



PROSPECTUS

SECONDARY SCHOOL



CRESCENT SECONDARY SCHOOL

Lobatse



Our Mission

Crescent Secondary School strives, through the provision of an effective, holistic education programme, to establish, in co-operation with the Parents, a positive learning environment, so as to allow all students to achieve their maximum potential, which will allow them to take their rightful place in society, as well integrated citizens.

Foreword

On behalf of the Board of Councillors and the staff, it is indeed a privilege to welcome you to Crescent School. Our School motto is “Striving for Excellence” and, as educators, we are committed to this motto to ensure that as high a standard of education as possible is attained at Crescent School.

The effectiveness of our School is dependent not only on the staff, but also on the positive involvement and personal input of our students **and the parent community**. We therefore invite you to immerse yourself in all the activities and opportunities which the School environment presents for your participation. **Supporting your child is of paramount importance.**

We express the wish that your contact with Crescent School will be the start of a new stimulating, pleasant and enriching experience.

This Prospectus has been compiled in the interest of providing all members of the Crescent School community, as well as new Parents, with a detailed guide to the School. As the facilities on offer expand, this booklet will be updated to more fully describe the programmes available.

We hope this Prospectus will inform you of the policies, practices and regulations pertaining to Crescent School. We welcome any suggestions from Parents.

School Head

Board Chairman

A Brief History of Crescent School

Due to the discriminatory practices of the then Colonial Government, Asian/Indian children were not allowed to attend the English Medium School in Lobatse. This community therefore had no choice but to send their children across the border to South Africa. This option offered no long-term solutions and, in 1955, the Bechuanaland Muslim Society approached the British Government with a request to build their own School. The government agreed to this proposal and was willing to share the costs on a pound for pound basis. The Muslim community, with the help of certain guarantors, raised the necessary £12 500 and construction began in early 1960.

The Lobatse Indian School was officially opened by the Resident Commissioner, Sir Robert Peter Aarons, on 17 November 1961. A brass plaque was erected at the entrance to the School to commemorate this event. The first Headmaster was Mr A C Naidoo. In 1963, Mrs M McElroy was appointed as Headmistress, and she remained in that position until 1990.

In 1964 the discriminatory laws were repealed and in 1965 the first Motswana pupil, named Tumelo Lejaha, was enrolled at the Lobatse Indian School. It therefore became appropriate to change the name of the School to Crescent School. As the enrolment at Crescent School grew, the enrolment of the English Medium School declined and in 1970 these two Schools merged.

On 19th October 1989, Crescent School was registered as a private School under the Companies Act (CAP 42:01). According to the Government White Paper of 1990, the offering of State granted land is the limit of support to English Medium Private Schools in Botswana. Crescent School, like all other private Schools, receives no financial support of any kind from the Botswana Government and is entirely dependent for its income on the parent community.

It should be noted that Crescent School operates on a “not for profit” basis and reinvests all surpluses back into the School.

In line with this policy, a new double-storey building to accommodate the senior primary classes was opened in 1993 and in 1999 three additional junior primary classrooms were completed. An additional classroom block, comprising 3 classrooms, a science laboratory, an additional classroom and toilets was completed in 2002. 8 Secondary classrooms, with toilets, were completed in 2003. In 2004, a further Secondary block was built, containing 5 classrooms, a computer room and a physics laboratory. More latterly, a new Primary block was completed in December 2006. This contains three new classrooms downstairs and a spacious Art Room and a Computer Laboratory upstairs. Further Primary classrooms, a Secondary biology laboratory, a Secondary Art Room and a Food Science room are planned for the future.

As there was a need for an English Medium Secondary School in Lobatse, the Board of Councillors decided to launch the first Year One (Form One) class in 1999. The adjacent classrooms, attached to the mosque, were hired for this purpose. The ultimate aim of the Board of Councillors was to build its own secondary School campus and to follow the Cambridge IGCSE course. This aim has been achieved and the first secondary School class to be enrolled completed the IGCSE examination at the end of 2003. In February 2007, the first Cambridge ‘A’ level students began their studies, this being another positive venture for the School. During the past two years, a fully equipped chemistry laboratory, a computer room, a physics laboratory and an eight-classroom block have been built. A Biology Laboratory and possibly a Home Economics room are planned for the Secondary School.

Academic – Secondary

All classes are following the Cambridge Lower Secondary and Cambridge IGCSE course (International General Certificate of Secondary Education, controlled by Cambridge University). In Form 1 and Form 2 students follow the Lower Secondary curriculum which culminates in the Lower Secondary Checkpoint Exam. The Lower Secondary Curriculum consists of English, Mathematics, Science, Art, , Humanities, Computer Studies, PE and Wellness. The Checkpoint examination taken in October in Form 2 tests students' knowledge and skills in 3 disciplines; Mathematics, English and Science.

