalle.edu.mt

3.5 Consequences and Actions

Level: 1 - Low		
Examples	Possible Consequences / Actions	Remarks
Name-calling, social exclusion, minor teasing, unsolicited minor physical contact.	Verbal warning, apology, loss of privilege, parent/guardian informed.	<ul style="list-style-type: none"> • Private verbal warning with reflection. • Apology (written or verbal). • Restorative conversation between students. • Loss of privilege (e.g., free time, seating choice). • Behaviour contract or written reflection journal. • Confiscation of inappropriate item (e.g., phone, note). • Parent/carer informed. • An investigation conducted by subject teacher/Form Tutor.

Level: 2 - Moderate		
Examples	Possible Consequences / Actions	Remarks
<p>Repetitive and unrelenting Level 1 offences.</p> <p>Cyberbullying, persistent teasing, group exclusion, the spreading of rumours (whether unfounded or not).</p>	Detention, mediation, behaviour contract, parent meeting.	<ul style="list-style-type: none"> • Detention (with reflection worksheet). • Mediation with peer support staff or pastoral lead. • Temporary restriction from clubs, or breaks. • Meeting with parents and teacher/head of year. • Counselling referral for both perpetrator and victim. • an investigation conducted by Year Head in consultation with SLT.

Level: 3 - Serious

Examples	Possible Consequences / Actions	Remarks
Repetitive and unrelenting Level 2 offences. Threats of violence, racist/sexist remarks.	Suspension, formal investigation, counselling.	<ul style="list-style-type: none">• Internal suspension (time out of class).• External suspension (1–3 days depending on severity).• Full formal investigation with DSO involvement.• Parent/carer meeting with SLT.• Digital safety course or project assignment.• Supervised lunchtime or break periods for a term.• an investigation conducted by a member of the SLT.

Level: 4 - Severe

Examples	Possible Consequences / Actions	Remarks
Repetitive and unrelenting Level 3 offences. Physical aggression, sexual harassment.	Exclusion, safeguarding referral, safety plan.	<ul style="list-style-type: none">• Fixed-term exclusion or permanent exclusion after discussion at a higher level.• Safeguarding referral to external agencies.• Case conference involving parents/guardians, INCO, pastoral, SLT.• Transfer of class, tutor group, or school if needed after discussion at a higher level.• Safety plan or check-in system for affected students.• an investigation conducted by a member of the SLT.

3.6 Support for Victims

Our school is committed to protecting and supporting students who have experienced bullying or harassment. Victims will be listened to and provided with both immediate and long-term support.

Emotional and Psychological Support

- Safe space in school where students can go if they feel unsafe, including supervised quiet areas.
- Regular staff check-ins with a trusted adult to monitor wellbeing.
- Counsellor access for one-to-one confidential sessions focused on rebuilding confidence, self-esteem, and coping strategies.
- Peer mentoring or buddy system may be included to help victims feel included and supported in daily school life.

Academic Support

- May include catch-up sessions for lessons missed due to stress or absence.
- Adapted workload if necessary to reduce pressure while the student regains stability.
- May include exam or assessment adjustments (in consultation with parents and staff) to ensure the victim is not disadvantaged.

Social Support

- Restorative meetings (if appropriate and safe) so the victim can express how they have been harmed and seek closure.
- Safe group activities to re-build friendships and positive peer connections.
- Encouragement to join clubs or activities that foster inclusion and belonging.

3.7 Safeguarding and Reporting

- Confidential reporting option of safeguarding email address.
- Parental involvement to ensure families are fully aware and can reinforce support at home.
- SMT together with DSO and Psychosocial team will assess whether additional safeguarding or external support services are needed.

3.8 Long-Term Monitoring

- Regular follow-ups by pastoral staff to ensure the victim feels safe weeks and months after the incident.
- Safety plans developed with the student, staff, and parents if ongoing risks are identified.
- Feedback opportunities where victims can confidentially share if they feel improvements are working or not.

3.9 Support for Instigators

Our school recognises that students who act as **instigators of bullying behaviour and harassment** may themselves require guidance and support. While consequences are important, helping instigators change their behaviour is essential for long-term wellbeing and a respectful school culture.

3.10 Actions and Support Provided

Individual Counselling

- One-to-one sessions with the school counsellor to explore the reasons for the behaviour (anger, frustration, low self-esteem, peer pressure, family stress).

Restorative Practices

- Meetings between instigators and those affected, guided by a trained staff member, to promote accountability, repair harm, and rebuild relationships.

Behaviour Contracts

- Clear written agreements outlining expectations, positive goals, and consequences for repeated negative actions.

Skill-Building Interventions

- May include participation in workshops on empathy, emotional regulation, conflict resolution, digital safety, and respectful communication.

Mentorship and Positive Role Models

- Assignment of a teacher, staff mentor, or peer role model to guide the student in making better choices.

