

## RULES AND REGULATIONS

1. Your child should always be in appropriate uniform. All items and Uniforms should be clearly labelled. Aprons should be labelled and will be sent home every Friday. The aprons should be returned on Mondays. Please keep your child's nails short and unpolished.
2. Homework should be sent back completed and done by the child under your supervision. Please remember to sign the reading record.
3. Diaries (log books) should be signed whenever there is a note from school.
4. No toys, jewellery, sweets, food, mobile phones or watches allowed in school.
5. Please inform the headmistress if your child will be absent from school.
6. Please inform the teacher if your child will be collected from school by any person other than designated persons on the pick-up form.
7. Please keep the child at home when he or she is unwell or on medication. All medication sent to school must be labelled with name of child and dosage and handed over to the teacher or assistant. Please write in the log book if you would like us to administer it.
8. Every child should come to school with their own bottle of drinking water.
9. In case of loss or damage to any school book, a penalty of KShs.1,000 will be charged.
10. Please note the class timings and pick up your children on time. After 3.30pm Monday to Thursday your child will be with an assistant or the caretaker if not picked up by then. On Friday the teacher on duty will be there till 3.00pm after which the children will be under the care of the extra activities teachers. **You will only be called if your child is not picked up by these times.**
11. You may celebrate your child's birthday in school by bringing in a cake only. We would like to discourage party bags. There are some children who do not eat eggs please confirm with the class teacher. Please also advise the class teacher if you are sending a cake so that she can plan her lessons accordingly and let you know of a suitable time. If you would like to host a party at home, invitations will be distributed in class, only if all children in the class are invited.
12. The class which your child moves to at the start of each year will be determined by the class teachers & the head and will not be subject to any discussion. We believe it is good for the child to have different peers and different teachers.