



2019

ST GEORGE'S COLLEGE
HANDBOOK
FOR PUPILS AND PARENTS

Est. 1896

Taking history forward

ST GEORGE'S COLLEGE HANDBOOK

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IMPORTANT EMAIL ADDRESSES & TELEPHONE NUMBERS

Telephones 086 770 20314 / 086 770 21516 / 086 770 21517 / 704064 / 702849 / 703595 / 792709
Website www.stgeorges.co.zw
Fax Number 797648

Email Addresses

Rector

Fr Joe Arimoso SJ

rector@stgeorges.co.zw

Chaplain

Fr George Bwanali SJ

chaplain@stgeorges.co.zw

Headmaster

Mr John Farrelly

farrellyj@sgc.ac.zw

headmaster@stgeorges.co.zw

Headmaster's Secretary

Mrs Paula Blackburn

headsec@stgeorges.co.zw

Director of Administration

Mr Mike Gaisford

administrator@stgeorges.co.zw

Registrar

Mr Daniele Zanin

registrar@stgeorges.co.zw

Accountant

Mr Faro Shadaya

accountant@stgeorges.co.zw

Deputy Headmaster

Mr Massah Phiri

phirim@sgc.ac.zw

dephead@stgeorges.co.zw

Director of Jesuit Ethos

Mr Arthur Garande

dje@stgeorges.co.zw

garandea@sgc.ac.zw

Receptionist

Mr Michael Macheka

machekam@sgc.ac.zw

Divisional Heads

L6 & U6:

Mrs Alison Stangroom

stangrooma@sgc.ac.zw

F3 & 4:

Mr Brendon Brider

briderb@sgc.ac.zw

F1 & 2:

Mr Loveson Muhuru

muhurul@sgc.ac.zw

Examinations' Officer

Mr Remedio Fernandes

exams@stgeorges.co.zw

Sports' Director

Mr Mini Macdonald

sports@stgeorges.co.zw

Boarding Master

Mr Vincent Haddad

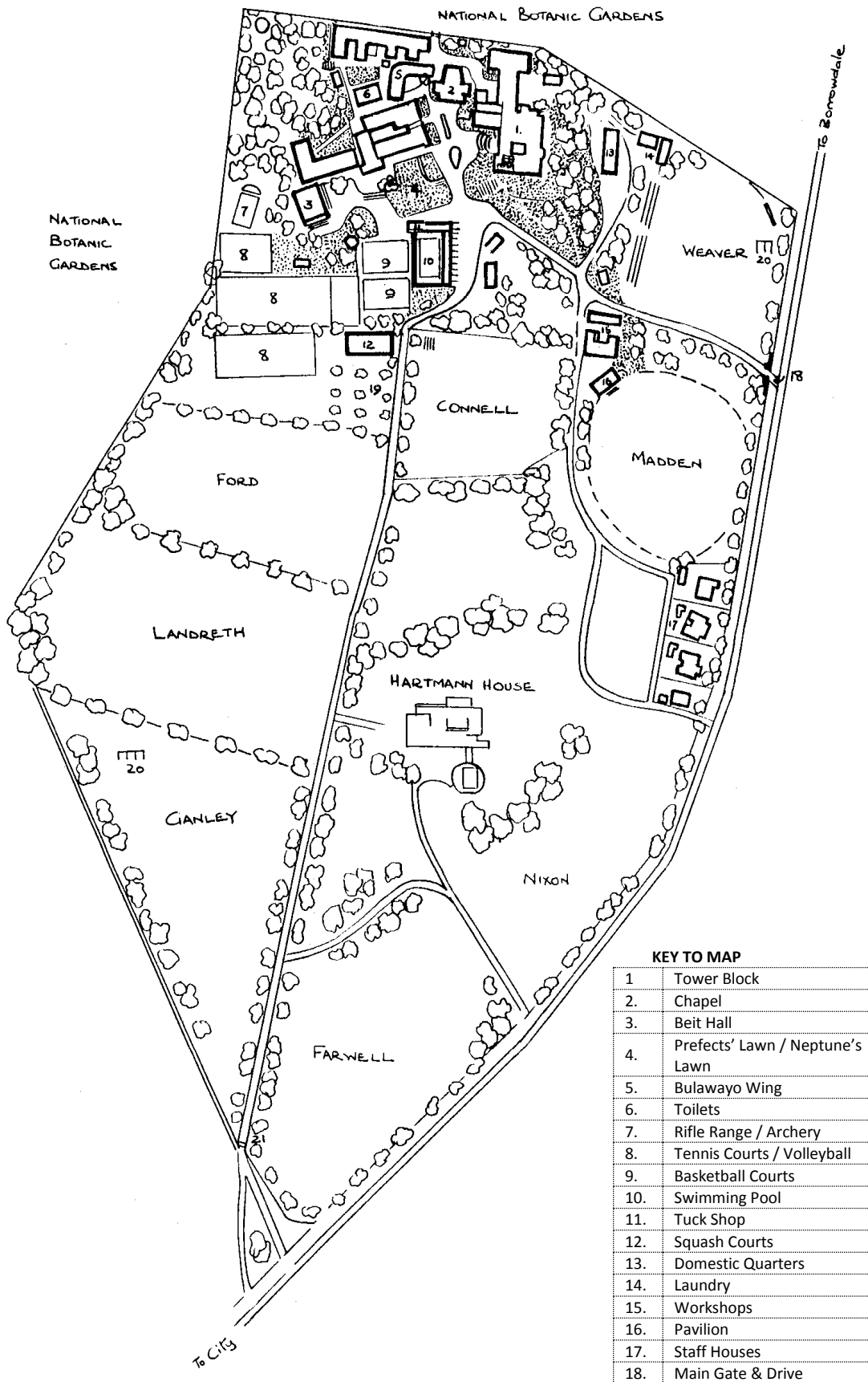
haddadv@sgc.ac.zw

Assistant Boarding Master

Mr Ronnie Maposa

maposar@sgc.ac.zw

MAP OF THE COLLEGE



Please Note
 This map is under review so may change slightly

ST GEORGE'S COLLEGE: A JESUIT SCHOOL

St George's College is part of the worldwide family of schools run by the Society of Jesus. With them it shares a common vision and philosophy derived from the writings of the founder of the Jesuits, who was St Ignatius of Loyola. All Jesuit schools and their alumni associations are linked internationally, regionally and nationally and share development programmes in common. But each school is also unique in the way that it adapts to its particular circumstances. The Mission Statement and the other contents of this booklet which flow from it are our attempt to be both authentically Jesuit and relevant to the Zimbabwean society that we serve.

ADMINISTRATION OF ST GEORGE'S COLLEGE

The College is recognised by the Ministry of Education as a Roman Catholic school in the Archdiocese of Harare and it is owned by the Society of Jesus in Zimbabwe through the Prestage Trust. The Board of Governors is currently chaired by Old Georgian and past parent, Mr Kevin Terry, and the Board is responsible for the administration of the School according to the Jesuit vision and philosophy as enunciated in the Mission Statement. The everyday interpretation of this is delegated to the Rector who is responsible for ensuring that St George's is being run in accordance with the spirit and directives of the Board of Governors and the Society of Jesus. The Headmaster and Deputy Headmaster are responsible for the everyday running of the School, but they work in close conjunction with the Rector, who, together with the Board of Governors and the Society of Jesus, are ultimately responsible for College policy.

MISSION STATEMENT AND GUIDING PRINCIPLES FOR ST GEORGE'S COLLEGE & HARTMANN HOUSE

19 MARCH 2012

Mission Statement

St George's College, together with Hartmann House, is part of the long-standing commitment of the Jesuit Province of Zimbabwe to education in this country. One of the earliest established schools in Zimbabwe, St George's aims to provide a well-rounded education based on the fundamental objective of Jesuit education, which is the "formation of men and women with and for others, people of competence, conscience and compassionate commitment" within society. Fundamentally Catholic in its outlook, the College aims to be multicultural, and welcomes pupils from different backgrounds and of all faiths, recognising that they can contribute to, as well as benefit from, the Jesuit ethos based on the experience of St Ignatius.

Guiding principles in support of St George's College Mission Statement

To implement the Mission Statement, the College will be guided by the following principles:

1. To promote the Jesuit educational ethos through the following key elements: -
 - Finding God in all things;
 - Seeking in all decisions to choose that which leads to the Greater Glory of God (*'Ad Maiorem Dei Gloriam'*);
 - Showing love in deeds through concern for the needy, the promotion of justice, and service to the community;
 - Encouraging excellence in every field of endeavour.
2. To know each of our pupils as individuals, provide for their educational needs, and help them become well-rounded adults.
3. To be a supportive and prayerful community of pupils, staff and parents.
4. To promote full interaction between pupils, parents and staff in every aspect of School life: academic, religious, social, sporting and cultural.
5. To develop our pupils' talents through a programme – academic, religious, social, sporting and cultural – that will challenge them to give their best in all they do.
6. To fulfil the College motto (*Ex Fide Fiducia* – From Faith Comes Confidence) by preparing young people intellectually, spiritually and emotionally to provide leadership in facing the world's problems.
7. To engage with the wider world so as to sensitise pupils to the strengths and weaknesses of contemporary society, thereby nurturing young people able to think for themselves and stand up for their values and beliefs in a challenging world.

AIMS AND OBJECTIVES

A former Superior General of the Society of Jesus, Fr. Peter-Hans Kolvenbach SJ, defines the goal of Jesuit education today as “the formation of men and women for others.” Many Jesuit documents on Education identify the 4 Cs of Jesuit Education as the formation of people of **Competence, Conscience and Compassionate Commitment**. Students in our Schools are invited to respond to the call of our Creator who invites us to join him in combating the evils and injustices that we encounter in our world. Here is a brief elaboration of the 4 Cs:

Competence

The College tries to provide each boy with the facilities to attain the highest standard possible for him in all areas of life, including religious, academic, sporting and cultural. The objective is to help the pupil achieve personal excellence in as many different areas as possible. The motto of St Ignatius, AMDG (Ad Majorem Dei Gloriam), which means “To the greater glory of God,” is written above every piece of written work and is applied in all areas of School life. It means that everything is done for God for whom only the very best of which the individual is capable, is good enough.

Conscience

The College aims to form boys who will relate what they learn in all their activities at school to the world that they experience around them. This will encourage a habit of *reflection* that will enable them to overcome prejudice, become conscious of the validity of other points of view and be free to try and discern where the truth lies. This together with the guidance that our Christian faith gives us will help them towards the more enlightened moral positions so necessary for a just and peaceful society. The College motto on the breast pocket of every School pupil, *Ex Fide Fiducia*, “From Faith Comes Confidence,” invites a reflection on the difference between the values of our Faith and those of the world around us. “Do not let loyalty and faithfulness forsake you; bind them around your neck, write them on the tablet of your heart.” (Proverbs 3). As people of conscience, our students are aware of their world and seek to make a positive difference in it.

Compassion

The College aims to form men of action who act out of genuine love and concern for their fellow human beings. They are dissatisfied with mere selfish ambition which keeps what has been learned and discovered for itself alone, but want to use their talents for the betterment of all. St Ignatius challenges us with three questions as follows:

- 1) What have I done for Christ?
- 2) What am I doing for Christ?
- 3) What am I going to do for Christ?

These questions thus form the basis for the compassion our students show towards one another and indeed beyond the boundaries of the college. Special opportunities to show that compassion are created on purpose as a way of guaranteeing that this attribute is attained.

Commitment

Our world today suffers from the shortage of people who can commit. Contemporary culture is replete with examples of the “use once” phenomenon. Commitment to a value system is hard work. Thus our students honestly strive toward faith, and through peaceful means work for social and political transformation of structures to achieve justice. This commitment invites them to dig deeper within themselves for perseverance in the face of a world that has become less and less religious and which does not readily reward such values.

The College patron, the knight St George, inspires us to a life of service to the community. At the College we call it being “Men for Others”.

SOME LANDMARKS IN THE HISTORY OF THE COLLEGE



In 1896 a French Jesuit Priest, Fr Marc Barthélemy SJ, opened the door of a small corrugated-iron, two-windowed hut to admit the first six pupils to Bulawayo Boys' School. That was January 7th 1896 and the boys were Leonard and Lancelot Makin, Hubert and William Halder, Edgar Rorke and Otto Cooper. The first assistant teacher was Fr Victor Nicot SJ. In 1898 a new purpose-built brick building was erected, and Fr James Nesser SJ joined the staff. In December, at the first Prize-Giving, the School assumed the title St George's Boys' Public School. In 1899 Fr Francis Johanny SJ joined the staff and the Cadet Corps was established. In 1902 the first English Jesuit, Fr Thomas Gardner SJ, joined the staff. He was instrumental in establishing games like cricket and soccer. It was also the year that the first Rhodes scholarships were awarded in Rhodesia and they went to St George's boys Albert Bisset and Woodford Gilbert. In 1912 a larger two-storey building on the same site was completed and opened by Earl Grey, the former Administrator of the country.

During the First World War, 198 Old Georgians (OGs) volunteered and 26 were killed. In 1921 the Old Georgians' Association was founded with its first President, Mr D Blackbeard. In the meantime, Hartmann Hill in Salisbury (Harare), had been given to Fr Andrew Hartmann SJ, who was also Chaplain to the Pioneers (the first formal settler force to arrive in the country). By 1925, the School had become too large for the Bulawayo property, so it relocated to Salisbury in January 1927. The architect of the new buildings was Fr Louis le Boeuf SJ and the principal builder and carpenter was Br John Conway SJ. In 1931 the new College crest was approved, and in 1933, the first issue of the *College Chronicle* was published and, apart from the Second World War years and the period immediately after (1939-1949) it has continued annually. The Beit Hall was opened in 1935 by the Governor, Sir Herbert Stanley.

