



Parent Newsletter -1

15/1/2019

Dear Parents,

We wish you all a Happy New Year and welcome you back to Brilliant.

To ensure clarity of understanding, we would like to remind you of a few points:-

- School starts at 7.00am. The code of conduct for Student Behaviour stipulated a late start not exceeding **10 minutes** without an acceptable excuse is a minor violation and marks will be deducted.
- All students must leave the school by 1.45 pm to allow staff to attend developmental meetings and professional development programme.
- Students must be prepared for lessons and have the required books and materials.
- Uniform must be worn every day and P.E clothes only when it is timetabled. Students who arrive at school without their uniform will be kept in the Reception until full uniform is worn.
- Hair colouring, painted nails, make up and untidy hair is a violation of the Code of Conduct for Students' Behaviour and each violation will result in marks being deducted.
- While on the bus, students must be seated and wear a seat belt at all times for their safety. There is a **No Eating Policy on the bus, only water is allowed**. To keep our buses clean and to avoid students slipping, please remind them to eat at school during "Breakfast Club" at 6.30am - 7.00am and during Break.
- Please remind your children to care for their environment by not dropping litter.
- This is the year of Tolerance, so we have reminded all students that this means acceptance and respect. So please help your children to reflect these values in their behaviour.
- No early leave will be granted after 12.30pm as this causes a disruption in ensuring students' safety.
- **The Bilo of Federal Law concerning Private Education stipulates:-**
 - i. Absence due to sickness should be provided by a Medical Certificate. Absence will otherwise be marked as unauthorised.
 - ii. Absence for one or two consecutive day with a maximum of 7 days **during one academic year**. This refers to holidays outside of the Ministry Calendar or sickness. Any holiday must have approval before the holiday is taken otherwise it will be unauthorised.
 - iii. Death of a relative (1st and 2nd Degree relation) for a **maximum period of 3 days only**.
 - iv. Absence rules according to the Code of Conduct for Student Behaviour,
3 days – Verbal Warning
5 days – 1st written warning
10 days – 2nd written warning
14 days – 3 written warning
15 days' continuous/**21 days in a year** – Students may be disenrolled from school records unless they provide any attested report and Ministry has to be informed.
 - v. The Bilo of Conduct for Students' Behaviour states absence from school before and after a holiday, weekends and exams will be seen as a medium violation and **50% marks** can be deducted.

- BIPS is introducing differentiated teaching methods and therefore seating arrangements within the class will be at the teachers' discretion. If your child has a visual impairment please provide the Student Affairs Supervisor with a copy of the **Ophthalmologist report**.
- If your child has any medical condition as stipulated on the Student Medical form, please send all medical attested report to the Clinic.

Thanks for your Cooperation

E P Rae

Ms Eileen Patricia Rae
Principal

