

SUVA GRAMMAR SCHOOL



SCHOOL STANDARD OPERATING POLICIES (SOP)



EDITED 2022

1.0 **ADMISSION OF STUDENTS**

- 1.1 While admission of students to any level **follows the Admission criteria of the school**, the final decision is the prerogative of the Principal.
- 1.2 All new students must apply for admission by filling the **Application Form SGS 01** and submit with the following documents:
 - 1.2.1 For Year 9 Admission: Year 8 Internal Examination Result
 - 1.2.2 For Year 13 Admission: FY12CE Official Result Notice
 - 1.2.3 For Years 10, 11 & 12 Admission: Most recent Internal and/or Standard Exam Result.
 - 1.2.4 For all levels: Proof of place of resident - Utility Bills or JP Declaration.
 - 1.2.5 A character reference for admission to Year 10 to 13.
 - 1.2.6 A Reading Proficiency Assessment for admission to Year 9.
- 1.3 All application for admission will be assessed based on the admission criteria set by the Ministry of Education. Suva Grammar School does not have a feeder primary school, therefore all Year 8 students applying for admission to Year 9 will be given a fair & equal assessment according to the MEHA standard admission criteria.
- 1.4 All successful applicants will be notified either by phone or email and given the date and time to attend registration.
- 1.5 All **new student** must have the following documents at the time of enrolment:
 - 1.5.1 **Fully completed Registration Form SGS 02**
 - 1.5.2 2 recent passport size photos with name at the back
 - 1.5.3 **Original full extract** of Birth Certificate
 - 1.5.4 **Clearance letter** from the previous school
 - 1.5.5 **Original or certified true copies of:**
 - Most recent Internal Exam results
 - Most recent External exams results

2.0 **PROMOTION & RE-ENROLMENT**

- 2.1 **Promotion Criteria** - Promotion of students from one level to the next will depend on
 - 2.1.1 Attendance (DAR) & Late Arrival Record (LAR)
 - 2.1.2 Conduct and discipline
 - 2.1.3 Attitude to academic performance and examinations
 - 2.1.4 Availability of places
- 2.2 **Re-Enrolment**
 - 2.2.1 All current students must enroll to the next level by filling the **Re-Enrolment Form SGS03** at the beginning of every year.
 - 2.2.2 All students must be cleared from the previous level by the class manager before re-enrolment to the next level.
 - 2.2.3 List of students to re-enroll will be confirmed and provided by the school office at the advice of the Students' Progression Board.
 - 2.2.4 Students with chronic absenteeism and late arrival and those students with serious indiscipline where their behavior compromises the safety and the freedom to education of other students may not be allowed to re-enroll.
 - 2.2.5 Re-enrolment is conducted by the Class Manager and managed by the Level Deans.
- 2.3 **Repeating**
 - 2.3.1 The school will not accept repeating students unless under extraordinary circumstances or if the student has other areas of interest to be developed beside academic pursuits and with the principal's approval.

3.0 SCHOOL ATTIRE

GIRLS

- 3.1 School Dress must be below the knee. All girls should wear half-slips/tights, black in colour.
- 3.2 Make-up including nail polish, lipstick, eyeliners and jewelry including chains, bracelets, rings, anklets, or any other forms of jewelry are strictly forbidden. While jewelry will be confiscated, make up will be removed if spotted in school.
- 3.3 Girls with long hair must plait their hair in French plait style with 1 or two plaits directly from the front to the back of the head, and with black fasteners. Shorter hair should not grow to shoulder length.
- 3.4 Those with short hair must have their hair neatly, trimmed.
- 3.5 Only one pair of small stud earrings is allowed in either silver or gold and worn on the earlobe only.
- 3.6 Only black neat shoes or black sandals with straps are allowed. **Bare feet and flip-flops are forbidden.**
- 3.7 **Decency and modesty** must prevail on **mufti days**. Those found to be inappropriately dressed will be sent home to change their clothes.
- 3.8 Belt at the waistline must be firmly tightened and not hanging loose.
- 3.9 Only blue/grey and black coloured cardigans to be worn in school or on any other school functions.

