



The Hellenic Academy

Pupil Handbook

Guidance

Information

Rules

Regulations

Updated: May 2022

THE BOOK

The purpose of The Book is to clarify a system of rules and behaviour designed to maintain a healthy, disciplined school environment.

OUR SCHOOL EMBLEM AND OUR MOTTO

Our school emblem is made up of a **laurel wreath, a shield and a flaming torch**. What do they stand for and what do they mean for us?

More than two thousand years ago, the Ancient Greeks used the **Laurel Wreath** as a symbol of success, victory, honour or special achievement, particularly in academic, sporting or cultural life. Over time, the laurel wreath has come to be the enduring symbol of accomplishment, triumph and prosperity. In today's world, the laurel wreath is closely associated with educational institutions and academics. All over the world, graduates, Honours and Masters students, as well as Senior Thesis students, receive a laurel wreath when graduating. Notably, the word 'Baccalaureat' is derived from the laurel symbol of achievement – and Nobel Prize winners are known as Nobel laureates.

The Shield is our symbol of readiness, of boldness and protection from harm.

The Flaming Torch is our symbol of illumination, awareness, vision and enlightenment.

Our motto – Ayien Aristeyein – means **Always Excellence** – and is the guiding principle of our school. As individuals, and as a group, we strive always to be the best that we can be and to aim for the highest standards in everything we do. From this concept of Always Excellence, **we promise in our School Pledge** to commit ourselves to Service, to the mission of being all that we can be, through the best of all personal virtues – **Pride, Loyalty, Integrity and Honour**.

SECTION 1 ACCEPTABLE STANDARDS

Any group of individuals has to have boundaries and guidelines if it is to be healthy and functional. These boundaries are there to protect its members, their welfare and their safety. This school demands a high standard of behaviour and to this end, has established a disciplinary code that is firm and fair.

The rules and regulations which govern the behaviour and activities of all pupils at the Academy are contained in this Code of Conduct. These rules are enforced by the Head, the Deputy Heads, the Director of Studies, the Senior Mistress, the Line Tutors, the Form Teachers, teaching and Sports staff and the senior body of pupils - that is, the Upper Sixth and Prefect body.

Our policy on Acceptable Standards has been developed to provide an orderly, happy and secure environment that enhances the development of pupils, both as individuals and as members of various groups within the School. It seeks to foster in each individual a responsibility for his/her actions, as well as respect for authority and the rights of others.

BEHAVIOUR AND MANNERS

Your manners and general approach are what define you as a pupil of the Academy. This is what is expected of you, whenever you are representing the Academy, both on and off the campus:

- You must greet all staff, parents and visitors cheerfully.
- Whenever you greet anyone, stand up and remove any hat or cap that you are wearing.

- If you encounter a visitor to the school, you should not only greet that person, but offer to help or assist them.
- Never greet or speak to any person with your hands in your pockets.
- Visiting schools are our guests and should be treated with due kindness and consideration.
- All employees of the school, **including all support staff, cleaning staff and grounds staff** will be greeted respectfully.
- Employees of the school deserve the students' respect and may not be asked to do any task other than that specified by their supervisor.
- At the start of each lesson, classes should remain standing until they are told to be seated.
- Avoid being late for activities. However, in the event that you are late, present yourself to the person in charge, apologise sincerely and present them with an acceptable excuse or reason.
- Students may not leave before the permitted time without an acceptable excuse or reason.
- Students should obtain permission to leave early, at the beginning of the activity.
- Pupils may not be absent from any activity without permission from the person in charge.
- There may be no physical contact between pupils at the Academy. Whatever relationships may exist between students, there will be no outward show of any emotional attachment. There will be no holding hands, hugging or kissing anywhere or at any time within the bounds of the school or outside the school when wearing the school uniform.

The general criteria for Hellenic pupils are based upon the ethos and principles of our school. Our boys and girls will, at all times:

- Act with consideration for others.
- Display a reasonable attitude to personal safety.
- Act independently rather than conform to peer pressure.
- Be accountable for their words and actions.
- Act as ambassadors for the School and at no time or under any circumstance should their conduct be such as to bring discredit to the School.

BEHAVIOUR DURING THE SCHOOL DAY

- No pupil may leave the school during the academic day without first obtaining a Gate Pass from The Reception. Gate Passes are only issued on the written request of parents.
- No food or may be consumed during lessons, but you may have a bottle of water with you.
- Eating inside classrooms, in corridors, in the Amphitheatre and on covered walkways is forbidden at all times.
- No food or food wrappers may be placed in the classroom dustbins. Outside dustbins must be used for this.
- There is to be no litter (organic and non-organic) or containers left outside on the grass or walkways after break.
- Chewing gum will not be tolerated.
- Disorderly/disruptive behaviour in the classroom, in the school area or on the sports fields, which is unacceptable to the norms, will be punished.
- Noise is to be kept to an absolute minimum around all classroom venues and offices at all times of the day.
- Drag bags are forbidden, except for cricket bags.
- There will be no running between classes or in the corridors.
- Students may not leave their classroom before the end of a lesson.
- Students may not handle/use school equipment, such as Smart Boards, lockers, white boards, notice boards etc. without the permission of a teacher.
- Although it is normal for pupils to engage in playing football and the like at break time, there will be no dangerous tackling, hitting, fighting or horseplay allowed.
- Students may not disturb peers who are trying to concentrate, study or work.

APPEARANCE AND DRESS

Our uniform is our school's identity and your appearance and dress are – on all occasions – to be presentable and appropriate and should bring credit to you, your school and your families. **If any pupil wearing uniform in public - wherever that may be - is found to be breaking any of the following rules, he/she will be disciplined.**

GENERAL

- Number Ones must be worn for the first day of each term and for specified formal occasions.
- Blazers may not be worn outside of Assembly, Orthros and formal occasions.
- School fleeces may not be worn underneath a blazer.
- The cuffs of jerseys will be turned back and not worn over the hands, or rolled or pushed up to the elbows.
- A pupil may not walk around with hands in pockets.
- No boy or girl may have bleached, coloured or highlighted hair.
- All fingernails must be short and clean.
- No other body piercings or modification in the form of tattoos is allowed. No bracelets may be worn.
- A pupil is allowed to wear the authentic and accepted insignia of his/her religion, which will be worn around the neck and inside the shirt. These are a Cross, a Crucifix, the Wheel of Dharma, the Om, The Star and Crescent and the Star of David.
- Name badges must be worn **in the middle of the school tie, not at the bottom of the tie.**
- Lanyards should be worn inside the shirt.
- Shoes should be plain black leather of a simple design, without heels.
- Shirts should be buttoned to the top.
- Ties should hang at the level of the waistband.

BOYS

Please note that the complete Boys Hair Policy is in Appendix 1 at the end of the Pupil Handbook. It is also available online.