The IGCSE curriculum is followed in Form 3 and 4 and culminates in the IGCSE examinations. The IGCSE examinations consist of at least two or more papers per subject which can be written on the core or extended level, depending on the student's ability as displayed during the final two years. Students write a minimum of 8 subjects.

Students should choose between French and Setswana as a second language. Students who are citizens and who were taking Setswana at PSLE level in the Primary School may continue with Setswana in the Secondary phase. Further details regarding subject choices will be provided directly to the Parents upon application, as these may change to cater for the needs of our students.

Students should take 8 subjects for the final examination, which is usually conducted during October and November of any year. The School pays the registration fee as an examination centre, but examination entry fees are payable by the Parents. The fee per subject is dictated by Cambridge and parents will be given an invoice for examination fees in Term 1 of Form 4.

Year 1 and 2

-
- Mathematics
 - English
 - Science
 - History
 - Geography
 - Business Studies
 - Accounts
 - French/Setswana
 - Computer Studies
 - Art
 - Wellness
 - PE

Year 3 and 4

- Mathematics
- English
- Biology
- Chemistry
- Physics
- Business Studies
- History
- Geography
- Accounts
- French/Setswana
- Computer Studies

- Art
- Wellness
- PE

After students have written their Lower Secondary Cambridge they select 8 subjects for specialisation in Year 3 and 4. In Year 3 and 4, subject choices exist as shown above but English and Maths are compulsory and should be passed to be promoted. Some subjects are paired and students will have to choose between one or the other of the options given. Due to time-table restraints, Setswana and French cannot both be taken. No subject can be dropped until Form 4. A formal email must be sent to the School Head to request a student to drop an IGCSE subject and the final decision will be communicated to the parents in writing.

Form5

Some students who do not get their desired results in Form 4 can choose to rewrite those subjects they didn't do well in by attending tuition lessons in those subjects. These lessons are charged according to how many subjects a student decides to rewrite. Furthermore, some students decide to write some subjects in Form 4 and some in Form 5 to reduce their academic burden and ensure success in their final examinations. In future, Form 5 may be extended to all Crescent students to ensure their success.

The IGCSE examination is equivalent to "O" levels and provides the basis for further study at HIGCSE and "A" levels. The University of Botswana accepts IGCSE for entry, but other universities may require HIGCSE. Crescent has the facility to offer A levels, however, due to a low demand it has not been viable to do so at this time. This may change if demand increases.

Authority of School Council/Articles of Association

The Crescent School Board of Councillors acts as the overall legal and corporate authority of the School. All activities, programmes, associations and legal affairs within the School community fall under the authority of the Board of Councillors. Decisions regarding the direction of the School programme, as well as decisions of general policy, are taken at the level of the Board of Councillors. The Councillors are guided by the Articles of Association as required by the Companies' Act.

As mentioned earlier, **Crescent School is a non-profit organisation**, and all accrued funds are redeployed for the development of the School.

Election and Appointment Process

There are presently nine councillors serving on the Crescent School Board of Councillors. Four members are elected from the parent body, four members from the Guarantors and one from the Ministry of Education. The election of parent members and members of the Guarantors is held each year. The election ~~of parent representatives takes place~~ at the Annual General Meeting of the Board of Councillors, while the election of the Guarantors takes place at a special meeting of the Guarantors prior to the A.G.M.

The Board of Councillors and the Professional Staff.

The Board of Councillors has vested both executive and administrative authority and responsibility in the School Head. The School Head is an ex-officio member of the Board and is directly responsible to the Board. All professional staff members are responsible to the School Head in all academic, ~~professional and administrative matters.~~

Policies of the Board of Councillors

The School Board of Councillors undertakes to set the fee structure for each year, after reviewing the needs of the School. Fee increases are wholly dependent on the total enrolment of pupils and the need to cover costs as highlighted in the approved budget.

The size of the School and the enrolment figure per class are set by the Board. The official class size limit is between twenty-five and thirty children per teacher. In some instances, this figure may be lowered to accommodate all the pupils comfortably in the smaller classrooms.

Apart from keeping abreast with new developments and allocating funds or raising funds for such developments, the Board assesses the academic and professional needs of the School in order to increase or create special teaching posts.

Financial Control

Each year, at the Board of Councillors' annual general meeting, external auditors are appointed to audit the finances of the School.

Parent Representative Council

The Parent Representative Council is a voluntary group of Parents who assist the School in matters such as fund-raising, the provision of facilities and the carrying out of any duties conducive to the welfare and interest of the pupils.