During WWII 438 OGs served and 58 were killed. In the 40s and 50s, and when finances allowed, various building projects were undertaken; the Library in 1940, then the Monastery and later the Priory. In 1955 the new Dormitory Wing and the new laboratories were completed. Then in 1956 it was decided that St Michael's, established as a Preparatory School in 1951, and St George's could no longer cope with the substantial increase in numbers, so land at the bottom of the Hill was purchased from the Municipality and Hartmann House was built. In 1966 the amenities block, now the geography and arts classrooms, was built, followed two years later by a new swimming pool. In 1970, to mark the approaching 75th anniversary of the College, the Trident Development Project was launched. Its principal focus was upon the construction of the Chapel, completed in 1973, as well as the laboratory block which adjoined Monastery and Priory, a new cricket pavilion in 1971, and two of the planned four squash courts which were completed in 1972. In 1984 the Bulawayo wing was opened.

Aside from the steady growth of the College in the 1950s and 60s, both in pupil enrolments and in buildings infrastructure, another very significant development was the admission of the first black pupil, Titus Munyaradzi, in 1964. This was despite strong and prolonged opposition from the government of the day, but having stood its ground, the College then proceeded to enrol pupils of all races and creeds who could satisfy the entry criteria, and the current pupil number at the College stands at around 750.

Post the advent of majority rule and national Independence in 1980 the next significant development was the appointment of the first lay College headmaster in January 1992, together with two lay deputy heads. They ran all aspects of the School, under the Rector's overall spiritual and strategic guidance and this continued until 2016 when, following a further re-structuring, the two deputy positions were replaced by a single deputy and three divisional heads. A College Administrator was also appointed, and he reports directly to the Rector.

Other significant events in the history of the College were the buildings' programme initiated to celebrate the 100th anniversary of the College in 1996, the opening in 2017 of a new primary School wing at Hartmann House, and the building of the Fr Michael Ross SJ Science Block, which will open its doors in January 2019.

The Centennial Appeal Fund also raised sufficient funds to construct 10 new staff houses on the College property; this was essential at a time when the number of Jesuits on the staff had diminished to four out of a complement of over 50. The opening of the primary wing at Hartmann House, on the occasion of its 60th Anniversary, was an important element of a new strategic plan that sees Hartmann catering for the full range of primary school grades from 0 to 7. **This is significant because it means that a boy entering the primary school at age 5 will most likely spend his entire school career on the Hartmann Hill site.** Incidentally, Hartmann House also opened a new and very substantial purpose-built hall in 2013, an essential facility for a School that has grown to nearly 450 children. With the College enrolment standing at around 750, there are in effect around 1100 boys at any one time developing in an environment where the Jesuit guiding principal is AMDG – *Ad Majorem Dei Gloriam*.

ALUMNI ACHIEVEMENTS

There have been 38 Rhodes Scholarships awarded to former pupils of the College, the latest being to OG Simon Williams in 2009. However, outstanding though this statistic is in the annals of Zimbabwe, it perhaps masks the fact that there are Old Georgians spread around the world, making an impact in their communities, and, we trust, giving back to society, as judges, lawyers, doctors and surgeons, architects, teachers, national and Olympic sportsmen, civil servants, military and Air Force commanders, leaders in commerce and industry, and members of academia. In 2004, for example, Professor Sir Bruce Keogh (Class of 1975), a cardiac surgeon and one-time Medical Head of the NHS in Britain, was knighted for his services. More recently, in 2017, Dr Peter Jones (Class of 1964), a cancer research scientist based in America was elected to the American Academy of Sciences. Over the years, 29 Old Georgians have been ordained as Catholic priests, including 12 as Jesuits. The College is immensely and justly proud of the achievements of its pupils and staff who have served it down the years.

THE SIGNIFICANCE OF THE COLLEGE BADGE



The Grant of Arms was made by the Royal College of Heralds on 19th October 1931.

The wolves and cauldron are taken from the family arms of the Loyola Family, St Ignatius Loyola being the founder of the Jesuits or the Society of Jesus (*in Basque, "loy" means wolf and "olla" means cauldron*).

The rose, a former emblem for the country, is the symbol of an attractive flower that exists in many different forms, colours and perfumes. It is hardy and can flourish almost anywhere precisely because it is a hybrid of so many varieties (and these should be the qualities of a St George's pupil).

The cross, the symbol of our redemption through the death of Jesus Christ, is the banner of the patron of the College, St George.

The crown and the upright sword between the dragon's wings stand for the victory of the Christian knight, St George, over the forces of evil, represented by the dragon. The motto on the scroll means "from faith comes confidence."

THE COLLEGE CLIMATE

"Personal care and concern for the individual is the hallmark of Jesuit education. For such a relationship of authenticity and truth to flourish between teacher and student, mutual trust and respect that grow out of a continuing experience of the other as a genuine companion in learning is required.

It means, too, being keenly conscious of and sensitive to the institutional environment of the College; being alert as teachers and administrators to the complex and often subtle network of norms, expectations, behaviours and relationships that create an atmosphere for learning.

Praise, reverence and service should mark the relationship that exists not only between teachers and students but among all members of the college community. Ideally Jesuit schools should be places where people are believed in, honoured and cared for; where the natural talents and creative abilities of persons are recognised and celebrated; where individual contributions and accomplishments are appreciated; where everyone is treated fairly and justly; where sacrifice on behalf of the economically poor, the socially deprived, and the educationally disadvantaged are commonplace; where each of us finds the challenge, encouragement and support we need to reach our fullest individual potential for excellence; where we help one another and work together with enthusiasm and generosity, attempting to model concretely in word and action the ideals we hold for our students and ourselves." (Ignatian Pedagogy 36 - 37)

CHAPLAINCY

Everything done at this college celebrates the continuing action of God's Holy Spirit in ourselves, in others and in the world around us. In celebrating life we are worshipping God. 'The glory of God is humankind fully alive' as St Irenaeus put it. Our main act of worship therefore is the enjoyment given to us by the people we meet and the activities we engage in. Our college chapel services are designed to underline this fundamental truth. At them we also celebrate the forgiveness and mercy of God in recognising our failures to him and one another. But for us Catholics worship culminates in the Eucharist which is the celebration of God's love for us in Jesus Christ, the Son of God, and the love that we have for one another.

The Chaplaincy is responsible for the Religious Activities at the College, Service Projects, Interact, Days of Recollection, Retreats, Christian Life Groups, Crusaders of the Blessed Sacrament, while the Director of Jesuit Ethos is responsible for the promotion of the Ignatian-Jesuit identity of the College, which works in conjunction with the personal counselling facility as explained below.

Being a Catholic school, we give pride of place to the liturgical celebrations in the Church's year. The climax of these is the Easter Triduum – Holy Thursday to Easter Sunday. The feast of St Ignatius on the 31st of July is another special day which ranks closely behind these major events in the annual cycle. Consequently these days will be treated as Holy Days on which no other activities shall ordinarily be scheduled by the College. In the same spirit, the College recognizes Sunday as a special day and the norm will be to reserve it for worship and family activities. The Rector may, upon request, grant permission to participate in events organised by others outside the College.

Some of these activities are optional and some are not. In particular, some church services and days of recollection are for all students. All students wanting to enter Lower Sixth participate in a Service project.

SERVICE PROJECTS

The development of our students' God-given talents remains a prominent goal of Jesuit Education. Its aim however has never been simply to amass a store of information or preparation for a profession. The ultimate aim of Jesuit Education is rather that full growth of the person which leads to action – action especially, that is suffused with the spirit and presence of Jesus Christ, the Son of God, the Man-for-others.

Jesus teaches us by word and example that the regulation of our fullest human potential is achieved ultimately in our union with God a union that is sought and reached through a loving, just and compassionate relationship with our brothers and sisters. Love of God then finds true expression in our daily love of neighbour, in our compassionate care for the poor and suffering in our deeply human concern for others as God's people. It is a love that gives witness to faith and speaks out through action.

Service projects are held annually specifically for our A level students to enter into the sacrifice and joy of sharing their lives with others. It means helping them to discover that what they most have to offer is who they are rather than what they have. Helping them to understand and appreciate that other people are their richest treasure. We have between 20 and 25 agencies in the greater Harare area working with us.

Old age homes, mentally and physically impaired educational institutions and homes, high-density government schools and orphanages are some of the service project venues. The service projects form an integral facet of Jesuit education at the college, seeing the greater good in terms of what can be done out of a faith commitment with justice to enhance the quality of people's lives, particularly among God's poor, oppressed and neglected.

RELIGIOUS EDUCATION DEPARTMENT

While we foster academic excellence, we focus on a wider horizon, beyond items of knowledge and particular skills and interests. We help our students explore the deeper questions as these arise for them through what they read, see and hear, and through their engagement with life.

Through teaching, conversation, relationship, reading and debate, we invite reflection on the issues of ultimate importance. What is life about? What are we meant to be? Am I worthwhile? Are we going anywhere? What does a worthwhile life look like? How can I make a difference? What sort of difference do I want to make? What would promote justice, peace, fair distribution of wealth, safety of the environment and world peace? Do I care whether others are happy so long as I am?

Through the habit of making well-informed choices a spirituality of searching and finding emerges, as does the development of a contemplative attitude. Contemplation has been described as taking a long, loving look at things, even those that are distasteful or frightening.

In the search for truth we are reminded of St Ignatius' statement of "finding God in all things". This phrase emerged as Ignatius tried to work with God in the enterprise of bring love and meaning into a fragmented and dysfunctional world.

God's chosen way of leading us to this goal, we hold, is revealed, unexpectedly but decisively, in the person of Jesus of Nazareth. At once human and divine, he is what we are to become. Our calling is to become sons and daughters of God.

To this end the syllabi offered throughout the six years at College will include among others, the Christian faith, Morality, Comparative Study of Religions, Social teaching of the Church and Scripture.

Our aim is to form leaders in service, leaders of competence, conscience, compassion and commitment. To this end our senior students will be exposed to Service Projects at the start of their A-Level studies. These Service Projects will expose our students to the harsh reality of suffering and deprivation experienced by most of the population. This experience which is compulsory will assist our students to realize that what they most have to offer is who they are, rather than what they have and that other people are their richest treasure.

Giving time to noticing God in the reality of daily living, known as the Examen, brings deep personal enrichment and also enriches others. School life itself provides us with our primary challenge to find God.

CAREERS GUIDANCE AND COUNSELLING

Life Skills lessons for Form 1 and 2

The object of Life Skills lessons is to address topics of a non-academic nature that are relevant and necessary for normal development in the modern world. The delivery is made through lectures, Power Point presentations and videos, which make a pleasant change from the normal lesson format. Students are encouraged to participate and ask questions. A number of sensitive issues are addressed, and the syllabus is constantly revised to include topical matters. The intention is to contribute to the holistic development and education of students.

Career Guidance

Career Guidance begins in the third term of Form 2 when subject choices for the IGCSE syllabus are discussed during Life Skills lessons. Students are encouraged to choose subjects that are within their capability, that interest them, and that may be relevant to potential career interests. Again towards the end of Form 4, we address the issue of subject choice for A Levels.

The Careers Room is filled with information about tertiary education options, and there are computers available for online research. Students are encouraged to avail themselves of these facilities and the staff on hand for this function. Personal career counselling and preparation is available and assistance is provided for university and college applications.

Throughout the year representatives from colleges, universities and professions visit St George's, and these talks are advertised to 6th form students. In addition, other careers events in Harare are advertised on our notice boards.

Educentre

Each student is different in terms of their learning ability, academic standards, classroom learning and academic performance. The primary function of the Educentre is to provide remediation for students who may have difficulties with English or Mathematics. Some of the lessons do not cover content covered in the curriculum, but are designed to provide students with the necessary skills to enable him to function on a par with his peers in the classroom.

Students may be referred by teachers or parents, or may come of their own accord. They are placed in programs relevant to their level of attainment, and expected to attend regularly until completion of that program. Some of the lessons take place during the morning, but when curriculum times are unavailable lessons are given in the afternoons on non-sports days.

In addition, the Educentre assists other academic departments by facilitating supplementary lessons in subjects where students may be experiencing difficulties, either individually or in small groups. Assistance with study methods and techniques is also provided on request.

Cognitive Ability Testing (CAT4)

Assessment is carried out at key stages, and the results of these tests are used to understand learning styles and preferences, inform academic goal setting, provide guidance in career choice and detect possible learning difficulties.

Counselling

Students are welcome to approach staff in this department for confidential counselling in any area. There are a number of trained counsellors at the College who can assist with a wide range of social and emotional issues, including bereavement, family or peer problems, depression and anxiety. Where we are unable to assist we can make referrals to the relevant professionals. Once again students are welcome to come of their own accord, or may be referred by teachers, coaches, parents or peers.

Counselling is also provided by the chaplaincy, and students are just as welcome to approach a member of that department to discuss personal issues.

ACADEMIC PROGRAMME

Entrance Requirements

St George's College is primarily an academic institution and a pupil's acceptance into Form I is based on an English and Mathematics examination written in July of the Grade 7 year.

Setting

Forms I is divided into five ability sets based on their CAT results. At the beginning of Form II the students are reset according to their results from the Form 1 end of year examinations. When pupils enter Form III they are reset according to the results of the Form II internal examinations and they remain in these groups for their IGCSE levels.

SCHOOL TIMES

Warning Bell	07.15
Registration	07.20
Lessons Start	07.30

Period 1	07.30 – 08.10	
Period 2	08.10 – 08.50	
Period 3	08.50 – 09.30	
Period 4	09.30 – 10.05	
Period 5	10.45 – 11.25	
Period 6	11.25 – 12.05	
Period 7	12.05 – 12.45	
Period 8	12.45 – 13.20	(Except on Fridays)
Reflection	13.20 – 13.25	

The College has a six-day cycle as indicated in the pocket calendar.

The Curriculum

The College offers a wide variety of academic subjects taught by a dedicated and professional staff. The student begins with a broad spectrum of subjects which becomes more focused as he progresses.

Forms 1 & 2

English, Shona, French, History, Geography, Science, Mathematics, IT, Art and Physical Education, Dramatics / Music

Forms 3 & 4 (IGCSE)

These years are comprised of a two-year course that culminates in an International General Certificate of Secondary Education examination set by the University of Cambridge.

