

**BRUMMANA HIGH SCHOOL**  
**EDUCATIONAL ORGANISATION**

## FORWARD

This Manual is intended to guide the parents, Teachers and Students in matters relevant to the running of Brummana High School. It is a statement of policy and a description of the various organisational divisions of the School. It is, therefore, the reference which is used by administration in the processing of its functions.

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## A. HISTORICAL BACKGROUND

*Brummana High School is a School with a Tradition.*

*It was founded in the Nineteenth Century, in 1875, by Theophilus Waldmeier, a Swiss missionary, who joined the Society of Friends and became a Quaker. Waldmeier first came to Lebanon in 1867 and was engaged as Inspector of Branch Schools in Beirut, the Mountains and Damascus. He moved to Brummana and in 1874, took over the Girl's School, and in 1875 he bought Birket el Ghanem (20000 square yards of property), changed its name to Ayn es Salaam, and was authorised by the owners, the Friends' Syrian Mission, to build the Training Home for boys which now is Brummana High School.*

*Brummana High School was founded by Theophilus Waldmeier, a Swiss missionary, who came to Lebanon in 1872 and who later became a Quaker and joined the Society of Friends.*

The Society of Friends, a non-conformist Christian sect, arose in the mid 17<sup>th</sup> century in England from a religious experience of George Fox.

Across its long history, the School was owned by the Friends Service Council in London and operated through its local Management Committee. It had always had a principal and many staff members of British nationality and belonging to the society of Friends. Accordingly, the School constitution dictated that the education provided by the School be based on religious principles as understood by the Society of Friends, which stress lack of involvement in political activity, lack of discrimination, no acknowledgement of national or racial divisions and promotion of the spirit of service. They imposed no restrictions on the pursuit of higher standards through enlightened methods. Furthermore, the fundamental Quaker belief that there is something of God in every man, made it mandatory for the School to prepare its students intellectually and technically while imparting to them the spirit of service, so that upon graduation they become well equipped to be good servants of their communities. The School did not indulge in mission activity and the students' beliefs in their own religions were never challenged or depreciated. Teachers from outside the Society of Friends were expected to be in sympathy with Friends' principles and to teach in accordance with them, particularly emphasising moral and intellectual self-reliance and respect of the individual and to help the students to develop in strength and independence, treating them with gentleness but with firmness and without fear, partiality, favour or indulgence. In 1985, the Society of Friends totally withdrew from the School operation and handed the responsibilities to the Brummana High School Cultural Society, composed of old B.H.S. scholars. Since this date, the B.H.S.-C.S. has been totally and independently in control of the School.

## B. STATEMENT OF POLICY

As custodian of Brummana High School, the B.H.S. Cultural Society is well aware of the serious responsibilities of the School in creating optimal conditions for its students for moral, educational and cultural growth and achievement, in line with the century old B.H.S. traditions as well as the high expectations of the School constituency.

In the realm of moral growth and development, the B.H.S. Cultural Society strives to maintain the basic traditions and spirit, which characterised the operation of the School for over a century and which appear in summary in the historical account. Therefore, it calls on the student body, teachers and constituency of BHS to abide by these traditions which emphasise honesty, kindness, truth and service, while at the same time assuring Old Scholars and friends of the School that the B.H.S. traditions, which they hold dear to their hearts, are upheld and will be maintained as long as the School remains in operation.

At the educational and cultural levels, the School strives to offer a comprehensive preparation for the adult world beyond school days. There is no good activity in that adult world for which the School should not feel it its duty to prepare students. In the first place, the School promotes acquisition of information and knowledge, while at the same time it trains students at their early stages of wisdom, thinking, reason, understanding and intellectual curiosity, more important personal qualities than knowledge alone. The School also strives to let its students achieve the physical, cultural and artistic fulfilment of which they are capable. Finally the School promotes self-reliance and independence and builds in its students the ideals of service and self-government.

The motto of the School is “I serve”, and it is service to the world outside for which the School tries to train its students.

