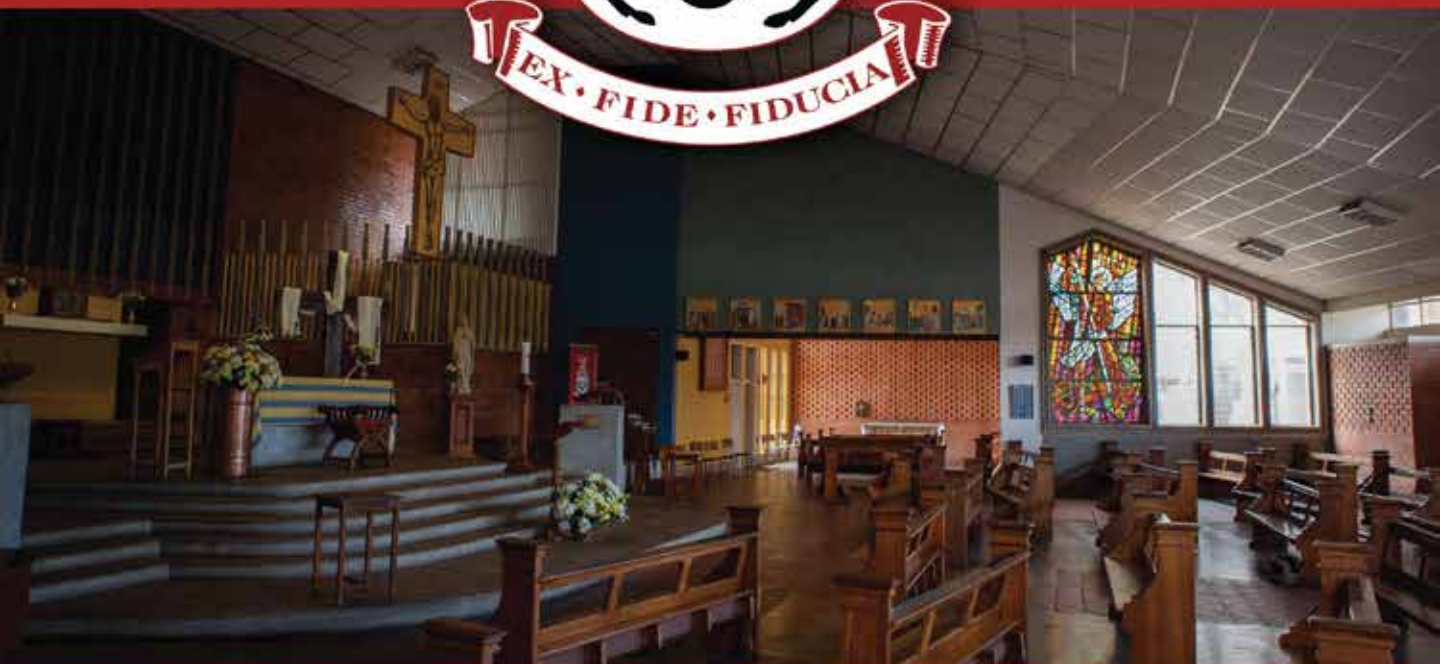


ST GEORGE'S COLLEGE



AMDG



Parent & Student Handbook

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IMPORTANT STAFF EMAIL AND TELEPHONE NUMBERS

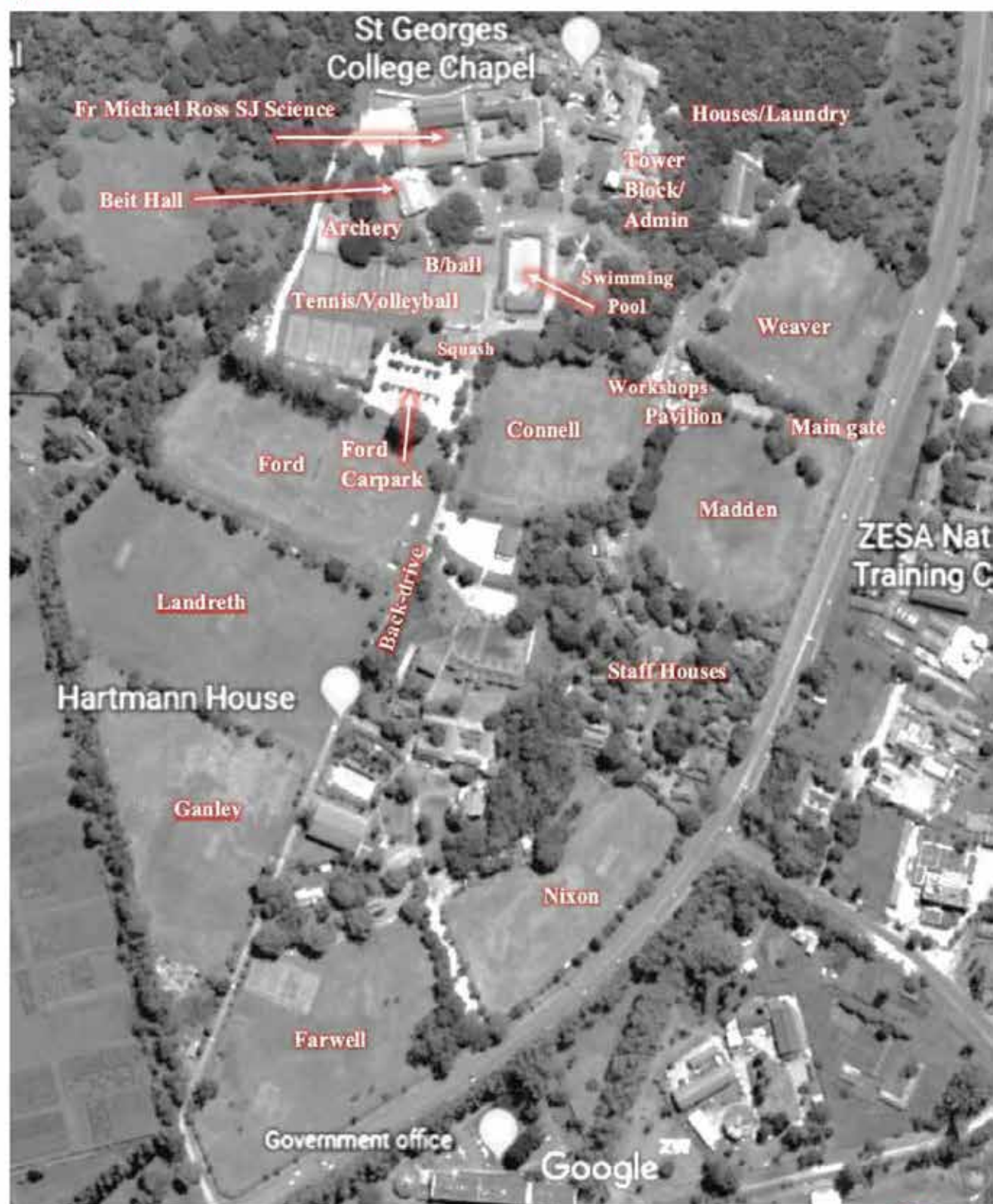
TELEPHONE NUMBERS	+263 (0)867 702 0314
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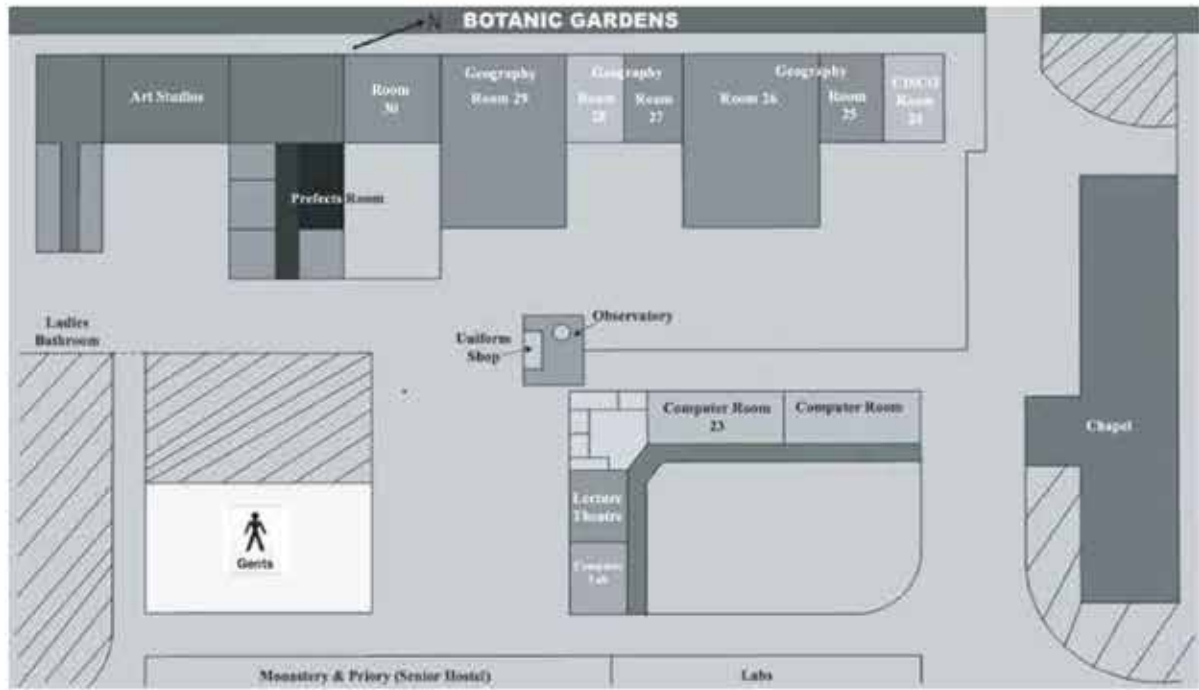
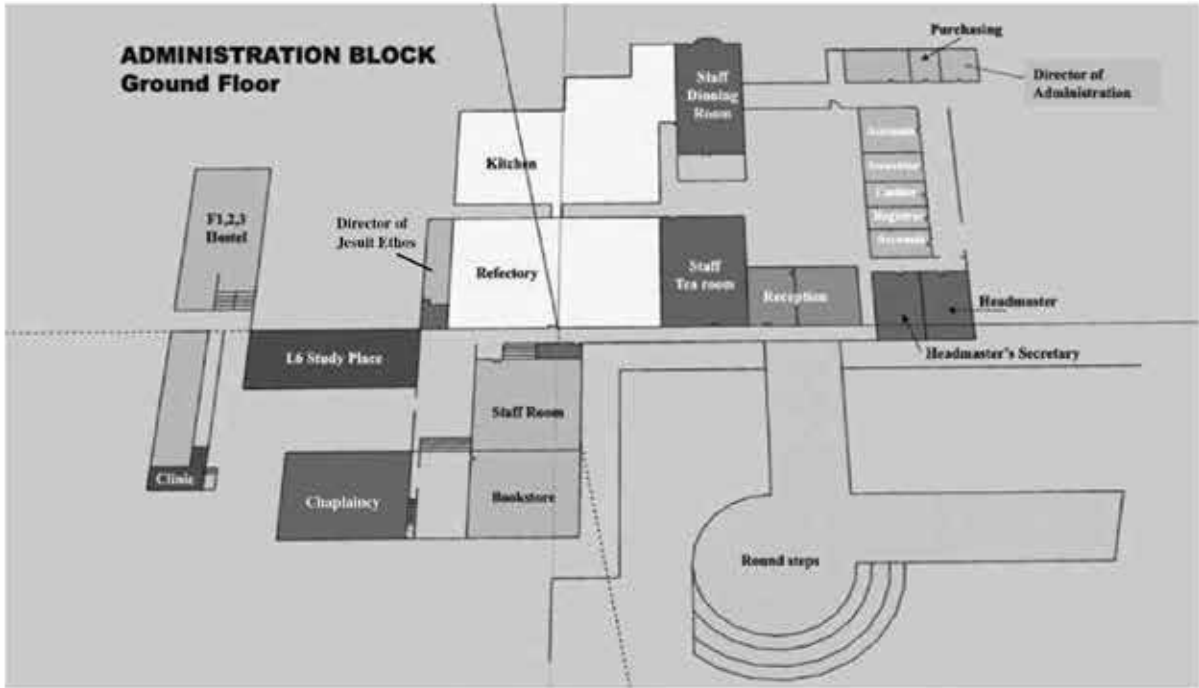