IGCSE

All subjects are taught according to the IGCSE syllabuses of Cambridge International. For these candidates, the following six-day week curriculum is adhered to, but this is subject to changes periodically:

SET 1		SET 2		SET 3		SET 4		SET 5	
Maths	7	Maths	7	Maths	7	Maths	7	Maths	7
Physics	5	Physics	5	Physics	5	Physics	5	Biology / Physical Science	5
Biology / D&T (Electronics)	5	Biology / D&T (Electronics)	5	Biology / D&T (Graphics)	5	Biology / D&T (Graphics)	5	Design & Technology (Graphics)	5
Chemistry	5	Chemistry	5	Chemistry / Business Studies	5	Chemistry / Business Studies	5	Business Studies	5
English Language + Literature	7	English Language + Literature	7	English Language + Literature	7	English Language + Literature	7	English Language	7
Geography / Accounts	5	Geography / Accounts	5	Geography / Accounts	5	Geography	5	Geography	5
French	5	French	5	French / ICT	5	French / ICT	5	ICT	5
ICT or Computer Science or Art or History	5	ICT or Computer Science or Art or History	5	Art or History or Physical Education	5	Art or History or Physical Education	5	Art or History or Physical Education	5
Chapel / Religious Education	4	Chapel / Religious Education	4	Chapel / Religious Education	4	Chapel / Religious Education	4	Chapel / Religious Education	4
9 subjects	48	9 subjects	48	9 subjects	48	9 subjects	48	9 subjects	48

The IGCSE results are available in January. A Service Project is compulsory for College pupils wishing to proceed with studying A levels.

The Sixth Form: (CIE Advanced-level, Cambridge Board)

- At A-Level most subjects will be taught according to the CIE syllabuses.
- This Examining Board offers two levels of examination: Advanced Subsidiary (AS) at the end of Lower Sixth, and A2 at the end of Upper Sixth, both of which are necessary to write in most subjects to achieve an A Level grade at the end of two years.
- Students may take up to five subjects to AS level in their first year (including the compulsory AS English Language/Global Perspectives), if their IGCSE results justify this, then take three subjects to A2 Level in their second year. However it is recommended that most students select four subjects for AS Level, and three for A2.
- Payment for these exams will be charged to the pupils' accounts, for which their parents are responsible.
- From each of the following five Groups - A, B, C, D & E - only one subject may be chosen, as all subjects in the groups have been timetabled simultaneously. Pupils will be allocated to an AS English Language class, as this subject is often a prerequisite for university admission.
- If for any subject there are more applicants than places available, priority will be given according to the overall and individual quality of IGCSE results attained by the pupils applying, and the recommendation of the teacher concerned. For most subjects entry into A-Level will require a minimum IGCSE level A or B grade.
- The following AS subject groups are under discussion, and may be subject to change.

Group A	Places	Group B	Places	Group C	Places	Group D	Places	Group E	Places
Geography	20	Biology	20	IT	20	Accounts	20	CISCO	20
Mathematics	45	Business Studies	20	Chemistry	20	Art	20	French	10
		Design & Technology	20	Economics	20	Business Studies	20	Physics	20
		History	20	English Literature	15	Chemistry	20		
		Physical Education	15	Physics	20	Geography	20		
				Computer Science	15	Physics	20		
English Language	20	English Language	20	English Language	20	English Language	20	English Language	20

A level results are available in January and Certificates in March / April.

IGCSE and A Level Symbols

NB: What is given below is an approximation. Actual symbols are statistically derived:

IGCSE	Percentage (Estimate)	A Level	Percentage (Estimate)
A*	80 +	A*	80 +
A	70 – 79	A	70 – 79
B	55 – 69	B	65 – 69
C	45 – 54	C	60 – 64
D	40 – 44	D	50 – 59
E	35 – 39	E	40 – 49
F	30 – 34	U	0 – 39
G	25 - 29		
U	0 – 24		

Assessments

The year is divided into three terms and pupils receive either Assessment reports (which do not require a formal examination) or reports based on examinations and include detailed teachers' comments. Parents can access the Parent Portal daily to follow their son's progress and to be aware of the allocation of homework for their sons. Password details may be obtained from the College Reception by emailing parentportal@stgeorges.co.zw.

First Term (January – April)

Forms 1, 2, 3 & 4:	Mid-term Assessment Reports
Form 1:	Examination at the end of the term
All other Forms:	Internal Assessment at the end of the term
End of Term Report	

Second Term (May – August)

Forms 1, 2, 3 & 4 + U6:	Mid-term Assessment Reports
Forms 1, 2, 3:	End of term examination
Form L6:	Mid-term examination
Forms 4 & U6:	Mock Examinations (the U6 gain conditional acceptance to tertiary institutions on the basis of these Mocks)
Reports for all classes at the end of term	

Third Term (September – December)

Forms 1, 2 & 3 + L6:	Mid-term Assessment Reports
Forms 1, 2 & 3:	Internal Examinations
Forms 4, L6 & U6:	O and A Level Public Examinations
Reports to Forms 1, 2, 3 at the end of term	

Collection of Reports

At the end of every term, each pupil has a report based on his examinations, which includes detailed teacher's comments. These reports are then handed to the students at the end of term and a copy is emailed to the parents.

Homework

All pupils should have a homework notebook in which to record all their homework. Parents are able to view homework given to their sons via the Parent Portal. The Parent Portal can be accessed by visiting <https://star.stgeorges.co.zw>. Parents' login information can be obtained through the College reception. The approximate amount of time for homework per evening is as listed below:

Form 1:	5 pieces per night, ± 30 minutes' duration per piece
Form 2:	5 pieces per night, ± 30 minutes' duration per piece
Form 3:	6 pieces per night, ± 30 minutes' duration per piece
Form 4:	6 pieces per night, ± 30 minutes' duration per piece
Form 6:	± 3 hours' work per night

THE SPORTS CURRICULUM

Sports are an integral part of the College programme ("*mens sana in corpore sano*") and every pupil must choose at least one sport each term. This is compulsory for everyone to follow in order to provide a pupil with the chance to develop his body and mind (on the sports field and in the classroom) to the best of his ability. Together with the physical education programme each pupil has the chance to develop certain basic skills to ensure he attains a degree of physical fitness that will enable him to get pleasure and benefit from the sport he chooses. The choice of sports can be divided into four main categories:

- Main sports with unlimited members (from 3pm – 5pm)
- Limited sports due to limited facilities offered (from 3pm – 5pm)
- Compulsory Inter-house sports
- Clubs for some minor sports (from 2pm – 3pm)

Main sports are:

In the 1st & 3rd Terms

Athletics	Tennis
Basketball	Volleyball
Cricket	Water Polo
Swimming	

In the 2nd Term

Hockey
Rugby
Soccer
Volleyball

Sports that are limited to members because of facilities offered:

In the 1st, 2nd & 3rd Terms

Badminton
Golf
Rowing
Squash
Tennis (2nd Term only)

Inter-house events where points for standards are expected from every pupil for the following sports:

In the 1st Term

Cross Country
Athletics

In the 3rd Term

Swimming

Clubs are available to everyone either as a secondary sport to play or just as a club, and include:

In 1st, 2nd & 3rd Terms

Archery	Kickboxing
Aquathlon (1 st & 3 rd Terms only)	Judo
Badminton	Squash
Chess	Beginners Swimming (1 st & 3 rd Terms only)
Golf	Table Tennis
Karate (Shukokai & Taekwondo styles)	

This wide range of sports offered should enable a pupil to find a suitable sport of his choice.

If for any reason a pupil is injured or unable to play any sports on medical grounds he must ensure that he follows the following procedures:

- A note from a certified medical doctor or suitably qualified authority needs to be produced for an absence from sport explaining the injury and giving the period of absence or time off.
- This note must be taken to the Clinic and shown to the Sister on duty.
- An "off sport note" will be issued signed by the Sister.
- This must be taken to the Sports Director who will also sign it.
- Then the pupil must take it to the Head of Sport i/c of his sport or to the Teacher i/c of his team (or coach if it is a staff member) to be signed and excused for the duration stated.
- If there are House sports on at the time, he also needs to excuse himself from his House Master or Official.
- He also needs it to be excused from any Physical Education classes he attends.
- He is to return to sports when the note expires or when advised to do so by the medical authority.

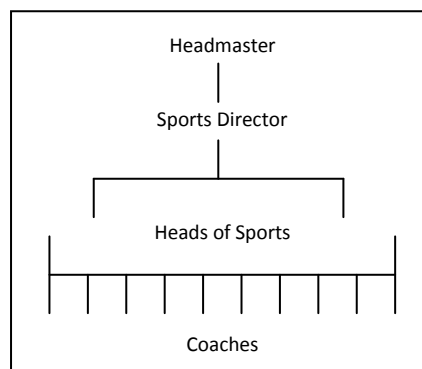
Any other absence from sport for any other reason needs to be done through the Headmaster in writing.

- In the case of all unforeseen absenteeism an appropriate explanation in writing must be produced by a parent on return to school to the Sports Director, if it involves sport or to the Class teacher if it involves missing lessons.
- For missing two practices sessions without a valid excuse, a pupil will be put on labour.
- For missing Inter-schools matches or fixtures, repeated absences without an excuse will result in a GEM on a Saturday morning.

Sport	Under 14*	Under 15	Under 16	Under 17	Under 18	Under 20
Athletics	★	★	★	★ ■ ◆	★ ■ ◆	★ ■ ◆
Basketball	◆ ●	◆ ●	◆ ●	◆ ●	◆ ●	◆ ●
Badminton	❖■	❖■	❖■	❖■◆	❖■◆	❖■◆
Cricket	◆ ●	◆ ●	◆ ●	◆ ●	◆ ●	◆ ●
Cross Country	★	★	★	★	★	★
Hockey	◆ ●	◆ ●	◆ ●	◆ ●	◆ ●	◆ ●
Golf	❖■	❖■	❖■	❖■◆	◆■	◆■
Rowing	■ ❖	■ ❖	■ ❖	■ ❖	■ ❖	■ ❖
Rugby	◆ ●	◆ ●	◆ ●	◆ ●	◆ ●	◆ ●
Soccer	◆ ●	◆ ●	◆ ●	◆ ●	◆ ●	◆ ●
Squash	❖■	❖■	❖■	■ ❖	■ ❖	■ ❖
Swimming	★ ◆ ● ■ ❖	★ ◆ ● ■ ❖	★ ◆ ● ■ ❖	★ ◆ ●	★ ◆ ●	★ ◆ ●
Tennis	■ ❖	■ ❖	■ ❖	■	■	■
Volleyball	■	■	■	■	■	■
Water Polo	◆ ●	◆ ●	◆ ●	◆ ●	◆ ●	◆ ●

Key	
●	Main sport with unlimited number
■	Smaller numbers but still a main sport
❖	Club
◆	Main Sport
★	Whole School takes part in the 1 st and 3 rd terms
■	Beginners' swimming

Sports Structure



DRESS FOR GAMES

	Shirt - College White with Red Trim	Shirt - College Red	Shirt White Long-Sleeved (Optional)	Shirt - College T-Shirt (practices)	Jersey - Rugby - Red	Jersey - Rugby - White	Tracksuit - College	Vest - House	Vest - Red or Selected School Athletics Vest	Hat - Red	Cap - Red	Costume - Red	Blazer
Athletics				●			●	●	●	●			●
Badminton	●			●			●						
Basketball				●			●						●
Cricket	●		●	●							●		●
X-Country				●			●	●	●	●			
Golf		●									●		●
Hockey		●		●			●						
Rowing		●		●			●						
Rugby				●	●	●	●						
Soccer				●			●						
Swimming				●			●		●			●	
Squash	●			●			●						
Tennis	●			●							●		●
Volleyball				●			●						
Water Polo				●			●		●			●	

CULTURAL CURRICULUM: CLUBS AND SOCIETIES

The College offers a wide range of clubs and societies. It is compulsory for all students to attend at least one of these each term, and attending more is encouraged.

Some activities will require extra rehearsals and performances or events.

Certain music lessons and attendance at some events may incur additional costs.

There may be clashes with sporting and cultural programmes or fixtures; teachers in charge will assist with addressing these clashes.

Name	Code	Day	Time	For	Venue	Coach & Teacher in Charge
Sport Clubs						
Archery	Ar	Mon/Tue/Wed/Thu	2.00-3.00	All	Archery Range	Mr Philip
Golf	Gf	Tue	2.00-3.00	All	Landreth Field	Mr Taylor
Golf extra coaching						
Judo	Ju	Fri	2.00-4.00	All	HH	Mr Jim/ Mr Macdonald
Karate (Taekwondo)	Tk	Mon & Tue	2.00-3.00	All	Junior Study Place	Mr Brown/ Mr Nyamariwata
Karate (Shukokai)	Sk	Wed/Thu	2.00-3.00	All	Junior Study Place	Mr Remwa/ Mr Nyamariwata
Kick boxing	Kb	Mon/Wed	2.00-3.00	All	Junior Study Place	Dr Kamangira/ Mr Nyamariwata
Swimming beginners	Sw	Mon – Fri Summer only	2.00-3.00	All	Pool	Mrs Dancer
Squash	Sq	Mon - Fri	2.00-3.00	All	Squash Courts	Mr Macdonald/ Mr Mutimutema
Table Tennis	Tt	Mon - Fri	2.00-3.00	All	Junior Study Place	Mr Shumba/ Mr Nyamariwata
Dance						
Ballroom Dancing	BD	Thu	1.45-3.00	All	Junior Study Place	Mrs Moyo
Music / Choir						
Jazz Band	Jaz	Mon	2.00-4.30	Seniors	Music room	Ms Mtero
Jazz Band	Jaz	Thu	2.00-4.30	Juniors	Music room	Ms Mtero
Marimba	Mar	Mon/Tue/Wed	2.00-3.00	All	Loyola Hall	Ms Mtero
Other instruments	Mus	Mon/Tue/Wed/Thu	2.00-3.00	All		Ms Mtero
IGCSE music	IG	Tue/Thu				
Senior Choir	SC	Mon/Wed	2.00-3.00	F4, L6, U6	Loyola Hall	Ms Mtero
Junior Choir	JC	Tue/Thu	2.00-3.00	Juniors	Loyola Centre	Ms Mtero
Shona Choir	ShC	Thu	11.20- 12.25	Seniors	Loyola Hall	Ms Mtero
Chapel Choir	CC	Fri	1.00-2.00	All	Loyola Hall	Ms Mtero
Art & Media						
Art Club	AC	Wed/Thu	2.00-3.00	All	Art Studio 1	Mrs Bruce
Computer Club	CC	Mon/Wed	2.00-3.00	All	Cisco Laboratory	Mrs Chakwizira
Media Lab	ML	Tue/Thu	2.00-3.00	All	Computer Laboratories	Mr Muhuru
Photography	Ph	Wed	2.00-3.00	All	Lecture Theatre	Ms K Render