The members of the Council are volunteers and are selected through an annual application process which involves evaluation by School Management and the Board of Governors. The Council holds termly meetings with the School Management. The Council operates under the authority of the Board of Governors.

Administrative Information

Address: Crescent School
P O Box 102
Lobatse

Telephone Number: 533 0409

~~Fax Number:~~

~~School Head~~ School Head: schoolhead@crecentschool.co.bw
Deputy Headmaster: deputyhead@crecentschool.co.bw

Administrative Staff

Secretary
School Administrator

Secondary School

The secondary timetable will be supplied to the students, but as a general rule the registration will commence at 07:10 and end at 07:20. Lessons begin at 07:20-13:30 daily, except for Fridays when the day will end at 12:30. **In winter all times move 30 minutes later.**

All Pupils

- Pupils should be at School at least 10 minutes before the commencement of registration to access their lockers and prepare the books they need for morning lessons. Students are not allowed to go to their lockers during lessons, only before 07:10, breaktime and lunchtime.
- Pupils arriving late for School should report to the Office.
- Pupils are not permitted to leave the School premises without the written permission of the School Head or the Deputy Headmaster.
- Students are required to select a sport or club and attend it after lunch between 14:30-15:30.

Breaks

There is a mid-morning break from 10:15 to 10:45 each day for the Secondary School. Parents should please provide students with **healthy snacks and liquid refreshments** to consume at break; however a tuck shop is also available. Additional refreshments should be provided when students are travelling for sporting fixtures, educational trips or attending sporting events. Students should bring all their food and liquid requirements with them at 7:10. Should there be a need to deliver food or drinks to a student, these should always be handed in at the Office, please. The student's lunch is from 13:40 – 14:30.

Admission Policy – Secondary School

- All students are formally screened before entry into the school. Form 1 students in Term 1, who have written PSLE or Cambridge Checkpoint can use their results for the basis of admission into the Secondary School. However, if students enter a Form later in the year than Term 1, they will also have to write an entrance examination
- Students entering Form 2 – Form 4 must write an entrance examination. The screening is to determine whether he or she can cope at the level required for that specific standard and concentrates mainly on English and Mathematics
- The final decision about whether to accept a pupil into the School rests with the School Head and the professional staff and is, inter alia, also dependent on vacancies being available.
- Children should also reach the minimum age requirements for entry into the School. Requests for early entry into the School seldom have reasons based on educational values.
- The Board has adopted the following minimum age requirements for entry into the School:
 - Form 1 – turning 13 in the course of the year.
 - Form 2 – turning 14 in the course of the year.
 - Form 3- turning 15 in the course of the year.
 - Form 4- turning 16 in the course of the year.
 - Form 5- turning 17/ 18 in the course of the year.
- Please note that a student, who is two years older than the average age of the students in a specific Form, cannot be admitted to that Form without special consideration and permission by the School Head.

Application for Entry: Procedure

- All Parents wishing to apply for entry for their children into Crescent School should please obtain the necessary Registration Form from the Secretary.
- Please complete the form in detail, and attach the necessary birth certificate, reports, transfer and conduct letters from the previous school.
- This form should be returned to the Secretary, together with the required non-refundable registration fee.
- Please note that the completion of the Registration Form and the payment of the required fee does not guarantee acceptance into the School.
- Upon the receipt of the correctly completed registration form, Parents will be informed when the child should be brought to School for screening.
- After completion of the screening tests the professional staff will reach a decision as to the acceptance of the pupil into the School, parents will be informed in writing of the decision. Upon receipt of the acceptance letter, Parents are requested to make an arrangement for payment of school fees with the Accounts Department before the admission is finalised. Failure to arrange a payment method with the Accounts Department will be accepted as a sign that the parent no longer requires a place for the child. The vacancy will be allocated to another applicant.

Payment of Fees:

Development Fund/ Book Levy.

- Over and above the normal School fees, all pupils are required to pay a non-refundable one-off development fund of P 1 500 and a non- refundable one-off Book Levy of P2 500 in the Secondary phase.
- These levies are payable at the time of first entry into the Secondary School.
- The fees are, therefore, payable in the primary phase and **again in the secondary phase** if the student continues at this School.
- The development fee and book levy will be added to the fee invoice forwarded to the Parents during the first term or the term of entry.

