

# Contact Details

**Name:** .....

**Address:** .....

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**Telephone:** .....

**E-mail:** .....

**Mobile:** .....

**In an emergency please contact:**

**Name:** .....

**Telephone:** .....

## **Swans International Sierra Blanca**

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# Your Homework Diary

This is **your** homework diary. It has been prepared by the School to help you get the most out of your time at Swans this year.

It contains lots of useful information and hopefully answers any questions that you may have about things such as term dates, timetables, uniform, equipment, etc.

It also has lots of space for you to write in your timetable, to record merits and store other useful bits and pieces, such as friends' names and addresses.

But, **one of its main purposes is as a place for you to write down your homework, show when it's due in and when you've done it.** If you use it sensibly, you'll never again have to 'phone your friends to find out what the Maths homework was, and you'll never miss another homework deadline! All-in-all, you'll be so much more organised.

**Its second important purpose is as a means for Mum or Dad (or whoever's at home) to keep in touch with your Form Tutor and to see how you are doing with your homework.**

All we ask is that when you have finished your homework each evening (or even if you have no homework), you ask them to sign the page for that day, so that they know what homework has been set and that you've done it. Of course, sometimes homework isn't due in the very next day, but this still allows them to keep track of how much you've done and if you need to set aside time in the following days to complete the work. If they want to write a message for your Form Tutor, they can also write it down there.

Your Form Tutor will also check and sign your diary on a regular basis and respond to any messages. (Of course your parents/guardians should also feel free to make an appointment to see the Form Tutor in person, if they wish).

Please look after your Homework Diary and don't lose it! If you need a replacement, you'll have to pay for it yourself.....

# The School Day

Time	Event
9.00 – 9.15 am	Registration and Form Time
9.15 – 10.10 am	Period 1
10.10 – 10.55 am	Period 2
10.55 – 11.15 am	Morning Break
11.15 – 12.00 pm	Period 3
12.00 – 12.45 pm	Period 4
12.45 – 1.30 pm	Period 5
1.30 – 2.30 pm	Lunch and Afternoon Break
2.30 – 3.15 pm	Period 6
3.15 – 4.00 pm	Period 7
4.00 pm	End of School
4.15 – 5.00 pm	After-School Activities

The bell for the start of Registration sounds at 9.00 am. **Students arriving more than two minutes after the bell sounds will be required to wait at the entrance to school until the start of Period 1 and will be recorded as late.**

## Term Dates for Students 2009/10

### 2009

**Autumn Term**      **Wednesday 9<sup>th</sup> September to Friday 18<sup>th</sup> December**

*Half Term Break:*      Monday 2<sup>nd</sup> November to Friday 6<sup>th</sup> November inclusive

*Public and Local Holidays:*      Monday 12<sup>th</sup> October (Día de la Hispanidad)  
Monday 19<sup>th</sup> October  
Monday 7<sup>th</sup> and Tuesday 8<sup>th</sup> December (Día de la Constitución)

### 2010

**Spring Term**      **Thursday 7<sup>th</sup> January to Friday 26<sup>th</sup> March**

*Half Term Break:*      Monday 1<sup>st</sup> March to Friday 5<sup>th</sup> March inclusive

**Summer Term**      **Monday 12<sup>th</sup> April to Wednesday 30<sup>th</sup> June**

*Mid-Term/ Public Holidays:*      Thursday 10<sup>th</sup> June and Friday 11<sup>th</sup> June

# Lesson Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1					
Period 2					
Period 3					
Period 4					
Period 5					
Period 6					
Period 7					
After-School					

# Homework Timetable

<b>Monday</b>	
<b>Tuesday</b>	
<b>Wednesday</b>	
<b>Thursday</b>	
<b>Friday</b>	

# Code of Conduct

Swans' code of conduct is designed to make the School a happier, safer and more comfortable place in which students can work and develop to achieve their full potential. The code of conduct is based on good manners and common sense. In particular, it encourages us to treat others as we would like to be treated ourselves.