Speech/drama						
Junior Debate	JDeb	Mon	1.45-3.00	Juniors	Lecture Theatre	Mr Paulser
Senior Debate	SDeb	Mon	5.30-6.30	Seniors	Lecture Theatre	Mr Paulser
Drama/Backstage	Dr	Tue/Thu	2.00-3.00	All	Beit Hall/ Gazebo	Ms Render
Model United Nations	MUN	Tue	5.30-6.30	Seniors	Lecture Theatre	Mr Gasure
Orators	Or	Tue (fortnightly)	5.30-8.00	Seniors	Loyola Centre	Mrs Warren-Codrington
Toastmasters	TM	Wed (fortnightly)	5.30-7.30	Seniors	Pavilion	Mrs Odwee
Service Clubs						
First Aid	FA	Mon/Wed	2.00-3.00	All	Clinic	Sr Mwatse
AIDS Aware (Lifeline)	LL	Wed	2.00-3.00	Seniors	Room 6	Mrs Mwendamberi/ Mrs Chiponda
Aids Awareness ML	AawM	Tue	2.00-3.00	Seniors	Biology Lab 1	Mrs Mwendamberi/ Mrs Chiponda
Aids Awareness JL	AawJ	Mon/Thu	1.30-2.30	Forms 1&2	Biology Lab 1	Mrs Mwendamberi/ Mrs Chiponda
CLC Seniors	CLC	Mon	2.00-3.00	Seniors	RE Room	Mr Haddad
CLC M/Line	CLC	Wed	2.00-3.00	Forms 3&4	RE Room	Mr Haddad
Crusaders	Cru	Thu	2.00-3.00	Seniors	RE Room	Mr Haddad
Interact	Int	Mon	4.00-5.00	Seniors	Lecture Theatre/ Loyola	Mr Kawazva
Student Affairs	SA	tba -fortnightly	2.00-3.00	Elected	Room 3	Mrs Stangroom
Academic						
Astronomy	Ast	Tue	2.00-3.00	All	Physics Laboratory 2	Mr Parbhoo
Bible Club	BC	Mon	1.55 - 2.55	Juniors	16B	Mr Kawazva
Bible Club	BC	Tue	1.55 - 2.55	Seniors	16B	Mr Kawazva
Chess	Ch	Mon/Wed	2.00-3.00	All	Junior Study Place	Mr Nkomo
Electronics Club	Elec	Wed	2.00-3.00	All	Physics Laboratory	Mr Tobve
Junior Science Club	JSc	Mon/Wed	2.00-3.00	Juniors	Laboratory 7	Mr Chamba
Intl & Current Affairs	ICA	Tue -fortnightly	2.00-3.00	Seniors	Pavilion	Mrs Mundawarara
Maths	Mth	Tue/Thu	2.00-3.00	Juniors	Room 7	Mrs Dzwowa
Robotics	Rob	Mon	2.00-3.00	Juniors	Physics Laboratory 2	Mr Parbhoo
Quiz Team	Qui	Wed	2.00-3.00	All	Biology Laboratory 2	Mrs Dean
Collegiate Society	Col					Mrs Taylor
Wildlife Club	Con	Mon	2.00-3.00	All	Biology Laboratory 2	Mrs Dean
Writers Society	Wr	Tue	2.00-3.00	All	Room 9	Ms Ahsing
Educentre	EC	Mon-Fri		Forms 1&2	Educentre	Mrs Mudavanhu
Form 1 and 2 students attending Educentre can claim this as a club						
Languages						
Chinese Club	Chi	Tue & Thu	2.00-3.00	All	Physics Laboratory 4	Mr Tobve
French Club	Fr	Wed	2.00-3.00	All	Room 6	Mrs Makoni

ST GEORGE'S COLLEGE LIBRARY

The College Library was built in 1943 and is designed for both class use and individual study. The mukwa bookcases, made by one of the Jesuits when the Library was built, house a large collection of fiction and non-fiction books on a wide variety of subjects. The Library also receives many different magazines and newspapers on a regular basis. The books are arranged according to the Dewey decimal classification system. In 2002, all books were put on the computers as the old card catalogue system was out-of-date. Many old and irrelevant books have been discarded to make way for up-to-date publications. There is also a small collection of CDs on different subjects. The Library has five computers for the use of students and staff. Internet is available for personal use, email and research. The aim of the Library is to help College students with their studies, and to develop information literacy and retrieval skills, which are imperative in today's world. It is also hoped that through use of the Library students will be introduced to ideas and knowledge they might not otherwise come across.

General Library Regulations

Opening Hours

Term Time:	Monday – Thursday	7.15am – 4.00pm
	Friday	7.15am – 1.00pm
Holidays:	Monday – Friday	8.30am – 12.30pm

Catalogues

All books and other materials are recorded on the computer catalogue. Pupils can search for resources on OPAC (Online Public Access Catalogue) or they can ask the Librarian on duty if they need help.

Restricted Materials

Certain materials are only for use in the library. These include reference books (encyclopaedias, dictionaries, atlases, etc.), CDs, newspapers, reserved books and some magazines.

Loans

- All loans and returns must be recorded by a librarian.
- Users are asked to pay for or replace (with an identical book) any lost or badly damaged books. The lost book will accrue a daily fine until it is replaced.

Behaviour

Library users are expected to work quietly and considerately in the library.

- Great care should be taken in handling library materials. Users should ensure their hands are clean.
- No school bags, drinks or food (including chewing gum and sweets) should be brought into the library. Bags and blazers must be left neatly in the area outside the main door.
- Cell-phone use in the library is restricted to seniors. They are only allowed to utilise their phones as personal music players (with headphones). Texting, Instagram, games, etc are not allowed.
- Students must show ALL of their books to a librarian when they leave the library.

STUDENT REGULATIONS

Use of Library

Forms 1 – 4

Students can come to the library in their break time or in the designated library period. However, if it is during school hours students should bring a note with them to show that they have been authorised to come to the library by their respective subject teachers, or the teacher-in-charge of the Junior Study Place.

L6 and U6

Students at this level can come to the library in their study periods. This is, however, subject to the regulations governing behaviour, and to the availability of space in the library. L6 students should not expect to use the library if it is in use by a time-tabled class.

Afternoons

Everyone is welcome, provided the room is not full and the rules of the library are being observed.

Loans

- Loan Period: Two weeks (or one week for some materials)
- Number of books loaned to a borrower at any one time: **TWO** (whether fiction or non-fiction).
- A book can be renewed at the expiry of this period, provided it is not reserved for someone else. Books may be recalled if the need arises.
- Do not exchange books with friends. Return the book to the library first. **All loans and returns must be recorded by a Librarian.**
- Pupils will be charged for overdue books at a rate set by the librarian. Once a student has an outstanding fine to pay, he will not be allowed to take out any more books until the fine is cleared.
- Study collection books are for use in the library. These may be allowed out for a period of one night but they must be returned before 8.00am the following day. Failure to do so will attract a fine, and a warning. On their second warning, students will be banned from borrowing study collection books.

BOOKSTORE

Textbooks for most of the subjects taught are issued from The Bookstore. Exceptions are Science and Religious Education textbooks, which are issued by these Departments. Textbooks are supplied to pupils without charge, usually for return at the year end. As books are such a costly resource, it is very important that they are treated with all due care. If a book is lost, the replacement value thereof will be charged to a student's fees account. This charge includes the cost of hard-backing the book for durability. Teachers initially issue **exercise books** to a pupil but, when someone has filled up this book, he takes it to the Bookstore for stamping and issuing of a new one. If an exercise book is lost, or the student requires basic stationery, he may buy such items from the Bookstore.

CLINIC AND FIRST AID

St George's Clinic is primarily for the care of the Boarders, but is on call for emergencies for the rest of the College. Every pupil, day or boarder, has a **Medical Card** which needs updating in respect of:

- Chronic illness or conditions such as asthma, heart conditions
- **ALL** medication that the pupil may be taking
- Allergies
- Change of telephone numbers, email addresses and physical addresses

Doctors' / Specialists' Appointments and 'Off Sports' Notes

If your son has been absent from sport or school due to injury or an illness, a medical practitioner's or specialist letter must be handed into the clinic, on his return to the College. This advises the Clinic Sister of the problem and she can issue the pupil with an appropriate off sport note and carry out any instructions from the doctor, while informing the relevant staff. If a pupil is unable to come to School the clinic is to be informed of his absence by either a telephone call or by emailing Sr Deborah Mwatse on clinic@stgeorges.co.zw and the information will be passed on.

If a doctor's / physiotherapist's / dental appointment is required by your son, please try and make it on the day he does not have sport and not during School time, unless an emergency. If this is unavoidable a letter from the parent about the appointment needs to be given to the Clinic Sister who will then notify the relevant personnel. This will enable your son to be excused while attending the appointment.

Blood Donors

The Blood Transfusion Centre sends a team to collect blood from anybody weighing more than 50kgs and aged 16 or over, twice a year.

First Aid Club (SAFA – Saints' First Aid Association)

The service of this club is vital and the commitment of parents, staff and pupils, qualified or not, is most important. A first aid course is offered annually during the first term.

Any parents who are prepared to assist with and be involved in First Aid in any way, please let us know as soon as possible. **Please contact Sr Deborah Mwatse on email clinic@stgeorges.co.zw**

Lost Property

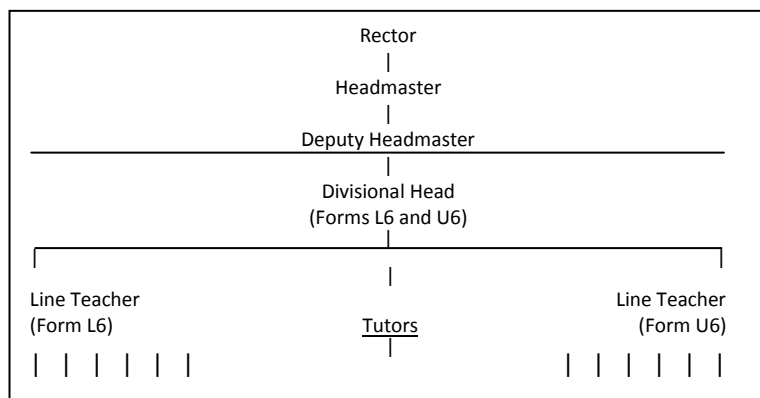
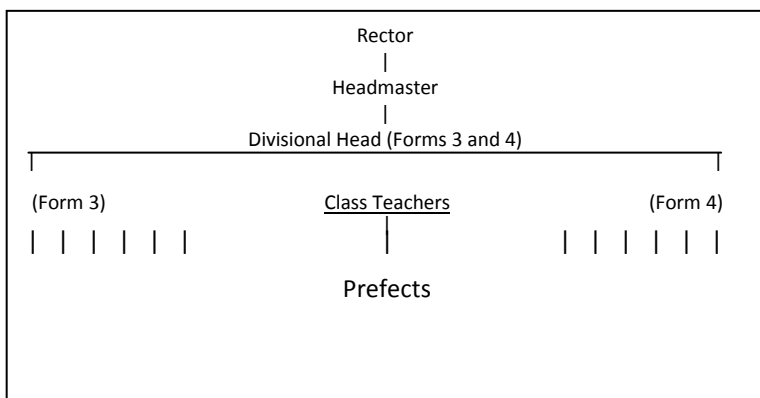
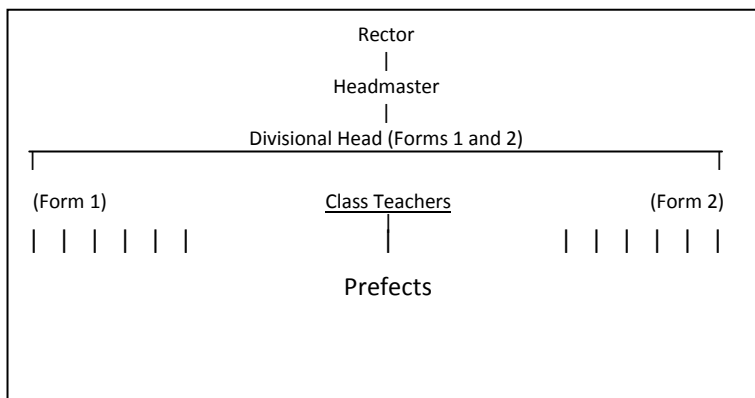
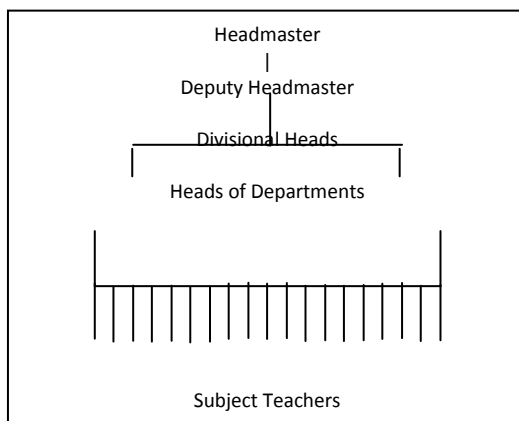
Any items found are taken to the Clinic for safe-keeping. Any unclaimed and unidentifiable lost property will be donated to the less fortunate at the end of each term. **Please mark your son's name on all his property.**

ADMINISTRATION, PASTORAL AND DISCIPLINARY STRUCTURES

A student meets his class teacher on a daily basis during registration. The class teacher is responsible for keeping the boys informed on relevant administrative matters as well as undertaking pastoral and disciplinary responsibilities.