School Fees

- School fees are payable as per the arrangement made between the Accounts Department and the parents. Parents must meet with the Accounts Department and pay the school fees as advised in order to receive an admission card which will allow the student entry into the classroom at the beginning of each term. The admission card needs to be stamped at the beginning of all three terms. If a student doesn't have a stamped admission card, they will not be allowed into the classroom.
- **All Parents are requested to deposit fees directly into the School account at FNB, Lobatse. Details are obtainable from the School Office. No cash will be accepted at school, however there is a wiping facility which parents can use.**
- When paying school fees please ensure you use the students name as a reference. Failure to do so may result in school fees not being allocated to your account.
- Information on the current fees is obtainable from the Office staff.

Reporting System-Secondary

- From Form 1 to 4, Report Cards are emailed to parents at the end of each term. Parents who need a hard copy of the report can request one from the School Office.

Examination Policy

- In Form 1-4, the school follows a policy of continuous assessment during the course of the term. At the end of the term students write formal examinations in each subject. The continuous assessments marks make up 30% of the final grade and the remaining 70% is from the examinations.
- Certain subjects, such as Physical Education, are not formally assessed but relevant comments are noted on the reports.

Parent Teacher Consultations

- Parents are encouraged to keep in contact with the Form teachers responsible for the pastoral care of their children. Teachers should contact their son/daughter's subject teacher if a problem arises regarding a specific subject. A good method to use to monitor your son/daughter's performance is to check the child's Homework Diary daily for written notes and recorded homework.
- Parents are granted the opportunity to discuss a student's work with the teacher during the term, at Consultation Days. This is usually in the middle of each term.
- If a parent requires a more formal consultation concerning the pupil's progress, an appointment can be made with the teacher, via the office, at a time convenient to both the teacher and the parent. Such appointments should be made at least a week in advance.
- **Parents are requested not to visit the classrooms during normal teaching hours, as both the teacher and the class are disturbed by such intrusions.**
- **Please also note that teachers will not be called to the phone during teaching hours.**
- **Parents are requested not to telephone teachers, on their cellphones, during teaching times.**
- **Parents are also requested not to phone teachers after hours unless there is an emergency.**

Newsletters

The School publishes newsletters periodically, for the benefit of all Parents in the Crescent School community. The purpose of the newsletter is to keep Parents informed of all the activities in the School and to keep in touch with developments at the level of the Board of Councillors. Newsletters are sent home digitally, and students are given a hard copy.

Absenteeism and notes from home

- Every time a child is absent from School due to illness or is away for any reason, a note from a doctor or the Parents should please be written or attached to the homework diary, explaining the reason for the absence.
- **Unnecessary absences from School are strongly discouraged.** Parents are asked to ensure that their child attends School throughout the term, unless he or she is ill.
- Parents should refrain from allowing their child to take 'casual' days off; educationally, this is disruptive and may well result in the child assuming that School is not important.

Selection of Textbooks

- Textbooks and School materials are either developed by the teachers themselves or are purchased from established publishing houses. The suitability of the text is first evaluated by the professional staff before being adopted for use in the School.
- Parents are reminded that textbooks are on loan to the students and should therefore be covered with strong covers. Great care should be taken of all books belonging to the School.
- Reimbursements will be necessary on textbooks and library books that are not returned at the end of the School year or those which have been damaged.

Medical Information and Procedures

- All relevant medical information pertaining to the student should please be supplied on the Application Form.
- It is vitally important that the teachers and Administrative staff members are made aware of any medical problems a student may have, particularly in regard to allergies and/or diabetes.
- If a pupil becomes ill at the School or is involved in a minor accident, the School will try to contact the parent to obtain further instructions. **It is, therefore, vital to have the correct contact details for the Parents, particularly Cell-Phone numbers.**
- It is apparent that Parents sometimes send children to School, knowing that their children are ill. This is detrimental to the child's health and, as at this stage, no facilities are available at School to care for ill children; the condition could worsen and expose others to the same illness.
- Please also note that for infectious diseases there is a fixed period of time for which children should not be sent to School.
- **If in doubt about whether a child should return to School or not, please consult a doctor.**

School Uniform Code

The intention is for the pupils to wear a standard uniform which will be practical in appearance, be readily available and should not involve high costs. At present all items are obtainable from the Uniform Shop in Crescent School .

It should be noted, please, that the wearing of all the items of clothing is compulsory.

Secondary School

Boys

Trousers: Long, grey.
Shirt: White,withcollar,long-sleeved/shortsleevedwithschoollogo.
Socks: Plain grey.
Jersey: Navy blue v necked with school logo.
Shoes: Black School shoes with laces.
Belt: Black.
Tie: Navy Blue with school logo.
Jackets: SchoolBlazerwithschoollogo,Plainnavy-blueraincoat,Paddedtracksuit top with school logo.

