

Our Vision

We are generating a liberal learning environment grounded in teamwork committed to academic excellence, the all round development of the student and the encouragement of leadership and self-expression at all levels of the school system,

We are committed to the efficient and effective use of technologies at our disposal and to continuous improvement of the curriculum, which is designed to prepare the student for the world of work and to lead a moral, spiritual and creative life as a responsible member of society.

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Introduction

Students

Welcome to the Trinity College East family. We are excited to have you as one of our students and it is our hope that your years at the school will be meaningful and enjoyable.

We are confident that you will strive to reach your full potential while supporting others in their efforts to do the same.

We hope that this handbook will provide for you a useful guide as you settle in as a new student of this school.

Parents/Guardians

Welcome to the Trinity College East family. We hold the view that the intended outcomes of the secondary education process cannot be achieved without the optimum support of parents/guardians. The School Handbook is intended to provide a useful guide also for you - the Parent/Guardian - as you embark on this important phase of nurturing and caring for your child/ward. We anticipate your full support and cooperation.

Since we are in our first years of the school, and given our commitment to obtain input from the students, parents/guardians and staff, and the changing environment in which we operate - it is expected that changes may be made to the School Handbook. In general, these are unlikely to be substantial and you will be notified of any significant modifications.

Your School Handbook should be kept safely for frequent reference.

Welcome

Derek V. West

Principal

Patron Saint

Our school has chosen as its patron saint - **St. Francis of Assisi.**

As a school in which modern technology will feature prominently, we deliberately chose to be identified with St. Francis' view of the brotherhood of all God's creation and his well known love, respect and reverence for nature.

St. Francis, who lived in Italy in the 13th century, lived a life of poverty, wandering and communion with God's creatures.

In one famous story, Francis preached to hundreds of birds about being thankful to God for their wonderful clothes, for their independence, and for God's care. The story tells us that the birds stood still as he walked among them, only flying off when he said that they could leave.

St. Francis' final years were filled with suffering as well as humiliation as poverty led to his becoming blind. His response was writing his beautiful Canticle of the Sun that expresses his brotherhood with creation in praising God.

St. Francis' feast day is observed on October 4th - the day of his death in the year 1226.

Prayer of Saint Francis

Merciful God, to you we commend ourselves and all those who need your help and correction.

Where there is hatred, give love;

Where there is injury, pardon;

Where there is doubt, faith;

Where there is despair, hope;

Where there is sadness, joy;

Where there is darkness, light.

Grant that we may not seek so much to be consoled, as to console; to be understood, as to understand; to be loved, as to love; for it is in giving we receive, in pardoning we are pardoned and it is in dying we are born into eternal life. **Amen.**

Background

Trinity College East is in its formative years of operations with its first intake of students in the school year commencing September 2001.

This school project is part of a wider project initiative of the Anglican Diocese in Trinidad and Tobago for the provision of secondary education. It involved the construction and operation of two secondary schools namely Bishop Anstey High School East for girls and Trinity College East for boys. Each school has an optimum enrolment capacity of 875 students and is set in a suburban environment conducive to learning on a 15-acre parcel of land at Trincity.

In May 1998 the Anglican community identified the urgent need to prepare more of our young citizens to lead a moral and spiritual life and make a greater contribution to society, to reverse the deleterious impact on society due to the reduced role of religious bodies in secondary education and provide additional quality education opportunities for students along the east/west corridor where the situation was deemed critical.

The project was given impetus by Government indicating its interest in having denominational boards resume their traditional role in education, its objective to discontinue the Common Entrance examination by the year 2000, its commitment to the de-shifting process, the promotion of the maximum use of technology as effective teaching and learning mechanisms, as well as government's thrust to prepare our citizens to operate in an information age and enhance the skill sets of the work force. To facilitate the foregoing objectives an alternative education financing mechanism was developed by the Anglican Diocese, which pooled its resources with that of Government and private sector organisations with the land and construction services procured for the project from Home Construction Limited.

On May 25, 2000, after two years of intense prayer, work and negotiations, the sod turning ceremony took place and construction commenced on June 29, 2000.

The Anglican Diocese has had a distinguished track record in secondary education from as early as 1921 through the vision of Bishop Arthur Henry Anstey, with the founding of the Bishop Anstey High School, Port of Spain, then later on the Fyzabad Anglican Secondary School, St. Stephen's College-Princes Town, Bishop's High School-Tobago, Bishop's Centenary College and Trinity College-Maraval.