Parental Involvement

- Regular communication with parents/guardians to ensure consistent expectations at home and at school.

Safeguarding Review

- Instigators may also be victims of stress, neglect, or abuse.
- SMT together with DSO will assess whether additional safeguarding or external support services are needed.

4.1 The College Uniform

The College uniform is an important expression of identity, unity, and pride within our school community. It reflects our values of discipline, respect, and belonging, while ensuring that all students present themselves in a smart and consistent manner. This guide outlines the approved uniform requirements for both winter and summer seasons, as well as the full Physical Education (PE) kit. Each section provides a clear description of the correct attire to be worn on the appropriate occasions.

4.2 Visual Uniform Guide



Winter Uniform (Without Blazer)
Student wearing long-sleeved white shirt, school tie, grey trousers, and grey V-neck jumper



Winter Uniform (With Blazer)
Student wearing the same attire with the school blazer



Winter Uniform (With Gilet and Blazer)
Student wearing the blazer and gilet over
winter attire



Summer Uniform
Student wearing short-sleeved navy school
polo shirt with beige trousers



Full PE Kit
Student wearing assigned College House
Colour T-shirt under School Tracksuit, white
socks



PE Kit
Student wearing assigned House Colour T-
Shirt, navy blue shorts, white socks and
trainers

4.3 Wearing of School Uniform

- Students must wear the official school uniform at all times.
- Variations to the uniform due to medical reasons must be requested in writing and approved by the Head of School.

4.4 Use of PE Kit

- As a concession, students have permission to wear their PE Kit **ONLY** on the days when they have PE (or on other days as instructed by the College).
- Students participating in Sport Clubs during midday break must change into College PE kit and at the end of session change back into Full uniform.

4.5 Wearing the Uniform with Pride

- Students are expected to wear the uniform smartly: shirts tucked in, trousers at waist, ties pulled up, shoes polished.

4.6 General Appearance

- Hair should be appropriately cut, not dyed. Fancy hairstyles or excessive products should be avoided.
- Jewellery of any kind is not part of the uniform and therefore should not be worn at school or activities.
- Any form of body paint and body piercings is prohibited.
- Make up and nail polish are not allowed.

4.7 Hygiene and Cleanliness

- Students must maintain personal hygiene and attend school clean and healthy.
- Used tissues must be disposed of properly, especially if suffering from a cold.
- Hygienic precautions should be respected when sneezing/coughing. Students should carry tissues and wipes.

NOTE

Students are to wear black formal shoes and black belt with their Summer and Winter uniform. Black trainers are not allowed.

4.8 Uniform and Appearance Consequences

Focus	Guideline	Minimum Consequence	Maximum Consequence
Wearing Uniform	Wear official school uniform at all times.	Verbal warning. Not allowed to enter class.	Sent home to change/ or parents/guardians to get uniform to school.
PE Kit	Worn only on PE days / as instructed; No PE kit during exams unless special permission granted.	Concession withdrawn.	Sent home to change/or parents/guardians to get uniform to school; Exams after school.
Wearing with pride	Shirts tucked, trousers at waist, ties up, shoes polished.	Verbal Warning.	Extra work for home.
Hair	Appropriate haircut, not dyed, no fancy styles.	Verbal Warning.	Non-compliance will be recorded on School leaving Certificate.
Jewellery	No jewellery at school or school organised outings and activities.	Verbal Warning. Confiscated returned at end of school day.	Confiscated to be collected by parents/guardians.
Body Paint/Body piercings	No body paint and Body piercings allowed.	Warning.	Suspension.
Hygiene	Maintain cleanliness, dispose of tissues, carry tissues/wipes.	Reminder. Warning.	Parents/guardians contacted to discuss further disciplinary action.

5.1 Introduction and Rationale

Artificial Intelligence (AI) is rapidly transforming education and society. At our college, we recognise AI as a valuable learning tool that can support students in exploring ideas, practising skills, and accessing information in new ways. However, AI must be used responsibly, ethically, and in line with the values of academic honesty and independent learning.

This policy provides clear guidance on how students may use AI effectively, while also outlining safeguards to protect privacy, wellbeing, and integrity. It emphasises that AI is not a replacement for critical thinking or personal effort, but rather a supportive resource when used appropriately.

By following this policy, students will learn to harness the benefits of AI while developing essential skills in digital literacy, critical evaluation, and ethical decision-making, all of which are vital for success in education and beyond.

5.2 Students' Responsibilities

- Students must use AI responsibly, credit sources, and respect rules of academic honesty.
- AI-generated responses are not always correct.
- Students must validate information with textbooks, trusted websites, or teachers.
- Students should also learn that asking clear and precise questions improves the quality of AI responses.

