



# MARTIN HOUSE TRUST SCHOOL

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## Registration & Enrolment Form

Pupil's Full Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Proposed Date of Entry: \_\_\_\_\_ Grade applied for: \_\_\_\_\_

Current School: \_\_\_\_\_

Please attach:

- Copy of last school report
- Financial Clearance Certificate from current school.
- Copy of Immunisation Chart
- Copy of Birth Certificate
- Copy Passport
- Copy of Residence Permit
- Study Permit (applicable from age 7)

Full Names of Parents/Legal Guardians:

Father: \_\_\_\_\_

Father's Employer: \_\_\_\_\_

Mother: \_\_\_\_\_

Mother's Employer: \_\_\_\_\_

Residential Address: \_\_\_\_\_

\_\_\_\_\_

Contact Details:	FATHER	MOTHER
Telephone Work:	_____	_____
Telephone Home:	_____	_____
Mobile Telephone:	_____	_____
Email:	_____	_____

With this application for admission of my child, \_\_\_\_\_,

I agree to conform to the terms and conditions of registration, acceptance, enrolment and entry as printed on this this form.

Signature of Parent/ Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## Terms and Conditions of Registration

### 1. Registration

- The Registration Form must be completed to register a child as a prospective pupil at this school.
- The form should be submitted to the school with the non-refundable enrolment fee/s per the relevant Fee Schedule.

### 2. Entrance Assessment

- Each child applying for a placement at Martin House Trust School will be expected to sit an academic entrance assessment.
- Arrangements for the assessment test may be made during the registration process.

### 3. Acceptance of a Pupil

- Following a successful entrance assessment, the school may offer the prospective pupil a place.
- Parents will have to accept this offer of placement in writing within 7 working days from date of offer of placement.

### 4. Fees and Extras

- School fees cover the full tuition and care of each child during the school day.
- School fees also include SES emergency medical insurance fees. Boarding fees cover weekly boarding from Monday to Friday lunch time or full time boarding which comprises 2 weekends at school and the 3<sup>rd</sup> weekend being an obligatory Exeat.
- Educational outings, Excursions, private lessons or coaching and any other 'Extras' are charged separately, and parents will receive ample notification of such charges.

### 5. Fee Payment

- All fees are payable before or on the first day of each new term. Monthly interest will be charged on outstanding fees.
- A formal Payment Plan can be applied for, in writing, to the Martin House Trust School Board.
- The Board reserves the right to alter school and boarding fees and as much notice as possible will be given when such alterations are made.
- No remission of fees is granted for absence from school.

### 6. Withdrawals and Change of Status

One full term's notice is required and notice of the withdrawal of a pupil must be submitted in writing.

I fully understand and will abide by the above-mentioned Terms and Conditions of Registration.

Name of Parent/ Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **Martin House Trust School**

## **CODE OF CONDUCT**

### **MISSION**

- To provide quality academic and creative education for each child in an environment that is challenging yet does not unduly raise the anxiety level of the learner.
- To strive to create a climate which encourages lateral thinking in learning through openness to new ideas and experiences.
- To be committed to:
  - maintaining a balance between spiritual, academic, cultural and sporting activities in order to encourage the all-round development of our learners
  - recognising and developing the uniqueness and preciousness of each individual
  - creating a safe, warm, secure and disciplined environment conducive to learning
  - promoting respect for the beliefs, values and rights of others

We aim to inculcate in each child a love for all humanity and creation, and to generate a concern for social and environmental issues, so that each may participate effectively in a common future with all world citizens. Disciplined and responsible behaviour, coupled with an understanding of and respect for the rights of other learners, is essential for the development of harmonious relationships in the School and the safety and fair treatment of all learners.

### **PURPOSE**

The purpose of the Code of Conduct is to:

- Promote disciplined and responsible behaviour coupled with an understanding of and respect for the rights of pupils, members of staff and the broader Martin House community.
- Ensure the safety and fair treatment of all pupils.
- Safeguard the integrity of the School so that it provides a safe and harmonious learning environment.
- Clarify for pupils the behaviour and conduct expected of them.
- Ensure that the pupils are aware of the possible consequences of not adhering to the Code of Conduct.

### **PRINCIPLES**

- It is the duty and responsibility of the staff and pupils to promote disciplined and acceptable behaviour at the School.
- Disciplinary action should be immediate in response to any infringement upon the Code of Conduct.
- The parent/guardian and learner are required to sign the Code of Conduct in order to indicate their acceptance of its terms.
- The pupils should keep a copy of the Code of Conduct for ongoing reference.