Graduates of these Anglican secondary schools have excelled in diverse fields such as science, business, medicine, finance, law, sports and the arts and continue to make outstanding contributions to the development of this country. We intend to replicate the sound education models of these schools at Trinity College East.

The School, a private school, is managed by a Board of management appointed by the Bishop of the Anglican Diocese in Trinidad and Tobago, through the Bishop Anstey Association, the Organisation for the management of Anglican secondary schools.

All staff are appointed by the Board after, extensive recruitment exercises and have committed to the vision of the school. An Executive Director will coordinate the operations of the two schools with the respective principals while a full time Chaplain will head the pastoral function.

Funding for the school is based on fees paid by: Government for the students placed, and private students. Replenishment of plant, technology refreshment and maintenance will be financed through leasing of the facilities, fund raising projects and donations.

Our Philosophy and Aims

In the tradition established by Bishop Arthur Henry Anstey, this school will prepare our young citizens of all faiths and persuasions to lead lives made fuller by exposure to knowledge and skills and enriched by moral and spiritual values,

The curriculum selected will be delivered using innovative teaching methods enabled and enhanced by the use of technology. Meanwhile, the all round development of students will be ensured through the promotion of a range of extra-curricular and co-curricular activities.

At Trinity College East we will strive to accomplish our goals by providing students with a disciplined and caring environment that will foster self-confidence, intellectual curiosity and a lifelong love for learning that will enable them to face the challenges that lie ahead.

The Board of Management recognises that this will not be possible without the support and contributions of the parents, guardians, the Church and the community.

The spiritual development of our charges is important to us and while our school is rooted in the Anglican tradition and our practices will reflect this, we will teach our students to value and respect the diversity of our country.

Our Core Values

The way we behave is influenced by our values. It is expected that students of Trinity College East will be guided by the following values:

- 👉 **Service** - We are committed to recognizing and selflessly responding to the needs of others within the school and the wider community.
- 👉 **Integrity** - We are committed to honouring our word. We will say what we mean and do what we say we will. We will be honest in our dealings with others.
- 👉 **Open and Honest Communication** - We are committed to establishing a safe space where all can engage in valid self-expression without fear of retribution.
- 👉 **Intellectual and Creative inquiry** - We are committed to innovative methods that allow every experience to be an opportunity for exploring possibilities for teaching and learning.
- 👉 **Respect** - We will listen to all points of view. "We will save each one's dignity and guard each one's pride".

Students Conduct

We believe that exemplary conduct is an important factor in establishing a healthy and orderly learning environment. We have therefore established the following guidelines for our students:

STUDENTS DRESS

The school uniform distinguishes a student of Trinity College East. Students in uniform are required to conduct themselves in a manner, which demonstrates pride in their school both on and off the school compound.

Students are required to wear the full and correct uniform for school and any other school related activity. Parents are required to ensure that students attend school in full uniform.

Daily Uniform

- ✓ **White Shirts** - to be tucked neatly into trousers.
- ✓ **Navy Trousers** - Properly fitting
- ✓ **Black belt**
- ✓ **School tie** (Navy Blue, Silver)
- ✓ **Black or Navy blue socks**
- ✓ **Black shoes** - Simple, plain, closed, and leather.

Physical Education (PE) Uniform

The PE uniform in the colour of the House assigned is to be worn during PE class or activities only.

To ensure good hygiene practices, showers have been provided for use after PE activities. Students are required to bring a towel for this purpose.

All uniform pieces and towels should be marked or tagged with the student's name to avoid loss.

Accessories

Hair - Students are required to have their hair kept **short and well groomed** at all times.

Braids and hair colouring are not allowed.

Earrings - No earrings are allowed.

Wristwatch - A simple wristwatch with a gold, silver, black or brown coloured band.

No chains, rings (except for a school ring), bracelets, anklets or other adornments will be permitted.

Attendance and Punctuality

Regular attendance is required. Absences will only be excused for the following reasons:

1. **Personal illness**
2. **Doctor's appointment** - Parents are encouraged to make arrangements for doctor's visits outside of school hours.
3. **Family crisis**
4. **Family trip** - School should be given at least one week's advance notice

When a student is absent, a written excuse signed by the parent/guardian explaining the reason for the absence must also be presented on the day of the student's return to classes. A medical signed by a doctor must accompany any absence due to illness that exceeds two days. A letter will be sent to Parent/Guardian when a student is absent for more than 6 days in one term.