BOYS

- 3.10 Pocket sulus should not be longer than eight inches below the knee.
- 3.11 **No form of earring** or any other ear decorations are allowed. No rings, bracelets, chains or other jewelries.
- 3.12 Hair should be trimmed short (No.2/No.3) and **neatly groomed**, with **no fancy styles** and no shaven line patterns on the head.
- 3.13 No shaven hairstyles or **dying** is allowed. Strictly **no punk** and **buns** are allowed. Any exceptions are at the **discretion of the Principal**. - who should **be consulted first**.
- 3.14 Those with facial hair must neatly shave regularly once they have started shaving. No other form of facial hair is permitted. No **fancy styles** are allowed/side-burns allowed. The Assistant Principal/Form Teacher has the right to shave or send any student home if they have disregarded this rule & failed to comply after being warned/reminded.

UNIFORM CHECKS

- 3.15 Duty teachers are stationed at the gate at 7am every morning for a 1st check on students and their uniforms and noncomplying students will be dealt with there and could be sent back home from the gate. The 2nd check is done by the Form Teacher during Form Time and noncomplying students should be sent to the Assistant Principal.
- 3.16 As a general rule, school uniforms must be worn at all public functions when the school is represented, unless otherwise advised. School uniform must not be vandalized (include sandals).
- 3.17 Students not in proper uniform will be warned only ONCE. On the second occasion they may be sent HOME and not permitted back unless they are fully compliant with the above rules, or disciplined otherwise.
- 3.18 Student's caught with forbidden hair styles/facial hair may either be sent home or have his cut (facial hair shaven) in school by any of the 3 Principals or Counsellor.

4.0 **ATTENDANCE & PUNCTUALITY**

4.1 **Attendance & Punctuality**

- 4.1.1 All students are expected to attend school on all school days as determined by the Ministry of Education Heritage and Arts.
- 4.1.2 All students must arrive at school before or by 8.00am on all school days – any student arriving after 8.30am will be dealt by the Late Arrival SOP.
- 4.1.3 Attendance to all official school functions/programmes at school is compulsory – classes, physical education, Art/Craft, Music, Library, Careers, Assembly, duties, etc.
- 4.1.4 Students' attendance for each month should not be less than 90%; those coming below with unacceptable reason will have parents coming for discussions.
- 4.1.5 Any excuse must be cleared by the Vice Principal (eg medical, physical disability, etc).
- 4.1.6 Attendance to any school function outside the school boundary and or school hours is subject to parental consent.

4.2 **Absence**

- 4.2.1 Any student's absence requires parent's/guardian's **signed letter of explanation** (and or **medical certificate**), Viber Message and email to be forwarded to Year Manager **when child resumes school**.
- 4.2.2 If the student fails **to produce a letter** of absence on the day of resumption, the Year Manager will send the student to the Assistant Principal. The Assistant Principal will call the parents to validate the student's absence and send the student back to class with an **official classroom pass**. In the case where the parent cannot be contacted, the student is referred to the principal or further investigation.
- 4.2.3 Any student failing to attend school, without a valid reason and without any information from the student's parents, for **3 days in a row**, the student's absence will be investigated by the Year Manager and must be reported to the office.
- 4.2.4 If is absent from school for **6 days in a row** without a valid reason or explanation from the student's parents - the student will be deemed to have withdrawn from the school and his name deleted from the class list.
- 4.2.5 **Students who is prone to not turning up with letters** will have their parent's/guardian's contacted or called in to the principal's office.

4.3 **Early Arrival**

- 4.3.1 All those arriving early before 7am are to sit around canteen area or inside the hall until 7am.
- 4.3.2 Students arriving before 7.00am are supervised by the school watchman.
- 4.3.3 Students arriving after 7.00am are generally supervised by the Assistant Principal before the Year Managers arrive.