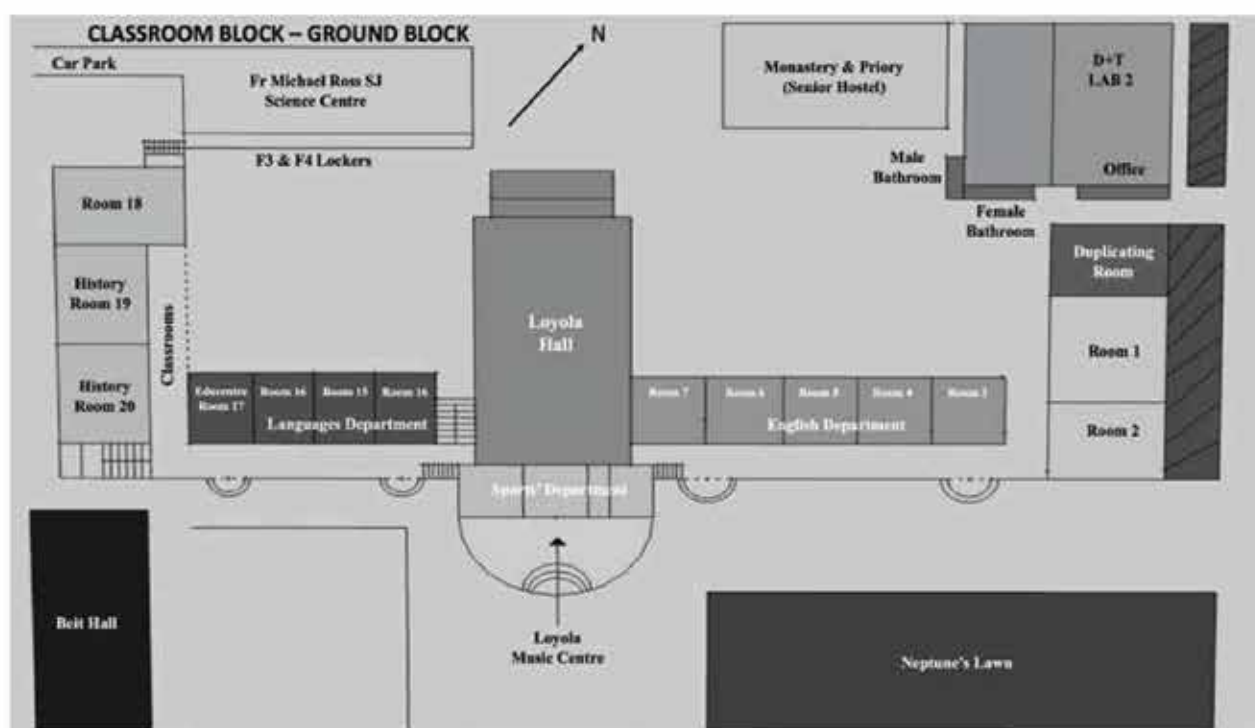
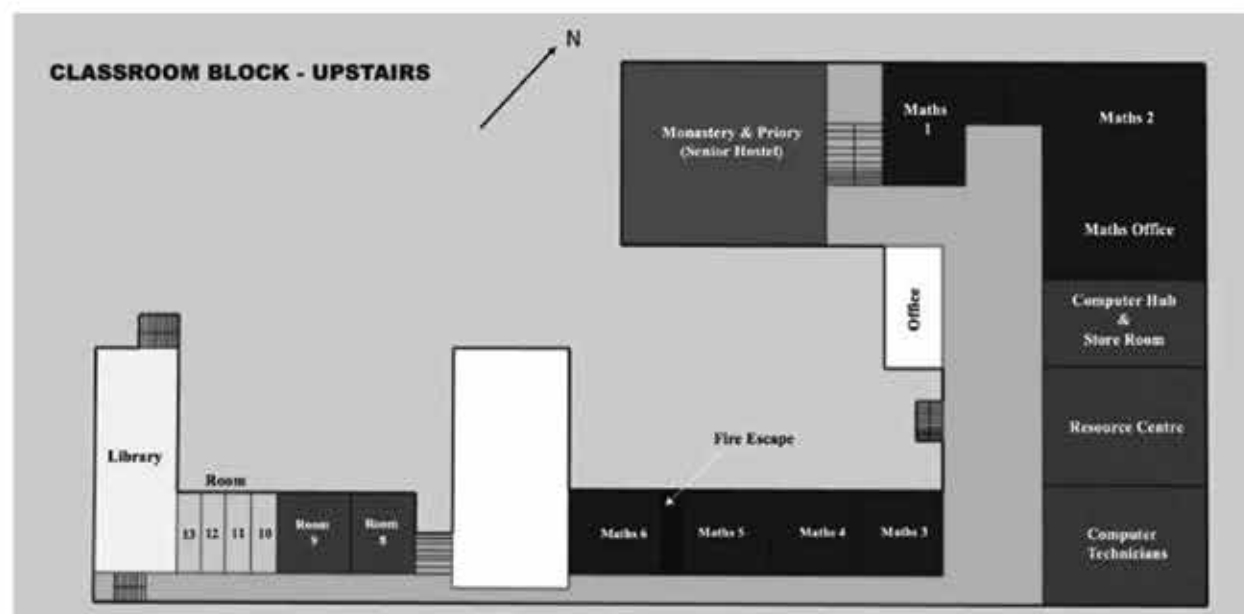
MAP OF THE COLLEGE CAMPUS, WITH KEY

a) Aerial View



b) School Plans





ST GEORGES COLLEGE : A JESUIT SCHOOL

St George's College is part of the worldwide family of schools run by the Society of Jesus (the Jesuits). We follow the vision and philosophy derived from the writings of the founder of the Jesuits, St Ignatius of Loyola. All Jesuit schools and their alumni associations are linked internationally, regionally and nationally, sharing a common mission. Each is also unique in its circumstances and context.



St Ignatius of Loyola

ADMINISTRATION OF ST GEORGE'S COLLEGE

The College is recognised by the Ministry of Education as a Roman Catholic school in the Archdiocese of Harare and it is owned by the Society of Jesus in Southern Africa through the Prestage Trust. The Board of Governors is responsible for the administration of the College, according to the Jesuit vision and philosophy as enunciated in the Mission Statement. The interpretation of this is delegated to the Rector. The Headmaster and Deputy Headmasters are responsible for the everyday running of the College, working closely with the Rector. The Heads, Rector, Board of Governors and the Society of Jesus are responsible for College policy.



Fr Joe Arimoso SJ
RECTOR



Mr John Farrelly
HEADMASTER



Mr Massah Phiri
DEPUTY
HEADMASTER
(ADMINISTRATION)



Mrs Alison Stangroom
DEPUTY
HEADMISTRESS
(SIXTH FORM)



Mr Brendan Brider
DEPUTY
HEADMASTER
(FORM 3&4)



Mr Loveson Muhuru
DEPUTY
HEADMASTER
(FORM 1&2)





Mission Statement And Guiding Principles For St George's College & Hartmann House



Mission Statement

St George's College, together with Hartmann House, is part of the long-standing commitment of the Jesuit Province of Zimbabwe to education in this country. One of the earliest established schools in Zimbabwe, St George's aims to provide a well-rounded education based on the fundamental objective of Jesuit education, which is the "formation of Men and Women for and with others, people of competence, conscience and compassionate commitment" within society. Fundamentally Roman Catholic in its outlook, the College aims to be multicultural and welcomes students from different backgrounds and of all faiths, recognising that they can contribute to, as well as benefit from, the Jesuit ethos based on the experience of St Ignatius.

Guiding principles in support of St George's College Mission Statement:

To implement the Mission Statement, the College will be guided by the following principles:-

1. To promote the Jesuit educational ethos through the following key elements: -
 - Finding God in all things;
 - Seeking in all decisions to choose that which leads to the Greater Glory of God ('*Ad Maiorem Dei Gloriam*');
 - Showing love in deeds through concern for the needy, the promotion of justice, and service to the community;
 - Encouraging excellence in every field of endeavour.
2. To know each of our students as individuals, provide for their educational needs, and help them become well-rounded adults.
3. To be a supportive and prayerful community of students, staff and parents.
4. To promote full interaction between students, parents and staff in every aspect of school life: academic, religious, social, sporting and cultural.
5. To develop our students' talents through a school programme – academic, religious, social, sporting and cultural – that will challenge them to give their best in all they do.
6. To fulfil the College motto ('*Ex Fide Fiducia*' – from faith comes confidence) by preparing young people intellectually, spiritually and emotionally, to provide leadership in facing the problems of the world today.
7. To engage with the wider world so as to sensitise students to the strengths and weaknesses of contemporary society, thereby nurturing young people able to think for themselves and stand up for their values and beliefs in a challenging world.



THE 4 C'S OF JESUIT EDUCATION

A former Superior General of the Society of Jesus, Fr Pedro Arrupe SJ, defined the goal of Jesuit education as the formation of “Men and Women for Others”. Fr Peter Hans Kolvenbach SJ expanded the meaning of this to: “the formation of people of Competence, Conscience, Compassion and Commitment”. Students in our schools are invited to respond to the call of our Creator who invites us to join Him in combating the evils and injustices that we encounter in our world and to strive to make the world a better place for all.

Competence

The College provides each student with the facilities to attain the highest standard in all areas of life, including religious, academic, sporting and cultural. The College objective is to help students achieve personal excellence in as many different areas as possible. The motto of St Ignatius, AMDG, *Ad Maiorem Dei Gloriam*, which means “To the Greater Glory of God”, is written above every piece of work and is applied in all areas of College life. It means that everything is done for God, for who only the very best the individual is capable of is good enough.

Conscience

The College aims to form students who will relate learning to their experience and context in the world. Through the habit of *Examen* (reflection), students will overcome prejudice, become conscious of the validity of other points of view, and be free to discern where the truth lies. This, together with the guidance that our Christian faith gives us, will help them towards the more enlightened moral positions necessary for a just and peaceful society. The College motto, ‘*Ex Fide Fiducia*’ (“From Faith Comes Confidence”), invites a reflection on the difference between the values of our faith and those of the world around us. “Do not let loyalty and faithfulness forsake you; bind them around your neck, write them on the tablet of your heart” - Proverbs 3. As people of conscience, our students are aware of their world and seek to make a positive difference in it.

Compassion

The College aims to form men and women of action, who act out of genuine love and concern for their fellow human beings. They are dissatisfied with the mere selfish ambition which keeps what has been learned and discovered for itself alone but want to use their talents for the betterment of all. St Ignatius challenges us with these three questions:

- 1) What have I done for Christ?
- 2) What am I doing for Christ?
- 3) What am I going to do for Christ?

These questions form the basis for the compassion our students show towards one another and beyond the boundaries of the College. St Ignatius reminds us that the love we have for God ought to manifest itself more in deeds than in words. Thus, the faith based compassion is a call to action.

Commitment

Commitment to a value system is hard work. Our students honestly strive toward faith, and through peaceful means work for the social and political transformation of structures to achieve justice. This commitment invites them to dig deeper within themselves for perseverance in the face of a world that has become less religious and which does not readily reward such values.

The College patron, the knight St George, inspires us to a life of service to the community, “People of God, Men and Women For and With Others”.



SOME LANDMARKS IN THE HISTORY OF THE COLLEGE



In 1896, a French Jesuit Priest Fr Marc Barthelemy SJ opened the door of a small corrugated-iron, two-windowed hut to admit the first six students to Bulawayo Boys' School on January 13th. The boys were Leonard and Lancelot Makin, Hubert and William Halder, Edgar Rorke and Otto Cooper. The first assistant teacher was Fr Victor Nicot SJ. In 1898, a new purpose-built brick building was erected, and Fr James Nesser SJ joined the staff. In December, at the first Prize Giving, the school assumed the title "St George's Boys' Public School". In 1899, Fr Francis Johanny SJ joined the staff and the Cadet Corps was established. In 1902, the first English Jesuit, Fr Thomas Gardner SJ joined the staff. He was instrumental in establishing organised games like cricket and soccer. It was also the year that the first Rhodes scholarships were awarded in Rhodesia and they went to St George's boys Albert Bisset and Woodford Gilbert. In 1912, the erection of a much larger two-story building on the same site was completed and opened by Earl Grey, the former Administrator of the country.

During the First World War, 198 Old Georgians (OGs) volunteered and 26 were killed. In 1921, the Old Georgians' Association was founded with its first President, Mr D. Blackbeard. In the meantime, Hartmann Hill in Salisbury (Harare) had been given to Fr Andrew Hartmann SJ, Chaplain to the "Pioneers" (the first formal settler force to arrive in the country). In 1925, due to the school becoming too large for the property in Bulawayo, it was decided to relocate it to Salisbury in January 1927. The architect of the new buildings was Fr Louis Leboeuf SJ and the principal builder and carpenter was Fr John Conway SJ. In 1931, the new College crest was approved, and in 1933, the first issue of the College Chronicle was published and, apart from the Second World War years and the period immediately after (1939-1949), it has continued annually. The Beit Hall was opened in 1935 by the Governor, Sir Herbert Stanley.

During the Second World War, 438 OGs served and 58 were killed. As time passed in the 1940s and 1950s, and finances allowed, various building projects were undertaken; the library in 1940, then the "Monastery" and later the "Priory". In 1955, the new dormitory wing and the new laboratories were completed. Then in 1956, it was decided that St Michael's, established as a preparatory school in 1951, and St George's could no longer cope with the substantial increase in numbers, so land at the bottom of the Hill was purchased from the Municipality and Hartmann House was built. In 1966, the amenities block, now the geography and art classrooms was built, followed two years later by a new swimming pool. In 1970, to mark the approaching 75th Anniversary of the College, the Trident Development Project was launched. Its principal focus was the construction of the Chapel, completed in 1973, as well as the laboratory block which adjoined "Monastery" and "Priory", a new cricket pavilion in 1971, and two of the planned four squash courts which were completed in 1972. In 1984, the Bulawayo wing was opened.



Aside from the steady growth of the College in the 1950s and 1960s, both in student enrolments and in building infrastructure, another very significant development was the admission of the first black student, Titus Munyaradzi, in 1964. This was despite strong and prolonged opposition from the government of the day, but, having stood its ground, the College then proceeded to enrol students of all races and creeds who could satisfy the entry criteria, and the current student number at the College stands at around 800 today.

Post National Independence in 1980, the next significant development was the appointment of the first lay Headmaster of the College in January 1992, together with two lay Deputy Headmasters. They ran all aspects of the school, under the overall spiritual and strategic guidance of the Rector and this situation prevailed until 2016 when, following a further restructuring, the two deputy positions were replaced by a single Deputy Headmaster and three Divisional Heads. A College Administrator was also appointed, reporting directly to the Rector.

The Centennial Appeal Fund raised enough funds to construct 10 new staff houses on the College property, essential at a time when the number of Jesuits on the staff had diminished to four out of a complement of over 50.

The opening of the Paul Miki ECD Centre at Hartmann House, on its 60th Anniversary, was a critical element of a new Strategic Plan that will see Hartmann catering for the full range of primary school Grades from 0 to 7. A boy entering the primary school, at age 5, will most likely spend his entire school career on the Hartmann Hill site. Incidentally, Hartmann House also opened the Jubilee Hall in 2013, an essential facility for a school that has grown to around 460.

In November 2017, the Fr Hugh Ross SJ Science Centre was opened. This impressive building has 11 fully fitted modern laboratories, 3 preparation rooms, and offices. The expansion of learning facilities allowed an increase in Sixth Form numbers. In 2020, the Lower Six intake included female students, bringing St George's College in line with the 2019 Jesuit Universal Apostolic Preferences.

Alumni Achievements

There have been 39 Rhodes Scholarships awarded to former students of the College, most recently OG Kudzai Mbinda (Class of 2017) in 2021. Old Georgians globally are making an impact in their communities, and, we trust, giving back to society. Some of these are exhibited in various departments. 29 Old Georgians have been ordained as Catholic priests, including 12 as Jesuits.

THE SIGNIFICANCE OF THE COLLEGE CREST

The **crown** and the **upright sword** between the dragon's wings stand for the victory of the Christian knight, St George, over the forces of evil, represented by the dragon.

The **cross**, the symbol of our redemption through the death of Jesus Christ, is the banner of the patron of the College, St George.

The **wolves** and **cauldrons** are taken from the family arms of the Loyola family, St Ignatius Loyola, being the founder of the Jesuits or the Society of Jesus. In Basque, "loy" means wolf and "olla" means cauldron.



The Grant of Arms was made by the Royal College of Heraldry on 19th October 1931.

The **rose**, a former emblem for the country, is the symbol of an attractive flower that exists in many different forms, colours and perfumes. It is hardy and can flourish almost everywhere because it's a hybrid of any different varieties (These should be the qualities of a St George's College student).

The **motto** on the scroll means "From Faith Comes Confidence".



“Personal care and concern for the individual is the hallmark of Jesuit education. For such a relationship of authenticity and truth to flourish between teacher and student, mutual trust and respect that grows out of a continuing experience of the other as a genuine companion in learning is required. It means, too, being keenly conscious of and sensitive to the complex and often subtle network of norms, expectations, behaviours and relationships that create an atmosphere for learning.

Praise, reverence and service should mark the relationship that exists not only between teachers and students, but among all members of the College community. Ideally, Jesuit schools should be places where people are believed in, honoured and cared for; where the natural talents and creative abilities of persons are recognised and celebrated; where individual contributions and accomplishments are appreciated; where everyone is treated fairly and justly; where sacrifice on behalf of the economically poor, the socially deprived, and the educationally disadvantaged are commonplace; where each of us finds the challenge, encouragement and support we need to reach our fullest individual potential for excellence; where we help one another and work together with enthusiasm and generosity, attempting to model concretely in word and action the ideals we hold for our students and ourselves” (*Ignatian Pedagogy* 36-37).