Girls

Boys

Trousers:
Shirt: Long, grey.
Skirt: White,withcollar,long-sleeved/shortsleevedwithschoollogo.
Socks: Kneeelevel,unpleatedgrey.
Jersey: Plainwhite.
Shoes: Navy blue v necked with school logo.
Belt: Black School shoes with laces.
Tie: Black.
Jackets: Navy Blue with school logo.
SchoolBlazerwithschoollogo,Plainnavy-blueraincoat,Paddedtracksuit top with school logo.

Please Note: Wind breakers, duffel coats, coloured anoraks, exotic track suit tops and jackets do not form part of the school uniform and should not be worn to School. Please do not allow your child to wear these items.

Physical Education:

Boys and Girls wear similar items

- Golf T-shirt with school logo.
- Shorts, navy blue with a white stripe.
- Track suit top, navy blue, zip up front
- Takkies or track shoes white or black, with white socks
- Royal blue swimming costume
- Royal blue swimming cap
- Swimming goggles, if needed

Additional Winter Items:

In the winter months students may wear the following additional items:

- Navy blue hat, scarf and gloves.
- Girls only – Navy blue/ Black tights/ pantihose.

(Secondary)

Hair

- Dyed or coloured hair is not allowed. Girls' hair should please be tied back, away from the face, if it is shoulder length or longer.
- Boys should have hair of a reasonable length. This will be decided by the members of Staff. No 'outlandish', modern hairstyles will be permitted.

All items of clothing should please be clearly marked with the pupil's name, using a permanent marker.

Classroom Support Activities

- In an effort to meet the needs of all our students at Crescent School, additional lessons or remediation lessons are provided by the subject teachers for Form 1 to Form 4 on a needs basis. Contact your son/daughter's subject teachers if you feel your son/daughter needs this kind of assistance.
- Form 4 students are sometimes required to attend lessons on Saturdays in preparation for their final examinations.

Homework Policy

- We consider homework to be a vital part of our academic programme. We believe that homework provides an additional tool, for the assessment of students' progress by the teachers, and an opportunity for positive parental involvement. It also provides the student with the opportunity to work independently at home. Learning this skill is vital for the student's development at School.
- We believe **the role of the Parents** in the homework programme is vital to the implementation of a successful homework policy and in the child's development.
- Parents should stress the importance of homework, allocate a specific period when homework should be done and should confirm that the work has been completed satisfactorily, by signing

the Homework Diary. **The period allocated should be a quiet time with no external distractions such as younger siblings or television.**

- Each student is provided with a homework diary, which the parent is requested to sign, on a daily basis, once the homework has been completed and the parent is satisfied that the child has done his or her best.
- If any problems were encountered, this should be noted in the homework diary so as to make the teachers aware of any difficulties.
- Parents should immediately become suspicious if the homework diary continually fails to appear at home and, if this occurs, should contact the class teacher, via the office, as soon as possible.

Duration of Daily Homework (approximately)

Form 1 – 60 minutes

Form 2- 60 minutes

Form 3- 90 minutes

Form 4- 90 minutes

If an occasion arises where a student may have finished his homework at School, the student should be encouraged to revise subject notes. **Academic progress will benefit if good homework discipline, including parental involvement, is established from an early age. Additional homework may be given over the weekends as needed.**

Inter-School Activities

The School involves itself culturally and competitively with other Schools, in our area, as well as with the surrounding Schools. By participating in a diverse range of activities such as sport, debates, quiz competitions, art, essay competitions and so on, our students are provided with an opportunity to meet their peers from other Schools and to represent their School in public. Such interaction also allows the School to assess its own programmes and standards. The School participates in competitive programmes in cricket, athletics, swimming, volleyball, softball, netball, football, tennis, table-tennis and debating. Most recently, badminton has also been introduced.

Transport Arrangements

- The School provides transport for students to participate in all cultural and sporting activities, which take place away from Crescent School, at no additional cost. However, for some educational trips parents may be charged a fee to cover transportation costs.
- Students will be returned to the School after such events and it remains the responsibility of the Parents to collect their children from the School **promptly** at the time specified.
- **It should be noted that return times to School are approximate. Drivers will not travel more quickly in order to meet these arrival times. Delays due to late finishing or heavy traffic may cause later than expected arrival back at School. Parents are asked to be patient.**
- Parents need to take cognisance of this arrangement, as during winter it becomes dark early and students cannot be left at School alone while waiting for their Parents.

School Collection Times

Parents are also requested to collect their children promptly after School each day, depending on the activities taking place. Supervision is not provided for pupils whose Parents are delayed or who have not made the necessary travel arrangements.