Students are expected at school by 7:40 a.m. A warning bell is rung at 7:40 a.m. Any student reporting to the classroom after 7:45 a.m. will be recorded as late. Students are to report to the office to obtain an admission slip before going to class. Students who are late must bring a note, signed by a parent explaining the reason for the lateness. The parent may call or come in with the student in place of a note. After 3 late arrivals

without excuses in one term, an appropriate penalty will be imposed for each subsequent late arrival.

School Policies

DISCIPLINE

The Board of Management and members of staff believe that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behaviour.

All policies and procedures for handling general and major student discipline issues have been designed to achieve these broad objectives.

Our discipline procedure includes detention. Such detention will take place at the end of the school day and will be supervised. It will provide an opportunity for the student to address the discipline issue constructively.

Disorderly students shall be dealt with in a manner, which allows other students to learn in an atmosphere which is safe, conducive to the learning process and free from unnecessary disruptions.

The following behaviours and items are NOT acceptable in school uniform, in and out of school:

1. Fighting
2. Pushing, shoving, bumping, hitting or poking which may result in bodily harm
3. Disruptive behaviour in school or school groups whilst in uniform
4. Bringing toys of any kind, entertainment and/or communication devices including; hand held electronic games, cassette or compact disc players, pagers and cellular phones
5. Playing of cards or any game that promotes gambling
6. Bringing weapons to school:- real or toy
7. Use of any object as a weapon to harm or threaten a member of staff or student body

8. Any clothing, jewellery, eyewear that promotes or advertises the use of drugs, alcohol, tobacco, weapons, profanity, racism, sexism, violence or items that by their nature provide undue distraction
9. The **use, sale or possession** of illegal drugs, tobacco, alcohol, weapons, explosives or fireworks on school property or in school uniform
10. Sexual harassing behaviour to fellow students, members of staff (**teachers, administrative staff, security, cleaners etc.**) or visitors
11. The throwing of food or any other missiles
12. The use of verbal or gestural disrespect (including, but not limited to the use of profanities) to other students, staff members or visitors
13. Improper conversations
14. Eating or drinking in the street or on public transport on the way to and from school while wearing the school uniform
15. Loitering on the streets or in/around shops and malls
16. Lining on the taxi stand to or from school
17. Taking of a Private Car for hire to school, unless arranged by parent

The consequences of violating the above rules range from detention and consultation with the parent/guardian to suspension or expulsion.

Expelled or suspended students will not be allowed to participate in any school related activities, enter the school compound without permission and an escort. Expelled students may not receive transcripts or grades.

The Police will be called in where any felonious activities are discovered.

Class Rules

1. Students must come to school fully prepared with books, materials and equipment for the day's classes.
2. Students are not permitted to bring to school any items except those identified in the booklists or those that might be requested by teachers on occasions.
3. Any magazines or books brought to school that are not on the booklist must be presented to the Form Teacher for approval.
4. Students must conduct themselves always in an orderly fashion. There is to be no running, shouting or loud talking in classrooms and corridors.
5. Entrance and exit for all rooms must be in orderly lines and on the permission of the teacher.
6. Students are not to enter a classroom other than their own at any time except with the permission or in the presence of a teacher.
7. Students will be informed of areas of the school that are out of bounds to them. No student may enter the following areas unless authorised by a member of staff to do so:
 - a. Chapel
 - b. School Library
 - c. School Administrative Office
 - d. Bathrooms in the main building
 - e. Science & Computer Labs
 - f. Art Room
 - g. Music Room
 - h. Bishop Anstey High School East
(Administrative Office, Staff Room,
Lounge or Classrooms)

8. Students must:

- ☞ Be in the classroom prepared with equipment and materials for the lesson. You must be INSIDE the door when the bell rings to be counted on time.
- ☞ Attend to personal needs before coming to class. Do not ask for passes during class or during a lesson unless you have a real emergency.
- ☞ Remain in your assigned seat unless you have permission to get up. Throw scraps away at the end of the class or between subject periods, before the next teacher enters the class. Use the bins provided.
- ☞ Not eat or drink or put/keep, anything in your mouth during class unless given permission.
- ☞ Talk only when Permitted. Raise your hand to indicate that you wish to speak. Quiet talking is allowed in some situations.
- ☞ Use polite speech and body language. Unkind teasing, impolite behaviour and language are unacceptable.
- ☞ Cheating in any form will be dealt with severely. Students found cheating will receive a zero mark in addition to a referral to the dean and a phone call/letter to parents/guardians.
- ☞ Follow the teacher's directions immediately and without question.