- All boys are expected to be clean shaven. You will be sent home if you arrive at school unshaven.
- Boys must wear garters.
- Boys may not wear shoes with Velcro straps.
- Boys' hats must be labelled **on the outside** with printed/embroidered name tags. The name tag must be sewn along the seam at the back of the hat. No Tippex or marker pen may be used.
- Hats are to be worn whenever a pupil is outside, including arrival in the morning. Caps may only be worn with sports kit and after lessons have ended.

GIRLS

Please note that the complete Girls Hair Policy is in Appendix 2 at the end of this Pupil Handbook. It is also available online.

- Skirt lengths must be down on the knee. Waistbands must be worn on the waist.
- Shirts must be properly tucked in, not folded.
- Girls may not wear coloured or patterned bras under their blouses. If you have a light skin, then wear a white or neutral shade bra. If you have a dark skin, then wear a dark coloured bra.

- Girls' hats must be labelled **on the outside** with printed/embroidered name tags. The name tag must be sewn along the seam at the back of the hat. No Tippex or marker pen may be used.
- Hats are to be worn whenever a pupil is outside, including arrival in the morning. Caps may only be worn with sports kit and after lessons have ended.
- Girls' socks should be ankle length and folded, not rolled down. Secret socks and sports socks are not allowed.
- Nail varnish and polish may not be worn on fingernails or toenails.
- Only un-ornamented silver or gold sleepers and small studs may be worn by girls - one in each earlobe only. Pearls, precious or semi-precious stones are not allowed. If you have 2 piercings in an earlobe, the earring can be worn in the lower piercing only.
- Nose and tongue rings are not allowed.
- There is to be no wearing of lipgloss or tinted lip balms at school.
- The wearing of any makeup is forbidden. This includes makeup that has not been properly removed.
- The wearing of sports kit is subject to its own rules. **See Section 12, Sports Dress as well as The Hellenic Academy Sports Protocol and Procedures.**

SECTION 2

RIGHTS AND RESPONSIBILITIES

In order to protect the good name of your school and to ensure the smooth running of Hellenic, it is essential that we ALL ensure that the Rights and Responsibilities of pupils are reflected in the way that we conduct ourselves every day.

RIGHTS	RESPONSIBILITIES
You have a right to be treated with respect.	You have a responsibility to treat all members of the school community with respect and kindness, to greet each other and visitors to the school, to be polite and well mannered, not to use racist or offensive language and not to tease, bully or humiliate other members of this community.
You have a right to a good education	You have a responsibility to carry out all of your teachers' instructions, work hard, meet all your commitments, be on time for lessons and school activities, and hand in all assignments on time.
You have a right to be part of a school that has a good name.	You have a responsibility to protect the good name of the school, wear the correct school uniform, ensure that your appearance is neat, your shoes are polished.

<p>You have the right to work in an environment that is clean and well maintained.</p> <p>You have the right to be part of a law-abiding community.</p> <p>You have the right to be part of a caring Community.</p>	<p>You have a responsibility to look after all the school's facilities and equipment and to keep the school clean and tidy.</p> <p>You have a responsibility to follow the school rules and the law, to encourage others to do the same and to take a stand against those members of our community who break the rules and the law. You thus have the responsibility to report those who are guilty of misconduct.</p> <p>You have the responsibility to uphold the inclusive ethos and culture of our school.</p>
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SECTION 3 MAJOR SCHOOL RULES

CLASS 1 SERIOUS OFFENCES AND MISCONDUCT <i>A first offence in Class 1 Offences will result in a punishment of AT LEAST a Disciplinary Meeting or Suspension</i>			
OFFENCE	1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE
Vape products <i>The following will not be tolerated:</i> <ul style="list-style-type: none"> • Possession of a vape . • Using a vape. • Being in the presence of another person vaping. • Enabling vaping by supplying a device. • Selling, buying or receiving a vape on any school property. 	<p>Suspension/ 1st and Final Warning Exclusion</p>	Exclusion	
Alcohol, Illicit drugs, Tobacco products <ul style="list-style-type: none"> • Possession, cultivation, trade or use of cigarettes, tobacco products, alcohol or other intoxicating substances on the campus or in its immediate environs or if the pupil is identifiable as a member of the Academy or under school authority, will not be tolerated. • It is an offence for any member of the school to enter the school grounds whilst under the influence of alcohol. • It is an offence for any member of the school to bring alcohol onto the school premises. 	<p>Suspension/ Final Warning Exclusion</p>		

<ul style="list-style-type: none"> • Drinking of alcohol on the school grounds, in or out of school uniform is not allowed. • Pupils under 18, according to the law, are not allowed in a licensed bar and may not be served alcohol in any licensed premises such as a restaurant. • Pupils may not drink alcohol on school tours, even if they are 18. • Drinking of alcohol in public, including in licensed premises is only allowed for pupils over 18, when out of school uniform and with their parent's permission. • No pupil may drink at any school function whether on or off campus. This includes all end of season functions and holds whether or not a pupil is 18 years or older. • No staff member may provide pupils with, or give pupils permission to drink alcohol under any circumstances, at any school function whether on or off campus. • No pupil may be in possession of drugs. The use of drugs or any illegal chemical substance is strictly prohibited. • No pupil is allowed to be in possession of or smoke cigarettes while under the jurisdiction of the school. This includes electronic cigarettes. 			
Theft <ul style="list-style-type: none"> • Unauthorised, purposeful possession of the property of the school, staff or another pupil is a serious offence. • The deliberate act of taking (or attempted) for one's own use, and either keeping for one's own possession or giving or selling to a third party, something which belongs to another is forbidden. • Being an accomplice to, colluding, conspiring, assisting / abetting or instigating dishonesty, fraud, or theft. • Sale of another's / stolen property 	Suspension/ Disciplinary Meeting/ Exclusion		
Violence <ul style="list-style-type: none"> • Violent, abusive or threatening behaviour (verbal or physical) • Fighting, battery or assault (threatened or actual) • Inciting, advising or rewarding others to perform violent, offensive or threatening acts. 	Suspension/ Disciplinary Meeting/ Exclusion		
Bullying and Initiation <ul style="list-style-type: none"> • Bullying, humiliation or intimidation in any form will not be tolerated. • No initiation that involves physical punishment and beating or results in bodily harm will be tolerated. 	Suspension/ Disciplinary Meeting/ Exclusion		