Chaplaincy

Everything we do celebrates the continuing action of God’s Holy Spirit in ourselves and in the world around us. In celebrating life, we are worshipping God; “The glory of God is humankind fully alive” (St Irenaeus). Our main act of worship, therefore, is the enjoyment given to us by the people we meet and the activities in which we engage. College Chapel services are designed to underline this fundamental truth. We celebrate the forgiveness and mercy of God in recognising our failures to Him and one another. As Catholics, our worship culminates in the Eucharist, which is the celebration of God’s love for us in Jesus Christ, the Son of God, and the love that we have for one another.

The Director of Jesuit Ethos, together with the Ignatian Ethos Committee are responsible for the Religious and Spiritual Activities at the College, comprising of Service Projects, Days of Recollection, Retreats, Christian Life Groups, Crusaders of the Blessed Sacrament, and promotion of the Ignatian - Jesuit identity of the College. In this work, they are supported and guided by the Rector and the Chaplain.

Being a Roman Catholic school, we give pride of place to the liturgical celebrations in the Church’s year. The climax of these is the Easter Triduum - Holy Thursday to Easter Sunday. The Feast of St Ignatius, on the 31st July, is a special day in the annual cycle. These days will be treated as Holy Days on which no other activities shall ordinarily be scheduled by the College. In the same spirit, the College recognises Sunday as a special day and the norm will be to reserve it for worship and family activities. The Rector may, upon request, grant permission to participate in events organised by others outside the College.

Some Chapel Services and Days of Recollection are for all students and are **not optional**. All students wanting to enter Lower 6 must participate in a Service Project.

Service Projects

The aim of Jesuit Education is growth which leads to action - action especially, that is suffused with the spirit and presence of Jesus Christ, the Son of God, the Man for others.

Jesus teaches us, by word and example, that the regulation of our fullest human potential is achieved ultimately in our union with God. This is a union that is sought and reached through a loving, just and compassionate relationship with our brothers and sisters. Love of God then finds true expression.



Love of God then finds true expression in our daily love of neighbour, in our daily compassionate care for the poor and suffering, and in our deeply human concern for others as God's people. It is a love that gives witness to faith and speaks out through action.

Service Projects allow Lower Six students to enter into the sacrifice and joy of sharing their lives with others, discovering that what they most have to offer is who they are rather than what they have, and to understand and appreciate that other people are their richest treasure. We have a number of agencies in the greater Harare area and two residential rural agencies partnering with us. Students are placed in homes for the elderly or mentally and physically impaired, high-density government schools or orphanages. The Service Projects are integral to Jesuit Education at the College, teaching the greater good in terms of what can be done out of a faith commitment with justice to enhance the quality of people's lives, particularly among God's poor, oppressed and neglected. Many complete this experience and emerge with a better sense of who they are, what they ought to contribute towards humanity and how to be people of service especially to the less privileged.

Religious Education Department

Through teaching, conversation, relationship, reading and debate, Religious Education invites reflection on issues of ultimate importance. What is life about? What are we meant to be? Am I worthwhile? Are we going anywhere? What does a worthwhile life look like? How can I make a difference? What sort of difference do I want to make? What would promote justice, peace, fair distribution of wealth, the safety of the environment and world peace? Do I care whether others are happy so long as I am?

Through the habit of making well-informed choices, a spirituality of searching and finding emerges, as does the development of a contemplative attitude. Contemplation has been described as taking a long, loving look at things, even those that are distasteful or frightening.

In the search for truth, we are reminded of "finding God in all things". This phrase emerged as St Ignatius tried to work with God in the enterprise of bringing love and meaning into a fragmented and dysfunctional world.

God's chosen way of leading us to this goal is revealed unexpectedly, but decisively, in the person of Jesus of Nazareth. At once, human and divine, He is what we are to become. Our calling is to become sons and daughters of God.

To this end, the syllabi offered throughout the six years at the College will include: the Christian faith, Morality, Comparative Study of Religions, Social Teaching of the Church and Scripture. Our aim is to form leaders in service, leaders of competence, conscience, compassion and commitment.

Giving time to noticing God in the reality of daily living known as the *Examen* (reflection), brings personal enrichment and enriches others. The *Examen* is done at the end of the academic day. It is hoped that the *Examen* becomes part of the daily lives of our alumni graduates.



CAREERS GUIDANCE & COUNSELLING

Life Skills Lessons for Form 1 and 2

Life Skills lessons address topics of a non-academic nature that are relevant and necessary for normal development in the modern world. Students are encouraged to participate and ask questions. Several sensitive issues are addressed and the syllabus is constantly revised to include topical matters. The intention is to contribute towards the holistic development and education of students.

Career Guidance

Career Guidance begins in the third term of Form 2, when subject choices for the IGCSE syllabi are discussed during Life Skills lessons. Students are encouraged to choose subjects that are within their capability, that interest them, and that may be relevant to potential career interests. Again, towards the end of Form 4, we address the issue of subject choice for A Level.

The Careers Room is filled with information about tertiary education options and computers are available for online research. Students are encouraged to avail themselves of these facilities and the staff on hand for this function. Personal career counselling and preparation is available, and assistance is provided for University and College applications.

Throughout the year, representatives from Colleges, Universities and Professionals around the world visit St George's College. These talks are advertised to Sixth Form students. In addition, other career events in Harare are advertised on our notice boards. Attendance must be in Best Dress.

Educentre

The Educentre is the school's learning support centre. Throughout a student's secondary school years, short term or long term support may be required for a variety of reasons. We assist students with learning difficulties, non-English speaking backgrounds and provide opportunities for extension to students seeking an extra challenge.

The primary function of the Educentre is to develop student potential by use of differentiated strategies. This can be done through individual, small or large group teaching. The centre's key focus is developing numeracy and literacy skills. Lessons provided do not necessarily cover curriculum content presented by subject teachers, but the centre works in collaboration with teachers and parents to implement learning programs that meet student's individual needs. Supplementary subject tuition, study skills, homework support and time management are other areas in which learning is supported. Referral to the Educentre may be through parents, teachers, and counsellors or by self-referral.

Some Educentre lessons take place during the morning, but when curriculum times are unavailable, lessons are given in the afternoons on non-sport days. All students, Form 1-6, are welcome and will be assisted either by the centre's teachers or peer tutors. Students who receive support early in their high school years are likely to have less difficulty grasping concepts in their senior years.

Cognitive Ability Testing (CAT4)

Assessment is carried out at key stages, and results of these tests are used to understand learning styles and preferences, informed academic goal setting, provide guidance in career choice and detect possible learning difficulties.



Counselling

Students are welcome to approach staff in this department for confidential counselling in any area. There are trained counsellors at the College who can assist with a wide range of social and emotional issues, including bereavement, family or peer problems, depression and anxiety. Where we are unable to assist, we can make referrals to the relevant professionals. Once again, students are welcome to come on their own accord or may be referred by teachers, coaches, parents or peers.

Counselling is also provided by the chaplaincy, and students are just as welcome to approach a member of that department to discuss personal issues.

Child Protection/Safeguarding Policy

This Child Protection/Safeguarding Policy applies to ALL staff, priests, brothers, the board of governors, volunteers, specialist coaches, students or anyone working on behalf of St George's College and Hartmann House.

The aim is to:

- protect ALL children, young people and vulnerable adults who receive our services or are associated with us. This includes the children of adults who use our services and those who work on our behalf, or with us or for us;
- provide staff and volunteers with the overarching principles that guide our approach to child protection.

As schools, we believe that a child or young person and vulnerable adults should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and vulnerable people and to keep them safe. We are committed to principles and practices that protect them.

- All human life is sacred and any abuse comes into direct conflict with this principle.

We recognise that:

- the welfare of the child/young person is paramount;
- all children, regardless of age, disability, gender, racial heritage, religious belief, or identity, have the right to equal protection from all types of harm or abuse;
- we are committed to working in partnership with children, young people, their parents, caregivers and other agencies to promote young people's welfare.

We will seek to keep children and young people safe by:

- raising awareness of their rights, valuing them, listening to and respecting them;
- adopting child protection practices through procedures and a code of conduct for staff and volunteers;
- providing effective management for staff and volunteers through supervision, support and training, and capacity building for all working with children;
- recruiting staff and volunteers safely, ensuring all necessary checks are made;
- sharing information about child protection and good practice with children, parents, staff and volunteers;
- sharing concerns with agencies who need to know, and involving parents and children appropriately;
- reporting all abuse to relevant authorities within 24 hours.

We are committed to reviewing our policy and good practice annually.

For more details, please follow the below link:

<https://www.stgeorges.co.zw/aboutus/our-child-protection-policy/>



ACADEMIC PROGRAMME

Entrance Requirements

St George's College is primarily an academic institution and a student's acceptance into Form 1 is based on an English and Mathematics examination written in July of their Grade 7 year.

Setting

Form 1 is divided into five equal ability classes. At the beginning of Form 2, students are set according to their results from the Form 1 End of Term 1, Mid-year and End of Year examinations (mixed ability setting now applies to both Form 1 and 2). When students enter Form 3, they are reset according to the results of Form 2 Internal examinations, and they remain in these groups for their IGCSE examinations.

School Times

	Monday - Thursday	Friday
Warning Bell	07.15am	07.15am
Registration	07.20am	07.20am
Lessons Start	07.30am	07.30am
Period 1	07.30am - 08.10am	07.30am - 08.05am
Period 2	08.10am - 08.50am	08.05am - 08.40am
Period 3	08.50am - 09.30am	08.40am - 09.15am
Period 4	09.30am - 10.05am	09.15am - 09.50am
Assemblies and Break time	10.05am - 10.45am	09.50am - 10.20am
Period 5	10.45am - 11.25am	10.20am - 10.55am
Period 6	11.25am - 10.05am	10.55am - 11.30am
Period 7	12.05pm - 12.45pm	11.30am - 12.05pm
Period 8	12.45pm - 13.20pm	12.05pm - 12.40pm
Reflection	13.20pm - 13.25pm	12.40pm - 12.45pm

The College has a six-day cycle as indicated in the pocket calendar provided.

The Curriculum

The College offers a wide variety of academic subjects taught by dedicated and professional staff. The students begin with a broad spectrum of subjects, which becomes more focused as they progress.



Forms 1 & 2

English, Shona, French, History, Geography, Science, Mathematics, I.C.T, Art and Design, Physical Education, Dramatics, Music, Global Perspectives, Religious Education and Life Skills.

Forms 3 & 4

These years comprise of a two-year course that culminates in an International General Certificate of Secondary Education (IGCSE) examination set by the Cambridge Assessment International Education (CAIE).

All subjects are taught according to the CAIE IGCSE syllabus. For these candidates, the following six-day cycle curriculum is adhered to, but this is subject to change periodically:

SET 1		SET 2		SET 3		SET 4		SET 5	
Mathematics	6	Mathematics	6	Mathematics		Mathematics		Mathematics	
Physics	5	Physics	5	Physics		Physics		Physics	
Biology / D&T (Electronics)	5	Biology / D&T (Electronics)	5	Biology / D&T (Graphics)	6	Biology / D&T (Graphics)	5	D&T (Graphics)	6
Chemistry	5	Chemistry	5	Chemistry	5	Chemistry	5	Chemistry	5
English	8	English	8	English	8	English	8	English	7
Language + Literature		Language + Literature		Language + Literature		Language + Literature		Language (Remedial)	
Geography/Accounts	5	Geography/Accounts	5	Geography/Accounts	5	Geography	5	Geography	5
French	5	French	5	French / I.C.T	5	French / I.C.T	5	I.C.T	5
I.C.T / Computer Science / Art / History	5	I.C.T / Computer Science / Art / History	5	Art / History / Physical Education	5	Art / History / Physical Education	5	Art / History / Physical Education	5
Chapel / Religious Education	4	Chapel / Religious Education	4	Chapel / Religious Education	4	Chapel / Religious Education	4	Chapel / Religious Education	4
9 subjects	48	9 subjects	48	9 subjects	48	9 subjects	48	9 subjects	47

IGCSE Level results are available in January. Service Projects are compulsory for students wishing to proceed to A Level at St George's College.

The Sixth Form : CAIE Advanced Subsidiary (AS) and Advanced Level

- At A Level, most subjects will be taught according to the CAIE Syllabus.
- This Examining Board offers two levels of examination: Advanced Subsidiary (AS) at the end of Lower Six, and A Level at the end of Upper Six. Both of which are necessary to write in most subjects to achieve an A Level grade at the end of the two years.
- Students are recommended to take FOUR subjects at AS Level in their first year (including the compulsory AS English Language), but may take FIVE if their IGCSE results justify this. They then take THREE (or FOUR) subjects to A Level in their second year. However, it is recommended that most students select four subjects for AS Level and three for A Level.



- Payment for these examinations will be charged to the student's account for which their parents/ guardians are responsible.
- From each of the following five groups - A, B, C, D & E, only one subject may be chosen, as all subjects in the groups have been timetabled simultaneously. Students will be allocated to an AS English Language class, as this subject is often a prerequisite for some University admissions.
- If, for any subject, there are more applicants than places available, priority will be given according to the overall and individual quality of IGCSE Level results attained by the students applying, and the recommendation of the teacher concerned. For most subjects, entry into A Level will require a minimum IGCSE Level A or B grade.

The following AS subject groups are under discussion and may be subject to change.

GROUP A	PLACES AVAILABLE	GROUP B	PLACES AVAILABLE	GROUP C	PLACES AVAILABLE	GROUP D	PLACES AVAILABLE	GROUP E	PLACES AVAILABLE
Geography	20	Biology	20	I.C.T	30	Accounts	20	CISCO	20
Mathematics	100	Business	20	Chemistry	20	Art & Design	20	Chemistry	20
		Computer Science	15	Economics	20	Biology	20	French	10
		Design & Technology	20	English Literature	15	Business	20	Physical Education	15
		History	20	Physics	20	Chemistry	20	Physics	20
						Computer Science	15		
						Geography	20		
						Physics	20		
English Language		English Language		English Language		English Language		English Language	

A Level results are available in January and the certificates in March/April.

IGCSE & A Level Symbols

N.B. What is given below is an approximation. Actual symbols are statistically derived:

IGCSE	% (Estimate)	A Level	% (Estimate)
A*	80 +	A*	80 +
A	70 - 79	A	70 - 79
B	55 - 69	B	65 - 69
C	45 - 54	C	60 - 64
D	40 - 44	D	50 - 59
E	35 - 39	E	40 - 49
F	30 - 34	U	0 - 39
G	25 - 29		
U	0 - 24		



Assessments

The year is divided into three terms with two Assessments each term. These are either Assessment Reports (which do not require a formal examination) or Written Reports based on examinations with teachers' comments. Parents can access the **Parent Portal (Senatical)** daily to follow their child's progress and to be aware of the allocation of homework. Password details may be obtained from the College IT Department by emailing : parentportal@stgeorges.co.zw.