4.4 **Late Arrival**

- 4.4.1 School opens at 7.00am (or whenever they arrive) and closes at 3.30pm, all students are expected to be arriving by 8am.
- 4.4.2 Those arriving after 8.30am will be noted as late comers in the LCR. Chronic late comers will have parents/guardian called in for discussions.
- 4.4.3 Late comers are dealt with when they arrive or on the same day.
- 4.4.4 When a student comes late for the 3rd time, a warning letter will be sent to the parents/guardians.
- 4.4.5 When a student come late for the 6th time, parents will be called to the office to discuss a solution to the problem.
- 4.4.6 When a student comes late for the 9th time, parents will be advised to seek clearance of their child and the child will be transferred to a school within their home zone.

5.0 **EXTRA CLASSES**

- 5.1 **All extra classes** must be **approved by the Principal** and parental consent **obtained prior to holding the class. No consent no class.**
- 5.2 All extra classes must be **well planned** and **utilized to the fullest** – The principal or his representative will monitor all extra classes.
- 5.3 Classes should be from 9am-2pm; any classes held outside this timeframe will need prior approval of the principal.
- 5.4 Teachers responsible must be there **from the start** (waiting for student); throughout the duration of the class; until the end at the **conclusion of the class** and properly dismiss the class (see them out)
- 5.5 Teachers must ensure that students go straight home after the class and remind students not to loiter in town after class. Students reported to have been loitering after the extra classes will be disciplined and will be barred from future extra classes through a letter to the parents.
- 5.6 Students must be **punctual to class** and be attired in **full uniform** (8.30am-2.30pm). Students failing to appear in the school uniform will not be allowed to the class; parents will be called; and student is sent home immediately.
- 5.7 Night classes are forbidden unless it is done on an online platform.

6.0 **AFTER SCHOOL**

- 6.1 No student is allowed to **stay on / in school premises**, unless formally cleared by Principal's Office, these would only be for the following purposes.
 - 6.1.1 Extra Classes
 - 6.1.2 Sports training
 - 6.1.3 Official game
 - 6.1.4 Rehearsal for official events
 - 6.1.5 Special Duties
 - 6.1.6 Detention
- 6.2 **Parental consent** must be obtained by the teachers responsible through the Principal's Office, and records of approved activities kept by the Assistant Principal, for those who have approval to stay back in school for the purposes stated in 7.1 above.
- 6.3 After attending to their activities, students must **leave the school compound immediately** and **head straight** home **in uniform** with **minimum noise**.
- 6.4 Loitering either at the 2 sheltered bus stops (entry/seawall) or along the seawall is strictly prohibited.
- 6.5 **5PM RULE** – All students must clear the Suva Bus Stand by 4.30pm and by 5pm no students should be seen around town and the Suva Bus Stand, unless they are with their parents or guardians.
- 6.6 Students who are expected to leave school late due to the reasons stated in 7.1 above will carry a school pass. The school pass will be issued and recorded by the Assistant Principal.
- 6.7 **No student is allowed to walk home or walk to town after school.** All those students who live nearby and prefer to walk home must get a PASS from the school.

7.0 **SCHOOL BUS**

- 7.1 Each and every student travelling by school bus must be mindful of the following:
 - 7.1.1 Boarding and Disembarking must be done in an orderly manner.
 - 7.1.2 Courtesy and respect for the driver, fellow students, teachers, and members of the public to be observed all the time.
 - 7.1.3 Vandalism and smoking are strictly prohibited with zero tolerance.
 - 7.1.4 Complaints about students' misconduct will be dealt with accordingly; serious offences in the bus could lead to parents being summoned to the office.