<p>Discrimination & Disrespect for others</p> <ul style="list-style-type: none"> No pupil may encroach upon the personal rights of others, whether in the form of <ul style="list-style-type: none"> Victimisation, bullying (including on social media / cyber), or initiation of any sort Baiting or Hate speech, Intimidating or willfully interfering with another pupil (attempted or actual) Racial misbehavior Discrimination on the basis of race, gender, sexuality, religious affiliation or association will not be tolerated. 	<p>Suspension/ Disciplinary Meeting/ Exclusion</p>		
<p>Vandalism / Wilful damage of property</p> <ul style="list-style-type: none"> Damage to or wilful sabotage of ANY school property and equipment or unauthorised possession of school property will be punished. Wilful damage of property on the school's premises, Unauthorised occupation of any school property or facility, or having the effect of depriving others from using this property or facility. 	<p>Suspension/ Disciplinary Meeting/ Exclusion</p>		
<p>Harassment</p> <ul style="list-style-type: none"> Any form; sexual, racial or religious misconduct, which may compromise the name of the school, learners or stakeholders, Sexual harassment, inappropriate sexual innuendos or graphic comments, Intentional and offensive, insulting, abusive, racist or lewd behaviour, Storage, creation, sale or distribution of pornographic, obscene or offensive material, publications, symbols, email, text / SMS / MMS, cartoons or objects. 	<p>Suspension/ Disciplinary Meeting/ Exclusion</p>		
<p>Misconduct</p> <ul style="list-style-type: none"> Any misconduct, which may compromise the name of the school, learners or stakeholders, including being convicted by a court of a criminal offence, Actions that expose others to serious danger or injury, Unsafe acts or behaviour that endangers the safety and welfare of others Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence. 	<p>Suspension/ Disciplinary Meeting/ Exclusion</p>		
<p>Pornography</p> <ul style="list-style-type: none"> Possession, viewing or distribution of illegal literature, images, pornography etc. are very serious offenses if indulged in whilst on school property or whilst using the school Internet service. 	<p>Suspension/ Disciplinary Meeting/ Exclusion</p>		

Cheating and Dishonesty <ul style="list-style-type: none"> Any pupil caught cheating, copying or cribbing will be punished. This also applies to homework. Plagiarism or intellectual property theft will not be tolerated. Cheating in tests or exams is forbidden. Being in possession of or distributing material or information that may give an advantage in a test or an exam, Dishonesty by lying, by misrepresentation of the truth or by omission and forging of signatures are serious offenses. 	Suspension/ Disciplinary Meeting/ Exclusion		
Personal use of and/or personal possession of performance enhancing drugs: <ul style="list-style-type: none"> No pupil may use performance enhancing drugs. No pupil may share or sell performance enhancing drugs. 	Suspension/ Disciplinary Meeting/ Exclusion		
Social Media: WhatsApp, Instagram, SnapChat, Tik Tok, FaceBook or other platforms. <ul style="list-style-type: none"> Defamation, slander or libellous acts, including on social networking sites, electronic media or cellphones will not be tolerated. No pupil may post or use language that is demeaning, inappropriate and derogatory or post images or text that are offensive and inappropriate. No pupil may contravene the Technology Policy. 	Suspension/ Disciplinary Meeting/ Exclusion		
Explosives, Fireworks, Weapons, Threats <ul style="list-style-type: none"> Unauthorised possession of fireworks, explosive devices and/or dangerous weapons, such as firearms, knives, spears and ammunition of any sort, is a punishable offense. Any act or threat (serious or prank) of terrorism will be viewed as a very serious offence. Pupils will be punished for endangering, by personal or group action, the property, health or safety of others. 	Suspension/ Disciplinary Meeting/ Exclusion		
Criminal Conviction. <ul style="list-style-type: none"> The school will look seriously upon any criminal activity, which may possibly result in a criminal conviction. Pupils may not bring the good name of the school into serious disrepute. 	Suspension/ Disciplinary Meeting/ Exclusion		

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SECTION 4

CLASS 2 OFFENCES AND MISCONDUCT

CLASS 2 OFFENCES AND MISCONDUCT			
OFFENCE	1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE
Bounds during the school day <ul style="list-style-type: none"> No pupil may leave the school grounds without permission and a Gate Pass from 7:15 am until the end of period 8. 	Written Warning	Final Warning	Exclusion
Unauthorised absence from school <ul style="list-style-type: none"> No pupil may be knowingly be absent from school without the Head's permission or without a communication of explanation from his/her parents. 	Written Warning	Final Warning	Exclusion
Missing lessons, Sports practices, Sports matches, Society meetings, Club meetings etc. <ul style="list-style-type: none"> Pupils should not miss society meetings, practices, assemblies or other official gatherings as deemed compulsory by the school staff or prefects. 	Written Warning	Disciplinary Meeting	Final Warning
Disrespect and Disobedience <ul style="list-style-type: none"> Willful disrespect to staff, employees, seniors, visitors and peers will not be tolerated. There will be no tolerance for refusal to obey a reasonable request and/or lawful instruction given by a member of staff or prefect. Being discourteous towards School authorities, adults or peers, or displays of insolence 	School Tie/ Disciplinary Meeting/Written Warning	Final Warning	Exclusion
General Transgressions <ul style="list-style-type: none"> There will be punishment for any transgressions which may negatively impact on school property, another pupil or another member of the Hellenic community. 	School Tie/ Disciplinary Meeting	Written Warning	Final Warning
Bad Language <ul style="list-style-type: none"> Swearing and the use of foul language are very serious offenses. 	Disciplinary Meeting/Written Warning	Final Warning	Exclusion
Inappropriate behaviour in public <ul style="list-style-type: none"> Inappropriate behaviour or comments in public or at school events that brings the school into disrepute. 	School Tie/Disciplinary Meeting/ Written Warning	Final Warning	Exclusion
Selling goods	Manual Labour	Written Warning	Final Warning

<ul style="list-style-type: none"> Pupils may not sell goods to school employees or fellow pupils without the express permission of the administration 			
Uncontrolled behaviour <ul style="list-style-type: none"> Pupils may not engage in dangerous horseplay in any built up area in the school, including classrooms (particularly the laboratories), corridors, change rooms and swimming pool area. 	Sending Home/School Tie/Manual Labour	Disciplinary Meeting	Final Warning
Rules for specific teaching spaces <ul style="list-style-type: none"> Certain school buildings and areas have specific rules that pertain to them and pupils must take note of and abide by these rules. 	Manual Labour	Disciplinary Meeting	Final Warning
Appearance and grooming <ul style="list-style-type: none"> Poor grooming, unkempt hair, unhygienic personal habits 	Sending Home	Written Warning	Disciplinary Meeting/Final Warning
Dress Code <ul style="list-style-type: none"> Infringement of Dress Code and Appearance Rules in accordance with School policies. 	Sending Home/Written Warning	Disciplinary Meeting	Final Warning
Misbehaving in class <ul style="list-style-type: none"> Misbehaviour in class such as talking, joking, disrespect to teachers/coaches or lack of concentration. 	Sending Home/Detention	Written Warning	Disciplinary Meeting/Final Warning
Disrupting Assembly/Orthros/Meetings <ul style="list-style-type: none"> Talking in Assembly, Orthros and during meetings being held by staff or other people of authority is not permitted. 	Sending Home/Detention	Disciplinary Meeting	Written Warning
<ul style="list-style-type: none"> Any other infringements that may be considered serious enough to warrant the implementation of corrective action and taking of disciplinary measures. 			