Afternoon Activities

- From Monday to Thursday the Secondary School provides a co-curricular program in the afternoon which provides students with an opportunity to join clubs or sporting teams between 14:30 – 15:30.
 - On Fridays, the pupils leave School at 12:30 and no afternoon activities take place.
 - The co-curricular programme is designed to offer all pupils the opportunity to participate in sporting and cultural activities.
 - **All students** are expected to attend a **minimum** of one sport and one other activity **each week**. Only those who are excused, in writing by a doctor, are exempt from this requirement.
- Parents will be informed of any additional lessons organised by the Secondary School.

Co-Curricular Activities Offered Include:

1. Marimba
2. Traditional Dance
3. Volleyball
4. Cricket
5. Badminton
6. Swimming Team/ Swimming Beginners
7. Chess
8. Netball
9. Tennis
10. Football
11. Girls Football
12. Environment Club
13. Drama
14. Debating club
15. French Club
16. Library

School Supplies - Secondary School

- Pupils are provided with all exercise books and textbooks.
- Some subjects may require specific stationery which will be requested by the individual subject teachers:
- Stationery needed by all students Form 1 – Form 4:
 - Blue/ Black pens
 - HB Pencils
 - Eraser
 - Pencil Sharpener
 - Glue Sticks
 - Mathematical Set
 - Scissors
 - Coloured pencils
 - Scientific calculator

Parents are urged to label, clearly, all items of stationery, clothing and personal books.

Students Withdrawing from School

A term's notice in writing should please be given to the School of the intention to withdraw a student. The last day of attendance should be mentioned. To issue a transfer form and to release other documentation, clearance will be needed from the teachers and librarian, indicating that all books have been returned. The Accounts Department will also need to confirm that all fees have been paid.

Merit Awards

The School has a system of merit awards in place.

- This currently takes the form of special **certificates**, awarded to pupils who demonstrate pleasing characteristics, behaviour or results. These are handed out during weekly assemblies.

Leadership Development

- Students are selected by staff members to be appointed as School Prefects. The Deputy Head and School Head have the final approval regarding the appointment of all Prefects. Prefects are identifiable by badges and special school ties.
- The prefects are assigned specific duties by a senior member of staff, who also meets with them on a regular basis.
- The School Representative Council consists of a boy and girl from each Form group in the school. The SRC members are elected by their peers on an annual basis. The SRC members meet with Senior Management team on a monthly basis to discuss with the areas of development and improvement they feel are pertinent. The SRC members are identifiable by badges.

Educational Excursions

From time to time, the class teachers arrange excursions for their pupils to places of specific interest. Although the School tries to provide transport or to bear the cost thereof, this is not always possible. Parents may have to pay for the transport and entrance costs. Parents will be informed, well ahead of time, of such excursions and the times of departure and arrival.

Corporal Punishment

- It is the policy of Crescent School that no corporal punishment is allowed at any time under any circumstances.
- Reports of physical or verbal abuse between students are responded to immediately and with great seriousness by the professional staff.

Code of Practice for Discipline:

Under normal circumstances, the following steps would be taken in the process of formally enforcing the School's disciplinary code. Each case will be considered individually, but in the event that a student poses a clear danger to himself, herself or others, immediate action may be taken by the School Head.

1. Discipline Record

Minor infringements of school rules or unacceptable behaviour should be dealt with directly by the teacher in charge of the students at the time of the infringement. Infringements that take place outside of lessons should be handled by the Form Teacher. All teachers must keep a record book of such infringements as below:

Name of Student	Date	Offence	Punishment	Comments

Once a student has committed three similar offences, the teacher in charge will prepare a report and an incident report as needed and send it to their Senior Teacher.

Serious discipline matters which involve safety or class two and class three offences will result in an incident report being submitted straight away.

2. Incident report.

An internal report will be submitted to the Senior Teacher by the teacher who observed the indiscipline. These reports can be concerning failure to change unwanted behaviour that the teacher has noted 3 times in her record book or class 2 and 3 offences. The Senior Teacher will decide on an appropriate punishment for the incident/ behaviour and inform the management.

3. Parent Notification.

Following an incident report or subsequent reports, the Parents will be notified either directly, via a notification in the homework diary from the teacher, senior teacher or the School Head. This notification serves to keep the parent informed about the incident/s.

4. Verbal Warning.

Following repeated failure on the part of a student to abide by instructions, the School rules, standards or expectations of the School, a verbal warning will be issued directly to the student and Parents will be informed that such a warning has been given.

5. Written Warning.

After a verbal warning for non-compliance, a written warning will be issued to the student and the Parents. The Parents will be expected to respond to such a written warning by signing the letter and meeting with the School Head. If non-compliance continues, the student will face suspension and, depending on the circumstances and seriousness, **possible expulsion**.