## C. THE EDUCATIONAL PROGRAM

In its early history, the School provided essentially an English stream educational program, patterned in accordance with the educational system in existence, at the time, in Britain, culminating in the Oxford and Cambridge School Certificate of General Education and later in the G.C.E. certificate. However, to conform with Lebanese Law, two streams were created in time, one ending with the G.C.E. certificate and the other with the Lebanese Baccalaureate Certificate. Currently, only the latter program is in existence, but the possibility of creating a G.C.E. stream or International Baccalaureate stream continues to be under exploration. Therefore, the educational program is designed to fulfill the requirements of the Lebanese Baccalaureate Certificate in its three parts: experimental sciences, mathematics and literature. The Baccalaureate examination part I evaluation takes place at the end of the Sixth Year and part II examinations at the end of the Seventh Year. The Brevet examination takes place at the end of the Fourth Year. In addition, the School offers its Infant School Certificate at the end of 1<sup>st</sup> Grade, its Elementary School Certificate at the end of 5<sup>th</sup> Grade, its High School Certificate at the end of the Sixth Year and a final Certificate at the end of the Seventh Year. The working languages of the School are Arabic and English which are taught with sufficient emphasis to achieve correct and proficient use. Arabic is used to teach some subjects particularly in the Infant and Elementary Schools, but English is used to teach most subjects in the Intermediate and Secondary Schools. French is also taught as a third language starting in 5<sup>th</sup> Grade in the Elementary School. English is used for internal administration and official communication inside the School and outside, except for dealings with the Lebanese Government where Arabic is used.

## D. THE BRUMMANA HIGH SCHOOL CULTURAL SOCIETY B.H.S.-C.S

The BHS Cultural Society is responsible for the total educational and administrative operations of B.H.S. In this capacity, it executes its role through the processes of planning for current and future programs, monitoring of and guiding the activities in progress, recruiting personnel and exercising quality control over all the operations. In turn and when deemed necessary, it seeks guidance from the experience and expertise of teachers and administrative personnel, from the educational achievement of students as reflected by internal and external assessment, from the Parents Association, from the Old Scholars Association and from the School constituency. Accordingly, there are no restrictions on its contacts whether with individuals or groups within or outside the School. It reserves the right to contact any individual within the School at any level of the hierarchy, but with the knowledge of the immediate superior, for better co-ordination and to avoid confusion. The Committee attends to its responsibilities in session with full membership or through its sub-committees for educational and administrative affairs.

## E. THE EDUCATIONAL ORGANISATION

### **1. Divisions of the School**

The School is divided into four units, based on the educational levels.

a. The Infant School, composed of the following classes:

1. Play group
2. K.G.I
3. K.G. II
4. 1<sup>st</sup> Grade (Infant School Certificate)

b. The Elementary School,  
composed of the following classes.

1. 2<sup>nd</sup> Grade

2. 3<sup>rd</sup> Grade
  3. 4<sup>th</sup> Grade
  4. 5<sup>th</sup> Grade (Elementary School Certificate)
- c. The Intermediate School, composed of the following classes:
1. First year
  2. Second year
  3. Third year
  4. Fourth year (Brevet)
- d. The High School, composed of the following classes:
1. Fifth year
  2. Sixth year (High School Certificate)
  3. Seventh year ( Bac. II )

## **2. Academic Administrative Staff**

The B.H.S-C.S appoints a Principal (Educational Director) to whom the

- 1). Acts as the B.H.S-C.S deputy in all matters related to the educational program and provides a link between the B.H.S-C.S and the various educational components of the School.
- (2). Acts as a co-ordinator of the various divisions of the School.
- (3). Meets with the co-ordinators and academic committees of each unit as the necessity arises, particularly when evaluation of performance is under discussion, to ensure that the academic rules are applied uniformly in all units.
- (4). Meets with the co-ordinators of the units once every two weeks or minimally once every month to oversee the progress of the teaching program in the School in total, to ensure that the School broad objectives, policies and regulations are universally pursued and to attend to issues of a common nature to all the units.
- (5). Ensures that the syllabi prepared by each unit of the School, provide continuity, even distribution of the subject matter, harmony starting with 1<sup>st</sup> Grade and ending with the Seventh Year and conform with the Lebanese Government requirements.
- (6). Receives the reports of the various co-ordinators at the end of each term in a session designated for this purpose, attended by the Principal, co-ordinators and Registrar, in which the reports are discussed prior to presentation to the B.H.S.-C.S.
- (7). Acts as custodian of all the academic files of the School including records of meetings, decisions taken by the B.H.S-C.S relating to academic matters, schedules, syllabus and files of the teaching staff.
- (8). Oversees the planning and progress of extracurricular activities by co-ordinating with the teacher or teachers assigned for this responsibility.
- (9). Prepares an end-of-year report to be presented to the B.H.S-C.S. embracing reports emanating from the various co-ordinators, including problems encountered and recommending solutions to be adopted in the forthcoming academic year.