SECTION 5 PUNISHMENTS AND SANCTIONS

There is a range of disciplinary measures that may be enforced, as shown below. Note that the range of punishments is only a guideline which reflects the severity of a misdemeanor and is subject to review in each circumstance; that is, the school retains the right to depart from these punishments depending on the circumstances. In this case, a penalty that is more serious or less serious may be applied.

Outlined below is the range of possible disciplinary actions, in roughly ascending order of severity. In the cases of punishments, students are expected to be at the correct location on time, dressed in the correct attire. In group situations, students may not talk to each other for the duration of the time. Failure to meet these requirements may result in further disciplinary action. Punishments take precedence over any other activity.

Punishments and sanctions may be imposed by the following staff: the Head, the Deputy Heads, the Director of Studies, the Senior Mistress, a Line Tutor or a teacher/staff member. Tasks may be imposed by a Prefect.

PUNISHMENTS AND SANCTIONS

This range of punishments is not exhaustive and may be subject

<i>to review in each circumstance</i>	
TASKS	For minor misdemeanours. May be given by Prefects or Staff. Carried out at break time.
MANUAL LABOUR / WORK PARTY	Students are given useful tasks to do around the school, such as cleaning or repair work. This takes place for a duration of 3 hours under the supervision of two Prefects and a member of staff. Students will be dressed in sports kit and track suits.
DETENTION	For failure to accomplish academic work.
SENDING HOME	For infringements of haircut regulations, personal grooming etc.
REMOVAL OF SCHOOL TIE	A pupil's school tie will be removed for certain misdemeanours.
REMOVAL OF PRIVILEGES	For infringement of Sixth Form privileges.
WRITTEN WARNING	Letter to parents re unacceptable behaviour.
FINAL WARNING	Letter to parents stipulating that any further transgression will result in exclusion.
COMMUNITY SERVICE	Is used as a punishment for serious misdemeanours on the advice of the Disciplinary Committee.
REMOVAL FROM LEADERSHIP POSITION	Is used as a punishment for serious misdemeanours on the advice of the Disciplinary Committee.
DISCIPLINARY MEETING	Appearance before the Head, Deputy Heads or senior staff. This goes on to pupil's file.
DISCIPLINARY COMMITTEE & SUSPENSION	Under certain circumstances, where deemed necessary by the Disciplinary Committee, students may be suspended from school pending investigation of certain matters. In the event of a Suspension, a pupil will be granted the opportunity to make representation with his/her parents.
EXCLUSION	A pupil may no longer attend the Academy.

SECTION 6

OUR GREEK IDENTITY

Our school is part of the Harare and Districts Hellenic Community and our Greek heritage is reflected in many facets of school life. Pupils learn Greek in Forms 1 and 2 – and can take Greek at IGCSE.

Our Form classes are:

- Basil
- Gregory
- John
- Plato

Our competitive Houses are:

- Gabriel
- Raphael
- Michael

We observe the Orthodox Liturgical Cycle and the Greek national holidays:

- Orthros in the Chapel every Tuesday morning
- 30 January – The 3 Great Fathers of the Orthodox Church
- 25 March – Greek Independence Day
- 28 October – Greek National Day (Oxi Day)

SECTION 7

ST CHRISTOPHER'S SCHOOL

St Christopher's School is our neighbour and is very closely associated with the Academy in all aspects of our life. The staff of St Christopher's will be treated with the same respect you show to our staff. We should treat all St Christopher's pupils with the same concern and generosity with which we treat each other at Hellenic. When you are at St Christopher's School, you will abide by all of their rules and regulations.

SECTION 8

PUPIL WELL-BEING

The emotional well-being of our pupils is central to the functioning of our school. There is a School Counsellor who is available to everyone. However, if you feel that you would prefer to talk to your Line Tutor, your Form Teacher, another teacher, a coach or a senior in the first instance, your concerns will be heard.

When to see the school Counsellor?

- Experiencing or witnessing bullying
- Feeling distressed
- Exam stress
- Academic problems
- Need to vent
- Relationship/Family problems
- Grief/ Loss
- Needing help to make decisions
- Needing a safe space to talk
- Emotionally unwell
- Any mental health related issues

Where is the school counsellor found?

- The office behind the blackboard wall, opposite the music centre
- Behind the SAN

What time is the school counsellor available?

- During free periods (Lower 6th & Upper 6th students)
- Break/ Lunchtime (by appointment)
- After lunch (preferably by appointment)
- Emergency cases do not need an appointment

How can I set an appointment?

- Physically go to the counsellor's office
- Call/ WhatsApp/ Text on 0719 771 822
- Send an email to echipise@hellenicacademy.ac.zw
- Drop a note in the school counsellors box (next to the counsellor's office)
- Ask a teacher to refer you to the counsellor

SECTION 9

POLICY ON BULLYING

The Hellenic Academy believes that its pupils and its staff have the right to operate in a safe learning environment that is free from bullying, humiliation or intimidation. As we all share this environment, we

believe that we all have a responsibility either to prevent or to respond to incidents of bullying. We cannot safely or productively co-exist if our peers are being victimized or marginalized.

What is bullying?

Bullying is an act of aggression causing embarrassment, pain or distress to another.

- It can take a number of forms: physical, verbal, gesture, extortion and exclusion;
- It is an abuse of power and an act of cowardice;
- It can be planned and organised, or it can be unintentional; Individuals or groups may be involved.

Examples of Bullying

Bullying takes many forms – and is not restricted to the following:

- Physical
- Verbal
- Non-Verbal
- Cyber
- Malice
- Extortion
- Exclusion

If you are bullied

- You may feel frightened, unsafe, embarrassed, angry or unfairly treated:
- Your work, sleep and ability to concentrate may suffer:
- Your relationships with your family and friends may deteriorate:
- You may feel confused and not know what to do about the problem.

What to do if you are bullied

Whatever its form, bullying causes deep distress – not only to the victim, but to the victim's family and friends.

If we, as citizens of the Academy, are not able to prevent bullying, we are encouraged to **SPEAK OUT**:

- Report the incident
- Make it clear to the perpetrator/s that bullying is unacceptable
- Speak to your Form Teacher / your Line Tutor / your Form Prefect / a teacher you like / a Sports coach you get on with / the Head / the Deputy Heads etc
- Encourage your friend/peer to seek help from the School Counsellor

Punishment for bullying

Bullying is considered as a **Class 1 Serious Offences and Misconduct action** and is dealt with in Section 3 – Major School Rules.

SECTION 10 POLICY ON DISCRIMINATION

Hellenic Academy believes that its pupils and staff should inhabit a socially cohesive and multicultural community. We aim to create an inclusive school culture that encourages acceptance and respect for diversity. In doing so, we seek to deepen understanding and knowledge, promote pupil and staff wellbeing and help everyone to achieve their full potential. Our school is enriched by and celebrates the diversity of our entire community.