Assembly and Worship

Our normal school day begins with Assembly and Worship every morning at 7:45 a.m. All students are expected to be attentive and courteous during school assemblies. There will be a minimum of talking upon entering and leaving assembly, and all talking should cease when the person leading the assembly arrives at the lectern or podium.

Religious instruction, in accordance with the tenets of the Anglican Communion, shall be compulsory except where the parent/guardian notifies the school in writing that the student is not to receive such religious instruction. No attempt will be made to force any student to adopt the Anglican Faith.

A general exposure to contemporary social and moral issues as dealt with or interpreted by the major religions will form part of our curriculum.

Rules of the Library Media Centre

Conduct

- a. The library media center is provided exclusively for the purpose of academic study, reading and research. Any conduct inconsistent with this purpose will not be allowed.
- b. Silence must be observed in the library.
- c. No bags, folders or parcels shall be brought into the Library. They should be left in the classroom lockers provided.
- d. Books, periodicals etc. taken from the shelves and used for study in the library must be left on the trolleys provided and NOT replaced on the shelves.
- e. There should be no standing in the aisles.
- f. Library staff should be informed in advance of study group sessions for students. Groups of more than five students must be accompanied by teachers.
- g. Computers in the library media center are restricted to academic and research work only.
- h. All users leaving the library must show all books, periodicals, papers etc whether these belong to the library or not. Users will be required to open for inspection any receptacle or folder carried out of the library.
- i. The library staff shall at all times have authority to maintain good order in the library media center and may exclude or suspend from it

any user who breaks these rules. The librarian/media specialist may report to the Principal any person responsible for serious breach of these rules.

Theft and Mutilation

The willful mutilation or defacement of library material, illegal removal of books or other library material, or the intentional misplacement of books in the library will be a major offence against the school. Any person who commits such an offence will be reported to the appropriate principal for serious disciplinary action, which can result in suspension.

Any breach of these rules by a user will render him liable to a fine or replacement of the material.

Science Lab Rules

1. Handle all equipment with CARE.
2. Be DISCIPLINED and OBEY ALL RULES at all times.
3. Learn about apparatus and equipment before use.
4. NO RUNNING or PLAYING in the lab.
5. Keep lab tidy at all times.
6. TURN OFF GAS when not in use.
7. LISTEN to the teacher or lab attendant attentively at all times.
8. DISPOSE of all chemicals properly.
9. DO NOT INHALE substances directly.
10. NO EATING OR DRINKING in lab.
11. DO NOT REMOVE any apparatus or furniture from lab.
12. DO NOT PLAY WITH or VANDALISE lab equipment or furniture.
13. DO NOT IGNORE SIGNS in lab.
14. DO NOT TOUCH ELECTRICAL OUTLETS WITH WET HANDS.
15. DO NOT TASTE ANYTHING in the lab.
16. DO NOT PUT FLAMMABLE MATERIALS near to open flames.

17. Tie hair back neatly while in the lab.

Any apparatus broken must be paid for.

Computer Lab Rules

The purpose of these rules is to maintain a functional computing environment for **all** users. These rules apply to any computer system at these schools. Once you use any computer system on these premises you are subject to abide by these rules.

1. Users are required to start-up and shutdown your machines every morning and afternoon.
2. Users are not allowed to install any software onto any machine.
3. Users must not disclose password(s) to anyone.
4. There is to be **no** food or drink at or near to PCs.
5. Users should log-out after using the machine. Failure to do so can result in someone else accessing your files. Users should ensure that files and applications are properly closed before logging-off.
6. Users should not leave a machine unsupervised with a login active.
7. Users should not attach any hardware devices to any machine.
8. Users must keep the area around the machine as clutter-free as possible to prevent damage to the devices.
9. The facilities are provided for the Schools' administrative, instructional, research and business functions. Any other usage (personal usage) will be granted only if it does not interfere with the needs of other users.
10. Use of these facilities to gain unauthorized access to any other account, at this school or any other organization or individual is expressly prohibited.
11. The facilities may only be used for lawful purposes. Transmission of any material in

violation of any current regulation is prohibited. This includes, but is not limited to: copyrighted material (unless authorized by the copyright holder), threatening or obscene material, or material protected by trade secret.