Note that suspension and expulsion are subject to appeal through the School Head to the Board of Councillors.

Policy on Dangerous Articles

- The Board of Councillors has established a policy with regard to the safety and conduct of all children at the School.
- The School Head has been granted the authority to suspend immediately, without warning, any student **in possession of dangerous articles** and who poses a clear and present danger or threat to anyone.
- Such articles include **firearms, knives, any form of weapon** or any instrument which may be used as a weapon.
- **Drugs, alcohol or any other dangerous substances** will be confiscated and the sanction applied immediately.

- Parents and Students should be aware that periodic and irregular searches will be undertaken at School to ensure that no such articles are brought to School.

Damage to School Property

Any pupil found guilty of wilfully damaging School property will face disciplinary measures and the Parents will be expected to compensate financially for any such damage. This is particularly relevant to damage to windows (breakages), bathroom and toilet fittings, science equipment, sports equipment, school desks and chairs and lockers, but is extended to include any other School property not specifically listed here.

Student Rules and Regulations

General Values

Students are expected, at all times, to display **exemplary values** which will enhance the good name of Crescent School. This applies within the school, on educational, cultural or sporting visits and wherever they may find themselves. These values include the standard of dress, manners, behaviour, language and overall attitude. The displaying of good manners and respect for others is strongly encouraged.

All forms of anti-social behaviour, such as fighting, intimidation, initiation, bullying (including verbal), general rowdiness, disrespect, refusing to obey specific commands given by those in authority (including Prefects), will be regarded as a breach of the general School rules and will be dealt with severely. In addition, the use of foul or unsavoury language will not be tolerated.

1. There shall be no running on School corridors or passages.
2. Students may not enter any classroom or the assembly hall without the teacher's permission but should line up in an orderly fashion outside the classroom/hall, until the necessary permission has been granted.
3. Students are expected to be on time for the start of School, for all lessons and for co-curricular activities.
4. Students are required to complete all homework tasks set neatly and timeously.
5. No chewing of gum is allowed on the School premises.
6. **At no time will alcoholic beverages or any form of banned substance be allowed on the School property under any circumstances.** Any student found guilty of this transgression will lose his or her place at the School.
7. Students are not allowed Cell phones on school premises.
8. Students should be dressed in the correct School uniform at all times. Please refer to the School Uniform list. **Whenever they are in uniform, students are representing the School and their behaviour should be exemplary.**
9. Students may not lend each other items of clothing and other personal items such as combs, brushes, towels and so on.
10. Writing names on desks, tables, walls or School equipment will not be tolerated. Any damage done to School property, which subsequently needs repairing or replacement, will be charged to the parent's account.
11. **Students caught carrying out any form of vandalism can expect firm punishment.**
12. Dangerous behaviour or games ~~within~~ the School, but particularly in the swimming pool area, will not be accepted.
13. No student may leave the School grounds, during School hours, without the written permission of the Headmaster or Deputy Headmaster. A permission slip will need to be handed to the Security Guard at the main gate.

14. During break, lunch and free times, students should use only designated areas in the School grounds. Areas behind the double storey classroom blocks and across the internal paved road are out of bounds.
15. No visible jewellery may be worn to School other than wrist watches and medic alert bracelets. Girls are allowed to wear plain studs in their ears.
16. Nail polish and make-up may not be worn to School.
17. The hair of all pupils should be neat at all times. Girls' hair should be tied back with white or blue ribbons, hair clips or bobbles. (Refer to the statement under School Uniform Code, regarding hairstyles).
18. No beads are allowed in the hair nor is dyed hair permitted. Dreadlocks are not acceptable.
19. Boys should note that no facial hair (beards, moustaches, long sideburns) is permitted. All boys are expected to be clean shaven.
20. Students may not bring any dangerous substances, drugs, toys or weapons to School. **The School authorities reserve the right to make periodic checks and search to ensure that this rule is not being broken.**
21. Students are **expected to speak English** at all times while on the School premises.
22. All students are to greet any visitors, parents and teachers encountered within the School premises.
23. Textbooks, library books or any other material issued to the student remain the property of the School and should be returned in good condition on leaving the School.
24. Loss or damage to such books or material will be charged to the parent's account.
25. Students may not use the telephone in the School office except in emergencies. These calls should be paid for by the pupils concerned. No phone calls may be made without the permission of the Head, Deputy Head.
26. Students are to **keep all areas of the School free of litter at all times** and will be required to assist with removing of litter when this is required.
27. Students are expected, when required to do so, to assist the teachers with the carrying of sporting or other equipment to the venue where it is needed.
28. Students are expected to adhere to specific additional rules that are applicable to the libraries, the computer and science laboratories, and the swimming pool.
29. Proper use should be made of the Students' toilets and, under no circumstance, may boys enter girls' toilets or vice versa. Toilets may not be used for gatherings of students.
30. Students are expected to participate in a minimum of one summer and one winter sport.

