



REPUBLIC OF MAURITIUS

MINISTRY OF EDUCATION, & HUMAN RESOURCES, TERTIARY EDUCATION and SCIENTIFIC RESEARCH

JOHN KENNEDY COLLEGE

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Circular letter NO 3 : 18th April 2016

From : Rector

To : Parents/ Responsible Parties(RP's)

1. 1st term Reports :

- **Performance** : Parents /RP's are invited to discuss & analyse the performance of their ward before coming to meet Subject Teacher/Rector for all inquiries; prior arrangements would be welcome
- **Attendance: recorded in the Report Sheet**
 - i. many students have a high rate of absence and lateness; many have already exceeded the maximum number of authorised absence .
 - ii. Parents/ RP's should monitor the attendance of their ward ,mainly in relation to free examination fees for Sc & HSC
- **Lateness: recorded in the Report Sheet**
 - i. Daily we record about 200 students turning up late for various reasons.
 - ii. this cause great disturbance to administer attendance and sms alert system
 - iii. Henceforth parents/RP's will be called to explain the regular lateness of their wards
 - iv. Latecomers after 08 45 may not be admitted without any satisfactory reason.
- **Shirking classes: recorded in the Report Sheet**
 - i. Many students are taking the bad habit of shirking classes Shirking classes is an offence and parents/RP's will be called to school to explain such undesired behaviour of their ward.
 - ii. Students ,shirking classes regularly, for a particular subject WILL NOT be allowed to sit for Class Assesments.
- **L 6 & U 6 Students :**
 - i. It has been observed that many L 6 and U 6 students have been missing classes , mainly for GP and Subsidiary Subjects to their detriment as reflected in the End of Term reports.
 - ii. The attention of parents/RP's is drawn to the fact the criteria for promotion to U 6 and for passing HSC is : at least TWO passes at the Principal Level AND at least TWO passes at the Subsidiary level

2. Student Behaviour Policy & Student Attendance Policy

- Parents/RP's are requested to pay particular attention to these two policies already posted on the school website; they were informed about this through a circular letter dated 18th February 2016.

3. School Discipline Charter

- In line with the policies mentioned in Paragraph 2 , the school is working on its Discipline Charter; the main areas of have been identified as :
 - i. **Desired behaviour/attitude in the Classroom**
 - ii. **Desired behaviour at school** related to wearing school uniform, being **punctual & regular**, attending all classes (no shirking), possessing and filling the school journal
 - iii. **Offences** like bullying, extortion of money, fighting , ,misbehaving towards any member of the Staff or any classmate or schoolmate; misbehaviour during any school activity (in or out of school)
 - iv. **Gross offences** like damaging property , smoking, consuming alcoholic drinks , drugs & other substances, carrying weapons...
- **List of disciplinary measures** are being worked out and will be communicated to parents/ RP's very soon; suggestions will be most welcome.

4. Attendance for SC & HSC:

- Parents /RP's may have already taken note that free examinations fees for SC & HSC are related to an attendance of at least 90% computed as from Form 4 and L 6 respectively.
- In 2015, parents/RP's of then Form 4 and L6 students were informed about this in a circular letter dated 15 May 2015.
- Parents/RP's of students of Form 4 and L 6 in 2016 should note this will be equally applicable for SC & HSC in 2017.
- More information will be communicated to parents/RP's once the same is received from the Ministry/MES.

5. Activities for 2nd Term 2016:

- **6th May** : Drawing of lots for School Tombola ,organised at School Level, as a Fund Raising activity for the Annual Sports Day; the help of parents/RP's in terms of donations/ sponsorship will be most welcome
- **11th May** : Annual Sports Day at the Sir Gaetan Duval Stadium, Rose Hill
- **12th May** : Outing for students on a class basis- parents/RP's will be informed accordingly & authorisation will be sought from the Zone.
- **13th May** : 1st Floating School Holiday ; request for approval has already been sent to the Zone.
- **27th May** : Food Day as a Fund Raising activity for the Annual Prize Giving Ceremony ; the participation of parents'/RP's in whatever form will be most welcome ; request for approval has been sent to the Zone
- **2nd June** : Annual Prize Giving Ceremony
- **3rd June** : 2nd Floating School Holiday ; request for approval has already been sent to the Zone.
- **6th June** : Environment Day, at school level, during Activity Periods
- **21st June** : Music Day ,at School level ,during 3 periods in the afternoon
- **1st to 15th July** : Common Tests & Mock Examinations

Parents/RP's will be informed about any change of date.