### **THE RIGHTS AND RESPONSIBILITIES OF PUPILS**

Pupils at Martin House School have the right to:

- Attend school
- Be taught by motivated and approachable educators
- Learn without hindrance
- Receive progress reports
- Be treated with respect regardless of personal, religious or cultural beliefs
- The use of the school's facilities during school hours, provided there is supervision
- The use of school equipment and materials in usable condition
- A safe and clean working environment
- Privacy and respect of personal possessions
- An environment free of victimisation

**In being accorded the abovementioned rights, the following expectations are applicable to the pupils:**

### **1. Dress and appearance**

1.1. Pupils are expected to abide by the compulsory dress regulations as determined by the Headmaster in conjunction with the Board of Directors. Dress regulations in accordance with the specific activity/ies are also applicable to extra-curricular and after-hour activities. Pupils are expected to adhere to the standard of general appearance, neatness and personal hygiene.

1.2. As a general rule, jewellery (other than watches) may not be worn. Girls may wear small 'Studs' or small rings in their ears if they have pierced ears. Only one ring may be worn in each ear. Earrings may not be worn by boys.

1.3. Lost property: Pupils are expected to claim lost property. Unclaimed items will be disposed of at the end of each term. All clothing and equipment should be permanently marked with the name of the pupil.

### **2. General behaviour**

The pupils agree to:

2.1. Respect their peers at all times.

2.2. Keep the School's premises free of litter.

2.3. Ensure that the cloakrooms are kept clean.

2.4. Reserve playing ball games and other sports activities to the sports field.

2.5. Move quietly and in an orderly fashion between classes.

2.6. Treat teachers, visitors and fellow pupils with courtesy and respect at all times.

2.7. Avoid using offensive language at all times.

2.8. Be punctual upon arrival for the school day, as well as other school functions, events and activities.

2.9. Maintain a good attendance record.

2.10. Comply with all regulations pertaining to the care of, and due regard for, school property and equipment, as well as possessions of fellow pupils.

### **3. Classroom behaviour**

Pupils understand that in order to promote effective learning, they must act responsibly in lessons and engage only in behaviour that will promote their learning and the learning of fellow students. Consequently, pupils agree to:

3.1. Be punctual for all lessons.

3.2. Respect the rules and process of classroom routines.

3.3. Refrain from eating and drinking anything other than water in class. Learners accept that the eating of chewing gum at any time within the School premises or outside of School while in uniform is not permitted.

3.4. Be respectful and polite to teachers, pupils and all visitors.

3.5. Complete homework by the prescribed time and date.

- 3.6. Gain the teacher's permission before leaving a lesson.
- 3.7. Maintain a clean environment that is tidy and free of litter.
- 3.8. Value and respect the opinions and perspectives of other pupils.

#### **4. Computer Centre behaviour**

In order to safeguard the security of pupils' work, the computer systems and the equipment, it is essential that pupils behave responsibly when using computers. To safeguard the integrity of the Computer Centre the pupils agree to refrain from:

- 4.1. Changing any computer setups whatsoever.
- 4.2. Loading software of any kind without written permission from the computer teacher.
- 4.3. Deleting any files, changing passwords/names or hacking into any of the computer systems or fellow pupils' files.
- 4.4. Accessing, displaying, storing or printing socially unacceptable files or pictures, or having them in their possession on the School's premises.
- 4.5. Working in the Computer Centre unsupervised, or without the prior consent from the computer teacher.
- 4.6. Eating or drinking in the Computer Centre.
- 4.7. The pupil also accepts that the School reserves the right to monitor material accessed or developed by learners using the School's computer and/or technological equipment.

#### **5. Library behaviour**

The Library is a learning resource that is shared by all members of the School. It is a place where all members of the School can engage in recreational reading, search for information and use reading texts for the completion of assignments. Because it is a shared place of learning, the pupils agree to:

- 5.1. Respect and adhere to the proper procedures for borrowing books and materials from the library.
- 5.2. Return books and other resource materials borrowed from the library by the stipulated return date and, if need be, gain the consent of the librarian to keep the books and resource materials beyond the stipulated return date.
- 5.3. Refrain from eating or drinking in the library.
- 5.4. Behave in an orderly and respectful manner in the library.

#### **6. Academic work**

Honour is one of the values actively promoted at the School. Honour is the foundation upon which pupils' thoughts, actions and interaction are based. Learners undertake their actions guided by a sense of trust, integrity and responsibility for the decisions they make.

- 6.1. Plagiarism - is defined as copying and using other people's ideas and writings as if they were your own. Plagiarism is viewed as cheating and, therefore, it is a form of dishonorable behaviour. The learners understand that plagiarism, whether from a printed or audio resource or the Internet, is contrary to the School's values and agree to refrain from engaging in such activities at all times.