We reject all forms of discriminatory or racist behaviour – whether this is direct or indirect, vilification or harassment. We are committed to ensuring that individuals and groups are not disadvantaged because of their religious background, their gender, sexuality, ethnicity or culture. Eradicating expressions of discrimination in learning and working environments, and challenging the attitudes that allow them to emerge, is the shared responsibility of all of us.

Punishment for discriminatory behaviour

Our school takes the issue of discrimination very seriously. Any disregard of this regulation is considered an action falling into the section **Class 1 Serious Offences and Misconduct**, which is dealt with in Section 3 – Major School Rules.

SECTION 11 POLICY ON BOUNDARIES

- The Administration area is out of bounds unless a pupil needs to see either the Registrar or Bursar. This area may only be entered and exited through the front door.
- The Staffroom is out of bounds. Pupils must report to Reception if they wish to see a member of staff. Pupils are not permitted to knock on the Staffroom door.
- Pupils may not walk on any lawn and must stick to pathways. Forms 2, 3, 4 and Sixth Form may have their break on the lawns in their quads.
- The Hellenic Primary School and Nursery School are out of bounds. Pupils may not go further than the cricket nets unless accompanied by a member of staff or with the Head's permission.
- The Chapel is out of bounds, except for Orthros services or similar.
- The classrooms, lecture rooms and labs are out of bounds unless in a lesson.
- Only the Sixth Formers may take the shortcut across the fields between the junior and senior blocks.
- Only Sixth Formers may use the Sixth Form Study.
- The St. Christopher's campus is out of bounds unless you are attending a lesson there. Otherwise one needs the express permission of the St Christopher's Head.
- Staff studies and offices
- The maintenance and workshop areas
- The Sanatorium, except during official visiting times
- The Staff Common Rooms
- The Printing Department
- All roof areas

THE SWIMMING POOL

- The pools may only be used when there is an appointed coach in control.
- Behaviour in the pool area must be scrupulously correct. No food or drinks are allowed in the pool area. No games except for Waterpolo. No pushing, chasing, ducking or other horse-play. No music is permitted in the pool area.
- The dress code concerning swimming must be followed.
- There may be no changing in the swimming pool area. Change rooms must be used.

SECTION 12 POLICY ON DRIVING

- Only pupils in Lower and Upper Sixth may drive themselves to school.
- Students may only drive to school if they have a valid driver's license.
- Students wishing to drive to school must complete a permission form and lodge it, alongside a copy of their valid driver's license, with the Lower 6th or Upper 6th Line Tutor.

- Lower Sixth students may use their car park, which is outside the school wall.
- Upper Sixth students may park in their car park, which is within the school wall.
- When the Upper Sixth car park is full, students must park in the Lower Sixth one and walk through the main gate.
- Students may not drive with excessive speed, either on school premises or on the road outside.
- Students may not play loud music from their cars on school premises or on the road outside.
- Cars are out of bounds to students during the school day. They may access their cars at 1330.
- Students will be held responsible for any damage to property belonging to the school or other pupils and will have to compensate for this damage.
- Students may not leave the school grounds without express permission in their cars before 1330.
- Any driving that is judged to be reckless will not be tolerated.
- You may not drive across any field.

SECTION 13

POLICY ON TECHNOLOGY

Each 6th Form pupil is required to complete and submit the INTERNET ACCEPTABLE USE POLICY FORM prior to accessing the Academy Wifi.

- Pupils in Forms One to Four may not bring laptops/iPads/iPods to school without express permission from the Head or Deputy Head (Academic) or the Director of Studies.
- Pupils may bring cellphones to school. However, the following regulations govern their use of these devices. Any failure to follow these rules will result in the confiscation of the individual's cellphone for the duration of the term and, in some cases, additional disciplinary action.
 - Cellphones may not be used before 1:30. This means that there may not be any use of cellphones during break time or free periods.
 - Between 1.30 pm and 2.00 pm, cellphones may be used discreetly.
 - You may not use your cellphone in the outside pick-up areas while you're waiting for collection.
 - You may not use your cellphone if you are at the Coffee Cart outside.
 - Students may not store or share pornography or illegal literature on their devices.
 - When cellphones are not in use, they should be turned off and kept in a safe location.
 - Students may be punished for disruption due to noises made by their cellphones, even if the devices are not on their person.
- **No student may take photos of videos of any other person while at school.**
- Students may not join or attempt to hack into the school Wifi.
- No pupil may use the Academy logo for any reason without the permission of the administration.
- The use of the school network on school computers is reserved for educational purposes alone. The Academy reserves the right to monitor internet traffic.

- Any abuse of the school's IT infrastructure, wireless connectivity, emails facilities and internet services will be punished.
- Visiting internet sites or receiving material involving violence, pornography or any illegal activity on any device is forbidden.
- Pupils may not visit gaming sites.
- Cellphones may not be taken into a test or examination.
- Attempting to hack into another person's profile on Facebook or any other social media is a serious offense.
- Pupils will be punished if they are caught attempting to distribute hate mail.
- Pupils may not attempt to distribute spam mail, viruses or to disrupt the use of the internet by someone else.
- Members of staff have the authority, at any time, to have access to a pupil's device in order to check that pupils are not accessing dubious web sites or downloading forbidden material.
- The Academy will not be held responsible for any theft or damage of students' devices. If a student chooses to bring their device to school, it is their own responsibility.

SECTION 13B

POLICY SPECIFIC TO ONLINE LEARNING

As you know, any group of individuals has to have boundaries and guidelines if it is to be healthy and functional. These boundaries are there to protect its members, as well as to ensure their safety and welfare.

This is even more important when we are working online. Being invisible and untouchable means that unpleasant or illegal activities can happen – and we are unable to protect our pupils and staff. For this reason, we have to be totally clear about how we behave on Google Classroom.

Although your learning may be online, school is school and the normal Rules and Regulations apply. **Please also refer to Section 9 of the Pupil Handbook and Code of Conduct, which is the Policy on Technology.** This is already uploaded on Google Classroom. The following rules are specific to Google Education Suite and Online Lessons.

- **Your cameras must be on during all lessons and you need to be in front of the camera at all times.** If you want to be away from the camera, you must excuse yourself from the teacher.
- **You may not use your cellphones to message friends while you are online/in lessons. It is not allowed in school and it is not allowed online.** Not only is it rude to the teacher and indicates that you're not concentrating, it means you are disrupting someone else.
- **You may not take screenshots or videos of people in classes** – either fellow pupils or teachers – and use these as memes or as a function of any other social media activity.
- You may not record any part of a lesson. Lessons belong to the school.
- You may not use the Textbox to conduct conversations with your friends or make any sort of remarks.
- Whenever addressing teachers or peers, don't forget your manners. Please and Thank You must accompany any request.
- Please do not type in capitals; it's not necessary, it's impolite and looks like screaming.
- We expect you to be working at a desk or a table, not on a bed, a sofa or an armchair.