- 7.2 All boarding after school is to be done from school gate or hardcourt (rain) and supervised by the TODs.
- 7.3 Students must board only their designated buses that goes to their location of residence. Boarding the Nasese 4 bus via the Suva Bus Stand to go home is not allowed for those who must travel in designated buses.
- 7.4 Loitering at the bus stand or in Suva is prohibited, all students must clear the Suva Bus Stand before 4.30pm

8.0 **DISCIPLINE**

- 8.1 Discipline is paramount in all spheres of school life and we expect all students of Grammar – during school, after school, holidays, etc to hold it.
- 8.2 Causes of action taken when a student breaches the SCHOOL DISCIPLINE CODE and STUDENTS CODE OF CONDUCT are as follows:
 - 8.2.1 GRADE 3 & 4 OFFENCES - Counselling by Class Manager; incident will be recorded in the Class Discipline Book by the class manager. The class manager may institute a class based deterrent. Repeated offenders of Grade 4 may be referred to the School Counsellor through the Assistant Principal's Office.
 - 8.2.2 GRADE 1 & 2 OFFENCES – will be reported to the assistant principal's office. The assistant principal will deal with Grade 1 & 2 offences in consultation with the Principal.
 - 8.2.3 GRADE 1 OFFENCES – which are criminal in nature will result in immediate suspension; parents will be called to the principal's office to sign the suspension notice. Suspension conditions will be stated in the Behavioral Management Policy.
 - 8.2.4 Any student who had been suspended for 10 or more days may be required to find a new school through the Suva Education Office. This also applies to offences that have compromised the safety and the right to education of other students.
- 8.3 Parents may be called in for discussion for **repeat serious offences**, formalized through a letter and telephone from the Principal's Office or representative.

9.0 **CLASSROOM**

- 9.1 All classrooms are **respected places of learning** in terms of
 - ✓ Neatness/Cleanliness
 - ✓ Orderliness
 - ✓ Organization
 - ✓ **Silence** at all time
- 9.2 The following are **strictly forbidden** in classrooms
 - ✓ Playing
 - ✓ Vandalism
 - ✓ Littering
 - ✓ Eating (unless raining)
 - ✓ Entry of outsiders without authorization by Form Teachers
 - ✓ Removal of furniture without permission of Assistant Principal through Form Teachers.
- 9.3 Any Violation of the above will results in disciplinary action.

10.0 **CLASSROOM FURNITURE**

- 10.1 Each and every student is allocated a specific (numbered) set of furniture (desk/chair) during admission at the beginning of the year, this is recorded in a **special form list by Class Manager** and in a **class sitting plan on Form Notice Board**.
- 10.2 The student must only use his/her allocated furniture.

- 10.3 Security of furniture is the responsibility of the Class Manager and the student “owner”.
- 10.4 Any movement of furniture can only be cleared by the Assistant Principal through the Class Manager.

11.0 **ACCIDENTS & EMERGENCIES**

- 11.1 All accident and emergencies concerning students, teachers, staff and visitors within the school premises must immediately be reported to the school principal through the office of the assistant principal. In case the assistant principal is not available, the report should be lodged directly at the school office and to the school principal.
- 11.2 Details of any accident suffered while in school must be reported in the special ACCIDENT FORM by the teacher in charge with copies in filed Accident File, SPF and to parents/guardians.
- 11.3 Minor injuries could be administered by the assistant principal. For more serious cases the injured student requires medical attention, he/she will be evacuated to the Raiwaqa Health Centre – in the company of the assistant principal or representative. The parents and guardian will be contacted and advised to report to the health center where the assistant principal or representative will hand over the duty of care of the student to the parents or guardian.
- 11.4 If the injured individual requires professional transfer to the hospital, then the ambulance will be called for proper evacuation. The parents and guardian will be contacted and advised to report to the hospital where the assistant principal or representative will hand over the duty of care of the student to the parents or guardian.
- 11.5 Parent's/Guardian's **will IMMEDIATELY be advised of any serious accident** or emergency through **school mobile**.