### **b. The Registrar.**

The B.H.S-C.S. appoints a Registrar to whom the following functions are delegated.

- (1). Executes his duties in close co-operation with the Principal and co-ordinators of the School units.
- (2). Acts as the custodian of the academic records of students.
- (3). Supervises the preparation of the student transcripts and their distribution.
- (4). Provides a link between the parents and the co-ordinators of the units to discuss the performance of students in the school.
- (5). Provides applicants with information about the School, channels applications to the various units, arranges for interviews and entrance examinations with the units and answers applicants on decisions regarding their applications.

c. The Supervisor

Each unit of the School has a supervisor who, under supervision of the co-ordinator of the unit, executes the following functions

- (1) Ensures start and end of classes on time
- (2) Arranges, in co-operation with the co-ordinator, for replacement of teachers in the event of absence of teachers.
- (3) Keeps a record of teacher and student absences for filing in the co-ordinator's office
- (4) Maintains discipline during recreation time
- (5) Supervises bussing activities.
- (6) Supervises handling of health accidents, by transferring the students to the School clinic, contacting the parents and providing transportation home or to a hospital.
- (7) Intervenes upon request if class discipline cannot be maintained by the teacher.
- (8) Organises activities and schedules of prefects who report to him directly.
- (9) In the event of major breaches of discipline, co-operates with the co-ordinator of the unit in convening the academic committee of the unit to take disciplinary action.
- (10) Keeps a record of punishment (detention) administered to students and passes these records on to the co-ordinators of units to be placed in the students' files.

d. The Co-Ordinator of Extracurricular Activities

In its firm belief in symmetrical, educational, intellectual, emotional and physical development of its students, the School encourages participation in extracurricular activities designed to fulfil this objective. For this purpose, the School provides a wide spectrum of extracurricular activities including athletics, art, music, drama, computer, gardening and others. Each activity is guided by a teacher designated for this purpose and the sum total of activities is co-ordinated by a teacher charged with the following responsibilities

- (1) Ensures that the quality of activities is commensurate with the standing of the School
- (2) Ensures that space for activities is properly provided.
- (3) Ensures regular participation in the activities as scheduled.

- (4) Meets periodically with the teachers in charge of activities for evaluation, improvement and recommendations.
- (5) Prepares a report at the end of each term on the activities undertaken to be presented to the B.H.S-C.S. through the Principal.

e. Heads of Departments

Heads of Departments may be appointed by the educational committee upon recommendation of Principal and made in charge of the subjects of Arabic, English, Mathematics, Sciences (Physics, Chemistry, Biology), Social Sciences, Arts and Athletics. Heads of Departments shall have the following responsibilities:

- (1) Planning, organising, administering and supervising all the academic work in the scope of the Department and across all the years of all units.
- (2) Help the teachers in each unit in the development of the syllabus of the subject under the charge of the Department, ensuring continuity of the subject matter across all the classes of the School.
- (3) Meet periodically, at least once a month, with all the teachers of the subject under the charge of the department to ensure that the syllabus and schemes of work are being followed and to come out with any modifications or suggestions for improvement.
- (4) Meet with all the teachers of the subject under the charge of the Department, to examine the assigned books and teaching materials and make recommendations.
- (5) Act as an internal inspectors in all units to make sure that teaching, lesson assignments, homework, tests and evaluations are properly conducted in the subject under the charge of the Department, with particular emphasis on the work of younger teachers who need more guidance and advice.

f. Class Teachers.

All the classes of the Infant and Elementary Schools and the first class of the Intermediate School shall have form teachers with the following responsibilities:

- (1) Foster, encourage and supervise the academic progress of all students in the class.
- (2) Meet with the class for 15 minutes everyday between 7:45 and 8:00 a.m.
- (3) Check the daily attendance and punctuality.
- (4) Ensure that students are keeping their “homework and study set” books correctly and that homework is being set at the right times and in suitable quantities.
- (5) Maintain a close watch on the work done by students in their various subjects.
- (6) Check on the conduct of students in class.
- (7) Offer advice and help to students facing academic or behavioural problems and meet with parents to discuss these problems.
- (8) Check daily for damage, breakages, general maintenance, cleanliness and decoration of the classroom.
- (9) Keep class notice board up-to-date.