WHAT HAPPENS IF YOU BREAK THESE RULES?

Obviously, all your teachers hope that you will follow your lessons without breaking any of the straightforward rules we have established. However, if you do contravene these regulations, the following will happen:

- We will contact your parents to report your misbehaviour.
- You may be removed immediately from that particular Classroom Meet.
- Depending on the severity of the offence, further disciplinary action may be taken – in line with the Academy's Code of Conduct.

SECTION 14

INFORMATION FOR PARENTS ON PROCEDURES AND PROTOCOL AND ACADEMIC TIMETABLE

Parents should not contact subject teachers or Form teachers directly to discuss their sons or daughters. The first point of contact should be through the Administrator/Registrar, who will contact the Line Tutor. She will then report back to the parents to arrange a meeting or discussion.

Anything that has been forgotten at home should be left at Reception. Classrooms are not accessible to parents.

Parents may not attend any Sports practices, whether at the Academy or at an outside venue.

Parents are not allowed to contact Prefects to discuss any issue/school policy. All contact must be made through either the Line Tutor or the School Administrator.

The timetable for reports is the following:

- Half Term Mark Orders are issued at Half Term each term. These detail the pupil's percentages, class averages and effort rating.
- Full reports are issued at the end of Term 2 and Term 3. However, Form 4 and Upper 6th do not receive reports in Term 3.

Parent – Teacher Consultations take place in the following terms:

- Term One Form 4 and Upper 6th
- Term Two Form 2 and Form 3
- Term Three Form 1 and Lower 6th

Examinations are held in Term 2 and Term 3. At the end of Term 1, Form Ones will write Common Tests.

SECTION 15

THE OFFICIAL DRESS CODE

All members of the school are expected to ensure that their appearance and dress are presentable and will bring credit to themselves, their families and the school. It is essential that all pupils are familiar with the dress code. Everyone is required to wear school uniform at any event in which Hellenic is taking part. This would include sports matches played at other schools, concerts etc. If you are supporting Hellenic, please wear and be proud of the Hellenic uniform.

UNIFORM:

Everyday Uniform for Boys:

- Blue shorts, with no fancy belts
- White shirt with school badge
- Regulation navy blue pullover
- Regulation navy blue fleece
- Plain black shoes with laces
- Grey knee length socks worn with garters
- School tie (or Sixth Form tie)
- Navy blue blazer

Everyday Uniform for Girls:

- Blue skirt. **The skirt must sit on the knee.**
- White shirt with school badge
- Regulation navy blue pullover
- Regulation navy blue fleece
- Plain black shoes
- Short white socks (Black tights in winter term)
- School tie (or Sixth Form tie)
- Navy blue blazer for Assembly and Orthros

Number Ones for Boys – Forms 1 to 4

- Grey trousers
- Navy blue blazer (or Colours blazer in Form 4)

Number Ones for Girls – Forms 1 to 4

- Everyday uniform for Girls
- Navy blue blazer (or Colours blazer in Form 4)

Number Ones for the Sixth Form

- Black trousers or Black skirt
- Navy Blazer or Colours blazer
- Court shoes for girls

SPORTS DRESS

The Sports Dress Code is contained in Section 12.

SECTION 16

SPORTS POLICIES AND PROTOCOLS

INTRODUCTION

Hellenic Academy strives to provide a positive sporting environment for our pupil body, through the provision of a variety of sporting activities for our students to participate in. Sport is a compulsory activity for all Hellenic Academy pupils, and service to the school through sporting participation is central to the schools philosophy. Enjoyment is a foundational value which we aim to instil in our sports program and in addition to that we aim to provide the best program for both the pupil who simply wishes to participate in sport, and for the aspirational student athlete who striving to excel in this area.

Hellenic Academy aims to:

- Provide a variety of activities that enable and encourage student participation in the sporting life of the school.
- Maintain the high standards of behaviour, uniform and discipline on and off the field that are expected across all areas of the school.
- Provide, where possible, teams which cater for a range of abilities.
- Promote the attainment of sporting excellence through the provision of a support program for aspirational sports men and women.

Pupils who represent Hellenic Academy on the sports field are expected to reflect the values of the Academy and:

- To give their very best effort in practices, trials, standards and fixtures.
- Play and represent the school with pride at all times.
- To serve the school through representation of the Academy in competitions.
- Respect the decisions of the match officials without exception.
- Support their team mates and respect the opposition.
- Wear the correct Hellenic Academy sports uniform at all times and do so with pride.
- Attend and be punctual to all practices, meetings and matches.
- Attend all classes during the school day.
- Avoid involvement in any situation that negatively affects the reputation of the school

SPORTS DRESS

The following is a summary of the Sports Dress Code contained in the Sports Protocol and Procedures attached to this document. Please refer to the Sports Protocol for full detail.

All pupils must be correctly dressed for their particular Sports practices. Every term, posters of correct Sports dress are displayed around the school. These are to be followed.

- In the Summer terms (Terms 1 and 3), you must be wearing your tracksuit top when arriving at or leaving school.
- In the Winter term (Term 2), you must be wearing your full tracksuit when arriving at or leaving school.
- When you travel to other venues or schools to play or watch, you must wear either the normal everyday uniform or the official tracksuit.
- Track suits will be worn with track shoes and socks.
- Track shoes and trainers should be of athletic nature. Fashion style trainers such as *Superga* and *Vans etc* are not acceptable.
- There will be no wearing of slops or similar unless express permission has been given by the Director of Sports.
- At no time can a pupil be barefoot other than on the sports field during an activity.
- No pupil may play sport in his/her uniform.

- If you are in a 1st Team, you may wear Tour tracksuits, T shirts, hoodies and other kit to practices ONLY. You may not wear this kit to matches.

KIT AND UNIFORM

Kit requirements for each sport are published by the school and are on display at various points around the school. These should be adhered to for all practices and matches.

- A full tracksuit (zipped up) is to be worn to and from all sports events (practice or matches) unless indicated by the sports staff. During some terms, months or events, sports staff may allow pupils to wear a tracksuit top only.
- Tracksuit may only be worn zipped up, pupils may not wear their tracksuits unzipped.
- Pupils are to wear school uniform, either in the form of Number 1's or Sports Uniform of a particular sport that they may have been participating in (tracksuit tops or blazers required) at all sporting events where Hellenic Academy is participating, whether at home or away.
- Ankle length plain white socks (no logos).
- All Cricket players to arrive and depart at all venues wearing blazers on match days.
- U14, U15 and U16 Cricket teams to arrive at match venues dressed up in whites.
- No cricket glasses.
- No skin or underlayer sportswear may be worn unless with the approval of the Director of Sport.
- Only school swimming costumes are to be worn at swimming galas – No team swimming costumes to be worn for water polo matches and vice versa.
- Long socks for rugby, soccer, hockey and cricket **MUST** be **PULLED UP** at all times.
- Rugby, Cricket and Hockey shirts should be tucked in at all times. However, in the case of First Teams, permission may be granted by the Director of Sport to wear the shirts out.
- Cross Country and Athletics training: Athletes are to wear their coloured house vest to all training sessions.
- Hockey – shin pads to be worn at practices and matches.
- Contact sports – Gum guards are mandatory and are to be worn at practices and matches.
- Name tags to be on all school sports uniform.