First Term (January - April)

Forms 1, 2, 3, 4, U6	Mid-Term Assessment Reports
Form 1:	Examinations and Assessments Reports at the end of the term
All other Forms:	Internal Assessment at the end of term

Second Term (May - August)

Forms 1, 2, 3, 4, U6	Mid-Term Assessment Reports
Forms 1, 2, 3:	End of Term Examinations and Written Reports
Forms 4, L6, U6:	Mock Examinations (U6 students gain conditional acceptance into tertiary institutions based on these) and Written Reports.

Third Term (September - December)

Forms 1, 2, 3	Mid-Term Assessment Reports
Forms 1, 2, 3:	Internal Examinations and Written Reports
Forms 4, L6, U6:	IGCSE, AS and A Level Public Examinations

Collection of Reports

After Internal Examinations, each student receives a report which includes detailed teachers' comments. These reports are handed to the students and a copy is emailed to the parents/guardians.

Homework

All students should have a homework - notebook in which to record their homework. Parents can view homework given via the ISAMS Portals. This can be accessed by visiting:

<https://www.stgeorges.co.zw/isams-portals/>

Parents' login information can be obtained by emailing: registrar@stgeorges.co.zw/helpdesk@stgeorges.co.zw

The approximate amount of time for homework per evening is:

Form 1	5 pieces per night, +/- 30 minutes per piece
Form 2	5 pieces per night, +/- 30 minutes per piece
Form 3	6 pieces per night, +/- 30 minutes per piece
Form 4	6 pieces per night, +/- 30 minutes per piece
Form 6	+/- 3 hours work per night



Sports are an integral part of the College programme (*"mens sana in corpore sano"*) and every student **MUST** choose one sport each term. Together with the Physical Education programme, each student has the chance to develop certain basic skills to ensure he/she attains a degree of physical fitness and competence that will allow the maximum benefit from a chosen sport.

Sports are divided into four main categories:

1. Main Sports with unlimited numbers;
2. Limited sports due to limited member capacity;
3. Compulsory Inter-house sports;
4. Club sports.

Main Sports:
First and Third Term Second Term

Athletics	Hockey
Basketball	Rugby
Cricket	Soccer
Swimming	Volleyball
Tennis	
Volleyball	
Water Polo	

Sports that are limited:
First, Second and Third Term

Badminton
Golf
Rowing
Squash
Tennis (Second Term only)

Inter-house events where points for standards are expected from every student are the following:

Cross Country	Swimming
Athletics	

Clubs are available to everyone either as a secondary sport or as a club option, and they include:

First, Second and Third Term

Archery	Chess
Kickboxing	Beginners' Swimming (First & Third Term)
Judo	Golf
Badminton	Table Tennis
Squash	Karate (Shukokai & Taekwondo styles)

If for any reason a student is injured or unable to play any sports on medical grounds, the following procedure must be followed:

- a note from a certified medical doctor or suitably qualified authority needs to be produced for an absence from sport explaining the injury and giving the period of absence;
- this note must be taken to the Clinic and shown to the Sister on duty;
- an "off-sports note" will be issued and signed by the Clinic Sister;
- this must be taken to the Sports' Director who will also sign it;
- then the student must take the note to the Teacher in Charge of their sport to be signed and excused for the duration stated.



- if there are House sports on at the time, excuses must also be made to the House Master or any one of the House Officials;
- the student also needs it to be excused from any Physical Education classes;
- the student is to return to sports when the note expires or when advised to do so by the medical authority.

In the case of unforeseen absenteeism from sport, an appropriate explanation in writing must be produced by a parent or guardian, on return to school to the Sports' Director.

Any other absence from sport, for any other reason, needs to be done through the Headmaster in writing.

For missing two practice sessions without a valid excuse, a student will be put on labour. Missing Inter-Schools matches or fixtures, or repeated absences without an excuse will result in a GEM (see "Sanctions and Appeals" chapter) on a Saturday morning.

SPORT	UNDER 14	UNDER 15	UNDER 16	UNDER 17	OPEN
Athletics	^	^	^	^	^
Badminton	=~	=~	=~	=~	=~
Basketball	*	*	*	*	*
Cricket	*	*	*	*	*
Cross Country	^	^	^	^	^
Hockey	*	*	*	*	*
Golf	=~	=~	=~	=~	=~
Rowing	=~	=~	=~	~	~
Rugby	*	*	*	*	*
Soccer	*	*	*	*	*
Squash	=~	=~	=~	=~	=~
Swimming	*^~	*^~	*^~	*^~	*^~
Tennis	~	~	~	~	~
Volleyball	~	~	~	~	~
Water Polo	*	*	*	*	*
Key					
*	Main Sport with unlimited numbers				
~	Main sport with smaller numbers				
=	Club				
^	Whole School takes part in the 1st and 3rd terms				

The Sports Structure



Student Dress Regulations for Sports Matches/Fixtures

Waterpolo	Volleyball	Tennis	Squash	Swimming	Soccer	Rugby	Rowing	Hockey	Golf	X-County	Cricket	Basketball	Badminton	Athletics	
		●	●								●		●		Tackies/Boots White
	●				●	●		●	●			●			Tackies/Boots Other
	●				●			●				●			Specific Sports Kit for Sport
	●				●	●		●			●	●			Socks - Long College Hooped
											●				Socks - Long White (Matches)
		●	●							●			●	●	Socks - Short White
		●	●		●	●					●		●	●	Shorts - White
									●	●					Shorts/Longs Black
											●				Longs - White (T5 and above) (Matches)
		●	●		●						●		●		Shirt - College White with Red Trim
					●		●	●	●						Shirt - College Red
											●				Shirt White long sleeved (Optional)
●				●						●		●	●	●	Shirt - College T-Shirt
						●									Jersey - Rugby Red
						●									Jersey - Rugby White
●	●			●	●	●	●	●		●		●		●	Tracksuit College
										●				●	Vest - House
														●	Vest - Red or selected school athletics vest
●				●						●				●	Hat - Red
		●							●		●				Cap - Red
●				●											Costume - Red



CULTURAL PROGRAMME : CLUBS AND SOCIETIES

The College offers a wide range of clubs and societies. It is compulsory for all students to attend at least one of these each term; attending more is encouraged.

Some activities will require extra rehearsals and performances or events.

Certain music lessons and attendance at some events may incur additional costs.

From time to time, there may be clashes with sporting and other cultural programmes or fixtures; Teachers in Charge will assist with addressing these clashes.

For more information, please follow the below link:

<https://www.stgeorges.co.zw/clubs-and-culture/>



THE FR CREHAN SJ LIBRARY

The College library was built in 1943 and is designed for both class use and individual study. The Mukwa bookcases, who were hand crafted by one of the Jesuits when the library was built, house a large collection of fiction and non-fiction books on a wide variety of subjects. Books are arranged according to the Dewey Decimal Classification System.

The library regularly receives many different magazines and newspapers. There is a small collection of educational CD's that students are welcome to use. There are five computers in the library that students and staff can use on a daily basis. The aims of the library are to help College students with their studies and to develop information literacy and retrieval skills. It is also hoped that using the library will introduce students to ideas and knowledge they might not otherwise encounter.

General Library Regulations

Opening Hours:

During Term - Monday - Thursday: 7:15am - 16:00pm
- Friday: 7:15am - 13:00pm

During Holidays - Monday - Friday: 8:30am - 12:30pm

Catalogues

All books and other materials are recorded on the online computer catalogue. Students can independently search for resources on OPAC (Online Public Access Catalogue) or they can ask the Librarian on duty if they need any assistance.

Restricted Materials

Certain materials are only for use in the library. These include reference books (encyclopaedias, dictionaries, atlases, etc) CDs, newspapers, reserved books and some magazines.

Loans

All loans and returns must be recorded by the Librarian on duty. Users are asked to pay for or replace (with an identical book) any lost or damaged books. The lost book will accrue a daily fine until it is replaced.

Behaviour

- Library users are expected to work quietly and considerately in the library at all times!
- Great care should be given when handling library materials. Users should ensure their hands are always clean;
- No school bags, drinks or food (including chewing gum and sweets) should be brought into the library. Bags and blazers must be left neatly in the area outside the main door;
- Mobile phone use in the library is restricted to senior students only. They may only use their mobile phones as personal music players with headphones. Texting, social media, games, etc are not allowed;
- Senior students need to sign in and out of the library during their study periods;
- Students must show ALL their books to the Librarian on duty when they leave the library.



Student Regulations

Use of the Library for Forms 1-4:

Students may come to the library at break time or in their designated library period. If they visit the library during lesson time, students are required to bring a note with them to show that they have been authorised to do so by their respective subject teacher.

Use of the Library for Sixth Form:

Students at this level may come to the library during their study periods. This is, however, subject to regulations governing behaviour and to the availability of space in the library. Sixth Form students should not expect to use the library if it is in use by a time-tabled class and must sign in and out upon arrival and departure.

Afternoons

Everyone is welcome to use the library, provided that there is space and that the library rules are observed.

Loans in Detail

- Loan period is two weeks or one week for certain materials;
- Students are allowed to take out two books at any one time (whether it is fiction or non-fiction);
- A book can be renewed at the expiry of the allocated period, provided it is not reserved for someone else. Books may be recalled if the need arises;
- Do not exchange books with friends! Return the book to the library first;
- Students will be charged for overdue books at a rate set by the Librarian. Once a student has an outstanding balance due, he/she will not be allowed to take out any more books until the fine is cleared;
- Study collection books are for use only in the library. These may be allowed out for a period of one night, but they must be returned before 8:00am the following day. Failure to do so will attract a fine, and a warning. On the second warning, students will be banned from borrowing study collection books.

THE COLLEGE BOOKSTORE

Textbooks for most of the subjects taught are issued from the College Bookstore. Textbooks are supplied to students without charge, usually for return at the end of the academic year. As books are a costly resource, it is very important that they are treated with all due care. If a book is lost or damaged, the replacement value and the cost of hard backing the book for durability, will be charged to the student's school account.

Teachers initially issue **exercise books** to every student. Once the book is fully used up, it is taken to the College Bookstore for stamping and issuing of a new one. If an exercise book is lost, or the student requires basic stationery, he/she may purchase such items from the College Bookstore.



CLINIC & FIRST AID

The St George's Clinic is on call for emergencies and oversees the medical profile of every student. Each student has a **Medical Card** which needs updating in respect of:

- chronic illness or conditions (such as asthma, diabetes, heart conditions);
- **all** medication that the student may be taking;
- allergies;
- illness or injury which affects attendance at school or in sport;
- change of telephone numbers, email addresses and physical addresses.

Absence from school or sport/ "off-sports" notes

Any absences should be explained in writing or by email, with a copy sent to the class teacher and one to the clinic.

Absences longer than THREE days require a letter from a medical practitioner. This must be presented to the Clinic Sister on the students return to the College. This advises the Clinic Sister of the problem at hand, and will allow her to issue an appropriate off-sports note and inform relevant staff as well as carry out any instructions from the doctor.

If a student is unable to come to school, please inform the Clinic Sister via a telephone call or email (clinic@stgeorges.co.zw) and the information will be passed on to the relevant staff member(s).

If a doctor's/physiotherapist's/dental appointment is required by your son or daughter, please try and make it on a non-sport day, and not during school time. If this is unavoidable, a letter from the parent/guardian about the appointment needs to be given to the Clinic Sister who will then notify the relevant staff member. This will enable your child to be excused while attending the appointment.

Blood Donors

The Blood Transfusion Centre sends a team to collect blood from anybody weighing more than 50kg and aged 16 or over, twice a year.

First Aid Association

The service of this club is vital and the commitment of parents/guardians, staff and students, qualified or not, is most important. A First Aid course is offered annually, during the First Term.

Any parents/guardians who are prepared to assist with and be involved in First Aid in any way, please let us know as soon as possible.

**For any queries, please contact the College Clinic on 704064/703595 Ext 8107;
email: clinic@stgeorges.co.zw**

Lost Property

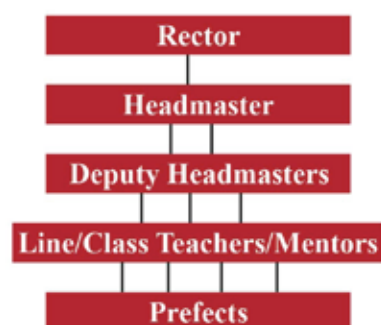
Any items found are taken to the Clinic for safe keeping.
Please label all items clearly.



ADMINISTRATION, PASTORAL & DISCIPLINARY STRUCTURES

Students meet their Class Teachers/Mentors daily during registration. These teachers are responsible for passing on information, preliminary pastoral care and certain disciplinary responsibilities. Each class is assigned a College Prefect to assist the Class Teacher and advise students.

The Deputy Headmasters regularly meet with the Junior, Middle or Senior lines and will see individual students if required.



The Academic Structure



There are 15 subject departments, each run by a Head of Department. The Heads of Departments meet regularly with the Headmaster and subject teachers meet regularly with their teaching departments.

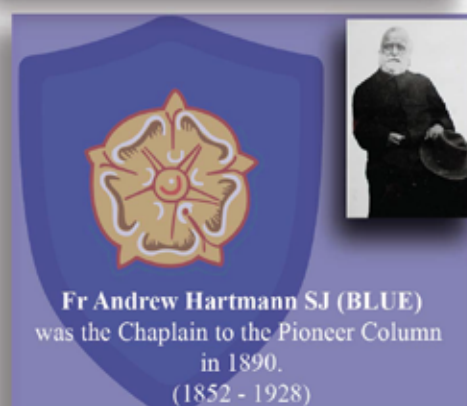
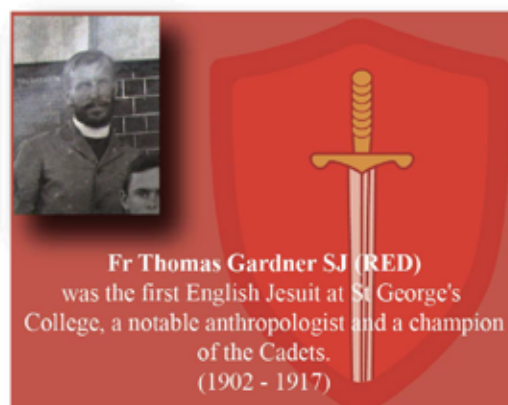
The House Structure and System



There are **four** Houses at St George's College: Barthelemy, Gardner, Hartmann and Johanny. Each student belongs to a House. Houses are administered by the Housemaster, who is assisted by the Head of House, House Prefects and Teacher Assistants.

The House System promotes spirit and cooperation among the students, by organising and encouraging competition between the Houses. They provide students with more general ability opportunities to contribute to College life and be acknowledged for doing so.

The Houses at St George's are named after four prominent Jesuits, who were among the Founding Fathers of St George's Public School in Bulawayo:



Inter-House Activities

Inter-House competitions are held each year in the following disciplines:

Academics: Internal.