6. Common Tests : Forms 1 to 4 & L 6 :

- Common Tests will be organised for Forms 1 to 4 and L 6 during the month of July and will account for 50% of the marks for the Term; class assessments will account for the other 50%.
- **Common Tests for Form 3** will be similar to **National Assessment** papers which include English, French, Mathematics, Biology, Chemistry, Physics , Computer Studies , Art &

Design and Entrepreneurship Education (the latter two as from this year) and will be based on works done in Forms 1 and 2 as well ... so an early programme of revision will be required.

- Time table will be issued for the Common Tests.

7. Mock Examinations : F5 & U 6

- Mock Examinations will be organised for Forms 5 and U 6 as per the standard format of papers for SC & HSC
- The results of the mock examinations will be used to fill in forecast grades for Cambridge & MES are used as reference in case of any mishap during the formal Sc & HSC examinations.

8. PTA

- The PTA held its AGM on 31 March 2016 ; Mr. Farhad Dowlut (mob : 57643527) has been re-elected as President
- An appeal is made to all parents/RP's who have NOT yet paid the Annual PTA fee (Rs500) to do so at the earliest ; many projects are pending ,e.g, purchase and installation of fans in classrooms

9. Jacket /Sweaters/Polo Shirt

- Parents/RP's will be informed in due course about jackets/sweater & polo shirts among others
- Students should not pay any money to any other student except to designated teachers; parents/RP's will be informed accordingly.

10. New Multi Purpose Hall

- The Hall is not yet operational for the Ministry/Zone has not yet posted the required staff (at least one full time attendant) for its proper running.
- The Professional Cleaners Group Ltd, responsible for cleaning services (including mowing of grass/ trimming of trees & shrubs etc) has never cleaned the yard of the Hall.
- Complaints have been received form neighbours and we have received the visit of Police de L'Environment and Officers from Public Health & Safety
- the services of that company is not satisfactory at all.
- Several letters have been sent to the Company and to the Zone but we are still waiting for some action.
- The PTA is also following the issue

11. Classroom allocation to students :

- Since the resumption in January 2016, classrooms have been allocated to students instead to teachers.
- It has been observed that in some classrooms ,students have been causing a lot of problems ,e.g, damaging furniture, writing obscene words on chairs, tables and on the walls and breaking of door handles among others, e.g, in rooms allocated to Students of F 5 E and L6 S2
- If this situation persists, we shall revert back to the old system.

12. Injured students

- When a student is injured :
 - i. He is given first aid treatment
 - ii. Parents/RP's are informed
 - iii. He is taken to the nearest Dispensary (in Beau Bassin) or to the nearest hospital ,usually by a caretaker or another staff member.

- An inquiry is also conducted to determine the cause of the injury and parents/RP's are informed accordingly to decide on the next step.
- If the injury has been caused by a serious incident , the case is reported to the authorities ; the inquiry is carried out further but no action can be taken until all parents/RP's concerned have come to an agreement.
- However, it has been noticed that ,at times,
 - i. Cases which seemed to have been settled by parents/RP's at school are being reported elsewhere by OTHER relatives ,hence causing prejudice to the school.
 - ii. Students do not report the case to the school , and then parents/RP's come on the next day or even later to complain.
- An appeal is made to all parents/RP's to collaborate with the school in such circumstances for the benefit of the students.

13. Workshop Assistant

- Out of 3 Workshop Assistants who were in post at JKC in 2015:
 - i. One has been transferred to Dr R.Chaperon SSS
 - ii. A second one has retired from service at the end of February 2016
- Letters have been sent to the Zone but there has been no response so far
- Practical classes will surely be disturbed; priority will be given to F5 and U 6 students.

Communication:

- The School communicates with parents :
 - i. **Through the School Journal** - so every student should have their journal and should bring it to school daily: the journal needs to be checked and signed by the parens/RP's
 - ii. **By phone calls** - it has been observed that at times parents/RP's are irritated by the phone calls and often do not turn up as requested.
 - iii. **By letters** - which is costly and takes times to reach the destination
- An appeal is made to parents/RP's to respond positively to the above forms of communication for the benefit of their ward.

14. MUN (Zone 2) and other activities:

- Students of JKC have performed extremely well at the recent MUN (Zone 2 level) winning three BEST Delegations & two BEST Delegates awards; let's hope for the best for MUN at the National level.
- **DUCHENNE (U 6 E) and CHONG LEE SHING (Laureate of 2015)** have represented the country at the recent Pan African Youth Leadership Programme in the US.
- **Full details about other successful students will be communicated in the brochure for the Annual prize Giving Ceremony.**

15. ENDWORD

- The Rector and the Management of the JKC thank all parents/RP's for their tyrust and support ,and wish to be able to rely on them for the further progress of the College and the benefits of the students.

Mr. Madoo Ramjee

Rector