1. We should respect and care for the feelings and beliefs of others.
2. We should treat each other with trust and consideration, and be thoughtful and polite in our dealings with each other.
3. We should adhere to the rules of the School, recognising that they are for the benefit and well-being of all members of the School community.
4. We should respect other people's property and treat our School and its facilities with care.
5. We should respect the right of all teachers to teach and all students to learn without distraction or disruption.
6. We should recognise that an important part of being polite is being punctual.
7. We should take pride in our School and in our uniform, recognising the importance of smartness of appearance.
8. We should work together in a positive way with our fellow students, teachers and parents to create an environment where everyone's contribution is valued and all students are encouraged to achieve their potential.

# Home/School Agreement

## As Parents/Guardians, I/we shall try to:

- Ensure that my child attends School as required, on time and properly equipped
- Support the School in its aims, particularly as regards discipline, Code of Conduct and uniform standards
- Provide an effective environment for my child to complete their homework on time and to the best of their ability, and sign the Homework Diary on a daily basis
- Support activities arranged by the School, including parent consultation evenings
- Inform the School of any concerns or issues that might affect my child's work, behaviour or attendance
- Treat Students and Staff with courtesy and respect

Signature(s) \_\_\_\_\_

## The School will:

- Offer a balanced curriculum, including extra curricular activities and opportunities for students to take responsibility in and outside School
- Establish an effective framework of pastoral support, maintaining high standards of student behaviour and discipline to promote a safe and caring learning environment
- Ensure equality of opportunity for all students, recognising the needs of individual students
- Keep parents informed of student progress, issues arising and school activities
- Treat Parents and Students with courtesy and respect

Signature \_\_\_\_\_ (Form Tutor)

## As a student I will:

- Show respect for all members of the School community
- Attend School and lessons as required, on time and properly equipped
- Use my Homework Diary properly and complete my class and homework on time and to the best of my ability
- Follow the School Code of Conduct and uniform code and represent the School appropriately in the wider community

Signature \_\_\_\_\_

# My Objectives for the Year

The start of the school year is always a good time to set yourself some objectives for the year – things you want to try and achieve over the course of the next 12 months. These can be anything you feel is important; but the key is ensuring your objectives are **SMART**; that is to say:

- Specific** (i.e. a clear objective and not just vague ideas);
- Measurable** (i.e. so you can tell if you've achieved it);
- Achievable** (i.e. something that is actually possible to do);
- Realistic** (i.e. something that is within **your** ability); and
- Time-limited** (i.e. where you set a target deadline).

You should tick off each objective once it's been achieved.

My Objective	Target Date	✓



# Nutrition in School

Nutritional experts recommend that each of us eats at least five portions of fruit and vegetables each day and avoids foodstuffs with high levels of fat, added salt or sugar and artificial colour and flavourings. We want to ensure that while you are in School you have access to a healthy and nutritional diet.

It is for this reason that all of the food in our dining room is freshly prepared and that lunches always include a selection of vegetables and fresh salads, as well as sliced fresh fruit. We also provide a vegetarian alternative.

We feel that students work better after a proper meal and therefore we try to ensure that you eat a suitable lunch every day, trying a selection of what is on offer. We are also very keen to minimise the amount of food that goes to waste. We therefore ask that you should always finish what's on your plate, especially when you may have asked for second helpings.

If you wish, you may bring a healthy snack to school for break time, including fruit, raw vegetables, cereal bars or a healthy sandwich. Unhealthy options, such as sweets, chocolate, crisps and biscuits, are not allowed; nuts are also not permitted in school as they may cause a severe allergic reaction in some students. The School has a vending machine which has a selection of snacks which are allowed in school.

The only drink that you are allowed to bring into school is bottled water. In particular, you must not bring in fruit juices, fizzy drinks or energy drinks – this is not only because many of these drinks contain unhealthy levels of added sugar and other artificial ingredients, but because we have had numerous instances in the past of spillages, which have caused staining and damage to the School.

Water is freely available from various water fountains located around the School and in the dining room. You may also purchase bottled waters from the vending machine; please note that the vending machine may only be used during break time and not between or during lessons.

You may bring bottled water to drink in lessons, except for lessons held in the ICT suites, where spilled water may present a health and safety hazard.