Sporting: Athletics Standards and Finals, Badminton, Basketball, Cross Country Standards and Finals, Hockey, Rugby, Soccer, Squash, Swimming, Tennis and Volleyball.

Cultural: Chess, Drama, First Aid, Music, Public Speaking and Quiz.

A points system is used to rank the Houses in each of these competitions. The House with the highest aggregate score for the year is rewarded with the Chichester Shield (a floating trophy).

House Assemblies are scheduled each week to plan future events and issue awards. House Colours awarded, allows an option to purchase a House Badge; this is displayed on the sleeve of the student's tracksuit.



The Line System

For academic, administrative, pastoral and disciplinary reasons, the College is divided into three divisions and six lines. The three divisions are: Junior (Forms 1 & 2), Middle (Forms 3 & 4), and Senior (Sixth Form).

The three divisions are supervised by Deputy Headmasters who answer to the Headmaster.

The Deputy Headmaster (Form 1 & 2) and the Deputy Headmaster (Form 3 & 4), superintend five classes per form assisted by the Line teachers. The Deputy Headmistress (Sixth Form), superintends Mentors, up to ten per form, assisted by the Line Teachers.

These divisions correspond naturally both to the academic programme (junior, IGCSE, A Level) and to significant development stages in a student's growth. Each division has its own assembly with a Deputy Headmaster, and its own Chapel service.

The Class Teachers/Mentors are responsible for ensuring College policy is being applied by the students in their class. They act as a link between the Headmaster, the Deputy Headmasters, Subject Teachers and the Prefects. One of their most important roles is to be the consultant, confidante and counsellor to students in their class/group, whom they are expected to get to know and monitor through all facets of College life. If any teacher or prefect experiences any unusual problems with a student, it is the Class Teacher/Mentor who is consulted and whose advice is sought by one of the Deputy Headmasters. Similarly, if parents/guardians wish to approach the College on any matter concerning their child, it is the Class Teacher/Mentor that they should first contact. If students experience problems in College life or wish to make a complaint, they can talk to their Class Teacher/Mentor.

If major disciplinary problems arise, it is the Deputy Headmaster (Administration) who investigates in collaboration with the Class Teacher. Collectively, the Deputy Headmaster (Administration) sits on the school Disciplinary Committee to advise the Headmaster in serious cases, when called upon to do so.

The Prefectorial System

Each year in the third term, by a process of voting and consultation among the Lower Six Form, Staff and Prefects, about twenty-five students are eventually chosen by management to serve as Prefects; their term of office begins in January of the following year.

The Prefects are invested with the formal authority of the College to assist in the day-to-day running of the College administration, decision-making and discipline. They are young men and women, whose leadership qualities and general contribution to the life of St George's College, highlights them as role models. Their loyalty, discretion, initiative and flexibility to serve the College are traits which are hoped to be instilled into the rest of the student body. Prefects must always lead by example.

Prefects are expected to represent the views of the students to the College authorities, in all situations where this is important. They are to guide, encourage and praise other students. Where necessary, Prefects should help to eradicate unacceptable conduct or inadequate personal presentation. Whilst they have the full authority of the College, they know that when faced with serious situations they are expected to communicate with, and seek the advice of, senior College authorities.

Most Prefects are assigned to a line, and to a class, where they are expected to develop a close relationship with the students under their charge, the Deputy Headmasters, Line Teacher and Class Teachers.



Prefects are authorised to use lines (up to a hundred-doubled if not completed within twenty-four hours) as sanctions for misbehaviour. They may also summon offenders to the Prefects' Room if necessary. However, as with teachers, no form of corporal punishment or physical sanction may be offered. If Prefects' punishments are not done, or if students are grossly impertinent, the appropriate authorities will sanction more serious punishments for the offenders concerned (see "Sanctions and Appeals" Chapter).

House Prefects: These are Upper Six students who are appointed by Housemasters to officiate within the House. They are appointed, *honoris causa*, and their authority is limited within the parameters of House activities. Occasionally they are used for College activities such as supervising at tuck-shop or boarders at evening studies.

GENERAL SCHOOL RULES AND REGULATIONS

Operation of the College Programme

Orderly atmosphere conducive to learning

Any behaviour of individuals or groups that detracts from the above is prohibited. Any act which is reasonably calculated to, or reasonably expected to disrupt or tend to disrupt the orderly, peaceful, normal or efficient conduct of any school activity (or any act, which violates College codes) is prohibited. Such disorderly behaviour includes, but is not limited to:

- Insubordination. Open defiance of authority or failing to obey the instructions of any member of the school staff or any person delegated with the authority of the College, or failure to comply with any College policy, contract, rule, or condition;
- Shouting, loud talking, making noise, or indulging in any kind of behaviour that constitutes an interference, disturbance or disruption of any class or activity of the College;
- Wearing clothes (or items such as jewellery) that are not part of the uniform or wearing the uniform in such a way that is demeaning to the College, will be considered as disrespectful. Failing to present a clean and neat personal appearance, with uniform needing repair, or being unshaven or violating hair regulations;
- Forgetting or failing to bring, when required, books or other materials required by teachers, supervisors or coaches.

Attendance obligations

The following constitute violations of attendance obligations:

- Being absent from school without the consent of the Headmaster (only a medical emergency would provide an exception to this rule, and then it is a matter of obligatory courtesy to inform the school, as quickly as possible about the absence). On all occasions that it is anticipated that a student will miss school, a written request must be presented to the Headmaster for prior approval;
- Being absent from class without the consent of the teacher;
- Being tardy from class without the consent of the teacher;
- Loitering between classes;
- Being in a prohibited area (e.g. Swimming Pool, Beit Hall, Laboratories, Hostels, Music Centre, etc.) unattended by a staff member, or breaking the bounds of the College without authorisation;
- Failing to present oneself at a compulsory College activity;
- Failing to excuse oneself in a proper or courteous manner.



NB. Even if the permission of the Headmaster has been received in the case of an anticipated absence, it is still incumbent upon the student to inform all members of staff who would have expected their presence and participation.

In the case of an unanticipated medical absence, if a student has been absent from school for more than two days, a medical certificate may be asked for on the day of return to school following an absence due to illness. A letter addressed to the Class Teacher, signed by parent or guardian, must be produced for the Class Teacher/Mentor, Subject Teacher, or Coach/Supervisor's scrutiny.

In the case of a continual exemption for medical reasons from extra-curricular activities, especially sports, the student must offer a doctor's certificate to the Clinic Sister who will provide a medical exemption certificate for the student concerned to present to the Coach/Teacher in Charge.

Every school day, students are expected to be on the College campus by 7:15am, and to be assembled in their respective registration areas by 7:20am. Failure to meet these requirements constitutes as a 'Late Arrival'. The school tacitly concedes to all students - on the grounds of human exigency - three 'Late Arrivals' per term, provided that a written explanation, signed by parent or guardian, is offered in explanation the following day. Any 'Late Arrivals' in excess of three per term make the student concerned liable, whether or not the 'Late Arrival' was directly due to the student. However, habitual 'Late Arrivals' will be considered as a failure on the part of parents to honour their contractual obligations, with the obvious consequences.

Social and Moral Behaviour

St George's College is a school with a Christian ethos. This demands a respect for the human person so that the College expects its students to practice virtues that include an awareness of others and a sensitive personal moral responsibility that no mere list of prohibitions could possibly express. Rather than doing the minimum to stay out of trouble, our students are expected to strive for the magis - always aiming to do more for the Greater Glory of God. Thus, the list below and the following Tables of Misdemeanours are intended to starkly clarify offensive behaviour that cannot be tolerated:

Offences against Persons

- a. Any behaviour which either threatens to be, or is, an actual detriment to the health, safety or well-being of other members of the College is prohibited. Such behaviour includes, but is not limited to: fighting, assault, throwing objects that may cause harm, threatening to do physical harm;
- b. Possession of any dangerous object or implement that could cause harm;
- c. Being in possession of, or under the influence of illegal drugs;
- d. Being in possession of, or under the influence of, alcoholic beverages (including evidence that a student has recently consumed an alcoholic beverage);
- e. Being in possession of, or using, cigarettes, E-cigarettes, or other forms of tobacco;
- f. The use of profane or obscene language, orally or in writing, or the use of words, phrases or gestures that are generally considered to be socially unacceptable or offensive;
- g. Being in possession of indecent or pornographic material;
- h. Making derogatory or defamatory statements about another person's sex, race, religion or nationality;
- i. Speaking or conducting oneself in any manner that shows blatant disrespect of staff or other students, i.e. in a manner which is calculated to, or does, harass, bully, degrade, humiliate a person or group of person;
- j. Cheating;
- k. Lying;
- l. Bringing the name and reputation of the College into disrepute, on or off the College campus, by any behaviour that fails to show due respect or restraint.



Offences against Property

School property belongs to the College, which holds it in trust for present and future use. It must be protected from careless, as well as intentional, abuse or damage. Similarly, property belonging to staff members, students, or indeed, anyone else should be protected from careless or wilful damage. The reimbursement for such damage or loss is a minimum requirement.

WHEN ACCIDENTS OCCUR THAT RESULT IN DAMAGE TO PROPERTY, THEY MUST BE REPORTED AS SOON AS POSSIBLE IF THE IMPUTATION OF WILFUL DAMAGE IS TO BE AVOIDED.

- a. Any behaviour which results in the abuse, loss, destruction of, or damage to, school grounds, buildings, furnishings, materials or equipment provided (This includes writing or scratching graffiti on walls, desks, etc.). E.g. No ball games or boisterous activities are permitted in the vicinity of school buildings;
- b. Any behaviour which results in the loss, abuse, destruction of, or damage to, any other individual's property is likewise prohibited;
- c. The obtaining of money or other property under threat of harm or by force is prohibited;
- d. The loss of books or equipment entrusted to the student by the College will be calculated on replacement value if books are not returned when required;
- e. Unauthorised borrowing is theft;
- f. The lending of their property by individual students to others is strongly discouraged, and the College takes no responsibility should damage or losses occur;
- g. Students are prohibited from bringing to school miscellaneous items that are not required for school activities. All such items may be liable to temporary, or, in certain instances, permanent confiscation;
- h. Where permitted, the use of laptops/tablets, memory sticks are restricted expressly to work of an academic or school-related nature;
- i. The use of mobile phones (see policy below);
- j. Injudicious use of a camera on any device will result in confiscation of the device;
- k. Undesirable material, digital or otherwise, brought onto the College campus, constitutes as a serious offence;
- l. Students are responsible for all property under their care, and are required to exercise due caution in this responsibility;
- m. All property and items of clothing should be clearly marked with the names of their owners;
- n. The littering of buildings or grounds with discarded papers or other materials is a serious offence.

Withholding Information

Students are required to distinguish between serious moral and 'technical' offences. If any person withholds information on a matter of serious moral concern, such a person is morally and legally considered to be an abettor and invites the consequences of their silence.

Mobile Phone Policy

The purpose of this policy is to prevent unacceptable use of mobile phones by students, thereby protecting the College staff and students from undesirable materials, filming, intimidation or harassment.

This policy will operate in conjunction with other policies including the Computer User Policy. It is recognised that these documents will be reviewed periodically, in response to the ever-changing I.C.T environment at the College.



Student's Use of Personal Devices

- Students in Forms 1-4 are not allowed to bring mobile phones or personally owned devices to school unless individually sanctioned and recorded by the College authorities;
- The College accepts that there may be particular circumstances in which a parent wishes that their child has a mobile phone. This has to be agreed with the student's Line Teacher and the phone must be left with the student's Line Teacher while the student is in the school;
If a student breaches this policy, then the phone or device will be confiscated and will be held in a secure place. Mobile phones or other electronic devices will be released to parents or guardians in accordance with the College policy;
- Phones and any other electronic devices must not be taken into examinations. Students found in possession of a mobile phone during an examination will be reported to the appropriate examining body. This may result in the student's withdrawal from either that examination or all examinations;
- If a student needs to contact their parent(s)/guardian(s), he/she will be allowed to use the school phone in Reception. Parents are advised to contact the Line Teacher if they need to speak to their child;
- Students should protect their phone numbers by giving them only to trusted friends and family members; students will be instructed in the safe and appropriate use of mobile phones and personally owned devices and will be made aware of boundaries and consequences;
- As young adults, Sixth Form students will be expected to use their mobile phones appropriately. Under no circumstances should calls or messages be made or received during lessons;
- No Sixth Form students should have a mobile phone visible or in use in the school buildings or corridors;
- The College will not return a confiscated phone to the individual student, only to the parent or guardian;
- Communication between parents and students during the College day should occur only through official communication channels and not via a student's mobile phone. Parents are expected to contact the College Reception, while students wishing to contact home must report to their Line Teacher or one of the Deputy Headmasters;
- Mobile phone use on College trips will be made on a case-by-case basis.

Staff Use of Personal Devices

- Any permitted images or files taken in school must be downloaded onto the official server from the device and deleted on the device before the end of the day;
- Staff are not permitted to use their own mobile phones for contacting children, young people or their families within or outside of the College setting in a professional capacity, except in the cases of emergency;
- Mobile phones and personally owned devices will be switched off, or placed on 'silent' mode; bluetooth communication should be 'hidden' or switched off, and mobile phones or personally owned devices will not be used during teaching periods unless permission has been granted by a member of the Senior Leadership Team in emergency circumstances;
- If members of staff have an educational reason to allow students the use of mobile phones or personally owned devices as part of an educational activity, then it will only take place when approved by the Senior Leadership Team.

Staff/Student use of Whatsapp or Any Other Social Media Platform

WhatsApp and other social media platforms can increasingly have an impact on how teachers communicate with students. If such applications are to be used, the following guidelines must be adhered to:

- All WhatsApp groups involving teachers must be registered with the Deputy Headmaster (Administration);
- All students involved and their parents must be officially contacted by the teacher concerned and a record kept with the Deputy Headmaster (Administration);
- An official tone must always be used when using such applications;
- No emojis;
- Teachers and students may only communicate as a group.



Uniform Regulations

St George's College students are expected to take pride in their personal appearance and wear full school uniform whenever they come to the College, and at all College functions, unless a specific exemption has been given by the Deputy Headmaster (Administration). The College reserves the right to enforce certain standards in this regard.

Best Dress

- Best Dress is to be worn at all school functions off-campus unless the student is directly participating in a sporting activity, when tracksuits and appropriate sports kit will be worn;
- Best dress is required at formal occasions on campus, particularly when visitors are expected, and this is an option instead of the everyday uniform for any student, especially during cold weather.

Blazers

During hot weather, exemption from wearing blazers may be given specifically or generally.

Otherwise, blazers are expected to be worn by all students in the following circumstances:

- When arriving at or departing from the College (Exemptions are given to cyclists and students in full tracksuits after sports);
- At all assemblies;
- At all formal Chapel Services;
- When coming up Round Steps and/or entering the Administrative/Staff precincts of the College;
- When entering Prefects' Room.