Medical

1. Students who need to take **medication during School hours** should inform the School Head and the class teacher.
2. **Prescribed medicines** should be handed to the class teacher or Secretary for safe keeping upon arrival at the School.
3. Any **medication** needed by students for an illness should be provided by their parents as **no medication** is supplied by the School. Accurate written instructions should please be sent with the medicine.
4. Only minor cuts, grazes, bruises and so on will be treated at School.
5. Students who are unable to take part in sport due to medical reasons should produce a Doctor's note.
6. Students who have **allergies** (e.g. bee-stings), or who have any medical problems, (e.g. diabetes) **should make the School aware of such problems annually** and mention any specific treatment required. This should be in the form of a letter addressed to the School Head.
7. Students who have contracted a **contagious disease** e.g. measles, chicken pox, mumps etc. will be excluded from School until allowed to return by a Doctor. A Doctor's letter should please be sent with the child.
8. In the case of two or more days of illness, a **doctor's note or medical certificate** is required.

General

It is essential that parents take a full part in the education of their children. By showing such an interest, the child may be expected to reach his or her full potential.

1. The Homework Diary is to please be checked and signed by the parent **each day**.
2. By signing the Homework Diary, the parent is confirming that the work has been done and that it has been completed to his or her satisfaction.
3. Parents are expected to attend **parent/teacher consultations** when these are held.
4. **Parents are asked to contact the Form Teacher should they have any concerns whatsoever.**
5. Parents are also expected to read school reports, when these are issued.
6. Regular School functions are held at Crescent School; **parents are urged to attend these.**
7. A student, who misses school, even for one day, is expected to have a note, from his or her parent, giving the reason for the absence. Students are expected to catch up with work missed in consultation with their teachers.

All school fees should be paid according to the agreement made between the parent and the Accounts Department. Failure to do so may result in your son/daughter's education being interrupted.

9. Students will not or may not be transported to any external function by anyone except their parents, unless their parents have completed the school's indemnity form.

School Reporting Structure

All concerns or complaints concerning your son/daughter's academic progress in the school should begin with the form teacher or specific subject teacher, either through the Homework Diary or a direct message on School WhatsApp Numbers. School WhatsApp numbers or groups are communicated to parents at the beginning of each term.

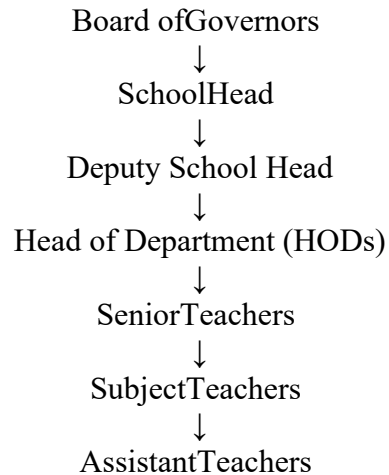
Appointments can also be made for a face-to-face meeting at any time when the teacher is free, during working hours. If the matter is not solved with the class teacher, the matter may be referred to the SNR Teacher, HOD, D Head or School Head. Any urgent concerns that you feel warrant the immediate attention of the School Head should be emailed to schoolhead@crecentschool.co.bw .

If the matter is still not amicably or successfully resolved a letter to the Board of Governors can be handed into the School office. All matters concerning School fees or financial issues should be referred directly to the accounts department which is in the same building as the School office.

Communication channel

All telephone communications should be done through the School Secretary, and all correspondences should be addressed to the School Head. The School Head can be emailed at schoolhead@crescenschool.co.bw.

SCHOOL ORGANISATIONAL STRUCTURE



Agreement between Crescent School and Parent

Please complete and sign the agreement below and submit it to your son/daughter's class teacher on the first day of term. The document will be filed in the School Behaviour File for future reference.

Name of parent: _____

Name of Student: _____

Date: _____

I the parent of _____ (insert name) in Form _____ (insert Form) acknowledge that I have received Crescent Secondary School Prospectus and have understood its contents.

Furthermore, I agree to follow its terms and conditions and abide by the rules and regulations that it outlines. I also promise to endeavour to encourage my son/ daughter _____

(insert name) to abide by the rules and regulations explained within.

Parents signature: _____

Class Teachers Signature: _____