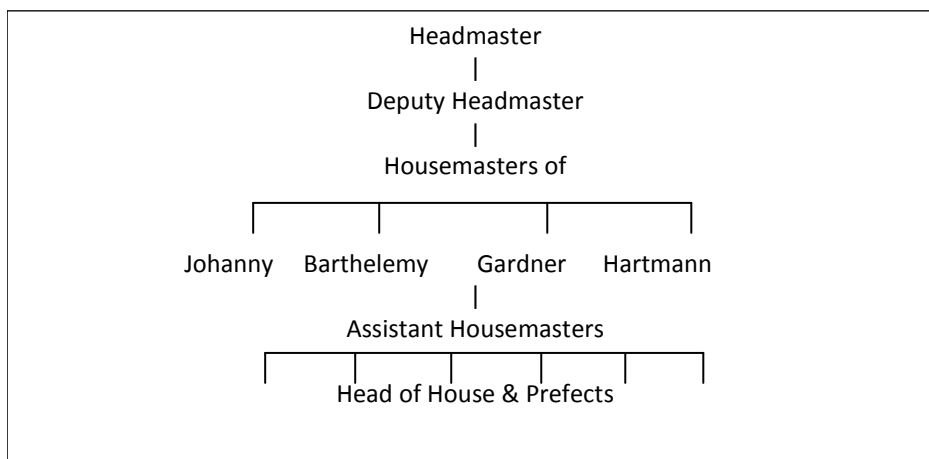
The Divisional Head undertakes similar responsibilities for the Junior, Middle and Senior Lines. He/she meets the group on a weekly basis and will meet with individual students as the need arises. A College Prefect is also appointed to each class to assist the class teacher and advise the pupils.

Academic Structure



There are 15 subject departments, each run by a Head of Department. HODs meet regularly with the Headmaster and subject teachers meet regularly with their teaching departments.

House Structure and System



There are four Houses at St George's: Gardner, Johanny, Barthelemy and Hartmann. These are competitive 'Games' Houses. Each boy at the College belongs to a House. The House system functions as both a pastoral and sporting platform. It is run by the Housemaster assisted by both teacher assistants in the House and by the Head Boy of the House and his Prefects.

Background

The House System is a means of engendering spirit and co-operation among the pupils, by organising and encouraging competition between the Houses - often on a basis other than purely by age or ability (named - no doubt - after the inter-Residence competitions typical of boarding schools and residential colleges). The House System is unique, structurally, in that Houses are the only groups within the College that are organised vertically rather than horizontally. They provide boys of more general ability with an opportunity to make a contribution to school life and be acknowledged for doing so.

The Houses at St George's are named after four prominent Jesuits, who were among the Founding Fathers of St George's Public School in Bulawayo:

- **Barthélemy SJ, Fr Marc (GREEN)**
 - first Rector of St George's (1896 - 1913)
- **Gardner SJ, Fr Thomas (RED)**
 - first English Jesuit at St George's - was a notable anthropologist, and a champion of the Cadets (1902 - 1917)
- **Hartmann SJ, Fr Andrew (BLUE)**
 - Chaplain to the Pioneer Column in 1890
- **Johanny SJ, Fr Francis (YELLOW)**
 - appointed the College's second Rector in 1914 (1899 - 1920)

The House System started on Wednesday March 16, 1938, with three Houses. The fourth House - Johanny - was inaugurated in 1982. Each boy is allocated to one of four Houses - ideally to the same House as his previous relatives (e.g. brother, father, grandfather) - but otherwise on a "fair and random basis" - so that the numbers (and hopefully the abilities) in each of the Houses are ostensibly the same.

Each House has approximately 12 senior boys to manage its activities. These include a Head of House, College Prefects and selected House Prefects. In addition, five members of the teaching staff are allocated to each House, and also a House Master to supervise the House.

Activities

Inter-House competitions are held each year in the following disciplines:

Studies: Internal

Sporting: Athletics Standards, Athletics Finals, Badminton, Basketball, Cross-Country Standards, Cross-Country Finals, Hockey, Rugby, Soccer, Squash, Swimming, Tennis, Volleyball

Cultural: Chess, Drama, First-Aid, Music, Public Speaking, Quiz

A points' system is used to rank the Houses in each of these competitions. The House with the highest aggregate for the year is usually rewarded with the Chichester Shield (a floating trophy).

Once a week, at a pre-defined venue, each House holds a House Meeting for all its members. Important items on the agenda include the planning of future events, and the issuing of awards for achievements in past events. These awards take the form of a Certificate for House Colours in the relevant discipline - with an option to purchase a House Badge at a nominal price. The House Badge is a coveted acquisition and is prominently displayed on the sleeve of the pupil's tracksuit.

THE LINE SYSTEM

For academic, administrative, pastoral and disciplinary reasons, the College is divided into three Divisions and six Lines. The three Divisions are: Forms One and Two, Forms Three and Four, and Forms Lower 6 and Upper Six. The three Divisions are supervised by Divisional Heads who answer to the Deputy Headmaster. These Divisions correspond naturally both to the academic programme (preparatory, IGCSE, A-Level) and to significant development stages in a student's growth. It is envisaged that ultimately the three Divisions of the College should co-exist autonomously and to this end various structures are in place, e.g. each Division has its own assembly with a Divisional Head, and its own religious service. The Divisional Head Form 1 & 2 and the Divisional Head Form 3 & 4 superintend ten class teachers, i.e. five sets per form, through and with whom the Divisional Head works. The Divisional Head Sixth Form superintend twelve tutors, i.e. six tutor groups per form.

The Class Teachers/Tutors are principally responsible for ensuring that the policy of the College is being applied by the students in their particular class. They act as a link between the Headmaster, the Divisional Head, Subject Teachers and the Prefects, all of whom are involved in varying degrees with the same task. One of their most important roles is to be the consultant, confidante and counsellor to the students in their class/group, whom they are expected to get to know and monitor through all the facets of school life. If any teacher or prefect experiences any unusual problems with students of a particular class, it is the Class Teacher who is consulted and whose advice is sought by the Divisional Head. Similarly, if parents wish to approach the College on any matter concerning their son, it is with his Class Teacher that they should speak, in the first instance. If pupils experience problems in College life, or wish to make a complaint, it is to their Class Teacher that they can turn.

If major disciplinary problems arise, it is the Divisional Head who investigates in collaboration with the class teacher. Collectively, the Divisional Heads sit on the School Disciplinary Committee to advise the Headmaster in serious cases, when called upon to do so.

PREFECTORIAL SYSTEM

Each year in the third term, by a process of voting and consultation among the Lower Sixth, Staff and Prefects, about twenty five boys are eventually chosen by the staff to serve as Prefects, their term of office beginning in January.

The Prefects are invested with the formal authority of the College to assist in the day-to-day running of the College from an administrative and disciplinary point of view. They are young men whose leadership qualities and general contribution to the life of St George's highlight them as role models and indicate that they have sufficient loyalty, discretion, initiative and flexibility to serve the College in this special capacity.

Their primary role is to lead by example, to experience (and therefore to share) some of the responsibility for administering College life, and to participate in decision-making processes. They also are expected to represent the views of the pupils to the college authorities, in all situations where this is important.

They are expected to guide, to encourage, to praise the others, and where necessary, to criticise and help to eradicate unacceptable conduct or inadequate personal presentation. While they have the full authority of the college, they know that when faced with serious situations they are expected to communicate with, and seek the advice of, teachers and senior college authorities.

Most Prefects are assigned to a Line, and to a class, where they are expected to develop a close relationship with the people under their charge and the Divisional Heads and Class Teachers in authority.

Prefects are authorised to use lines (up to a hundred - doubled if not completed within twenty-four hours) as sanctions for misbehaviour. They may also summon offenders to Prefects' Room if necessary.

However, as with teachers, no form of corporal punishment or physical sanction may be offered. If Prefects' punishments are not done, or if boys are grossly impertinent, the appropriate authorities will sanction more serious punishments for the offenders concerned. (See sanctions and appeals).

House Prefects: these are Upper Sixth pupils who are appointed by Housemasters to officiate within the House. They are appointed, *honoris causa*, and their authority is limited within the parameters of House activities. Occasionally they are used for such College activities as supervising boys at tuck-shop or boarders at evening studies.

GENERAL RULES AND REGULATIONS

Operation of the College Programme

Orderly atmosphere conducive to learning

Any behaviour of individuals or groups that detracts from the above is prohibited. Any act which is reasonably calculated to or reasonably expected to disrupt or tend to disrupt the orderly, peaceful, normal or efficient conduct of any school activity (or any act, which violates College codes) is prohibited. Such disorderly behaviour includes but is not limited to:

- a. Insubordination. Open defiance of authority, or failing to obey the instructions of any member of the school staff or any person delegated with the authority of the College, or failure to comply with any College policy, contract, rule, or condition.
- b. Shouting, loud talking, or making any other noise, or indulging in any kind of behaviour that constitutes an interference, disturbance or disruption of any class or activity of the College.
- c. Wearing clothes (or items such as jewellery) that are not part of the uniform or wearing the uniform in such a way that is demeaning to the College, disrespectful or just plain sloppy. Failing to present a clean and neat personal appearance, with uniform needing repair, or being unshaven or violating haircut regulations.
- d. Forgetting or failing to bring, when required, books or other materials required by teachers, supervisors or coaches.

Attendance obligations

The following constitute violations of attendance obligations:

- a. Being absent from School without the consent of the Headmaster. (Only a medical emergency would provide an exception to this rule, and then it is a matter of obligatory courtesy to inform the school as quickly as possible about the absence.) On all occasions that it is anticipated a pupil will miss school, a written request must be presented to the Headmaster for his prior approval.
- b. Being absent from class without the consent of the teacher.
- c. Being tardy from class without the consent of the teacher.
- d. Loitering between classes.
- e. Being in a prohibited area (e.g. Swimming Pool, Beit Hall, Laboratories, Dormitories, Music Centre, etc.) unattended by a staff member, or breaking the bounds of the College without authorization.
- f. Failing to present oneself at a compulsory School activity.
- g. Failing to excuse oneself in a proper or courteous manner.

NB Even if the permission of the Headmaster has been received in the case of an anticipated absence, it is still incumbent upon the pupil to inform in good time all members of staff who would have expected his presence and participation.

In the case of an unanticipated medical absence, if a pupil has been absent from School for more than two days, a medical certificate may be asked for. On the day of return to School following an absence due to illness, a letter addressed to the Class Teacher, signed by parent or guardian, must be produced for the Class Teacher's and subject teacher's, and coach's / supervisor's scrutiny.

In the case of a continuing exemption for medical reasons from extra-curricular activities, especially sport, the pupil must offer a doctor's certificate to the sickbay matron/nurse who will provide a medical exemption certificate for the pupil concerned to present to his coach/supervisor.

Every School day, pupils are expected to be on the School premises by 7:15 a.m., and to be assembled in their respective registration areas by 7:20a.m. Failure to meet these requirements constitutes a 'Late Arrival'. The School tacitly concedes to all pupils - on the grounds of human exigency - three 'Late Arrivals' per term, provided that a written explanation signed by parent or guardian is offered in explanation the following day. Any 'Late Arrivals' in excess of three per term make the pupil concerned liable, whether or not the 'Late Arrival' was directly due to the pupil. However, habitual 'Late Arrivals' will be considered a failure on the part of parents to honour their contractual obligations, with the obvious consequences.

SOCIAL AND MORAL BEHAVIOUR

St George's aspires to be a School with a Christian ethos: this demands a respect for the human person so that the School expects its pupils to practice virtues that include an awareness of others and a sensitive personal moral responsibility that no mere list of prohibitions could possibly express. However, the list below and the following Tables of Misdemeanours are intended to starkly clarify offensive behaviour that cannot be tolerated:

Offences against Persons

- a) Any behaviour which either threatens to be, or is, an actual detriment to the health, safety or well-being of other members of the School is prohibited. Such behaviour includes, but is not limited to: fighting; assault; throwing objects that may cause harm;
- b) Threatening to do physical harm;
- c) Possession of any dangerous object or implement that could cause harm;
- d) Being in possession of or under the influence of illegal drugs;
- e) Being in possession of, or under the influence of, alcoholic beverages (including evidence that a pupil has recently consumed an alcoholic beverage);
- f) Being in possession of, or using, cigarettes or other forms of tobacco;
- g) The use of profane or obscene language, orally or in writing, or the use of words, phrases or gestures that are generally considered to be socially unacceptable or offensive; being in possession of indecent or pornographic material;
- h) Making derogatory or defamatory statements about another person's sex, race, religion or nationality;
- i) Speaking or conducting oneself in any manner that shows blatant disrespect of staff or other pupils, i.e. in a manner which is calculated to, or does, harass, bully, degrade, humiliate a person or group of persons;
- j) Cheating;
- k) Lying;
- l) Bringing the name and reputation of the College into disrepute, on or off the School premises, by any behaviour that fails to show due respect or restraint.

Offences against Property

School property belongs to the College, which holds it in trust for present and future use: it must be protected from careless, or intentional, abuse or damage. Similarly, property belonging to staff members, pupils, or indeed, anyone else should be protected from careless or wilful damage. The reimbursement for such damage or loss is a minimum requirement. **When accidents occur resulting in damage to property, they must be reported immediately if the imputation of wilful damage is to be avoided.**

- a) Any behaviour which results in the abuse, loss, destruction of, or damage to, School grounds, buildings, furnishings, materials or equipment provided (this includes writing or scratching graffiti on walls, desks, etc.) e.g. No ball games or boisterous activities are permitted in the vicinity of School buildings.

- b) Any behaviour which results in the loss, abuse, destruction of, or damage to, any other individual's property is likewise prohibited;
- c) The obtaining of money or other property under threat of harm or by force is prohibited;
- d) The loss of books or equipment entrusted to the pupil by the School will be calculated on replacement value, if books are not returned when required;
- e) Unauthorised borrowing is considered to be theft;
- f) The lending of their property by individual pupils others is strongly discouraged, and the School takes no responsibility should damage or losses ensue.
- g) Pupils are prohibited from bringing to School miscellaneous items that are not required for School activities: CDs, DVDs, all phones or other technological equipment are expressly forbidden. All such items may be liable to temporary, or, in certain instances, permanent confiscation.
- h) Where permitted, the use of laptops/tablets, memory sticks is restricted expressly to work of an academic or school-related nature.
- i) The use of cellular telephones (see policy below).
- j) Injudicious use of a camera on a tablet will result in the confiscation of the device.
- k) Undesirable material, digital or otherwise, brought onto School premises, constitutes a serious offence.
- l) Pupils are responsible for all property under their care and are required to exercise due care in this responsibility.
- m) All property and items of clothing should be clearly marked with names of their owners.
- n) The littering of buildings or grounds with discarded papers or other materials is a serious offence.