# Bullying

**Swans views any form of bullying as a very serious issue.**

**Bullying will not be tolerated in our School and we will make every effort to ensure that bullies are dealt with appropriately.**

## **What is bullying?**

Bullying is any form of behaviour which makes people feel uncomfortable, hurt, threatened or frightened. It can be physical, mental, emotional and even electronic, and may include:

- Name calling and insults
- Making threats
- Hitting, kicking and punching
- Taking or hiding others' belongings
- Damaging others' property
- Isolating or excluding someone
- Spreading rumours or lies
- Teasing
- Unfriendly gestures or looks
- E-mails or online messages (cyber bullying)

Bullying must always be judged from the victim's viewpoint – bullies often fail to understand or underestimate the effect that their actions have on other people.

## **How can we stop bullying?**

**Tell someone -** Speak to a teacher or another adult; you are not 'telling tales' you are standing up for your rights as a person. If you see someone else being bullied, do the right thing and speak up.

**Ask for help -** Never take the law into your own hands; you could make things worse and end up getting into trouble yourself. Ask a teacher or an adult for help. Ask your friends for support too.

**Listen to the victims -** Teachers will always listen to students who feel that they are being bullied and will take the appropriate action to address bullying. If your friends are being bullied, listen to them and encourage them to seek help from their teachers.

**Take it seriously -** All incidents of alleged bullying at Swans will be investigated and appropriate measures taken

**Are you a bully? -** If you are, then you should expect to be punished. Ask yourself, why is it that I am bullying?

# Some General Rules

1. During the school day, you must not leave the School grounds without specific permission from a member of staff.
2. If you are ill or have an accident at School, tell a member of staff. They will usually refer you to the School Nurse.
3. You should not bring high value items into School with you. The School cannot be held responsible if they get broken, lost or stolen.
4. Mobile telephones, iPods and similar electronic devices are not allowed in School. If they are seen in School by a member of staff (whether or not in use or switched off) they may be confiscated and may be only picked up from the School office by parents/guardians at the end of the day.
5. If you need to contact home in an emergency, you should go to the School office and ask to use the School telephone. **The School telephone is for emergency use only.**
6. You should exercise care and good sense when moving around the School. Please keep to the left when using the stairs and be mindful of other people in the corridors.
7. During break times you must go to your designated area (usually outside, except during wet breaks). You should not be inside wandering the corridors.
8. You may not leave the playground area to collect balls or other items which have gone over the boundary fence. You should inform the School office who will arrange for any such items to be retrieved.
9. You may only go to the library during break times if you have signed permission from your own Form Tutor (in your Homework Diary) for that day.
10. You should not enter any classroom unless a member of staff is present. If waiting for the teacher to arrive for a lesson, students should line up quietly outside the class in an orderly manner.
11. You should only store your belongings and/or bags/briefcases in the locker area outside your **own** form room and nowhere else in the building.
12. You should look after text books and other items of school equipment which may have been issued to you. Please remember that most text books are on loan to you by the School; they must be returned at the end of each year in an acceptable condition, otherwise you may be charged for any damage.
13. At the end of each day, you should leave School in a sensible and orderly fashion via the main entrance (except for Year Six who should be picked up from the basement area). You must use the crossing when going to the Nagüeles car-park and only cross when instructed by the crossing attendant.

14. You should take great care when leaving School at the end of the day. With so many cars picking up students, the area outside the School may be hazardous. Please also remember that although School has finished for the day, your school uniform makes you recognisably a Swans' student and you should ensure you behave appropriately while waiting to be collected.
15. You should be aware that the School takes a 'zero tolerance' approach in respect of alcohol, smoking and illicit drugs. If you are found to have either: (a) brought into School, or (b) consumed in School or while on a school trip or activity, any alcohol, cigarettes or other smoking material or illicit drugs, you may be subject to immediate and permanent exclusion from the School.

The same approach applies to other dangerous or inappropriate material brought into School, such as knives or other implements that represent a danger to public safety, or offensive images or material.

### ***General rules relating to written work***

1. Please try to keep all your written work as neat as possible. Don't forget that the easier it is for markers to read and understand your work, the better your chances of achieving higher marks. In some tests and exams, extra marks may even be awarded for neatness.
2. You should cover your exercise books in clear, sticky plastic to help keep them in good condition.
3. The cover of your exercise book should include only your name, form and the subject. Otherwise, it should be free from any scribbles, drawings, graffiti or other marks.
4. Each new piece of work should include the date and a clear title.
5. For written work, you should use only blue or black ink.
6. You should use a sharp pencil for all diagrams, drawings and charts; you may use colours if required, but they should not be used for written work.
7. When underlining or drawing straight lines, you should always use a ruler.
8. You should delete any mistakes with a single, straight line. Please do not scribble or cross-out mistakes.