12.0 **COMPLAINTS**

- 12.1 Any complaint by any parent's/guardian's related to school issues, must first be raised with the school head instead of going directly to the Media, Police or Ministry of Education. This should be done through any of the following medium:
- ✓ Letter to the Principal
 - ✓ Personal discussion
 - ✓ Telephone (3313585/3307320/8496872) or Mobile number 2995608
 - ✓ Email suvagrammar@connect.com.fj
- 12.2 The school principal is given 24 hours to respond to the complaint through any of the above medium.
- 12.3 This is done to:
- ✓ Enhance SGS family spirit (students/staff/parent's/guardian's)
 - ✓ Ensure courtesy and respect.
 - ✓ Prevent unfair and very serious repercussions to teachers as has been happening.
 - ✓ Ensure transparency, accountability

13.0 **CONFISCATED ITEMS:**

- 13.1 Forbidden items will be confiscated on the spot (mobiles, footwear, cardigans, etc.) – the details will be registered in the **CONFISCATION BOOK** to facilitate it being returned later.
- 13.2 **Items will be kept in the Principal's office or by his/her representative** for safe-keeping and may only be taken by parent's/guardian's at end of the term if not, they will only be released by end of the year.
- 13.3 Any mobile confiscated and lost without proper notification, the school is absolved of any cost or blame.

14.0 **MOBILE PHONES**

- 14.1 Mobiles are only allowed in school under the following conditions:
- 14.1.1 The parent must inform the assistant principal or class manager beforehand that the student will be bringing a mobile phone to school and state the purpose.

- 14.1.2 The student must handover the mobile phone to the assistant principal or class manager upon arrival to school.
- 14.1.3 The student may ask to use the phone for the purpose it was intended for at the appropriate time. The assistant principal or class manager shall determine the appropriate to release mobile phones to students.
- 14.1.4 After use, the mobile phone must be returned to the class manager or assistant principal. The mobile phone will be released to the student at the end of classes when the student is ready to go home.
- 14.2 Anyone **caught in possession or using his/her mobile in the school compound** without proper approval will have it confiscated. The mobile phone will be forwarded to the office and registered in the CONFISCATED ITEMS FILE for official record.
- 14.3 Confiscated mobiles **can only be released to parents/guardians** at the end of the Term or end of the Year in which the mobile was confiscated. The decision lies with the school principal.
- 15.0 **LOST AND FOUND**
 - 15.1 All lost and found items are to be brought by finders to the Assistant Principal for safekeeping.
 - 15.2 Notice will be put up by the assistant principal for claiming purposes.
 - 15.3 Items and other details must be registered by the assistant principal.
 - 15.4 If no there is no claimant established after 3 days of notice, the item will be forwarded to Principal for a decision. The principal will make a decision in consultation with the 2 assistants.
- 16.0 **VALUABLES**
 - 16.1 Students are not encouraged bring valuable items to school such as a huge amount of money, laptops or mobiles.
 - 16.2 If it is necessary to bring such valuable items to school, then parents must call and inform the assistant principal and it should be deposited by the student at the school office for safekeeping upon arrival to school.
 - 16.3 The office staff will register such items against the student's name and release to the student at the time when it is required, after which it must be returned to the office to be released only at the end of the school day.
 - 16.4 While not deposited at the school office and the valuable item goes missing, the school will not be held responsible.
- 17.0 **MISSING ITEMS**
 - 17.1 The school will NOT be responsible for missing FORBIDDEN items, and VALUABLE items as stated above.
 - 17.2 The school is responsible only for items related to students' learning and study materials, and will initiate an investigation for such items.
 - 17.3 For missing items:
 - 17.3.1 Student must immediately lodge a report to the teacher in charge or to the assistant principal.
 - 17.3.2 Investigation by the teacher in charge or assistant principal must include the following and include these in the report:
 - 17.3.2.1 Item
 - 17.3.2.2 Time
 - 17.3.2.3 Place
 - 17.3.2.4 suspect group (narrowed as much as possible)
 - 17.3.2.5 chief suspect
 - 17.3.2.6 recommendation circumstances
 - 17.3.3 Officers report to be forwarded to school Assistant Principal.