Withholding Information

Pupils are required to distinguish between serious moral offenses and 'technical' offenses. If any person withholds information on a matter of serious moral concern, such a person is morally and legally considered to be an abettor, and invites the consequences of his silence.

MOBILE PHONE POLICY

The purpose of this policy is to prevent unacceptable use of mobile phones or camera-phones by students, thereby protecting the College staff and students from undesirable materials, filming, intimidation or harassment.

This policy will operate in conjunction with other policies including the Computer User Policy. It is recognised that these documents will be reviewed periodically in response to the ever-changing ICT environment at the College.

Students' use of Personal Devices

- Pupils in Forms 1 – 4 are not allowed to bring mobile phones or personally-owned devices into School unless individually-sanctioned and recorded by the College authorities.
- The College accepts that there may be particular circumstances in which a parent wishes that their child has a mobile phone. This has to be agreed with the pupil's Line Teacher and the phone must be left with the pupil's Line Teacher while the pupil is in the School.
- If a student breaches the College Policy then the phone or device will be confiscated and will be held in a secure place. Mobile phones or devices will be released to parents or guardians in accordance with the School's policy.
- Phones and devices must not be taken into examinations. Students found in possession of a mobile phone during an examination will be reported to the appropriate examining body. This may result in the student's withdrawal from either than examination or all examinations.
- If a student needs to contact his parent(s) or guardian(s), he will be allowed to use a School phone. Parents are advised to contact their son's Line Teacher.

- Students should protect their phone numbers by giving them only to trusted friends and family members. Students will be instructed in safe and appropriate use of mobile phones and personally-owned devices and will be made aware of boundaries and consequences.
- As young adults, Sixth Formers will be expected to use their mobile phones appropriately. Under no circumstances should calls or messages be made nor received during lessons.
- No Sixth Former should have his mobile phone visible or in use in the School buildings or corridors.
- The College will not return a confiscated phone to the individual student, only to his parent or guardian.
- Communication between parents and students during the College day should occur only through the Schools' official communication channels and not via a student's mobile phone. Parents are expected to contact the College Reception while students wishing to contact home must report to their Line Teachers or Divisional Head.
- Mobile phone use on College trips will be made on a case-by-case basis.

Staff Use of Personal Devices

- Any permitted images or files taken into School must be downloaded onto the official server from the device, and deleted in School before the end of the day.
- Staff are not permitted to use their own mobile phones for contacting children, young people or their families within or outside of the School setting in a professional capacity, except in the cases of emergency.
- Mobile phones and personally owned devices will be switched off or switched to 'silent' mode. Bluetooth communication should be 'hidden' or switched off and mobile phones or personally owned devices will not be used during teaching periods unless permission has been granted by a member of senior leadership team in emergency circumstances.
- If members of staff have an educational reason to allow children the use of mobile phones or personally owned devices as part of an educational activity, then it will only take place when approved by the senior leadership team.

Staff/Student use of Whatsapp or Any Other Social Media Platform

Whatsapp and other social media platforms can increasingly have an impact on how teachers communicate with students. If such applications are to be used, the following guidelines must be adhered to:

- All Whatsapp groups involving teachers must be registered with the Deputy Headmaster.
- All students involved and their parents must be officially contacted by the teacher concerned and a record kept with the Deputy Headmaster.
- An official tone must always be used when using such applications.
- No emojis
- Teachers and students may only communicate as a group.

DRESS REGULATIONS

St George's College has specific expectations concerning dress and personal appearance, as follows:

Uniform

Pupils are expected to wear full School uniform whenever they come to School, and at all College functions throughout the term, unless a specific exemption has been given by the Divisional Head.

Best Dress

Best dress is to be worn at all School functions off-campus, unless the pupil is directly participating in a sporting activity - when tracksuits and appropriate sports kit will be worn.

Best dress is required at formal occasions on campus, particularly when visitors are expected, and this is an option against everyday uniform for any pupil especially during bouts of cold weather.

Blazers

During spells of hot weather exemption from wearing blazers may be given specifically or generally. Otherwise, blazers are expected to be worn by all pupils in the following circumstances:

- i. When arriving at, and departing from, the College. (Exemptions are given to cyclists, and those in full tracksuits after sporting practices.)
- ii. At all Assemblies.
- iii. At all formal Chapel Services.
- iv. When coming up Round Steps and/or entering the Administrative/Staff precincts of the College.
- v. When entering Prefects' Room.

General

- i. Ties must be worn and top buttons done-up, until the end of classes. Ties may be removed out of class hours (except during Break) but must be replaced when pupils are about to leave the premises.
- ii. Ties must always be worn when blazers are on.
- iii. Ties may be removed during lessons, with the permission of the subject teacher.
- iv. Grey stockings must always be fully extended -this usually requires the wearing of garters. (If socks are down, pupils may also be penalized if they do not have garters.)
- v. Hats must be worn whenever pupils are outside except when activity precludes them from so doing.

Uniform

Everyday Uniform

1. Red floppy hat
2. Blazer with badge - It is recommended to have two, one for best dress
3. College tie - it is recommended to have two, one for best dress
4. Khaki shorts and khaki shirts
5. Grey stockings and garters
6. Black leather, lace-up School shoes. Buckles/tassels/ baubles/patent leather are unacceptable
7. In winter, grey 'V-neck' pullover jersey - two are recommended, one for the wash.

Best Dress (No 1s)

1. Red floppy hat
2. Blazer and Badge
3. College tie
4. White, short- or long-sleeved shirt
5. Plain grey long trousers for Forms 1 – 4 inclusive; black long trousers for Forms Lower and Upper Six only. Long trousers should be standard issue for School: neither 'stove-pipe' nor 'baggies' but turn-ups are permitted, as well as discreet pleating. (Black socks must be worn with black trousers, grey socks with grey trousers. Obvious restrictions on types of material for long trousers are in force.)
6. Black, leather School shoes. (No variations permitted with best dress.)

Accepted Variations of Uniform

Ties

- i) Prefects, Colours, Half Colours, House Prefects' ties, when awarded
- ii) Seniors' tie for Lower Sixth and Upper Sixth pupils
- iii) Mashonaland Provincial Ties and Zimbabwe National Ties with everyday uniform
- iv) With best dress, only ties awarded by the College may be worn.

Jerseys

- i) Black 'V-neck' pullover for Lower and Upper Sixth.
- ii) White 'V-neck' pullover with red trim, for recipients of Half and Full Colours

Blazers

- i) Cream Colours Blazer for all recipients of Full Colours
- ii) Red Blazer with white stripes for recipients of Rugby Colours

- iii) Cream Blazer with red stripes for recipients of Cricket Colours
- iv) National Colours Blazers may be worn at school ONLY when watching College sports' events.

Shoes

For Lower Sixth and Upper Sixth ONLY, with everyday uniform ONLY, option of light grey 'safari' veldskoene, or plain black leather 'slip-ons'.

Scarves

Long, red and white knitted scarves are the prerogative of members of ALL Sports First Teams who have been awarded their team wings and holders of half-colours & colours.

Uniforms can be obtained from the College Uniform shop; please see full lists following this, with contact details thereunder.

COLLEGE UNIFORM SHOP

Day Scholars

<u>ITEM</u>	<u>QUANTITY</u>
Black shorts with wings logo	1
Blazer <i>(1 for Best Dress)</i>	2
Costume	1
Garters	2
Grey jersey <i>(or Black, if Lower 6)</i>	1
Grey socks	3
Grey trousers <i>(or Black, if Lower 6)</i>	1
Hat	1
House vest	1
Khaki set	3
Short-sleeved white shirt	1
Long-sleeved white shirt	1
Sports cap	1
Swimming bag	1
Tie	1
Tie <i>(for Seniors, if Lower 6)</i>	1
Tracksuit	1
T-shirt	3
White shorts with wings logo	1

Boarders & Their Personal Requirements

ITEM	QUANTITY
Bath Sheet (90cm x 160cm)	2
Black Shorts	2
Blazer (1 for Best Dress)	2
Costume	1
Garters	2
Grey Jersey (<i>or BLACK, if Lower 6</i>)	2
Grey Socks	6
Grey Trousers (<i>or BLACK, if Lower 6</i>)	2
Hat	2
House Vest	2
Khaki Set	5
Laundry Bag	1
Long-Sleeved White Shirt	1
Short-Sleeved White Shirt	1
Shower Bag	1
Sports Cap	1
Swimming Bag	1
Swimming Towel	1
Tie	2
Tracksuit	1
Trunk (82cm) Named = extra \$6	1
T-Shirt	4
White Shorts	2
White Stockings (Forms 1 & 2 Cricket)	3

ITEM	QUANTITY
<u>Shoes</u>	
Rafters	1
Sports Shoes (Tennis / Hockey / Cricket / Squash)	1
<u>Clothes</u>	
Underpants	6
Civvies' Shorts / Longs / Jeans	4
Civvies' Shirts / T-Shirts	4
Civvies' Socks	4
Civvies' Tracksuit	1
Sleeping Shorts	1
Shorts for Showering / Swimming Costume	1
<u>Bedding</u>	
Duvet & Cover	1
Pillow & Pillowcase	2
Fitted & / or Flat Sheet	2
Blanket (Winter)	1
<u>Other</u>	
Padlocks	3
Shower Accessories	

Uniform Shop – located onsite at the College – ask at RECEPTION for directions

Operating hours: Monday - Thursday 7am – 3.30pm; 7am – 2pm on Fridays
 Shop Landline: 704064 ext 8132
 Saleslady: Beaular 0773 239 590
 Contact: Esmay Agiotis - agiotis@zol.co.zw

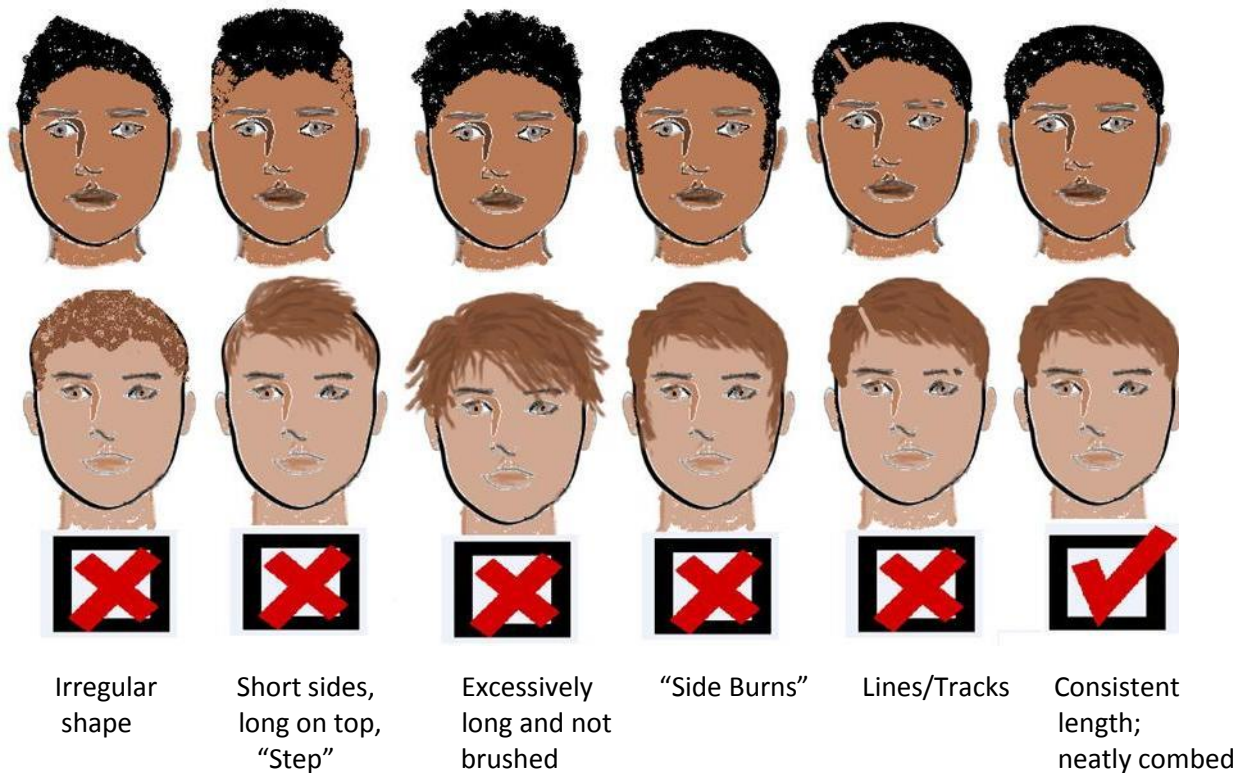
Personal Appearance

Each member of St George's College is expected to take pride in his personal appearance for his own sake; in addition, he has the individual responsibility of representing the whole Collegiate group, whenever he is associated with the school. The school reserves the right to enforce (if necessary) certain standards in this regard; it offers guidelines and anticipates that the individual will respond to "the subtle work of norms, expectations, behaviours and relationships that create an atmosphere" of Collegiality at St George's.

Haircuts

ALL pupils are expected to return to School with (and maintain, throughout the School term) a "School" haircut: i.e. a style that is evenly cut, of medium length, and natural with no tracking (including eyebrows). In all instances, the Divisional Head (under the direction of the Headmaster) is the arbiter of these specifications. A clean-shaven appearance is expected every day. A long-standing guide to length of hair has been "Above the eyebrows, above the ears, above the shirt collar".

Samples of Acceptable & Unacceptable Haircuts



WARNING: a pupil may be sent home if these guidelines are not met.

COLLEGE TRAFFIC REGULATIONS

Motor Cycles and Motor Vehicles

The one-way system through the College (i.e. in the main gate, out the back gate) is in force during term time from Monday to Friday 06.45 –17.30. The back gate is open on School days from 06.30 - 17.30.