SPORTS ABSENTEE PROTOCOL

SPORTS ABSENTEE PROTOCOL

PUPIL ABSENTEE FROM PRACTICE

1. MISSING ONE PRACTICE.

EXCUSE YOURSELF IN PERSON FROM YOUR COACH OR ANY OF THE PERMANENT SPORT STAFF.

2. MISSING MORE THAN ONE PRACTICE

PARENTS MUST EMAIL THE SPORTS ADMINISTRATOR – Sportadmin@hellenicacademy.ac.zw

3. HAVE A MEDICAL CONDITION

YOU MUST PRODUCE A DOCTORS NOTE TO THE SPORTS ADMINISTRATOR OR DIRECTOR OF SPORT

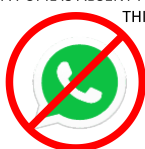
PUPIL ABSENTEE FROM MATCHES/EVENTS

1. A LETTER FROM YOUR PARENTS **AND** EXCUSE YOURSELF WITH YOUR COACH WITH 7 DAYS NOTICE.

2. FOR EMERGENCIES OR CREDIBLE INSTANCES WHERE 7 DAYS NOTICE CANNOT BE PROVIDED.

EMAIL FROM YOUR PARENTS TO THE SPORTS ADMINISTRATOR Sportadmin@hellenicacademy.ac.zw **AND** MAKE A PERSONAL PHONE CALL TO THE COACH EXPLAINING THE REASONS FOR THE ABSENTEE.

WHEN A PUPIL IS ABSENT FROM SCHOOL THE COACHES WILL CHECK THE ABSENTEE LISTS.
THIS DOES NOT INCLUDE WEEKEND DAYS.



Pupil Absent from Practice

1. Excuse yourself in person from your Coach / Teacher in Charge of the Sport or if they are not available, excuse yourself from a member of the sports staff.
2. If a pupil is going to miss more than one practice, their parents must email the Teacher in Charge of the Sport or the Director of Sport.
3. If a medical condition exists that means that a pupil will miss more than two practices, that pupil should produce a doctor's note.

Pupil Absent from a Match or School Sports Event

1. Excuse yourself in person from the Director of Sport, accompanied by a letter or email from your parents with 7 days' notice.
2. In the event of an emergency or credible instances where 7 days' notice cannot be provided, parents should email the Director of Sport and make a personal phone call explaining the reason for the absenteeism.
3. The use of Whatsapp messages will not be accepted as a means of communicating absenteeism. 4. The use of another school pupil to excuse the absent pupil will not be accepted.

DOCTORS NOTES

- If a student is sick or injured a doctor's note must be handed in to the sports office. In the case where there was not an opportunity for the student to get to a doctor, then the student will need to get a note from the SAN Sister and this may be handed in to the Sports Office.
- Letters written by parents to excuse students from sports practices or matches will not be accepted. This applies to PE lessons as well.

SPORTS ATTENDANCES

5.1 Pupils must complete the required sports commitment each term. The sport and club requirements for each year group and for each term are listed on the afternoon activity timetable. Pupils must select sports or clubs from the list provided on the afternoon activities timetable. Any additional sporting, cultural or club commitment that a pupil has outside of school must be organised by the pupil to ensure that it does not infringe on their principle school requirement.

Pupils may not mix and match their sports commitments (i.e. Tennis on Tues and Soccer on Thursday) and must complete all practices and matches for that specific sport. Pupils must adhere to the absentee protocol should they miss a practice or match.

5.2 Any unauthorised absenteeism from a sports event, match or tournament where a player has been selected to represent the school is dealt with through a formal disciplinary process and reflects the importance the Hellenic Academy places on the value of serving one's school.

5.3 The sports program continues through examination periods and at times, or for certain year groups, alterations may be made to the afternoon activities timetable by the Director of Sport. Pupils may not request exemption from practices and matches in and around the exam period, particularly in the 3rd term. Pupils must complete their full sports requirements. This does not apply to Form 4 and Upper 6th pupils.

5.4 The Academy policy does not allow pupils to be exempt from their compulsory extra-curricular requirements in order to attend support/extra lessons. Pupils are encouraged to seek times that do not conflict with their compulsory requirements.

Pupils must be present in their academic classes during the school day in order to attend sports practices in the afternoon. A pupil may not be absent from lessons, but attend sport in the afternoon unless a letter is provided to the Director of Sport detailing reasonable rationale.

5.5 Hellenic Academy operates on a 6-day week and pupils are expected to be available to play sport and represent the school on a Saturday and sometimes, on a Sunday should the need arise.

AGE GROUPS AND SELECTION

Hellenic Academy does not allow pupils to play or practice outside of their age group. Specifically, players may not 'play up' an age group. Where certain competitions/fixtures allow for mixed age groups, the TIC of the specific sport will consult with the Director of Sport, who will determine what is best for the school, the pupil and the team.

PROVINCIAL AND NATIONAL SELECTION

The Academy supports, and is proud of, the high number of its pupils who attain Provincial or National selection in sport. Correspondence from the National Governing bodies is required before a student will be allowed to be released from the regular requirements of the co-curricular programme to attend National Team training. A pupil's commitment to the Academy comes before **any** external commitment and therefore the school withholds the right to refuse a player's attendance at a national training/player event if it conflicts with a compulsory school event.

A detailed outline including training schedules and competition/tournament requirements must be submitted to the Director of Sport, as well as the contact details of the coaches and managers involved. All extra coaching and training that may take place outside regular Academy hours should be organised so that it does not interfere with our afternoon activities programme.

4. COMPULSORY SUPPORT

Pupils must attend all compulsory support events as published in the school calendar. In the case of extenuating or emergency circumstances, a letter from the parents is required and the Absentee Protocol must be followed.

External commitments of any kind do not constitute a reason to miss the compulsory event. Hellenic Academy reserves the right to refuse a request for exemption from a compulsory event if the Academy determines that the reason does not have appropriate rationale.

MANNERS (CONDUCT AND ETIQUETTE)

Time keeping/Sports etiquette

- Pupils are to uphold the highest standards of manners and sportsmanship.