# Internet Access & Online Protection

The School gives you access to computers and the internet as part of the curriculum, to allow you to learn, conduct research and extend your knowledge and understanding. However, you must use the school network in a sensible, safe and appropriate manner. The School has various ways to promote responsible usage, such as restricting access to inappropriate websites and being able to monitor (in real time) and record what you are doing on the computer.

The following actions are not permitted and may result in your access to the network being withdrawn and, in serious cases, permanent exclusion from School:

- Accessing the internet during lesson time without permission from the teacher.
- Engaging in cyber-bullying – this means using the internet (or other similar technologies, such as mobile phones) to bully another student - for example sending or distributing messages or information which may be threatening, humiliating or embarrassing.
- Viewing, downloading, sending, or displaying offensive or inappropriate materials.
- Accessing other people's work without their permission.
- Playing online games or accessing personal e-mail accounts during lesson time without permission.
- Installing or loading software onto a school computer without permission.
- Breaking copyright laws or licence agreements.
- Wasting ICT resources (such as disk space, printer ink and paper).

You may not bring cameras or other digital/electronic recording devices (such as mobile phones) into School, or record any images (such as photographs or video) without the specific permission of the Head Teacher. If we become aware of any images (for example, photographs or videos posted on the internet) that you may have recorded in School without permission or consent, then you may be subject to immediate exclusion from School.

Whenever using the internet, whether in or outside School, please take great care, in particular when using social networking sites, such as *Facebook*, *Bebo*, *Tuenti* etc. Even though your own profile may be restricted, if you send information to another person's unrestricted profile, your information may become accessible to everyone. Please make sure that you always know with whom you are communicating and never disclose anything personally identifiable (such as your phone number, home address, e-mail address or a picture of yourself) unless you are absolutely sure. You should never arrange to meet with someone whom you only know via the internet (even if they claim to know your friends).

# School Uniform

All students (except for Sixth Form) must wear uniform at all times when on the School premises or on school trips, as directed by the Head Teacher. Most of the items listed below can be obtained from the School Uniform Shop.

Uniform	Girls	Boys
Shirt/Blouse (to be worn tucked in at the waist with top button done up)*	Plain white shirt or blouse (not tailored or patterned)  Short or long sleeved	Plain white shirt (not tailored or patterned)  Short or long sleeved
Tie*	School Tie	School Tie
Jumper	Navy jumper with School logo	Navy jumper with School logo
Fleece (optional – may not be worn in classes)	Navy fleece with School logo	Navy fleece with School logo
Trousers/Skirts	Plain navy trousers – regular cut, no ‘jeans-style’, or plain, knee-length, navy skirt/kilt	Plain navy trousers – regular cut, no ‘jeans-style’
Shoes	Black or navy ‘sensible’ flat shoes, no high heels or platforms	Black or navy flat shoes, no trainer styles
Socks	Navy socks or tights; no white socks except with PE kit	Black or navy socks; no white socks except with PE kit
PE Kit	White T-Shirt with School logo, navy Shorts with School logo, navy or white sports socks, training shoes and School tracksuit; School swimsuit and swimming cap	White T-Shirt with School logo, navy Shorts with School logo, navy or white sports socks, training shoes and School tracksuit; School trunks and swimming cap

\*From the start of the Summer Term until half term of the following Autumn Term, students may instead wear the white School polo shirt (with logo). Plain white polo shirts are not permitted. Students not wearing the School polo must wear the standard white shirt **with** school tie.

Make up and jewellery may not be worn (except for a wrist watch). Extreme hairstyles and hair colouring are not acceptable. Long hair must be tied back.

In poor weather conditions, students may wear ‘sensible’ coats or waterproof jackets of their own choice, but these must be removed inside the school building and hung on pegs provided. Hooded tops may not be worn inside the school building under any circumstances.

Final judgment as to what constitutes acceptable uniform rests with the Head Teacher.