- (10) Assist with advice in class decoration, pictures, charts and displays.
- (11) Make schedules for blackboard cleaning, keeping supplies etc.
- (12) Ensure locking of classroom when not in use.
- g. Co-Ordinators of Units (See under “Organisation of the Four Units of the School”)
- h. Librarian (See under “Library”).
- i. Co-Ordinator of Educational Resources (See under “Laboratories and Educational Resources”).

### **3. The Library**

The School regards the library as a most valuable educational resource. Accordingly it strives to expand on its holdings and to encourage the use of its facilities to the maximum. For this purpose it urges the teachers to recommend useful and stimulating reading material for all ages for acquisition and to assign books for reading and presentation in class. At the organisational level, the School appoints a Librarian to be in charge of the following functions:

- (1) Ensures proper maintenance of the library facilities and premises.
- (2) Catalogues the holdings in an easily retrievable manner.
- (3) Keeps records of holdings, borrowing and use of the library.
- (4) Co-Operates with heads of units to improve on the holdings, on the facilities and on the use of the library.
- (5) Prepares a report at the end of each term, covering the extent of use of the library, major activities and recommendations, to be presented to the B.H.S.-C.S. through the Principal.
- (6) Promotes the use and reading of books or magazines.

### **4. The Laboratories and Educational Resources.**

The School believes that practical exercises, charts, audio-visual aids and other non-didactic approaches to education are valuable and integral components of the School educational methodologies. Accordingly, the school invests in these methodologies and urges the teachers to make full use of them. To facilitate use of these resources and to help in their preservation, the School appoints a Co-Ordinator of Educational Resources with the following responsibilities:

- (1) In co-operation with the science teachers, prepares a time table for the use of the laboratory facilities.
- (2) In co-operation with the science teachers, prepares the laboratories for scheduled exercises.
- (3) Helps the teachers in conducting their practical teaching sessions.
- (4) Prepares a list of supplies and equipment needed for the laboratories and for other educational purposes to be ordered by the School administration.

- (5) Prepares a report at the end of the academic year to be transmitted to the B.H.S.-C.S through the Principal, on the activities and use of the facilities under his charge, identifying problem areas and making recommendations for improvement.

#### **5. Organisation of the Four Units of the School.**

Each of the four units of the School has a Co-Ordinator and an Academic Committee, composed of all the teachers in the unit. The duties of the Co-Ordinator and the Academic Committee are considered as a collective responsibility of all the staff of the unit and hence are presented together as follows:

- (a) Prepare schedules of teaching.
- (b) Prepare a syllabus for each subject and for each year, providing a continuum of the subject matter across the academic years of the unit, guided by the requirements of the Ministry of Education, the established traditions of the School across its history of nearly one and a quarter centuries as summarised under Historical Background, the School statement of policy and the experience of the teachers. Teachers of a particular subject should co-ordinate with teachers of the same subject in the units below and above their unit and with the Head of the Department in charge of the subject, for continuity of the subject matter across all the years of the School
- (c) Meet weekly to evaluate the progress of the teaching program, to identify student problems and to agree on a course of action to remedy these problems.
- (d) Meet at the end of terms to make final evaluations of the performance of students
- (e) Prepare a report on the teaching program at the end of each term to be presented to the B.H.S.-C.S through the Principal, including tables of grades, problems encountered and recommendations for change.
- (f) Review academic regulations as needs arise and recommend changes to the B.H.S.-C.S. through the Principal.
- (g) Keep records and minutes of all the activities and meetings.
- (h) Send copies of the minutes to the Principal to be transmitted to the B.H.S.-C.S.
- (i) Keep records of outline of lessons given in each subject in a special file for the class and for each subject, in line with the provisions stipulated in the Teachers Manual.
- (j) Keep student records, including grades, remarks regarding educational achievement, remarks regarding character and discipline, disciplinary action, special strengths, special weakness and absenteeism.
- (k) The Co-Ordinator shall call for and chair meetings, co-ordinate all activities of the Academic Committee, plan the meetings and activities, keep all the records of the unit and act as the link between the teachers and the B.H.S.-C.S.
- (l) The co-ordinator, in consultation with the Academic Committee, appoints any member or members of the Academic Committee to ad hoc committees, to help in any task relating to the activities of the unit.
- (m) Prepare lists of books, teaching materials and equipment, supplies and other commodities needed for the teaching program to be presented, way ahead of the start of the academic year, to the Administrative Manager of the School.
- (n) The coordinator Examines the credentials and results of entrance examinations of new applicants, conduct interviews and decide on acceptance or rejection.