12. Use of other organization's networks or computing resources must comply with the rules for that network.
13. Consideration of other users is expected including, but not limited to, managing your time so as not to monopolize any computer, scheduling of large processes such as printing to run at night or the weekend, conserving resources like paper and desk space, promptly returning borrowed material, logging-out instead of using a screen-lock program, saving your work in the appropriate course/personal folder or diskette, etc.
14. The following activities are prohibited:
 - Storing, posting, or displaying obscene or offensive data in areas where one might view them passively or inadvertently.
 - Any activities, which adversely affect the reputation or image of this organization.
 - Any activities that deliberately affect the function or integrity of these facilities.
 - Any usage, which benefit any political organization.
 - Any commercial use unrelated to school business.
15. Users are not allowed to open any machine or tamper with any computer equipment.
16. Users are expected to operate the machine and use the facilities with due care so as to prevent injury or harm to oneself and others and also to prevent damage to the equipment.

Failure to comply with these Rules can result in inconvenience to you or other students, damage to equipment, violations of warranties and/or violations of software licenses.

Therefore, any user found violating these Rules would be subject to Disciplinary Action.

As joint guardians of the facilities, students are expected to encourage other students to comply with these Rules. However, should there be a deliberate breach of the Rules you are expected to immediately report the incident to a Teacher for further action.

Chapel

Consistent with our commitment to the spiritual development of our students we have provided a chapel. It is located on the upper level of the school building and will be the place where services are conducted and staff, students as individuals or groups will go for prayer and mediation.

It is expected that the students will maintain a level of decorum appropriate for sharing in sacred moments of Worship. Thus, the student shall refrain from distracting behaviours.

Lockers

Students will be individually assigned lockers by their teachers, which they are required to keep neatly. A locker must be purchased in order to secure your books and other personal effects. No books or food is to be left overnight and at the end of each term, students are required to clear their belongings and leave lockers empty and open.

Kindly report any defective lockers to your class teacher.

School building and property

The Trinity College East is very fortunate to have new state-of-the-art facilities. Students should take pride in their school and do their part to reserve

and maintain its appearance at all times. The defacing of the school property is punishable by expulsion and restoration charges.

Students are to display the highest regard and take utmost care in handling school equipment, furniture and general premises.

Students are to display the highest regard and take utmost care in handling school equipment, furniture and general premises.

Students are responsible for keeping their environment tidy and clean at all times. Disciplinary action will be taken in cases of students littering.

HOMEWORK

Homework is an integral part of the study programme. It provides valuable insights into student's understanding of the subject matter.

Teachers will assign homework on any day giving the date on which it is to be presented. Students are required to record the homework in a HOMEWORK NOTEBOOK, available at the school, and have the completed homework signed by their parent/guardian. Students are also required to complete such assignments independently and with due care as the grades received may be used as part of your overall assessment.

Where a student is absent, it is the student's responsibility to find out the homework, which was assigned from the subject teacher or from a classmate, and to complete it by the required date.

GRADING AND STUDENT EVALUATION

Students will be assigned grades for assignments and tests completed during and at the end of the term. Grades will be assigned as follows:

Grade	Percentage
A+	90 - 100

A	85 - 89
A-	80 - 84
B+	75 - 79
B	70 - 74
B-	65 - 69
C+	60 - 64
C	55 - 59
C-	50 - 54
D	45 - 49
F	0 - 44
ABS	Absent

School Policies

In the first year of studies at Trinity College East students will be exposed to the following subject areas:

- 📖 English Language
- 📖 English Literature
- 📖 Mathematics
- 📖 French
- 📖 Spanish
- 📖 Social Studies
- 📖 Integrated Science
- 📖 Information Technology
- 📖 Art
- 📖 Music
- 📖 Physical & Health Education
- 📖 Religious Education
- 📖 Personal and Social Development

At the Form Two level students will be exposed to more concepts and theories of the Social Sciences with the introduction of History and Geography. English Literature will be incorporated into the English Language programme, in Year Two ONLY, and the much talked about Technology Education will be included as part of the core curriculum.

At the Form Three level students will no longer study Integrated Science but will now be introduced to Biology, Chemistry and Physics as separate subjects. An introduction to Business will also be added to the curriculum at this stage.