# Sixth Form

Students in Year 12 and 13 have a considerable responsibility as role models for younger students and ambassadors for the School. In recognition of this and their seniority within the School, Sixth Formers are granted certain privileges, including the following:

## ***Sixth Form Common Room***

Sixth Formers have access to their own common room, which is out of bounds to students from any other years. The Common Room may be used as a place for private study or, during break times, for relaxation. During break times, music may be played (at a sensible volume, which does not affect others in the building), although music is not permitted during lesson times. Personal iPods (with headphones) may be used in the Common Room, but may not be used or visible anywhere else inside the School. Food is not permitted in the Common Room. In addition, mobile phones are not permitted anywhere inside the School.

## ***Priority Access to the Dining Room***

Sixth Formers may go into lunch when they wish **after** the bell has sounded for the end of Period Five. However, they may not 'jump the queue' and push in front of other students who are already lined up for lunch, and must join the queue in the normal way.

## ***Uniform Privileges***

Sixth Formers are not required to wear school uniform but may instead wear 'smart casual' clothes to School. Students should be sensible in their interpretation of 'smart casual' and any students needing guidance should consult with the Head of Sixth Form or the Head Teacher. However, for the avoidance of doubt, students should always be neatly presented and may not wear T-shirts, hooded tops, jeans-style trousers or any form of denim (whether blue or other colours).

# Student Council

The Student Council meets on a regular basis to discuss issues arising in school and to act as a student voice, making the views of students known within the School. Each form group has a representative on the Council. If you feel strongly about something, then please let your representative know – or better still, get involved with the Council yourself.

Some of the current initiatives in the School, such as the introduction of Summer Uniform and the installation of the Vending Machine, began as proposals put forward by the Student Council. So it really does work!

# Stationery Requirements

Set out below are the School's standard stationery requirements.

Those items marked with an \* are compulsory items for all students that will be subject to equipment checks from time to time.

<i>Equipment Checks (Dates):</i>				
Blue, Black and Red Pilot Pens*				
HB Pencil(s)*				
Rubber*				
Pencil Sharpener*				
30 cm Ruler*				
Protractor*				
Set Square				
Compasses*				
Scissors*				
Glue Stick*				
Sellotape				
Casio Scientific Calculator*				
USB Pen*				
Oxford English Dictionary*				
Oxford English Thesaurus				
Collins French Dictionary				
Watercolour Paint box and Brushes				
Clip Board				
Good Quality Sketchbook				
Clear Plastic for covering books				

Most of the above items are available for purchase from the School office.

# Homework

## Why are you set homework?

Homework is a way for you and your teachers to check that you've understood something that you've done in class, or helps you to prepare for something that you might be doing in the next lesson. It gives you an opportunity to work independently at your own pace, to do your own research, to carry out specific tasks or to complete work started in class.

## What is homework?

Homework could include any of the following:

- Preparing for a lesson
- Writing an essay or report
- Research – finding out facts
- Revising for a test
- Reading for pleasure
- Completing a practice exercise
- Making or designing something
- Practising words or phrases learnt
- Background reading
- Collecting things

## How should I do my homework?

- Use your homework diary to help organise your homework
- Make sure you know exactly what the homework is and when it is due in
- Don't start straight away after school when you're tired – have a break first
- But don't start too late or you may not have time to finish
- Find a tidy, quiet space to work where you won't be disturbed
- Turn off the TV. It is usually also a good idea to turn off any music
- Try to get into a weekly routine for each subject homework
- If you have a few days before the work is due, don't leave it to the last minute
- If you're revising, ask your family and friends to test you
- Try to work for 45 minute stretches, taking 15 minute breaks
- If you find you haven't got any homework, read a book instead

# Exam Checklist

Here are some tips to help you prepare for your exams:

## 1. In the weeks leading up to your exams:

- Make sure all your work/revision notes are up to date
- Make sure you know the dates and times of your exams
- Make a revision timetable and stick to it

## 2. The day/week-end before the exams:

- Get a good night's sleep (don't stay up late doing last minute cramming)
- Get some exercise (to help you feel healthy and take your mind off things)
- Check you have all the equipment you need for the next day's exams
- If you need to, do some revision, but do not overdo it. Be sensible!

## 3. The day of the exam:

- Turn up to your exam in good time and go to the toilet before the exam starts
- Bring everything you need with you – at the very least, a pen, pencil and ruler (including spares) and bring your watch so you can see how much time you have left
- For Maths and Science, make sure you have all the relevant equipment (ruler, protractor, compass, etc.). Don't forget your calculator (but check they are allowed).
- Do not bring any materials (e.g. exercise/text books) into the exam room that have anything to do with the exam you are about to take. Never bring in a mobile phone!

