



NEW GUYANASCHOOL

EXCELLENCE AND INTEGRITY

PRIMARY DEPARTMENT

SCHOOL RULES (ACADEMIC YEAR 2023-2024)

PUPIL SECTION

1. Running is Prohibited.
2. Pupils will walk in a single file on the left side of the corridor.
3. Pupils will always wear complete uniforms.
4. All forms of adorning are prohibited, girls are allowed to wear small white pearl earrings.
5. Indecent language, fighting and bullying are all prohibited.
6. Students are required to use furniture with decency and care.
7. Defacing furniture is prohibited.
8. A pupil is required to carefully use the furniture given to him/her.
9. Destruction of furniture is prohibited.
10. Pupils must always keep their work areas tidy.
11. ALL books are to be papered, labeled, and placed in plastic.
12. One child at a time will use the toilet and sink.
13. Doors are to be closed when toilets are being used.
14. ALL students are required to have toilet tissue when going to the washroom.
15. Hands are to be washed after using the toilet.
16. Wiping of faeces on the wall, bowl and floor of the toilet is prohibited.
17. Urinating on the floor and standing on the toilet seat is prohibited.
18. No loitering in the corridors, in the washroom and other facilities.
19. Writing on walls is prohibited.
20. Pupils are required to place items found in the lost and found area.
21. Stealing is prohibited.
22. Homework MUST be completed in compliance with the due date.
23. Pupils will be always courteous to professional and ancillary staff and to fellow students
24. Children will answer questions in a complete sentence.
25. Hands must be washed/ sanitized before eating, and face and hands must be washed after eating.
26. Pupils must be equipped with paper towels for the wiping of hands and face.
27. Pupils will eat the meal he/she was given by his/her parents or what was brought for him/her. No sharing

28. Pupils will answer when his/her name is called during the marking of the register.
29. Pupils will stand to answer any question.
30. The class will stand and cordially address anyone who enters the class.
31. Pupils will be silent while outside the office of the Primary Division.

PARENT SECTION

1. All students will be in school at 8:00hrs. The gate closes at 8:30hrs.
2. A child's absence must be reported in writing (a letter of excuse).
3. All pupils must wear the entire school uniform and be properly attired at all times.
4. No Jewelry allowed except for a pair of small white earrings for the girls.
5. Parents are required to visit the class teacher at times specified or by appointments via the administrative office of the primary division.
6. Visits to the classroom at any time by individuals, parents included are prohibited.
7. Parents who desire to contact their child/children should first contact the administrative office of the Primary Division.
8. Parents are required to sign and return to the school progress reports sent to parents.
9. All letters requesting the permission of parents (e.g. for students to attend tours) must be signed by parents and returned to the school.
10. All students are required to be at school for both sessions, unless there is an emergency.
11. The cost of items willfully or accidentally damaged must be paid for by the parents of the students who did the damage.
12. Parents are required to immediately inform the primary division of changes of address or any change of driver of student.
13. Students shall remain at home if any form of sickness is detected.
14. Birthday cakes, party bags or any meal distribution to a class by any parent or child is prohibited.