General

- Ties must be worn and top buttons done-up, until the end of class hours. Ties may be removed out of class hours (except during Break) but must be replaced when students are about to leave the premises;
- Ties must always be worn;
- Ties may be removed during lessons, with the permission of the subject teacher;
- Grey stockings (knee high socks - for boys) must always be fully extended - this requires the wearing of garters (If socks are down, students may also be penalised if they do not have garters);
- Hats must be worn whenever students are outside, except when activity would preclude them from doing so.

Everyday Uniform - Boys

- Red floppy hat;
- Blazer with College badge - It is recommended to have two, one for Best Dress;
- College tie - it is recommended to have two, one for Best Dress;
- Khaki shorts and shirt;
- Grey stockings (knee high socks) and garters;
- Black leather, lace-up school shoes. Buckles/tassels/ baubles/patent leather are **unacceptable**;
- In winter, 'V-neck' pullover jersey or fleece (Grey - Juniors, Black - Sixth Form) - two are recommended.



Everyday Uniform - Girls

- Red floppy hat;
- Blazer with College badge - it is recommended to have two, one for Best Dress;
- College Sixth Form tie - it is recommended to have two, one for Best Dress;
- Best Dress;
- White short-sleeved shirt;
- Black skirt - knee length;
- Short white socks;
- Black opaque tights in winter;
- Black leather lace-up or buckled school shoes. Tassels/baubles/patent leather are **unacceptable**;
- In winter, 'V-neck' pullover jersey or Fleece (Black - Sixth Form).

Best Dress (No. 1s) - Boys

- Red floppy hat;
- Blazer and badge;
- College tie;
- White, short/long-sleeved shirt;
- Plain grey trousers for Forms 1-4 inclusive; black trousers for Sixth Form only. Trousers should be of standard school issue: neither tight nor baggy, turn-ups and discreet pleating permitted. Restrictions on the fabric are in force. Black socks must be worn with black trousers, grey socks with grey trousers;
- Black leather school shoes (No variations permitted with Best Dress).

Best Dress (No. 1s) - Girls

- Red floppy hat;
- Blazer and Badge;
- College tie;
- White, short or long-sleeved shirt;
- Black skirt;
- Sheer tights in natural skin tone;
- Black standard court shoes.

Accepted Variations of Uniform**Ties**

- Prefects, Colours, Half Colours, House Prefects' ties, when awarded;
- Seniors' tie for Sixth Form students;
- Mashonaland Provincial Ties and Zimbabwe National Ties with everyday uniform. With Best Dress, only ties awarded by the College may be worn.

Jerseys / Fleeces

- Black 'V-neck' pullover for Sixth Form students;
- Black Fleece for Sixth Form students;
- White 'V-neck' pullover with red trim, for recipients of Half and Full Colours.

Blazers

- Cream Colours Blazer for all recipients of Full Colours;
- Red Blazer with white stripes for recipients of Rugby Colours; Cream Blazer with red stripes for recipients of Cricket Colours;
- National Colours Blazers may be worn at school **ONLY** when watching College sports' events.



Shoes

- For Sixth Form boys ONLY, with everyday uniform ONLY (Khaki shirt and shorts), the option of light grey 'safari' veldskoene, or plain black leather 'slip-on' shoes;
- No pointed shoes for juniors.

Scarves

- Long, red and white knitted scarves are the prerogative of members of ALL Sports First Teams who have been awarded their team wings and holders of Half & Full Colours;
- Uniforms can be obtained from the College Uniform shop; please see full lists following this, with contact details thereunder.

Hair - Boys

ALL students are expected to return to the College with (and maintain, throughout the term) a "school" haircut: i.e. a style that is evenly cut, of medium length, and natural with no tracking (including eyebrows). In all instances, the Deputy Headmaster (Discipline) - under the direction of the Headmaster, is the arbiter of these specifications. A clean-shaven appearance is expected every day.

Hair - Girls

ALL students are expected to return to the College with (and maintain throughout the term) neat hair, which is tied back, if long using a band the same colour as the hair. Braids in the same colour as the hair are acceptable and must be tied back, if long.

Jewellery and Make-up

- Girls with pierced ears may wear small gold or silver studs or hoops, and only wear one earring in each ear. No other jewellery is allowed;
- Make-up is not allowed;
- Nails must be reasonably short and unpainted.

Note: a student may be sent home if these guidelines are not met.

College Uniform Shop

For uniform enquiries, please either contact the Registrar, on registrar@stgeorges.co.zw, or directly to the shop using the details below:

Uniform Shop – located onsite at the College – please ask at RECEPTION for directions

Operating hours: Monday - Friday 7:00am - 16:00pm

Shop Landline: 704064 ext 8132

Saleslady: Beaular 0773 239 590

Contact: Esmay Agiotis - agiotis@zol.co.zw



COLLEGE TRAFFIC REGULATIONS

Motorcycles and Motor Vehicles

- The one-way system through the College (i.e. in the main gate, out the back gate) is in force during term time from Monday to Friday 06:45am - 17:30pm;
- Exercise extreme care when entering the College and at the traffic lights when leaving through the back gate. Traffic may not cut through Hartmann House;
- Please allow for a flow of cyclists and pedestrians on your right along the back drive;
- The back gate and drive are NEVER to be used by motor traffic travelling towards the College. During drop off times, parking alongside the swimming pool is prohibited;
- Students should be dropped off in the specific drop off zone (i.e. within the yellow-painted zone on the tarmac, or in the Ford Car Park adjacent to the squash and tennis courts), and parents are urged to move forward as far as possible before stopping, to avoid a back-up of traffic. Students should only be picked up in the Ford Car Park where parents may wait for them, should it be necessary;
- On the College campus, pedestrians always have right of way. However, pedestrians are expected to exercise due caution;
- The use of a motorcycle or motor vehicle by St George's College students in the grounds requires permission from the Deputy Headmaster (Administration). Any abuse of this privilege will result in a car being clamped and withdrawal of the right to drive on campus. A clamped vehicle will only be released to a parent/guardian. Permission is not usually granted to students below Lower 6; requests for this are to be made to the Headmaster. Students must use the Ford parking area. Boarders may be granted an exemption on request to the Deputy Headmaster (Administration).

Bicycles

- Wherever possible, cyclists should enter and exit through the Botanical Gardens' gate behind the Chapel
- Cyclists entering and exiting through the back gate should keep to the side of the road next to the College playing fields in both directions;
- All cycles should be kept in the cycle enclosure provided. Cyclists are advised not to leave any loose or detachable objects after parking their bicycles. The cycle enclosure is usually locked at 7:45am and reopened at 13:25pm;
- Cyclists must never ride two abreast on public roads and must use cycle paths where provided.

Pedestrians

Wherever possible, pedestrians should enter and exit through the Botanical Gardens' gate behind the Chapel. This gate is usually open between 06:00am - 08:00am and 13:25pm - 17:30pm. Parents may drop and pick up their children on Sandringham Drive.

- In the evenings it is only, permitted to wait for and pick up students in the Madden Car Park next to the Sports' Pavilion;
- Pedestrians entering and exiting through the back gate should keep to the paths on the side of the road next to the College playing fields in both directions;
- Pedestrians, entering and exiting through the main gate, should use the pedestrian path provided opposite to the Weaver Field and along the aloe garden, crossing at the pedestrian crossing;
- The use of the pedestrian traffic light on the Borrowdale Road is advised for those who must cross that road;
- Students are forbidden to hitch lifts, or to wait for their parents outside the main gates, although this does not apply to those waiting at the bus stop for public transport.



Meeting Places

It has become customary for different year groups to gather in specific areas during their free time and younger students should refrain from going to areas where older students gather.

Form 1: Steps to Form 1 parapet or along the passage to D&T Labs.

Form 2: Picnic tables near the basketball courts.

Form 3: Picnic tables in woods by the Beit Hall.

Form 4: In the quadrangle between Loyola Hall and the Library block.

Lower 6: In the area between the Chapel and the Bookstore, and on 'Teardrop Island'.

Upper 6: On the veranda outside their study place, and on 'Teardrop Island'.

Seniority and Authority

Students in Form 1, 2, 3 & 4 are regarded as juniors. Juniors are expected to know the history of the College, names of the Rector, Headmaster, Deputy Headmasters, Staff with whom they are involved, Head Boy, Deputy Head Boys, Prefects, Captains of Sports and important members of their House. Prefects will test their knowledge from time to time (It is assumed that seniors have already acquired this information). Forms 1, 2 & 3 write a "History of the School Test".

Sixth Form students are regarded as seniors. Seniors are reminded that privileges do not come per se, but are concomitant with the added responsibility that they, as seniors, are expected to exercise; and that respect is reciprocal and can only be earned individually. A senior may correct the dress or behaviour of any junior. However, it must be clearly understood that while juniors are expected to show respect for older students, none of the traditions associated with seniority should be construed as a right to indulge in bullying. It should be noted that there is a very fine line between disciplining and bullying.

Cases of disrespect by juniors should be dealt with by the Head Boy in the first instance. A junior who feels unjustly treated by a senior should report the matter to the Class Teacher or any member of staff.

Restricted Routes and Areas

Prefects

The following areas can only be accessed by Prefects and other specific student groups **only**:

1. The Prefects' Room, the path leading up to it and the lawn in front of it;
2. Neptune's Lawn;
3. The Round Steps and path up to the Administration Block.

Seniors

1. The lawns either side of the Chapel and outside the D&T lab;
2. The path next to the Chapel leading up to the Clinic;
3. The steps leading down to the tennis courts from the back of the Beit Hall.

Form 4

1. The path next to the 1955 block, parallel to the Round Steps;
2. The lawn in the quadrangle between the Loyola Hall and the Library.

Certain other areas are specified by the boarding establishment and are therefore under the control of the Boarding Master.



ALL the above restrictions fall away when a student, however junior, is accompanied by a member of staff, or when permission is given by a person in authority.

As a mark of respect for the College Administration, any student using the "Jesuit" Steps, Round Steps or the veranda in front of the staff tearoom, is expected to wear a blazer. It is recommended that students wishing to visit the Accounts office etc. at tea break or immediately after lunch, use the Jesuit Steps in order to avoid wending their way through members of staff having tea.

Colours Holders Only

May use the steps leading from the right side of the Round Steps.

First Team Fields

First team playing areas are not to be used by anyone other than first team members except during official practices or with the permission of the College captain of that sport; appropriate kit must always be worn.

Hostels

Hostels and other areas used exclusively by the boarding establishment are out of bounds to ALL DAY SCHOLARS at all times and access is restricted at certain times, even for boarders.

The Bounds of the College

In the normal course of school activities, the following areas are OUT OF BOUNDS to ALL College students:

1. Hartmann House; its playing fields and the wooded area south of Connell Field;
2. The Kitchen and its environs;
3. The Laundry and domestic Staff quarters;
4. The Workshops and Pavilion environs (except for the braai area and parking area, north of the Madden field);
5. The Staff houses, south of Madden;
6. The Beit and Loyola Halls, unless for an official activity;
7. The swimming pool area, unless accompanied by a staff member.

THE COLOURS, AWARDS AND REWARDS SYSTEM

The College attempts to acknowledge effort and achievement in all aspects of life at St George's College and makes awards to students who meet the criteria in various disciplines. There are varying levels of awards, with the highest individual honour being Full Colours.

House Colours

These are awarded by the House Master for continued effort, achievement and participation in House activities and competitions. House badges are awarded and may be worn on the sleeve of the College tracksuit.

Individual Achievements

Students who have performed exceptionally well in sports, culture or academics are acknowledged during College Assemblies.



Team Awards

This is the "Wings" emblem used for summer sports and stockings for winter sports. These are awarded to those who have played six games for their respective first team. With athletics and swimming, a team award may be given to a Form 3 student after representing the College in at least two and is selected for a third, principal inter-schools' competition. The "Wings" may be worn on the left chest of the tracksuit or on the cricket hat/cap. Cricket caps are awarded as First XI Team Awards.

Half Colours (Half Colours emblem)

Half Colours are awarded for:

Academics

- (a) students who have achieved a minimum of seven "A" grades at IGCSE Level;
OR
- (b) students who have achieved at least two "A*" and four "A" grades at IGCSE Level;
OR
- (c) students who have achieved three "b" grades in the AS Level examinations;
OR
- (d) students who have achieved a minimum of 65% ("b" grades) in three subjects in the Lower 6 Mock examinations;
OR
- (e) students who have achieved a minimum of 65% ("B" grades) in three subjects in the Upper 6 Mock examinations.

Sport

Awarded to those who have already achieved their "Wings" and have made a consistent and meritorious contribution to sport during their career at St George's and have represented their First Team in at least the number of games equivalent to one full season. Half Colours badges may be worn as listed for the Team Award and also on the Half Colours jersey.

Cultural Activities

Awarded to those whose level of achievement is exceptional and who achieve the required number of points according to the criteria.

Full Colours (Full Colours Badge and Scroll)

Full Colours are awarded for:

Academics

- (a) students who have achieved at least four "A*" and five "A" grades at IGCSE Level;
OR
- (b) students who have achieved three "a" grades in the AS Level examinations, regardless of whether they have attained Half Colours or not;
OR
- (c) students who have previously been awarded Half Colours and achieve a minimum of 75% ("A" grades) in three subjects in the Upper 6 Mock examinations;
OR
- (d) students who have previously been awarded Half Colours and achieve a minimum of 75% ("A" grades) in three subjects in the Lower 6 Mock examinations.



Sport

Awarded to those who have already received Half Colours and have satisfied the Colours Committee that they have achieved a high standard of sportsmanship and loyalty to the College team, both on and off the field, and have set an excellent example to all members of the College, as well as achieving excellence in their sport by outside standards (i.e. representing Zimbabwe). They must also have satisfied the Headmaster concerning their commitment to studies, and Deputy Headmaster (Administration) concerning their general conduct and behaviour, and their Housemaster concerning their contributions to House activities.

Cultural

Awarded to those who have already received Half Colours and meet the minimum number of points required according to criteria set.

Full Colours, although awarded for specific activities, are an all-round award and a student must, therefore, contribute to the College in all aspects and be considered a worthy Ambassador of the College. The badge may be worn as listed above in the Team Awards and the scroll on the Colours Blazer.

Academy and Prize Giving

Academic prizes are awarded for various categories within the academia. Trophies, shields and, or certificates are awarded for subject prizes, class prizes, and minor and major IGCSE and A level prizes. Old Georgian prizes for progress are also awarded.

Trophies

Trophies are awarded in most disciplines; St George's College has an excellent array of trophies that have been contributed by benefactors down the years.

SANCTIONS & APPEALS

It is an unfortunate but inevitable fact that, in educating its charges, the College may be called upon to enforce its moral and administrative authority by resorting to punishments. In a Christian environment, there is usually much soul-searching for this aspect of administration. Sanctions are not to be applied in a spirit of vengeance, but should inspire a change of behaviour. Occasionally, in the case of serious offences, there is an additional need to demonstrate to the College at large, that the conduct manifested is at such variance with the ethos and philosophy of the institution that the perpetrator has forfeited his/her right to membership of the College family.

The following are sanctions that may be resorted to:

1. exclusion - withdrawal;
2. report to the police;
3. out of school suspension (this is a penultimate sanction; ie: usually resorted to just once);
4. internal exclusion.