## 4. During the exam:

- Read the exam instructions carefully – check how many questions you have to answer
- Manage your time effectively. Look at the marks that are allocated for each question. This will give you a rough guide as to how much time to spend on each question
- Make sure you answer the question set, not the one you revised for
- Always check your answers; never sit back doing nothing waiting for the exam to end
- If you have a question, put your hand up and wait for the invigilator to come to you. Never shout out or try to communicate with fellow students

## 5. After the exam:

- Don't worry about how you did in the exam you've just taken. Relax or do something fun
- Start to think about the next exam you have to take.













# Detention Record

Detentions may be given by members of staff for various reasons, including lack of homework, poor effort or behaviour in class, or poor punctuality. They may also be given for failure to follow the school rules, for example, following warnings about untidy appearance (e.g. uniform, make-up, hair, etc.), instances of bad language or other inappropriate behaviour.

If you are given a detention, you will be told where and when you should attend the detention. The teacher will normally record the detention either in the regular pages of your Homework Diary or in the table below.

For persistent failures to follow the School Code of Conduct and norms of behaviour, you may also find yourself on report, with a report card to be completed after each lesson, recording your behaviour. In extreme cases, inappropriate behaviour may lead to temporary or even permanent exclusion from School.

Date Given	Reason	Staff Initials







# Using Your Library

Some years ago, Mr. Melvil Dewey created a system of classifying books which is used in many libraries around the World (and in ours!), so that all non-fiction books on the same subject would be together on the shelf. He chose these subjects by imagining himself to be a pre-historic person. He asked himself the questions he thought such a person would ask. So, if you are looking for a book on a particular subject, use this table to help you. A more detailed list will be found on posters and leaflets in the Library itself.

<b>000's</b>	How do I find out things? <b>GENERAL WORKS AND COMPUTING</b>
<b>100's</b>	Who am I? <b>PHILOSOPHY AND PSYCHOLOGY</b>
<b>200's</b>	Who made me? <b>RELIGION AND MYTHOLOGY</b>
<b>300's</b>	Who is the person in the next cave? How can we live together? <b>SOCIAL SCIENCE</b>
<b>400's</b>	How can I make that person understand me? <b>LANGUAGE</b>
<b>500's</b>	How can I understand nature and the world about me? <b>SCIENCE AND MATHEMATICS</b>
<b>600's</b>	How can I use what I know about nature? <b>APPLIED SCIENCE (TECHNOLOGY) AND USEFUL ARTS</b>
<b>700's</b>	How can I enjoy my leisure time? <b>ARTS AND SPORT</b>
<b>800's</b>	How do I give my children a record of what I've done? <b>LITERATURE</b>
<b>900's</b>	How can I leave a record for people in the future? <b>GEOGRAPHY, HISTORY, BIOGRAPHY</b>



# Guidelines for Prefects

The role of the Prefect is an important position, requiring the acceptance of considerable responsibility. Being a Prefect offers opportunities to serve the community in practical ways along with occasions to practise and develop leadership skills.

Prefects should, at all times, display positive examples for younger students in their behaviour, appearance and commitment to study.

The role of Prefect will not only enable you to develop some essential skills but will also enhance your CV / personal statement for university application.

## **The general responsibilities of Prefects include:**

- Building and maintaining communications between students and teachers
- Representing the school at social, sporting and other events
- Peer mediation; to solve everyday conflicts and disputes within the student community

Try to acknowledge younger students in contexts other than the maintaining of discipline and order. Treat them as fellow students. Let them know you are there and address them personally, by name if possible.

## **The specific duties of Prefects include:**

- Assisting teaching staff with break and lunchtime duties
- Helping to oversee the safe arrival and departure of younger students
- Helping to ensure that the school rules are adhered to at all times by all students
- Maintaining the Merit system and representing your house

It is important that you know and remember where and when you are on duty. It is vital that you always turn up for your duties on time, that you are pro-active and that you do not leave until the end of your duty time. If you fail to turn up to your duty you are letting yourself and fellow Prefects down. You have the right to be respected; therefore it is your responsibility to respect the rights and feelings of others.