17.3.4 The school will not be bound to any form of claim of compensation by students or parents for missing items.

18.0 **SCHOOL CANTEEN**

- 18.1 The School has 1 outlet from where students and teachers can buy food for breakfast in the morning, during recess and lunch.
- 18.2 Canteen opening hours shall be as follows:
 - 18.2.1 Breakfast: 6.30am – 7.45am
 - 18.2.2 Snack: Recess – 20 minutes
 - 18.2.3 Lunch: Lunch – 30 minutes
- 18.3 All students and teachers must clear the canteen area by 8.50am and make their way to their classrooms.
- 18.4 Teachers may visit the canteen for a hot drink or snack at other times apart from the time given above, but on the condition that they do not have a class while visiting the canteen.
- 18.5 However, the canteen is out of bound to all, teachers and visitors, while students are sitting examinations.

19.0 **FEES – INTERNATIONAL STUDENTS ONLY**

- 19.1 All fees from international students must be **settled when due** otherwise formal undertaking on alternative arrangement be made with the Principal.
- 19.2 International students must pay \$250 at the time of registration and the balance paid in full by Friday of the 4th week of school of each term.
- 19.3 Timelines – Fees for International Students must be cleared at the end of each term.

20.0 **DISASTER EVACUATION DRILLS**

- 20.1 The school has put into place drills in response to the following
 - 20.1.1 a) Fire
 - 20.1.2 b) Tsunami
 - 20.1.3 c) Earthquakes
- 20.2 For Tsunami, parents are requested **not to come to school to collect children** as they create unnecessary hassle in our organization – they may collect their children from our Assembly point at Forum Secretariat Park.

21.0 **LEAVE**

- 21.1 All student leave must be cleared by the Assistant Principal or Vice Principal in the former's absence.
- 21.2 No other officer is authorized to grant students leave.
- 21.3 No student will be allowed to leave at the gate unless they have a leave pass by Assistant Principal.
- 21.4 Leave pass must be produced at the gate before students can be released to leave school.
- 21.5 Parents to be advised by phone first or parents must contact school for to request early departure.

22.0 **PEMAC CLASSES**

- 22.1 These are compulsory for all relevant students and anyone abstaining (PE) may only be cleared by Vice Principal (or Assistant Principal if Vice Principal is absent)
- 22.2 Students must be punctual to and from these activities
- 22.3 Students must wear their PE uniform during PE classes – those without uniforms will be exempted from participation and will be involved in other work.
- 22.4 Students may only carry out activities directed by PE teachers (Pemac Dept.) and if supervised by an officer.

32.0 SICKNESS

- 32.1 Obtain permission form teacher-in-charge and head straight to sick bay where the Assistant Principal will assist the student.
- 32.2 If cleared after resting then the student will return to class.
- 32.3 If the student need to leave home right away for further consultation with a doctor, the parents will be contacted to pick up the studemnts from school. The Assistant Principal will provide the sick leave pass for this purpose.
- 32.4 You may only leave if you are given a sick leave pass by the AP (this will be demanded at the gate).
- 32.5 Parents to be advised by phone first if students are given sick leave.

34.0 VISITORS

- 34.1 All School visitors must be directed to the school office first. The school office will receive the visitor and register the details of visitor and purpose of visit.
- 34.2 All visitors must dress decently – (no caps/dark glasses, casual dress etc.) as they enter a respected place of learning where young people are.
- 34.3 Vehicle stereo's to be switched off inside the school.
- 34.4 Speed limit to be strictly observed and proper parking area used. Anyone flouting the above may be refused entry or asked to leave.

PRINCIPAL
SUVA GRAMMAR SCHOOL