FOR SANCTIONS 1 TO 4, THOSE PARENTS/GUARDIANS WILL BE INFORMED AND A PARENT-TEACHER CONFERENCE WILL BE CALLED BEFORE ACTION IS TAKEN.



For offences against the law such as theft, vandalism, pornography, substance abuse and assault, the College reserves the right to report to the police.

Detention

This is usually for academic offences, such as failure to do work with proper care and attention.

Deputy Headmaster's Detention (DHD)

This is given to students who have not done their homework three times. Students who are placed on DHD are obligated to attend detention in two afternoons in a week (on their non-sports days) for two hours.

Labour

This is given for misbehaviour and misconduct.

GEM (Georgian Ethos Motivation)

This is given in the case that detention or labour not carried out, as well as other SERIOUS offences (see Misdemeanour table).

FOR THOSE STUDENTS WHO ARE HABITUALLY ON EITHER DETENTION OR LABOUR, A PARENT-TEACHER CONFERENCE MAY BE CALLED.

Lines

This is given for relatively minor misdemeanours and can be issued by Prefects or Staff.

Notes

1. While the above are the usual sanctions exacted, under certain circumstances special detention or labour may be authorised where appropriate;
2. Lines must be completed within twenty-four hours of being ordered.

Appeals

Any student may appeal against any punishment issued by any person and is encouraged to do so if there has been an injustice, or if the punishment is felt to be excessive. If necessary, parents/guardians may appeal to the Line Teacher or Deputy Headmaster (Administration) on their child's behalf. An appeal must be made within twenty-four hours of the punishment being ordered.

Order of Appeal

1. To the person who has authorised the punishment/Line Teacher;
2. To the Deputy Headmaster (Administration).

If it is really considered necessary, an appeal may be made to the Headmaster directly, and in serious instances (e.g. Sanctions 1-4), the Rector.

If the appeal is unsuccessful, the punishment must be completed within a specified period of the appeal being rejected.



Classroom Misdemeanours

	Misdemeanour	Procedure and Sanction	Staff Involved	Level
A	<ul style="list-style-type: none"> - Talking in class/out of seat - Disrupting the learning of others - Not having basic equipment - Eating/chewing/drinking in class - Arriving late for class - Insolence 	Verbal warning/ Detention by Subject Teacher	Class/Subject Teacher	G R E E N
	Failure to complete homework (x1 referred to as G1) - Inadequate work	Reported to HM secretary School detention recorded in SENATICAL	Subject teacher and TIC DT	
B	- Repeat of above offence(s)	Recorded in SENATICAL Demerits Labour (non-academic) Restorative Practices Parents informed by email	Class/Subject teacher Line Teacher Deputy Headmaster	A M B E R
C	No homework (x3 or G3)	Deputy Head Detention	Deputy Headmaster	
	<ul style="list-style-type: none"> - Non-attendance at Detention/Labour - Truancy from lessons - Cheating 	Recorded in SENATICAL demerit and GEM Letter to parents	Deputy Headmaster	R E D
D	<ul style="list-style-type: none"> - Failure to attend GEM or DHD - Repeat of C 	Parent conference	Deputy Headmaster	
E	Non Compliance or repeat of D	Disciplinary Committee Internal/external exclusion Permanent exclusion	Committee including Headmaster	

Classroom offences cannot involve Prefects at any stage



Out of Classroom Misdemeanours

	Misdemeanour	Procedure and Sanction	Staff involved	Level
A	<ul style="list-style-type: none"> - Late arrival at school - Absenteeism - Haircut/shaving/uniform and general appearance - Use of inappropriate language or behaviour - Littering - Insolence - Non-compliance with College Rules as outlined in the Handbook. 	Verbal warning/Lines/Labour	All staff including Prefects	G R E E N
B	<ul style="list-style-type: none"> - Non-attendance at sports/club practices (x3) - Repeated late arrival at school - Repeat of offences in A - Non-attendance at Labour - Driving offences 	<p>Recorded in SENATICAL under demerits and given Labour</p> <p>Recorded in SENATICAL under demerits and given Labour and/or Restorative Practices</p> <p>Parents informed and exclusion from school until compliance achieved Recorded in SENATICAL and given GEM</p> <p>Recorded in SENATICAL and parents informed</p>	<p>Heads of Sports/Club Line Teacher</p> <p>Prefect/Class Teacher/Line Teacher</p> <p>Deputy Headmaster of Division</p> <p>Deputy Headmaster i/c Discipline</p>	A M B E R
C	Further Repeat of B	Parents informed/conference	Deputy Headmaster of Division	R E D
D	<ul style="list-style-type: none"> - Theft - Smoking - Substance possession/abuse - Pornography - Vandalism - Bullying - Sexual harassment - Bringing the reputation of the College into disrepute either on or off the premises 	These are all serious offences and must be reported immediately leading to a Disciplinary Committee	Headmaster to Chair the Committee	



SUPPORT FOR COLLEGE FUNCTIONS

A wide range of activities are offered to give our students an education as broad as possible. As always, it is those who give most of themselves who gain most from their experience at the College.

Parents/Guardians

Parents/Guardians are an integral part of the College community and their involvement in their child's education is crucial. At the beginning of the year, please check that the school has your correct contact details and that you can access the Parent Portal and the D6 communication platform.

Parent-Teacher Consultations

Please attend these consultations to meet with teachers and learn more about how we can all collaborate to improve your child's performance. In some forms, your child will attend these consultations with you. You are encouraged to supervise homework and check all reports.

Parent Ignatian Evenings

Parents' Evenings, held for each form, give information to support the parents/guardians and students at each stage of their school life. Though they are not compulsory, a register is always taken as a way of measuring parental support and as a reference when issues arise which would have been addressed in these meetings.

School Events

Parents are welcomed at sporting events, concerts, student exhibitions, consultations, and awards events such as Academy and Prize Giving. These events provide a relaxed and social atmosphere to meet other parents, members of the school administration, and teachers.

Learn What the College Offers and What Is Going On At the College

Parents and students are encouraged to read the information the College sends home and keep track of events via the website and social media.

Parent Assemblies and the SDA

All parents/guardians at St George's College are members of the School Development Association (SDA) and can, each year, elect a representative group of volunteer parents onto the School Development Committee (SDC) that coordinates activities for the SDA. You can contact the SDC either through your Class Representative or directly using the SDC email: sdc@stgeorges.co.zw

Parents' Assemblies are held each term for the SDA, and the meetings give you a chance to talk with other parents and to work together to improve the College, as well as voice your hopes and concerns. If you are unable to attend these meetings, please ask for the minutes of the meetings be sent to you.

The Annual General Meeting of the SDA is advertised in the calendar, which is available from the College Bookstore or online. This is an important meeting which parents should make every effort to attend.



Volunteer

If your schedule permits, look for ways to help at the College. The SDC often need volunteers who can:

- serve on various school committees or act as a class representative;
- help on various projects;
- help in the College Bookstore or in the tuck shop;
- make food for College events;
- sell food and drinks at various College events.

Students

We learn from watching those who are more skilled than ourselves. Students are expected to support College activities; this encourages unity and inspires those performing. We believe this is an important part of College life and we look for support from parents/guardians in this endeavour.

Compulsory Attendance

Some sporting activities have compulsory support and these are published in the calendar or announced well in advance.

Cultural activities may be designated compulsory for certain forms. The Headmaster may declare any Saturday when the College is involved in sports or other activities to be a school day, or that a College activity requires compulsory support.

Compulsory attendance is expected at the very least at:

1st Term

- Inter-House Cross Country;
- St George's Invitational Athletics Meeting (School Day);
- Inter-House Athletics Finals Days (School Day).

2nd Term

- Centenary Day and Reunion Day (School Day).

3rd Term

- Academy and Prize Giving.

COMMUNICATION AND INFORMATION CHANNELS

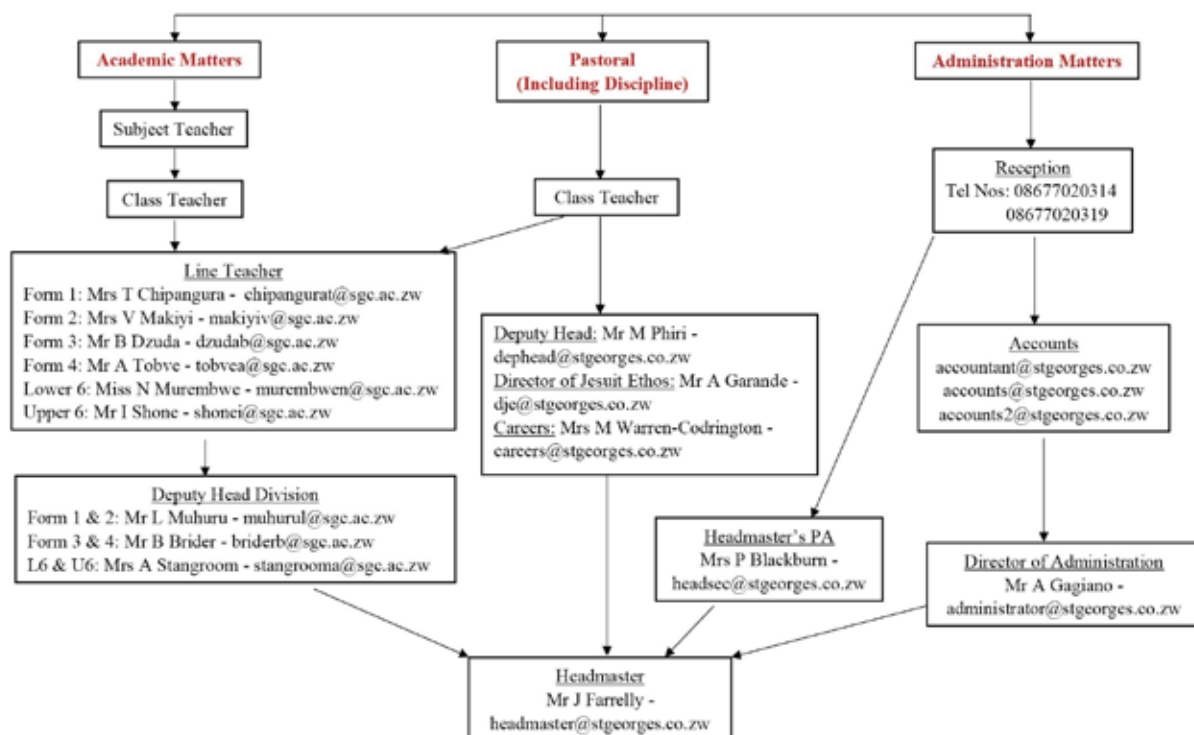
For students the principal sources of information will be:

1. this handbook;
2. class Teachers/Mentors and Deputy Headmasters;
3. assemblies;
4. notice boards;
5. school calendars and;
6. website.



For parents/guardians, here are some guidelines of whom to see in various situations:

Parental Enquiry Communication Channels



N.B. Parents are requested to inform the College immediately of any changes of address or telephone numbers, or if there are changes in the family situation by using the following email address: headsec@stgeorges.co.zw

Please ensure that your email addresses and telephone numbers are regularly updated.

COLLEGE BOARDING DEPARTMENT

St George's College has its own boarding facilities, accommodating up to +/- 120 students (male) from Forms 1-6. The boarding programme adopts all St George's College policies and procedures with specific policies and procedures for boarding where applicable.

The general principles which apply in boarding relate to the care, welfare, development and safety of the students.

Boarding Mission Statement

We believe in and strive for:

Independence
Responsibility
Respect
Tolerance
Progress
Achievement



This will be achieved through:

1. creating a sense of belonging, where everyone feels a valued member of the community;
2. developing role models to whom we can admire, respect, relate to and seek out for guidance;
3. promoting a sense of accomplishment through recognition for doing our best, whatever it is, on personal, social and academic levels;
4. generating fun and excitement, curiosity and creativity on the trail to learning;
5. encouraging the spirit of adventure, understanding and appreciating what it means to take a risk and be successful, or to fail and try again;
6. promoting opportunities for leadership and responsibility, by expressing our ideas and accepting the consequences of our actions.

Target Population

The boarding element of St George's College aims to attract students from the following sources:

1. Students who live outside Harare city environs;
2. Day scholars currently attending St George's College, whose home circumstances have changed and for whom boarding will maintain continuity of schooling;
3. Students with an identified 'boarding need'.

Ethos

To identify and develop the potential of each student through a rich and vibrant boarding experience, enabling them to flourish and become independent people ready to face the challenges of a global community.

The Boarding staff and students should actively foster the principle of respect for each individual, including his property and opinions. Positive behaviour and inter-personal relationships will emanate from this basic principle, and will be encouraged by rewards, privileges and sanctions, as appropriate.

Behaviour and Discipline

All boarders are made aware of the standards of behaviour expected of them. This includes an expectation of honesty and reliability, and a general consideration of the needs of others. If this is the broad expectation, we believe most aspects of good behaviour will follow.

Poor behaviour or disobedience is primarily dealt with by discussion, reinforcing expectations, and further misdemeanours are dealt with by loss of privileges, or additional sanctions, such as exclusion from activities or other restrictions.

Aims

1. To provide a supportive base, where everyone feels a valued member of the community;
2. To provide a disciplined and caring environment that gives stability and continuity of care;
3. To provide and maintain surroundings which meets the needs of boarders;
- 4.

To promote the social, moral, spiritual and cultural development of the boarders, developing role models whom we can admire and respect.



Staffing

There is a commitment to providing quality training and staff support, appropriate to the needs of both staff and students. Training needs are assessed and suitable courses or in-house training is available. The aim is to keep the staff up-to-date with current practice and to help individual enthusiasm for their work to be maintained.

The Headmaster carries overall responsibility for boarding, whilst delegating management to the Head of Boarding. The Head of Boarding is responsible for all aspects of pastoral care, including:

1. Establishment of boarding policy and management principles;
2. Promoting and sustaining the boarding facilities/environment within the school and beyond;
3. Progressing staff training and evaluation;
4. Promotion of boarding and the recruitment of students and staff;
5. Oversight of the safety, welfare, health and progress of all boarders;
6. Liaison with parents/guardians, schools and agencies;
7. Implementation of policies in force and legal requirements;
8. Keeping all records and maintaining administrative systems;

Boarding Management Team

The Boarding Management Team meets formally once per half term in order to ensure appropriate monitoring and supervision of the boarding provision. The team consists of the following staff:

Headmaster – Mr John Farrelly

Head of Boarding – Mr Ronnie Maposa

Teacher in Charge of Boarding – Mr Tapiwa Mungate.

The team ensures effective management of boarding and organisation between the day school, boarding and other parts of the school administration.

Boarding Policies

In addition to school policies, below you will find a list of the policies developed and adopted by the boarding programme which work alongside the school policies.

- Boarding Behavioural Policy;
- Guardianship Policy;
- Medical and Medication Policy;
- Mobile Phone Policy.