5.3 How AI Can Be Used

- Learning support: explaining concepts, practicing maths, coding, or languages.
- Generating quizzes and practice questions.
- Brainstorming ideas for projects and essays (with proper credit).
- Creating notes and summaries

5.4 Safeguarding in AI Use

- Privacy: Never share personal details with AI platforms.
- Content Safety: Report inappropriate or harmful AI responses to a teacher.
- Wellbeing: Balance AI use with independent learning; avoid over-reliance.
- Validation: Always check AI answers with teachers or textbooks.
- Supervision: Younger students should use AI with guidance from teachers or parents.

5.5 Consequences and Actions

Area	Rule	Minimum Consequence	Maximum Consequence
Academic Integrity	Students must not submit AI work as their own.	Loss of marks, warning.	Treated as plagiarism → disciplinary action.
Privacy	Students must not share personal details with AI tools.	Reminder, parental note.	Restricted access, escalation to safeguarding.
Critical Thinking	Students must avoid over-reliance on AI.	Teacher guidance, extra work assigned.	Persistent misuse may result in loss of marks for Ongoing assessment and SEC SBAs.

NOTE

This policy is subject to constant updates in line with the developments in AI.

6.1 Rationale and General Principles

As a Lasallian educational institution, our commitment to faith, service, and community inspires us to be responsible citizens of the Earth. Rooted in the core Lasallian principle of concern for social justice and respect the environment, we recognise the interconnectedness of environmental well-being and human dignity. By integrating environmental care into our policies and practices, we foster a culture that values sustainability, ethical responsibility, and communal action. This policy supports our mission to holistically form young adults who are not only academically competent but also environmentally conscious and socially engaged.

6.2 General Statement

In alignment with our Lasallian identity and commitment to caring for both the environment and the broader community, this environmental policy confirms our responsibility to protect and preserve the natural environment. The school is committed to promote sustainable practices, reduce environmental impact, and educate all members of the school community on ecological responsibilities. Through collaborative efforts and active engagement, we aim to cultivate a learning environment that reflects our values of respect, responsibility, and care for the environment. This policy outlines our commitment to environmental sustainability through focused action in waste management, voluntary work, energy conservation, resources reduction, and maintaining a clean and green school grounds.

6.3 Waste Management and Separation

- Clearly labelled recycling and waste separation bins will be provided in all classrooms, hallways, staff rooms, and all common areas.
- Students and staff are expected to correctly separate waste into categories namely recyclables, organic, and general waste.
- Regular awareness campaigns and signage will be used to educate and remind the school community about proper waste separation practices.

6.4 Voluntary Environmental Activities

- Students will be encouraged to engage in voluntary environmental activities such as campus clean-ups, beach clean-ups, tree planting, battery collection campaigns, and sustainability projects.
- Participation in these activities will be recognised as part of our commitment to service, solidarity, and active citizenship under the Lasallian core principles.
- Collaboration with local community groups and other voluntary organisations for broader environmental initiatives will be supported.

6.5 Energy Saving in Classrooms

- All classrooms will be equipped with reminders to switch off lights, projectors (at the end of the school day), computers, and other electrical devices when not in use.
- Natural light and ventilation will be maximised wherever possible to reduce energy consumption.
- Teachers and students will be encouraged to monitor and report unnecessary energy usage.

6.6 Reduction of Paper, General Waste, and Plastic Use

- The school will prioritise digital communication, and resources to minimise paper use.
- Photocopying and printing will be monitored, with clear guidelines on reducing unnecessary printing.
- Single-use plastics will be discouraged across all school events, and daily routines.
- Reusable materials will be promoted among students and staff, such as school bags, pencil holders, water bottles, and lunch containers. Re-using past stationery will also be promoted.
- Used batteries will be collected to minimise the impact of irresponsible disposal of batteries randomly.

6.7 Commitment to School Environment Upkeep

- A clean, safe, and green school environment will be maintained through daily routines and scheduled clean-up efforts.
- Green spaces and gardens within the school will be preserved and, where possible, expanded with the involvement of students.
- Responsibility for tidiness and respect for shared spaces will be integrated into the school's behavioural expectations and house points/reward systems will be linked to this.
- Each corridor will be supplied with all necessary cleaning equipment which will help to promote active citizenship and environmental responsibility amongst our students. These responsibilities will be rotated amongst ALL students. Class tutors and Year Heads will ensure that these responsibilities are actioned and rotated accordingly.

6.8 Monitoring and Evaluation

To ensure the effectiveness of this Environmental Policy, the following measures will be taken:

- Eco-Captains together with one of the deputy heads and teacher/s will oversee the implementation of the policy.
- An **audit per term** will be conducted to evaluate:
 - Correct usage of waste separation bins.
 - Classroom energy-saving practices.
 - Participation in voluntary and environmental service activities.

- **Feedback surveys** will be distributed annually to students and staff to gather opinions on environmental efforts and suggestions for improvement.

NOTE

The policy will be **reviewed annually** and updated based on findings from audits and feedback to ensure continuous improvement.