Please allow for a flow of cyclists and pedestrians on your right along the back drive. The back gate and drive is **NEVER** to be used by motor traffic travelling towards the College; i.e. the two-way system is only applicable to the main drive and gate. During the periods of one-way traffic parking alongside the swimming pool, outside the main parking area, is not permitted.

Pupils should be dropped off in the specific Dropping Off zone (i.e. within the yellow painted zone on the tarmac, or in the main parking area adjacent to the squash and tennis courts), and parents are urged to move forward as far as possible before stopping, to avoid a back-up of traffic. Students should be picked up only in the main parking area where parents may wait for them, should it be necessary.

On College Campus, pedestrians always have right of way. However, pedestrians are expected to exercise due caution.

Extreme care should be taken when entering and leaving the College. No cutting through Hartmann House to exit the College.

The use of a motor cycle or motor vehicle by a St George's pupil in the grounds requires written permission from the Divisional Head (Sixth Form). Any abuse of this privilege will result in its withdrawal. Permission is not usually granted to pupils below Lower Sixth. Boys must use the Ford parking area. (Boarders may be granted exemption on request to the Divisional Head (Sixth Form)).

Bicycles

1. Wherever possible, cyclists should enter and exit through the Botanical Gardens' gate behind the Chapel. Cyclists entering and exiting through the back gate should keep to the side of the road next to the College playing fields in both directions. All cycles should be kept in the place provided. Cyclists are advised not to leave any loose or detachable objects after parking their bicycles. The cycle enclosure is usually locked at 7.45 am and reopened at 13.25.
3. Cyclist must never ride two abreast on public roads and must use cycle paths where provided.

Pedestrians

1. Wherever possible, pedestrians should enter and exit through the Botanical Gardens' gate behind the Chapel. This gate is usually open between 06.00 – 08.00 and 13.25 – 17.30. Parents are encouraged to drop and pick up their boys in Sandringham Drive. In the evenings only it is permitted to wait for and pick up boys in the car park next to the Sports Pavilion. Pedestrians entering and exiting through the back gate should keep to the side of the road next to the College playing fields in both directions.
2. Pedestrians entering and exiting through the main gate should use the pedestrian path provided opposite Weaver and along the aloe garden, crossing at the pedestrian crossing.
3. The use of the pedestrian robot on the Borrowdale Road is advised for those who have to cross that road.
4. Students are forbidden to hitch lifts, or to wait for parents outside the main gates as the Borrowdale Road is an extremely dangerous thoroughfare, although this does not apply to those waiting at the lay-byes for public transport.

CUSTOMS AND TRADITIONS

Customs and traditions have played a large part in the formation and development of St George's College and as the College has grown, changed and developed so some traditions have become outdated. However we have tried to maintain those traditions which we feel are important and to update others to fit changing times. Traditions develop over many years and only the College administration has the authority to abolish old ones or acknowledge the existence of something deemed a 'tradition'.

Perhaps our most cherished tradition is our reputation for a high standard of behaviour, a quality which makes every pupil wants to uphold the College name, wherever he may be. It is revealed in such things as raising of hats and standing to greet staff and adults visiting the College and being willing to give assistance where needed.

Traditions become part of the system for reasons, which appear trivial but often exist for sound practical reasons. For instance, lavatory entrances are allocated to different year groups, starting with Form 1 on the left front while only seniors use the back entrances to the lavatory. Only Prefects may use the path between the two lavatory blocks.

Meeting Places

It has become customary for different year groups to gather in specific areas during their free time and younger pupils should refrain from going to areas where older students gather.

- | | |
|----------|--|
| Form 1: | Steps to Form 1 parapet or along passage to Biology Labs |
| Form 2: | Picnic tables near the basketball courts |
| Form 3: | Picnic tables in woods by the Beit Hall. |
| Form 4: | In the quadrangle between Loyola Hall and the Library block |
| Lower 6: | In the area between the Chapel and the Bookstore, and on 'Teardrop Island' |
| Upper 6: | On the veranda outside their study place, and on 'Teardrop Island' |

Seniority and Authority

All boys in F1, 2, 3 & 4 are regarded as Juniors. Juniors are expected to know the history of the College, names of the Rector, Headmaster, Deputy Headmaster, Divisional Heads, Staff with whom they are involved, Head Boy and his deputies, Prefects, Captains of Sport and important members of their House. Prefects will test their knowledge from time to time. (It is assumed that Seniors have already acquired this information.) Forms 1, 2 & 3 write a "History of the School Test".

Lower 6 and upper 6 are regarded as seniors. Seniors are reminded that privileges do not come per se but are concomitant with the added responsibility that they, as Seniors, are expected to exercise; and that respect is reciprocal and can only be earned individually. A Senior may correct the dress or behaviour of any junior.

But it must be clearly understood that while juniors are expected to show respect for older boys none of the traditions associated with seniority should be construed as a right to indulge in bullying. It should be noted that there is a very fine line between disciplining and bullying.

Cases of disrespect by juniors should be dealt with by the Head Boy in the first instance. Likewise any junior who feels he has been unjustly treated by a senior should report the matter to his class teacher or any member of staff.

Restricted Routes and Areas

Prefects

The following are restricted for the use of Prefects and other specific student groups only:

1. The Prefects' Room, the path leading up to it and the lawn in front of it.
2. Neptune's Lawn, overlooked by the tuck shop.
3. The round steps and path up to the administration block.

Seniors

1. The lawns either side of the Chapel and outside the Biology lab.
2. The path next to the Chapel leading up to sick bay.
3. The steps leading down to the tennis courts from the back of the Beit Hall.

Form 4

1. The path next to the 1955 block, parallel to the round steps.
2. The lawn in the quadrangle between the Loyola Hall and the Library.

Certain other areas are specified by the boarding establishment and are therefore under the control of the Boarding Master and the Deputy Head Boy (Boarders).

ALL the above restrictions fall away when a pupil, however junior, is accompanied by a member of staff, or when permission is given by a person in authority.

As a mark of respect for the College Administration any boy using the "Jesuit" steps, round steps or the veranda in front of the staff tea room, is expected to wear a blazer. It is recommended that pupils wishing to visit the Accounts office etc. at tea break or immediately after lunch, use the Jesuit Steps in order to avoid wending their way through members of staff having tea.

Colours Men Only

May use the steps leading from the south side of the round steps.

First Team Fields

First team playing areas are not to be used by anyone other than first team members except during official practices or with the permission of the College Captain of that sport: at all times appropriate kit must be worn.

Dormitories

Dormitories and other areas used exclusively by the boarding establishment are out of bounds to ALL DAY SCHOLARS at all times and may be restricted at certain times even for boarders.

The Bounds of the College

In the normal course of school activities the following areas are OUT OF BOUNDS to ALL College pupils:

1. Hartmann House, its playing fields and the wooded area south of Connell Field.
2. The Kitchen and its environs.

3. The Laundry and domestic Staff quarters.
4. The Workshops and Pavilion environs (except for the braai area and parking area, north of the Madden field).
5. The Staff houses, south of Madden.
6. The Beit and Loyola Halls, unless for an official activity.
7. The swimming pool area, unless accompanied by a staff member.

COLOURS, AWARDS AND REWARDS

The College attempts to acknowledge effort and achievement in all aspects of life at St George's and makes awards to pupils who meet the criteria in various disciplines. There are varying types and levels of awards, with the highest individual honour being College Full Colours.

House Colours

These are awarded by the House Master for continued effort, achievement and participation in house activities and competitions. House badges are awarded and may be worn on the sleeve of the tracksuit.

Individual Achievements

Pupils who do exceptionally well in out matches receive the acknowledgement of the College at assembly and depending on the degree of the achievement, may be awarded a College certificate (eg 100 runs in a cricket match). Academic and cultural awards of this nature are also made at assembly (eg first place in class - Imperators' Breakfast). Awards in external competitions for various activities are also acknowledged at the assemblies.

Team Awards

This is the "Wings" emblem used for summer sports, and stockings for winter sports. These are awarded to those who have played seven games for their respective first team and are announced at Sports Assembly. With athletics and swimming, a team award may be given to a Form 3 pupil after representing the College in at least two, and is selected for a third, principal inter-schools' competition. The "Wings" must be worn on the left chest of the playing shirt/jersey/tracksuit or centre of the athletics' vest/left side of the swimming costume/on the cricket hat/cap. Cricket caps are awarded as First XI Team Awards.

Half Colours (Half - Colours emblem)

Half-Colours are awarded for:

Studies

To those who have achieved a minimum of 2 A* and 4 A grades in 6 subjects at IGCSE or a minimum of 20 points in A grades. Those who have achieved a minimum of three B grades at AS Level OR have achieved three B grades in the AS Level examinations OR a B grade equivalent (taken as 65%) in an internal end of year examination OR three B in the U6 Mock Exams.

Sport

To those who have already achieved their "Wings" and have made a consistent and meritorious contribution to sport during their career at St George's and have represented their First Team in at least the number of games equivalent to one full season, and achieved sufficient all-round criteria from internal results and provincial/national selection or by outside standards, as the case may be. Half colours badges may be worn as listed for the Team Award and also on the half colours jersey.

Cultural Activities

To those who have participated in the activity for a number of years and whose level of achievement is exceptional and measurable by some specific criterion (e.g. inter-house competition, plays or musicals).

Full Colours (Full-Colours Badge and Scroll)

Full-Colours are awarded to

Studies

Those who have achieved 9A grades including 4A* at IGCSE OR already been presented with Half Colours and achieved 3A grades in AS Level examinations OR have achieved 3S grades in the AS Level examinations or an A grade equivalent (taken as 75%) in an internal end of year examination OR have already been presented with Half Colours and achieved 3A grades (taken as 75%) in the U6 Mock examinations.

Sport

Those who have already received Half-Colours and have satisfied the Colours Committee that they have achieved a high standard of sportsmanship and loyalty to the team both on and off the field and have set excellent example to all members of the College as well as achieving excellence in their sport, by outside standards. (i.e. representing Mashonaland or Zimbabwe). They must also have satisfied the Headmaster concerning their commitment to studies, and Divisional Head concerning their general conduct and behaviour, and their Housemaster concerning their contributions to House activities.

Cultural

Those who have already received Half-Colours and play a leadership role in their activity as well as having had a long record of participation and produced outstanding performances at school or inter-school competitions. (i.e. Toastmasters' competition, inter-schools' public speaking, College dramatic or musical productions). They must also have satisfied the Colours Committee in all aspects as listed above in 2) and have set an excellent example to all members of the College.

Full-Colours, although awarded for specific activities, are an all-round award and a pupil must therefore contribute to the College in all aspects. The badge may be worn as listed above in the Team Awards and the scroll on the colours blazer.

Academy and Prize-Giving

Academic prizes are awarded for various categories within the studies field. Trophies, shields and or certificates are awarded for subject prizes, class prizes, and minor and major IGCSE and A level prizes. Old Georgian prizes for progress are also awarded.

Trophies

Trophies are awarded in most disciplines; St George's has an excellent array of trophies that have been contributed by benefactors down the years.

SANCTIONS AND APPEALS

It is an unfortunate but inevitable fact that in educating its charges, the College may be called upon to enforce its moral and administrative authority by resorting to punishments. In a Christian environment there is usually much soul - searching about this aspect of administration. Sanctions are not to be applied in a spirit of vengeance, but should inspire a change of behaviour. Occasionally, in the case of serious offenses, there is an additional need to demonstrate to the College at large, that the conduct manifested is at such variance with the ethos and philosophy of the Institution that the perpetrator has forfeited his right to membership of the College Family.

The following are sanctions that may be resorted to:

1. Expulsion
2. Exclusion - withdrawal
3. Report to the Police
4. Out of School Suspension (this is a penultimate sanction; ie: usually resorted to just once)

FOR SANCTIONS 1 TO 4, THOSE PARENTS WILL BE INFORMED AND A PARENT-TEACHER CONFERENCE WILL BE CALLED BEFORE ACTION IS TAKEN.

For offenses against the Law such as theft, vandalism, pornography, substance abuse and assault, the College reserves the right to report to the police.

Detention

Usually for academic offences, such as failure to do work with proper care and attention.

Deputy-Head's Detention (DHD)

For boys who have 3 x no homework done. Boys who are placed on DHD attend two afternoons in the week (on their non-sports days) for two hours.

Labour

For misbehaviour and misconduct.

GEM (General Educational Malfunction)

For detention or labour not carried out as well as other SERIOUS offences, including bunking classes etc. See Misdemeanour table.

FOR THOSE BOYS WHO ARE HABITUALLY ON EITHER DETENTION OR LABOUR, A PARENT-TEACHER CONFERENCE MAY BE CALLED.

Lines

For relatively minor misdemeanours - can be issued by prefects or staff.

Notes

- i) While the above are the usual sanctions exacted, under certain circumstances a special detention or labour may be authorized where appropriate.
- ii) Lines must be completed within 24 hours of being ordered.

Appeals

Any student may appeal against any punishment issued by any person and is encouraged to do so if there has been an injustice, or if the punishment is felt to be excessive. If necessary, parents may appeal to the Line Teacher or Divisional Head on their son's behalf. The one condition that surrounds an appeal is that it must be made within twenty-four hours of the punishment being ordered.

Order of Appeal

1. To the person who has authorized the punishment.
2. To the person immediately above issuer in the College hierarchy e.g. Head Boy if issuer is a Prefect, the Class Teacher if the issuer is a Member of Staff.
3. If still dissatisfied, the appellant may appeal to the Divisional Head.

If it is really considered necessary, an appeal may be made to the Headmaster directly, and in serious instances (e.g. Sanctions 1 - 4), the Rector.

If the appeal is unsuccessful, the punishment must be completed within 24 hours of the appeal being rejected.