Boarding Behavioural Policy

Students boarding at St George's College are expected to behave in accordance with the school behavioural policy and also the rules, regulations, standards and expectations specific to boarding.

Unacceptable behaviour contrary to a cohesive home environment is not tolerated. In most cases, students will receive a sanction appropriate to the issue in keeping with the consistent parental approach adopted by all boarding staff. This may include, but is not limited to:

1. Removal of privileges;
2. Earlier bed time;
3. Restriction of out-time;
4. Restriction from excursions, trips and activities;
5. Isolation within boarding away from others for a set period of time;
6. Exclusion from boarding for a specific time period;
7. Withdrawal of boarding place.

Where appropriate, boarding students following a behaviour or disciplinary incident may be asked to provide a written statement of events and may be interviewed by a member of the Boarding staff.

Boarding staff reserve the right to search students and their property should boarding staff have reasonable suspicions that students are in possession of offensive material, weapons, drugs, alcohol, tobacco, stolen items or other items deemed potentially harmful to themselves or others in boarding.

Such searches will take place in the presence of two members of Boarding staff and the student and the police will be informed where necessary. This is in accordance with regularly reviewed guidance.

Leaving on-time, Room Tidiness and Bedtime Routine

Boarders must cooperate with the expectations as follows:

1. Leaving the hostel in the morning for school every day at the time stipulated and agreed beforehand;
2. Keeping a tidy bed area. Students must follow requests to tidy their room promptly;
3. Remaining in their designated bedroom after light-out time, unless seeking assistance from boarding staff for reasonable requests or medical emergencies;
4. Be in bed, having taken care of pre-bedtime routine, within sufficient time before the designated lights out time. Boarders may face a sanction if the student is out of bed, or the member of staff deems their behaviour or actions to be inconsistent or disruptive. Boarders who leave late in the morning will be given an early bedtime sanction that evening, and will face further sanctions for accumulating several lates in a week. Those boarders persistently not adhering to these basic expectations may face further sanctions including early to bed, loss of out time, and being withdrawn from trips.

Promoting positive behaviour and relationships

The Boarding Staff are committed to promoting positive behaviour throughout boarding and adopts all school-based policies related to behaviour, bullying and cyberbullying in addition to the expectations within boarding itself. The expectations of tolerance, respect, positive attitude and good behaviour are constantly reiterated and enforced in addition to the values and virtues associated with Jesuit Education Values.



Behavioural Logs and Suitability for Boarding

Behavioural incidents are logged on the internal boarding management system and/or the disciplinary log. The Headmaster reviews all disciplinary measures every half term to ensure oversight, and is in constant dialogue with the Head of Boarding about the behaviour, safety and well being of the boarders. Parents/Guardians will not always be contacted following each individual behaviour incident unless deemed necessary by the Head of Boarding.

A boarding place will be withdrawn, following a review of suitability for boarding, by the Headmaster and Head of Boarding if they both feel that a student is no longer benefitting from the boarding experience, has been involved in disciplinary issue of a serious nature and/or poses a threat to the experience, safety and security of other boarders. A withdrawal of a boarding place does not necessarily mean an exclusion from school.

Boarders may speak to the staff who gave sanctions to discuss their actions and to discuss ways of improving their cooperation with the hostel expectations. Behavioural expectations and standards are under constant review and this policy is in addition to all school-based behaviour, safety and safeguarding policies.

Absconding from Boarding

The safety and the security of the boarders within the hostel is paramount and we take multiple steps to ensure the perimeter fencing and grounds are safe from intruders and that boarders are prevented from absconding. The use of CCTV externally is to aid the boarding staff in maintaining a secure perimeter.

Boarders who deliberately abscond from boarding during a period of time when they are not permitted any out-time (such as grounding or just during the course of day-to-day schedule) or at any other time will be sanctioned as follows:

1. Meeting with the most senior member of staff on duty;
2. The following weekend, the boarder will be suspended from boarding and sent home or to the appropriate guardian;
3. Reintegration meeting with the Head of Boarding to discuss the suitability for boarding resulting from an absconsion.

If a student is deemed to be missing, having absconded, the Missing Child Policy will come in to effect.

Guardianship Policy

St George's College does not appoint guardians on behalf of parents. It is the parent's/guardian's responsibility to nominate a guardian that meets all the requirements as set out in this policy.

The St George's College Boarding Staff are responsible for each student's welfare and undertakes parentally designated responsibilities on behalf of the parents and legal guardians of each boarder. The period of this responsibility is limited to term time and all times when the boarder is in our care. It does not cover:

1. Travel to the school on arrival days. The school's responsibility for the child begins the moment they arrive/return to the boarding houses and register that they have arrived/returned;
2. Boarders will be assumed to be still in our care whilst being transported to bus stations or airports on transport arranged by the school. This ends upon arrival at the bus station, airport or designated point of travel;
3. Parental or guardian-approved time away from boarding with family or friends with or without supervision.



It is a legal requirement that all students in boarding school at St George's College have a guardian to assist in caring for the young person. The appointed guardian must be:

1. at least 18 years or older and be of good character. The school reserves the right to reject the appointment of a guardian if deemed unsuitable. Families may wish to appoint a relative or close friend;
2. a resident in Zimbabwe, at all times, for the duration of the guardianship;
3. available, within reason, to assist and provide any medical, behavioral or pastoral needs as they arise;
4. where appropriate, liaise with the boarding staff regarding holiday and exeat arrangements and make these clear to the boarding staff on request. The school must be made aware of any changes to travel or accommodation arrangements.

Arrangements for time away, holidays and exeats must be submitted to the hostel in a timely manner. If any arrangements for guardianships, travel or other time away from the school are deemed unsuitable, then the school reserves the right to review suitability for boarding in the interests of safeguarding the student's welfare.

Guardians, as well as parents, are welcome to attend school events, parent's evenings, fixtures and other school events where appropriate. Parents are required to complete the parent/guardian declaration before the boarder enrolls at the school and update the school in a timely manner should there be any changes to the arrangements.



Medical and Medication Policy

This policy applies to all students, including those who are over 18, who are boarders at St George's College. The school is committed to ensuring the safety and welfare of all boarders and will undertake whatever steps deemed necessary; acting in *loco parentis*. This policy sets out what the boarding programme will do to ensure the safe and appropriate delivery of medication and medical/health care.

St George's College has a number of trained first aid staff, including a resident State Registered Nurse and any boarder requiring other treatment/diagnosis will be referred to the appropriate service. This applies whether the treatment or medication is either long or short term, and will take into account the individual's needs.

A boarder's right to confidentiality will be considered at all times and this may determine how much information is released regarding a condition and the treatment (including parents and guardians). Information regarding medication and health matters is strictly confidential.

Boarder's Expectations

1. To keep the boarding staff generally informed of any medical problems or questions. Boarders can withhold information if they so wish, but we request that staff be made aware of any medical or health problems which may require us to amend our provision or care;
2. To hand in prescribed/non-prescribed medication, with full instructions, in English, to the Head of Boarding for safekeeping;
3. To cooperate with and follow instructions, as appropriate, of the boarding staff;
4. Boarders are entitled to make a medical appointment out of school hours. Any prescribed medication issued must be handed to the Head of Boarding for safekeeping.

Responsibilities of the Boarding Staff Team

- To dispense and record all doses of prescribed and non-prescribed medication;
- To keep accurate records of treatments and medication given to boarders by ALL staff on duty;
- To keep an accurate record of accidents which occur within the building and grounds of the College, and when boarders are under staff care and control, or involved in activities organised by St George's College;
- To respond appropriately to any routine/emergency medical situation;
- To keep parents or guardians informed of a boarder's condition and progress if they are unwell or in need of treatment;
- To inform parents/guardians, as soon as possible, of any serious accident the child has been involved in whilst in the care of St George's College;
- To keep boarders informed of ongoing medical appointments and accompany them, if necessary. However, boarders have the right to ask a member of staff to withdraw from the consultation.
- To accompany boarders, as appropriate, to appointments;
- To provide suitable facilities in the event of the need for provision of care during illness or infectious disease.



Responsibilities of Parents/Guardians

- To complete the medical history form true and to the best of their ability. Any medical or health issue which could perhaps result in a review of suitability for boarding, must be declared so as to ensure the appropriate care. A medical condition does not normally mean a boarding place cannot be offered or have to be withdrawn, but in order to ensure that we can meet the boarder's medical needs, this information is important;
- To ensure that their child has got adequate medical cover;
- To arrange routine dental, orthodontist and optician appointments during school holidays where possible;
- To assume responsibility for the boarder if they are medically unfit for school. It is not expected any boarder will remain in the hostel for more than three days of being unfit. In the case of long-term illness, it is a clear expectation of the parent/guardian to keep the boarder in the home environment until the boarder is fit to make a full return to school life;
- To assume responsibility, as soon as it is practical, if a boarder is in need of medical surgery or treatment which may include a stay in hospital;
- On return to the hostel ensure any prescribed or non-prescribed medication is handed to the Head of Boarding.

Emergency Treatment

In cases of a serious medical emergency, every attempt will be made to contact the parents or guardians as soon as possible. In the case of a very serious emergency, it may be necessary for Boarding Staff to give consent for treatment. This will never be undertaken lightly and only ever when advised by medical staff. THERE SHOULD BE VERY CLEAR WRITTEN INSTRUCTIONS FROM ALL PERSONS, WITH PARENTAL RESPONSIBILITY, IF CONSENT IS NOT TO BE GIVEN IN ANY CIRCUMSTANCES WHEN THE PARENT/GUARDIAN CANNOT BE CONTACTED; THIS AUTHORISATION IS PART OF THE ENROLMENT PACK.

Thresholds for Contacting Parents/Guardians Regarding Medical Care

Contact with parents/guardians will be made when:

- a student doesn't attend school due to illness;
- a student is taken to hospital for any reason.

Any follow-up medication following injury, contact will not always be made when:

- plasters are applied or minor first aid are administered (blisters etc);
- a student feels unwell but is able to attend school;
- house remedies are given;
- a student sustains an injury, but no medication or medical treatment is required;
- a student is given an ice pack. This may be reported if the matter does not improve and if additional treatment is required after a period of time. Informing parents and/or guardians of a GP or nurse practitioner appointment is on a case-by-case basis; depending on the student age, their wishes and also the sensitivity of the reason for appointment.



Mobile Phone Policy

Boarders are students of St George's College who are residing in the hostels during the school terms. This policy does not apply to any day scholar students and they must abide by the school's Mobile Phone Policy at all times and places.

When a boarder leaves the hostel, he is regarded as a day scholar and the school's Mobile Phones Policy applies; conversely, when a boarder enters the hostel, this policy takes effect.

A boarder who brings a mobile phone for communication with parents/guardians is generally accepted.

Boarders may bring ONE mobile phone and ONE notebook computer with them. Bringing other electronic devices to boarding are strongly discouraged. The boarding staff reserve the right to limit the types and numbers of other electronic devices boarders may bring. Boarders should take proper care of their mobile phones or other electronic devices. The Boarding school is NOT responsible for any loss or damage to the boarders' mobile phones or other electronic devices.

Usage of mobile phones is restricted in boarding. Other uses of mobile phones or other electronic devices are generally not encouraged unless there are good reasons after approaching the Boarding Staff. Boarders should not turn on or access their mobile phones and other electronic devices at all times except Self-managed Times (SMTs) unless with prior application and approval by the Boarding Staff.

In general, mobile phones and other electronic devices should be switched off and kept in a secured place in the room.

Boarders are advised to use their mobile phones and other electronic devices responsibly during SMTs in their own dormitory rooms, dormitory common rooms or other open areas in the hostel. Parents/Guardians are reminded to call their sons during SMTs (14:00pm-17:00pm, 20:45pm-22:00pm).

For urgent calls, boarders may seek help from the Boarding Master or any member of the Boarding Staff, to be granted permission to access their mobile phones.

If a boarder cannot comply to the rules and policies stated, Staff or Prefects will confiscate his mobile phone or any other electronic devices. A parent/guardian of the boarder concerned may be asked to come and collect such devices for their sons.

Follow-up Actions on Violation

Case recorded	Follow up actions
1st offence	<ul style="list-style-type: none"> - Confiscation of the mobile phone or electronic devices for one day; - Parent/Guardian will be notified; - The boarder will have the item(s) returned after 16:00pm the following school day.



2nd offence	<ul style="list-style-type: none"> - Confiscation of the mobile phone or electronic devices for one week; - Parent/Guardian will be notified; - The boarder will have the item(s) returned after 16:00pm the following school day when the one week period is over.
3rd offence	<ul style="list-style-type: none"> - Confiscation of the mobile phone or electronic devices for one month; - Meeting with Parent/Guardian will be arranged; - The boarder will have the item(s) returned after 16:00pm the following school day when the one month period is over.

Boarders who have been repeatedly found misusing their mobile phone or electronic devices, for the 4th time or more, will be referred to the Boarding Master for follow-up actions and examples of such are:

- suspending the use of mobile phones or any other electronic devices;
- meeting with a parent(s)/guardian(s);
- disciplinary report to the Headmaster;
- record in the Boarder's report;
- warning letter
- suspension

THE REGISTRATION OF NEW STUDENTS INTO FORMS 2, 3 & LOWER 6

Such applications are made by filling in a Wait-List Form, obtainable from the Registrar, for a fee, as there are a few such vacancies throughout the year as students leave (The College does not ordinarily take new boys into Form 4). Entry into Lower 6, however, depends on the applicant's performance in IGCSE (O Level examinations), and there are usually some places available for students who have written these examinations elsewhere and have achieved good grades.

The Accounts Department

All fees are payable in advance before the first day of term. Any arrears must have been cleared. Statements are sent with the student's report at the end of each term. FEES must be paid in full unless special arrangements have been made with the Accountant well in advance.

Fees may be paid to the Cashier between 7:00am-2:30pm Mondays to Thursdays, and from 7:00am-12:00pm on Fridays. A swipe machine is also available for parents/guardians wishing to use this facility.

If fees are paid by an individual, a business, trust or foundation other than by a student's parents, all parties must produce a copy of the payment made, so that it can be tracked by the College's Accounts department. Parents/Guardians are urged not to leave payment or queries until the first day of term as this causes long queues and considerable delay. Please keep your statement in a safe place.



Statements indicate the following charges:

- Tuition fee for the term;
- Boarding fee;
- School Development Committee Levy;
- Insurance, covering student against personal accident;
- Books lost or damaged during the year;
- Handbook fee, when applicable;
- A College Chronicle, when applicable.

Medical Expenses

The College maintains a basic Personal Accident Insurance Policy which covers students sustaining an accidental bodily injury at school or on outings. This policy is devised to cover against medical aid shortfalls. However, parents are strongly urged to have their own accident insurance cover or to join a medical aid society. Treatment provided through the College is charged to the student's account.

Parents must complete the School Medical Card when their child enters St George's College, and inform the College if their medical aid details change. Inform the Clinic Sister (clinic@stgeorges.co.zw) if new health characteristics arise - such as allergies, epilepsy etc. - as a matter of priority. The Clinic Sister keeps records on each student, and she must receive all requisite information at all times.