## F. GOVERNANCE OF THE SCHOOL

The School is governed through a hierarchical system of committees, within the confines of which issues are debated, policies formulated and decisions made, preferably by consensus, but failing that, by majority vote. All decisions of a policy nature or which involve any change in on going operations should ultimately reach the B.H.S.-C.S. as recommendations for study and action.

### 1. Committees of the School

- a. The B.H.S.-C.S. Executive Committee
  - (1) The B.H.S.-C.S. Finance and Resources subcommittee
  - (2) The B.H.S.-C.S. Education Subcommittee
- b. The B.H.S. Education Board

The Board is composed of the Principal, the co-ordinators of the four units of the School, the heads of departments, the Registrar and the Supervisor. The board meets at the request of the Principal, at the request of the majority of its members or at the request of the B.H.S.-C.S. to discuss major issues of School-wide significance. It is chaired by the Principal in the absence of the C.S. and by the Chairman or member of the C.S. in its presence.
- c. The Academic Committees of the Four units of the School.

The duties of these committees are outlined under Academic Administrative Organisation.
- d. The Parents and Teachers Association

The by-laws of this committee are on file in the School Administration.
- e. The Old Scholars Association

This is an autonomous organisation with its own by-laws and although its main objective is to support the School operation, it is not under School jurisdiction, nor is it involved in the school affairs.

### 2. Operation of School Committees

The School committees function in accordance with Robert's Rules of Order as they relate to small committees, the highlights of which are summarised as follow:

- a. Committees convene at pre-scheduled times, at the request of the chairperson or majority of members.
- b. The chairperson calls for the meeting and specifies the agenda for the meeting, giving its members sufficient time to arrange to attend and to study the issues on the agenda.
- c. A secretary is appointed by the chairperson to record minutes.
- d. Members speak only after seeking permission by raising their hand and after being recognised by the chairperson.
- e. Issues can be discussed only if they are on the agenda or under other business.
- f. Issues that require voting should be presented by a member as a motion, should be seconded by another member and then discussed until no more discussion is wanted by any member, prior to taking a vote.
- g. A motion is carried if it achieves a simple majority vote.
- h. The chairperson does not vote but can break a tie.
- i. To revoke a previous vote, a two thirds majority vote in favour of revoking is needed.

- j. Voting is normally made by show of the hand, but in the case of delicate issues, voting by secret ballot is resorted to.

## G. ACADEMIC RULES.

### 1. Admission to the School.

Admission to the School is open to any applicant at any level. Applicants should fill in application forms at the Registrar's Office and must submit to interviews and admission examinations. The credentials of applicants are discussed by the appropriate Academic Committee which takes action and communicates its decision to the Registrar through the co-ordinator of the Unit. Admission is restricted to applicants with clearly demonstrated capability of being able to pursue B.H.S. programs and in good civic standing.

#### (1) Admission to the Infant School:

Admission to the Playgroup is limited to children who are three years old, but who have not reached their fourth birthday. Admission to higher classes is determined by age and the results of interviews and simple tests.

#### (2) Admission to the Primary School. Admission is determined by age and results of interviews and examinations.

#### (3) Admission to the Intermediate School. Admission is determined by age, interviews and examinations in English, Arabic and Mathematics.

#### (4) Admission to the Secondary School. Admission is determined by age, interviews and examinations in English, Arabic, Mathematics, Science and/or Social Sciences.

### 2. The Grading System

#### (1) Elementary and Intermediate Schools ( excluding Fourth Year)

Below 60%	Fail
60-65%	Pass
65-70	Satisfactory
70-75%	Good
75-80%	Very Good
80-90%	Excellent
90% and above	Outstanding

#### (2) Secondary School (including Fourth Year, Intermediate School)

Below 50%	Fail
50% or higher	Pass
70-84%	Honours
85%	Distinction

### 3. Major and Minor Subjects

#### (1) Elementary School:

Major subjects: Arabic, English, Mathematics

Minor subjects: Science, French, Art and Physical Education.