Classroom Misdemeanours

	Misdemeanour	Procedure and Sanction	Staff Involved	LEVEL
A	- Talking in class / out of seat - Disrupting the learning of others - Not having basic equipment - Eating / chewing / drinking in class - Arriving late for class - Insolence	Verbal warning / Detention by subject teacher	Class/Subject teacher	
	Failure to complete homework (x1 referred to as G1) -Inadequate work	Reported to HM secretary School detention recorded in SENATICAL	 Subject teacher and TIC DT	
B	-Repeat of above offence(s)	Recorded in SENATICAL Demerits Labour (non-academic) Restorative Practices Parents informed by email	Class / Subject teacher Divisional Head	
C	- No homework (x3 or G3)	Deputy Head Detention	Deputy Head	
	- Non-attendance at Detention / Labour - Truancy from lessons - Cheating	Recorded in SENATICAL demerit and GEM Letter to parents	Divisional Head / Deputy Head	
D	- Failure to attend GEM or DHD - Repeat of C	Parent conference	Divisional Head / Deputy Head	
E	- Non-Compliance or repeat of D	Disciplinary Committee Internal/external exclusion Permanent exclusion	Committee including Headmaster	

** Classroom offences cannot involve Prefects at any stage *

Out of Class Misdemeanours

	Misdemeanour	Procedure and Sanction	Staff involved	Level
A	<ul style="list-style-type: none"> - Late arrival at school - Absenteeism - Haircut/shaving/uniform and general appearance - Use of inappropriate language or behaviour - Littering - Insolence - Non-compliance with College Rules as outlined in the Handbook 	Verbal warning / Lines / Labour	All staff including Prefects	
B	<ul style="list-style-type: none"> -Non-attendance at sports /club practices (x3) -Repeated late arrival at school -Repeat of offences in A -Repeat haircut/shaving/uniform issues -Non-attendance at Labour -Driving offences 	<ul style="list-style-type: none"> Recorded in SENATICAL under demerits and given Labour Labour and e-mail/letter to parents Recorded in SENATICAL under demerits and given Labour and/or Restorative Practices Parents informed and exclusion from School until compliance achieved Recorded in SENATICAL and given GEM Recorded in SENATICAL and parents informed 	<ul style="list-style-type: none"> Heads of Sports / club Divisional Head Class teacher / Divisional Head Divisional Head Divisional Head / Deputy Headmaster Divisional Head / Deputy Headmaster Divisional Head / Deputy Headmaster 	
C	Further Repeat of B	Parents informed/conference	Divisional Head / Deputy Headmaster	
D	<ul style="list-style-type: none"> - Theft - Smoking (including use of e-cigarettes [vaping]) - Substance possession/abuse - Pornography - Vandalism - Bullying - Sexual harassment - Bringing the reputation of the College into disrepute either on or off the premises 	These are all serious offences and must be reported immediately leading to a Disciplinary Hearing	Committee including Headmaster	

SUPPORT FOR COLLEGE FUNCTIONS

A very wide range of activities is offered in an effort to give our pupils as broad an education as possible. As always it is those who give most of themselves who gain most from the system, and this applies to both parents and pupils.

Parents

Parents are an integral part of the College community and parent involvement in a student's education is crucial. At the beginning of the school year, check that the school has your correct contact details and make sure that you are able to access the Parent's Portal and the D6 communication platform.

Parent-Teacher Consultations

Attend Parent-Teacher Consultations to meet your son's teachers and find out how your son is doing, the teachers' plans and to share ideas on how you can work with the College to help your son to succeed. Parents are encouraged to also supervise their sons' homework and studies and check midterm and end-of-term reports.

Parent Ignatian Evenings

Parents' Evenings, held for each Form, are an invaluable resource and give information to support the students at each stage of their school life.

School Events

Parents are welcomed at sports events, concerts, student exhibitions, parent-teacher meetings, and awards events such as Academy and Prize Giving. These events provide a relaxed and social atmosphere to meet other parents, members of the School administration, and teachers.

Learn What the College Offers and What Is Going On At the College

Read the information the school sends home, and keep track of events throughout the school via the website and social media. Talk to other parents to find out what programmes the School offers which your child would enjoy.

Parent Assemblies

All parents at St George's College are members of the School Development Association (SDA) and each year parents elect a representative group of volunteer parents onto the School Development Committee (SDC) that coordinates activities for the SDA. You can contact the SDC either through your Class Representative or directly using the SDC email: sdc@stgeorges.co.zw

Parents' Assemblies are held each term for the SDA and the meetings give you a chance to talk with other parents and to work together to improve the College, as well as voice your hopes and concerns. If you are unable to attend these meetings, ask that the minutes of the meetings be sent to you.

The Annual General Meeting of the SDA is advertised in the calendar, which is available from the College Bookstore or online. This is an important meeting which parents should make every effort to attend.

Volunteer

If your schedule permits, look for ways to help out at the College. The SDC often need volunteers who can:

- Serve on various school committees or as a class representative
- Help on various projects
- Help in your child's class, in the College Bookstore or in the tuck shop
- Make food for College events
- Sell food and drinks at various college events

If work or other commitments make it impossible for you to volunteer at the College, look for ways to help at home. For example, you can make phone calls to other parents to tell them about School-related activities.

The key question to ask is, "What can I do, easily and within my schedule, to reinforce and extend what the College is doing?" This is the involvement that every St George's family can and must provide to help support their son's success.

Pupils

Young people learn much from watching those who are more skilled than themselves and so we encourage all boys to support (e.g. School drama performances and First Team Games). The performers of the future grow from the dreams of being like the stars today. Support for these activities helps to generate a sense of unity and is a source of inspiration for those who are performing. We believe this is an important part of College life and we look for support from parents in ensuring that their sons are active in supporting College functions. For certain functions, which will be announced in advance, attendance will be compulsory. It is true that in some cases it is only through initial vigorous encouragement that we will gain the voluntary support for which we are aiming.

Compulsory Attendance

Certain cultural activities may also be designated compulsory for certain forms. The Headmaster may declare any Saturday when the College is involved in sport or other activities to be a School day, or that a College activity requires compulsory support. Compulsory attendance is expected at the very least at:

1st Term

- Inter-house cross country
- St George's formal athletics meeting (School Day)
- Inter-house Athletics Finals Days (School Day)

2nd Term

- Centenary Day and Reunion Day (School Day)

3rd Term

- Inter-house swimming gala
- Academy and Prize-Giving

COMMUNICATIONS AND INFORMATION

If one includes staff, pupils and parents, the number of people who need to be informed about School matters approximates 2 500 so communications is a major task.

For pupils the principal sources of information will be:

1. This Handbook
2. Class Teachers and Divisional Head
3. Assemblies
4. Notice Boards
5. School Calendars
6. Parent Portal
7. Website and D6 Communicator

For parents, here are some guidelines of whom to see in various situations (the College does encourage as much direct access and contact as possible):

	Situation	Whom to see or write to
1.	Unanticipated absence from School for medical reasons	Note to class teacher or games' master
2.	Permission to leave School early or arrive late or to miss School for any anticipated reason	Written request to the Headmaster
3.	Medical problems (Day scholars or Boarders)	Sickbay matron
4.	Emotional / psychological problems	Counsellor
5.	Problems with sports curriculum	Director of Sport
6.	Permission to miss practices or fixtures for reasons other than medical	Director of Sport and/or Games Coach (or Housemaster if House activities)
7.	Concern about academic performance	Class Teacher and Divisional Head
8.	Concern about disciplinary matter	Divisional Head
9.	Query about school policy	Headmaster or Rector
10.	Financial Problems	Accountant
11.	Queries about internal or external examinations	Examinations Officer

N.B. Parents are urgently requested to inform the College immediately if changes of address or telephone numbers occur, or if there are changes in the family situation. As the quickest form of communication is through email, please ensure that your email addresses are regularly updated.

BOARDING DEPARTMENT

Preliminaries

Although principally a day School, St George's remain committed to keeping our boarding facilities open for a maximum intake of about 120 boarders.

Pre-requisites

Boarding at St George's should be considered a PRIVILEGE, not a RIGHT. Before any pupil is accepted into boarding, that applicant and his parents will be interviewed by the Hostel Master. In the first instance, however, all applications for boarding must be channelled through the Registrar.

Once the boys have been admitted into boarding, we seek to establish and maintain the closest possible links with the boys' families.

Aims

Our aim is to create and maintain an environment for the young where they can feel at home. As a Catholic and Jesuit – run school we take cognisance of every boy's 'three dimensions' i.e. his physical and intellectual potential, as well as his spiritual needs. We intend to create a happy, peaceful and serene atmosphere where, as a result, the boys will flourish in the classroom and in their extramural activities.

Structures

Discipline, Interaction, and further operating Principles

The Hostel is divided into five separate accommodation blocks. Juniors F1 and F2, Middle F3, Priory F4, Monastery L6 and rooms U6. Hostel administration is managed by Duty Masters, Dormitory and Boarding Masters together with Prefects known and trusted for their sense of responsibility and qualities of leadership.

Form 1s study in facilities separate from F2 and 3s. F4s, L6 and U6 pupils study in cubicles / rooms.

With large numbers living at relatively close quarters and frequently interacting with each other, we emphasize the values of such virtues as punctuality, manners, personal cleanliness, tidiness, respect and concern for other people's lives and property, to name just a few examples.

Bullying is not tolerated in any of its various manifestations. "Skivvyng" is rigorously excluded. Cell phones and other gadgets are brought into Hostel entirely at the students own risk. The College will not be held liable for theft or damage of these articles.

Preferential Policy

Places in boarding are reserved mainly for those who reside outside the City of Harare.

Visits

Though the hostel staff acts "in loco parentis" for most of the week, parents / guardians are welcome to visit their son at any time (except during evening studies). They may also take their son out of Boarding and keep him at home with them for any special occasion – subject, however, to the Boarding Master's approval, and providing that the son's academic and extra –mural obligations are met.

Weekends

We allow all Boarders to go home on weekends. They may, however, stay in until after a sports fixture or other obligation on a particular weekend. The Hostel remains open every weekend except at Half Term. Boarders may return on Sunday evening before 6pm or on a Monday morning in time for registration.

Laundry

If a Boarder goes home regularly on weekends, it would be helpful if he took his laundry home for washing and ironing. Parents ought to ensure that **ALL CLOTHING** items are marked indelibly, if the School laundry is to be used.

Lifts

Parents are requested not to organize lifts for their son unless they have given written permission beforehand that he may travel with a friend or relative.

Exeats

Boarders will **NOT** be given permission to leave the School premises during the week (and weekends) by the Duty / Boarding Master, unless they have their parents' approval. In other words, exeats are granted by Parents, not the School authorities. A letter addressed to the Boarding or Dormitory Master (even email) will suffice. If an Exeat is for a regular weekly fixture (e.g. extra lesson etc) then one covering letter per term is required. If these simple requirements are met, permission to leave the premises by boarders will be easily obtained.

Weekend Meal Bookings

These are completed on Wednesday night. Only in exceptional circumstances will alterations be entertained.

Vehicles

Senior Boarders may keep their own vehicle on the premises (for valid reasons) providing that express permission has been obtained from the Divisional Head Sixth Form and the Boarding Master beforehand. The relative documents pertaining to the use of vehicles on campus must be sought from the Deputy Headmaster before a vehicle is kept overnight on Campus. Bicycles may be kept, subject again, to the Hostel Master's approval.

Church Services and Prayers

Morning Community Prayer is compulsory in Chapel, Monday to Friday for all boarders, as are night prayers in the dormitories. Sunday Holy Mass is compulsory for Boarders staying in, and assembly for Boarders is held on Tuesdays at 6pm.

Medical Care

Our Dispensary and Sick-Bay are run by fully-qualified State Registered Nurses who are available in the Boarding Hostel throughout the term. Every Boarder should belong to a registered Medical Aid Society.

NB Communication with the College

We expect Parents to keep us informed of any problem (social, domestic, academic) that their sons may be facing. At the very least, this ensures a more balanced appraisal if decisions regarding a Boarder have to be taken by the School authorities.

Personal Electronic Gadgets

- a. All electronic gadgets are brought to the hostel by boarders at their own risk, whose use is governed by hostel regulations. Radio sets are not permitted.
- b. Cell phones on campus is a privilege for boarders (and other seniors) only. Boarders may only use them within the confines of the hostel area and at the times specified. All regulations regarding cell phones are to be honoured. Confiscation is not uncommon. The College does not accept responsibility for loss / theft of cell phones. Students carry them entirely at their own risk.

REGISTRATION OF NEW PUPILS INTO FORMS II, III & LOWER 6

Such applications are made by filling in a Wait-List Form, obtainable from the Registrar, for a fee, as there are a few such vacancies throughout the year as boys leave. (The College does not ordinarily take new boys into Form IV.) Entry to Lower VI, however, depends on the applicant's performance in his IGCSE Level Examinations, and there are usually some places available for students who have written these examinations elsewhere, and have achieved good grades.

ACCOUNTS

All fees are payable in advance before the first day of term. Any arrears must have been cleared. Statements are sent with the pupil's report at the end of each term. FEES must be paid in full unless special arrangements have been made with the Accountant WELL IN ADVANCE.

Fees may be paid to the Cashier between 7am – 3.30pm Mondays to Thursdays, and from 7am – 12.30pm on Fridays. A swipe machine is also available for parents wishing to use this facility.

If fees are paid by someone other than by a pupil's parents/by a business/by a trust or foundation, EVERYONE must produce a copy of the payment made, so that it can be tracked by the Accounts' Department. Parents are urged not to leave payment or queries until the first day of term as this causes long queues and considerable delay. Please keep your statement in a safe place as the reprinting is time-consuming and costly.

Statements indicate the following charges

Tuition fee for the term	Boarding fee
School Development Committee Levy	Insurance, covering pupil against personal accident
Books lost or damaged during the year	A College <i>Chronicle</i> , when applicable
Handbook fee, when applicable.	

Medical Expenses

The College maintains a basic Personal Accident Insurance Policy which covers pupils sustaining accidental bodily injury at the school or on outings. This policy is devised to cover against medical aid shortfalls. However parents are strongly urged to have their own accident insurance cover or to join a medical aid society. Treatment provided through the College is charged to the pupil's account.

It is important, perhaps vital, that parents complete the School Medical Card when their sons enter the school. It is also very important for parents to inform the school if their Medical Aid details change, whether it is a number or Society. Subsequently, if new health characteristics arise - such as allergies, epilepsy etc. - the College needs to be informed as a matter of priority. The Clinic Sister keeps records on each pupil and she must receive all requisite information at all times.