REMEDIAL CLASSES

In some cases where the teacher considers it in the best interest of a student's academic performance, the student may be required to attend remedial classes in the particular subject area. This is in an effort to ensure that any gaps in leanings are addressed consistent with our teaching methods. We shall inform you, the parent, should any such classes be required outside of normal school hours. We ask that you support the school in this effort.

EXTRA-CURRICULAR ACTIVITIES

To support our academic curriculum and in our quest to mould a well-rounded citizen a strong co- and extra-curricular programme will be developed.

Through these programmes students will pursue athletic, sporting and cultural endeavours. This will afford challenges and interaction with the wider population of the school as well as students of other schools.

Trinity College East students are encouraged to pursue their current non-academic interest or to be introduced to new ones. Football, Cricket, Swimming, Basketball, Table Tennis, Scrabble, Chess, Track and Field, and Tennis. Include " Students academic performance and general decorum will influence their chance of being selected to represent the school on any of these activities.

School Policies

The school day commences at 7:45 a.m. and ends at 2:40 p.m. Each school day starts with an assembly. Classes begin at 8:00 a.m.

7:45	MORNING ASSEMBLY & WORSHIP
8:00	1 st PERIOD
8:40	2 nd PERIOD
9:20	MORNING BREAK
9:35	3 rd PERIOD
10:15	4 th PERIOD

10:55	LUNCH
11:45	5 th PERIOD
12:35	6 th PERIOD
1:05	AFTERNOON BREAK
1:20	7 th PERIOD
2:00	8 th PERIOD
2:40	CLOSING PRAYER AND DISMISSAL

Other Important Information

HOUSE SYSTEM

To provide opportunities for competition, leadership and student-led projects, we have established a House System. Your son has been placed in a House represented by a colour. The Houses and their respective colours are:

Arcadia	-	Green
Beaulieu	-	Black
Dinsley	-	Blue
Montague	-	Maroon
Rowland	-	Red
Sunrise	-	Yellow

STUDENTS RECORDS

Students should be aware that the school maintains a record of their performance throughout their entire stay at Trinity College East.

The following information forms part of the record.

- Attendance and Punctuality
- Grades
- Conduct
- Participation in co and extra curricular activities

➤ Outstanding achievement

At the start of each new academic year, Trinity College East will hold a Prize Giving Ceremony, to recognize the outstanding achievements of our students.

PAID ACTIVITIES

For some activities, a fee will be charged. Students and parents will be notified of such a fee by a letter from the respective Form Teacher. If any fee causes your family financial inconvenience, either the Form Teacher or the Principal must be notified.

COUNSELLING SERVICES

Counselling services are available to help students enjoy a successful Trinity College East experience both in and out of the classroom.

In addition to speaking with your Form Teacher and Dean a student may request an appointment with the School Counsellor to discuss personal, social or academic concerns. This is done through the Form Teacher. Staff members may also refer students. Counselling may be conducted on an individual or group basis and consultation is also accessible to parents/guardians, on a limited basis.

MEDICAL EMERGENCIES

Our matron, a qualified nurse is on staff to assist with the emergency medical needs of staff and students. Parents must furnish the school with any pertinent medical history that will enable the matron to assist their child if the need arises.

The information required includes any medication that the student may be taking, the dosage, the prescribing doctor and any known allergic reactions.

A network of medical support including that accessed through your school insurance coverage is available to support the matron in the event of a major incident.

It is vital that you insure your son

CHANGE OF ADDRESS &/OR PERSONAL CIRCUMSTANCE

Changes occur in families and these changes may affect your child. It is important that our records covering your child are kept up to date.

Should there be any changes of address, phone number or family circumstance, we ask that you inform us in writing.

At the beginning and end of every term the Form Teacher will verify your child's information.

TELEPHONE CALLS

The use of **cellular phones**, pagers and **other** communication devices by students is **NOT PERMITTED** during school hours.

If a student needs to make an urgent call, a public telephone is located on the premises. Its usage however is restricted to the break and luncheon periods. In case of illness or other emergencies, the Form Teacher, Dean, Counsellor or Matron will contact the parent/guardian.