- Abuse or challenging of any sporting official will not be tolerated
- Pupils must greet all parents, adults and coaches at every occasion. If a pupil is sitting, they should stand on the approach of the adult and a hat or cap must be lifted when doing a greeting.
- Pupils must provide teas for home matches as per the tea duty roster that is listed on the team lists.
- Sports equipment – respect, care and attention of all equipment belonging to the school and other schools should be a priority among all of our athletes.
- Respect must be shown to other teams and pupils whose practices are taking place whilst pupils are waiting for their own session to start.
- Athletes must arrive on time for practice sessions/matches so the session or match may start on time.
- No student is permitted to enter the white sports container to collect sports equipment. Only coaches are allowed to take sporting equipment out of storage.
- No school sports equipment to be taken home by any student for personal/private use.
- No music or sound systems to be used at any practice or match.
- Players must thank opposition players at the conclusion of matches.
- Players should thank referees, umpires, scorers and the technical table after matches.
- Initiations are not permitted at Hellenic Academy. Any welcoming rituals for players graduating to the 1st team must have authorisation from the Director of Sport.

5. SIGNING OUT AND SUPPORT OF OTHER TEAMS

- All pupils who are participating in sports teams must remain at the school or venue where they are representing the Academy, until the final game of the day has finished. This is likely to be the most senior team at the venue, and supporting that team is a requirement of all sports participants. For example, if the u14 and u15 teams are playing at the same venue, the u14 players may only leave the venue after they have finished supporting the u15 game.
- At an away fixture if pupils wish to sign out and travel home with their parents, they are required to sign out with their coach or a member of staff who is travelling on the bus. The pupil is not allowed to sign him/herself out; this needs to be done by an adult. Neither is a pupil allowed to sign out another student if for example the pupil has his/her own vehicle.

6. TRAVELLING AWAY

- If a team is traveling to an away fixture where a bus is supplied by the Academy it is mandatory for all athletes to travel on the bus. There may be an occasion where there are fixtures in Harare and pupils may be given permission to travel to the venue with personal transport, or with their parents. This will be communicated to the athletes either by their coaches or it will be on the notice board. In general, school buses are not provided for fixtures and matches in Harare on Saturday or Sunday and pupils are expected to arrange their own transport to the relevant venue.
- Prior to the bus departing for its journey, all pupils must be seated in a designated seat with their seat belt buckled. It is a school rule that pupils must remain buckled for the entire journey and must stay seated throughout the journey. Staff members will check that pupils are belted prior to the bus starts its journey, however it remains the responsibility of the pupil to remain buckled for the entirety of the journey.
- Pupils to be dressed appropriately in school uniform when disembarking the bus.
- Pupils to act appropriately when travelling on the bus. No standing up, walking around or horseplay whilst travelling in the bus.
- No cell phones to be visible whilst travelling on the bus. Phones may be used when a member of staff gives permission to the students to contact their parents. Listening to music on your phones will be at the discretion of the accompanying coach/teacher.
- Upon return the students are required to tidy the bus and pick up all litter off the floor before they go home.
- Before disembarking, pupils should always thank the driver.

7. TEAM LISTS

- Team lists will be displayed on the notice board as well as any other relevant information regarding fixtures.
- Pupils are to check the notice board on a regular basis to stay informed of any changes or information relevant to them.

8. CHANGING ROOMS

No boy may enter a Girls changing room and no girl may enter a Boys changing room.

1. All students to make use of change room facilities in preparation for practices as well as matches. No changing to be done next to playing fields, swimming pools or tennis courts.
2. Respect must be afforded to the changing facilities at home and away fixtures. Hellenic pupils must leave its own and other schools changing rooms clean and tidy of any litter prior to vacating the changing rooms.
3. Respect for other pupils using the changing rooms and the areas around the changing rooms means that pupils must keep all noise levels in the changing rooms to an appropriate level.
4. Security of personal property in and around changing rooms is the responsibility of the pupil. Whilst the school makes every effort to ensure that appropriate security is made available to our school facilities, it remains the responsibility of the pupil to secure their valuables.

APPENDIX 1 BOYS' HAIR REGULATIONS

- Boys' hair must be short, off the ears and off the collar.
- There will be no fancy or trendy hairstyles or dyeing of hair allowed and the fringe will be well off the eyebrows.
- Boys may not shave their heads, nor may they wear excessively short hair
- Shaved sides are not allowed.
- Extreme comb overs are not allowed.
- Razor cuts and patterns cut into the hair are not allowed.
- No hair gel or similar product may be worn.
- No product may be used to create spikes etc.
- Sixth Form boys should have short, neat hair. They may have a temple fade, but are not allowed extreme fades or extreme comb overs.

APPENDIX 2 GIRLS' HAIR REGULATIONS

If a girl's hair touches her collar, it must be tied up. Ponytails must be worn at the back of the head. All hair must be clipped back off the face.

CAUCASIAN HAIR

- Your hair must be your natural colour. No highlights or colouring is allowed.
- Hair which touches the collar, must be tied back in either a pony tail at the back of the head or a the nape of the neck. Alternatively, two plaits may be worn to the back.
- Pony tails and plaits may not be worn at the top of the head.
- Clips must be worn to ensure that the hair is held back neatly.

- Ballet buns only may be worn at the back of the head or at the nape of the neck. It may not be worn on the top of the head.
- French plaits and Dutch braids are allowed but they must be neat and tidy at all times. Clips must be worn to make sure that the hair is restrained neatly.
- If a fringe is worn, it should not be lower than your eyebrows.
- Pigtails are not allowed.
- You may not shave the sides of your head.
- If your hair is short, it should be neat, clean and off your face – particularly out of your eyes.

AFRICAN HAIR

- If you are wearing your natural hair, freehand cornrows are allowed – but fancy designs are not allowed.
- Afros should be neat and not excessive.
- Girls may wear braids in their hair. These must be the colour of your natural hair and may not be thicker than 1cm.
- No jumbo braids are allowed.
- If your braids reach your collar, they must be worn tied at the back of the head or at the nape of the neck in a single pony tail.
- Braids may not be longer than your skirt waistband.
- Ballet buns are also allowed. This bun may not be worn at the top of your head.
- Weaves are not permitted.
- Shaving the sides of your head or gelling down edges are not allowed.
- Dreadlocks are not allowed.
- You may not wear wigs.

GIRLS HAIR ACCESSORIES

- If your hair is tied up/back, you should use black or very dark blue elastics only.
- Girls' hair accessories may be navy blue or white, with the exception of Alice bands which may be dark brown or black, depending on hair colour.
- No fancy or ornamented clips, clamps or bands may be worn.
- Only absolutely plain elastic bands can be worn.
- Alice bands, hair slides and clips may be worn – but they must be either black or very dark blue. White accessories are not allowed.
- Alice bands and hair clips of the appropriate colour should have a purpose, rather than being purely decorative.
- No hair jewellery is allowed.