#### (2) Intermediate School

Major subjects: Arabic, English, Mathematics, Science and Social Science.

Minor subjects: French, Art, Computer, Extracurricular Activities and Physical Education.

### 4. Promotion Policy

#### (1) Infant School

Students are promoted to the next higher level if they successfully complete the prescribed program of the year and if they show sufficient emotional and intellectual growth to be able to cope up with the next higher level.

#### (2) Elementary School

To be promoted to the next higher level, students must attain a minimum general average in all subjects of 60% and pass all subjects.

Students with a general average of 60%, but who failed one major subject, are allowed to take a re-examination in that subject and are promoted only if they succeed in there-examination. Otherwise, they repeat the year.

Students with a general average of 60%, but who failed more than one major subject, should repeat the year or leave the School, depending on the evaluation of the Academic Committee.

Students with a general average below 60% are asked either to repeat the year or to leave the School, depending on the evaluation of the Academic Committee.

### (3) Intermediate School

To be promoted to the next higher level, students must attain a minimum general average in all subjects of 60% and pass all subjects. Students with a general average of 60%, but who failed no more than two major subjects, are allowed to take a re-examination and are promoted only if they succeed in the re-examination. Otherwise, they repeat the year.

Students with a general average of 60%, but who failed more than two major subjects, should either repeat the year or leave the School, depending on the evaluation of the Academic Committee.

Students with a general average below 60% are asked to repeat the year or leave the School, depending on the evaluation of the Academic Committee.

### (4) Secondary School ( including Fourth Year, Intermediate)

To be promoted to the next higher level, students must attain accumulative grade in all subject, 50% or more of the total maximal grades in all subjects and must pass all the science subjects in the case of the scientific section and all the literary subjects in the case of the literary section.

Students who attain a cumulative grade in all subjects, 50% or more of the total maximal grades in all subjects, but fail one science subject in the case of the scientific section, or one literary subject in the case of the literary section, should successfully pass re-examinations to be promoted. Otherwise, they are asked to repeat the year or withdraw from the School depending on the recommendation of the Academic Committee.

Students with a cumulative grade in all subjects less than 50% of the total maximal grades in all subjects are considered failing and are asked to repeat the year or leave the School depending on the recommendation of the Academic Committee.

To be accepted in the scientific section or literary section, students must attain a cumulative grade in all subjects 50% or more of the total maximal grades in all subjects, and must have passed all the science subjects in the case of the science section, and all the literary subjects in the case of the literary section. Students who meet all the requirements for acceptance in a section but failed one science subject in the case of the science section, or one literary subject in the case of the literary section, should successfully pass re-examination to be accepted in that section.

Students can shift from the scientific section to the literary section but not from the literary to the scientific section.

## 5. The Age Regulations

Students may repeat a year only once in their school career. For admission to the play group, a child should be 3 years of age and should not have reached the fourth birthday. The acceptable age for subsequent classes is derived by adding one year for each class. In exceptional circumstances, students in the Elementary Department and above, may be considered for a class if they are one year ahead or one year below the acceptable age for the class.

## 6. Attendance and Absenteeism.

Students cannot receive credit for assigned work which is not done. Accordingly attendance in classes, in all other teaching activities and in tests and exams is obligatory.

- (1) Absence from classes and other educational activities. Students must submit a written, acceptable excuse, upon their return.

- (2) Absences from tests and examination. Students must submit a written, acceptable excuse, upon their return to be eligible for a re-examination. The report is studied by the Academic Committee which takes the appropriate decision. Otherwise, no credit will be given for the test or exam with its consequent effect on the year work.

**7. Certificates Awarded by the School**

- (1) Infant School Certificate (Grade 1)
- (2) Elementary School Certificate (Grade 5)
- (3) High School Certificate (Sixth Year)
  - a. Students should have been enrolled during Fifth and Sixth Years. Only a Certificate of Attendance is awarded to students enrolled during Sixth Year.
  - b. Students should attain an overall average during Fifth and Sixth Year of 50% or above.
  - c. The Certificate is awarded with Honours when the average is 70-84% and with Distinction when it is 85% or above
- (4) Seventh Year Certificate .