VISITORS

Visitors must report to the school **office**. This includes **any parent or** guardian. **STUDENTS ARE ONLY ALLOWED TO MEET WITH VISITORS WITHIN THE OFFICE ENVIRONS.**

Parents are encouraged to meet their son's teachers, but are strongly advised to call in advance in order to make an appointment for an appropriate time.

LOST PROPERTY

While, we expect that students will take particular care to secure their personal property, we have established a system for the collection/retrieval of lost property. We wish to encourage students who find items belonging to fellow students to give the item(s) to a member of staff.

EVACUATION DRILLS

The safety of students and staff is of great importance to us. Orderly evacuation of the premises in the event of an emergency will minimize injury. **Evacuation** drills will be conducted throughout the school year.

When the alarm sounds, students are to leave the building in a swift but orderly manner as directed by their teacher. **Do not run!**

Once outside of the building, go to the area designated for your Form and stay with the teacher who will take roll. You are to remain outside until you are instructed to return.

STUDENTS ARE REMINDED THAT IT IS ILLEGAL TO FALSELY ACTIVATE THE FIRE ALARM

SCHOOL INFORMATION

Address 1 College Avenue,
 St. Clair Estate,
 Trincity.
Telephone/Fax: 640 - 8685/640 - 8468
E-mail: info@ba-tc.com
Website Address: www.ba-tc.com

Parents / Guardians Support

It is widely accepted that a student's chances of success and happiness at school increases with the level of parental interest, involvement and support.

It is important therefore that as a parent you convey to your child your appreciation of the school's Vision and your willingness to work closely with the staff in helping your child to achieve his highest potential.

Becoming thoroughly familiar with **the** rules of the school and ensuring that they are observed at all times is one way that as a parent you can support the work of the school and the development of your child.

It is important that you keep in touch with developments and events through informal discussion with your son and his friends. To assist you in this respect a School Calendar with the details and dates of school events will be sent to you at the start of each term.

Please ask for the calendar and enquire periodically as to whether any correspondence has been sent to you from the school.

One of the first steps to your child's academic achievement and success is the provision of the textbooks, equipment and supplies required by the schools. Of equal importance is the provision of meals that are regular, adequate and nutritious.

Members of the school support team are available to discuss with parents any difficulty they may have in providing, for the material needs of the student.

Faithful attendance at parent meetings and conferences scheduled by the school is also of tremendous importance.

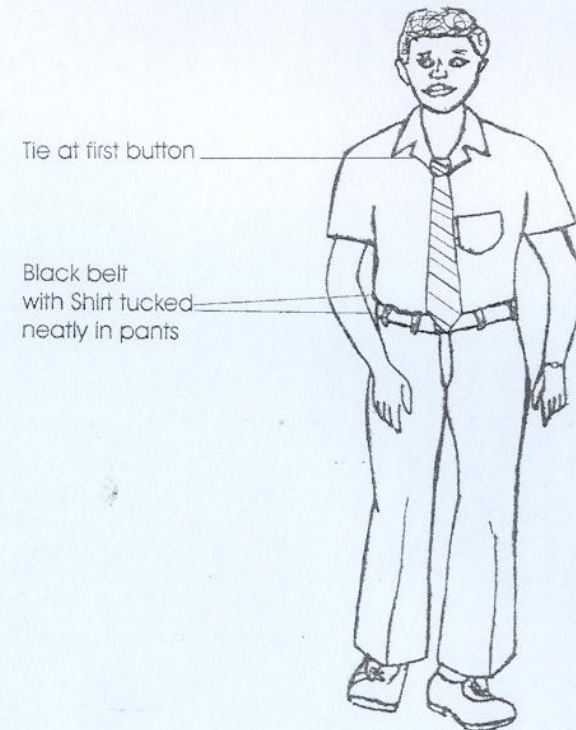
As a parent you must assist your son in managing his time so that adequate time is allocated for completion of homework assignments and personal reading.

To this end, it is your responsibility to provide a study space that is conducive and quiet time, free from distracting noise and activity.

Involvement in the Parent Support Group, established in the school, is important. In order for home and school to work harmoniously, it is necessary that you support all aspects of the school through the support group. The link between home and school is vital. Your faithful commitment to the class cells is important, as parents and teachers need to work together to develop the vital partnership necessary for you son's education. **You must remember that education is a partnership between home and school.**

Finally, encourage your son to take increasing responsibility for his academic and personal development and show at all times your determination to accept, care and love him regardless of the challenges he may present as he matures.

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Trinity College East
Uniform