6.2. Cheating - the learners accept that cheating on tests, homework and any other class work is dishonorable behaviour and should be regarded in a serious light. In order to maintain the integrity of homework, tests and class work, the pupils agree that:

6.2.1. Unauthorised possession of a test paper is regarded as a serious offence.

6.2.2. Pupils who are accessories to cheating, or who provide information to another pupil during a test, are considered to be cheating.

6.2.3 Pupils who copy the homework of other pupils or who, alternatively, allow their own homework to be copied are considered to be cheating.

6.3. Pupils are expected to catch up work missed due to absence.

## **7. Sport, Cultural activities, off-school events and excursions**

Sports and cultural activities aim to build the pupils' characters and promote team spirit. They also help to imbue the values of honour and respect in pupils. Accordingly, the pupils accept that:

7.1. When participating in sporting and cultural activities, whether on or off the School's premises, they are bound by the provisions of the Code of Conduct.

7.2. Whenever they are wearing the School's uniform, whether on or off the School premises, they are bound by the Code of Conduct.

7.3. Courteous behaviour and good sportsmanship are required at all times, whether on or off the School premises, and whether wearing the School's uniform or not.

7.4. They must be dressed in the uniform that is appropriate for the sport or activity in which they are engaged.

7.5. They must attend activities regularly and be punctual at all times. Loyalty to the team or group is expected. A pupil who is unable to attend an activity to which he/she has made a commitment should personally provide an explanation to the educator or coach concerned.

7.6. When away on class tours or excursions, whether day trips or longer overnight tours, they are bound by the Code of Conduct.

## **8. Theft**

The School expects pupils' actions to be guided by a sense of trust, integrity and respect for others. Pupils accept that the theft of a School member's possessions or the unauthorized removal of materials, books and equipment from the School premises constitutes a violation of that trust.

## **9. Bullying**

Bullying contradicts the School's set of values. Pupils' agree not to engage in any form of bullying, victimization, fighting, intimidation, racism, sexual harassment or religious or cultural intolerance.

## **10. Vandalism**

The pupils appreciate that they are privileged to be provided with such a well-resourced learning environment and agree not to engage in any intentional malicious damage or defacing of the School's premises, property or equipment.

## **IMPLEMENTATION OF THE CODE OF CONDUCT**

The Code of Conduct can only be effective if the pupil recognises that he/she has not honoured the Code of Conduct and that the subsequent punishment or sanction is a fair and legitimate response to his/her breach.

### **1. Responsibility for Implementing the Code of Conduct.**

1.1. All pupils, teachers, and the School Management Team are responsible for implementing the Code of Conduct. Teachers will use their own procedures and their own best judgement to ensure that their classroom environment is an effective learning space.

1.2. The School may also use sanctions such as suspension of privileges, exclusion from some school activities, suspension and expulsion to ensure compliance with the Code of Conduct.

1.3. Where appropriate, parents/guardians will be informed in writing about any infringement of the Code of Conduct.

## **THE RIGHTS AND RESPONSIBILITIES OF PARENTS**

It is the right of every parent and care giver to:

- Enquire about the progress of their child in a requested interview
- View the child's work at regular intervals
- Attend extra-mural matches, sporting or cultural activities
- Endeavour to solve any problem with an educator and, should no solution be forthcoming, to proceed through the correct channels and procedures: Class Teacher, Principal and then finally the Board of Directors.

In expecting these rights, it is the responsibility of parents and care givers to:

- Ensure that the child attends school
- Ensure that the child abides by the School's Code of Conduct
- Ensure that the child is clean and tidy
- Ensure that the child is punctual for the school day or any other activity
- Pay the necessary school fees
- Mark all clothing
- Provide the child with adequate meals and nourishment
- Check the assigned homework as being completed, and to sign the homework diary and reading record
- Provide the stipulated stationery and clothing
- Keep the child at home if ill, and to provide a Doctor's note for an absence of more than two days or if otherwise stipulated. Parents are expected to notify the School by telephone, email or letter of any absence of the learner and to provide reasons for such absence
- Encourage moral values
- To ensure that items not belonging to their child are returned to the school
- Inform the school of the required personal particulars, and to report changes when they occur
- Sign and return reply slips when requested
- Read the Code of Conduct and to ensure that the child understands the content
- Establish contact with an educator when requested to do so
- Inform the school of any changes in circumstance, which may affect the child's performance or behaviour
- Inform the school if the child has to leave the school premises during school hours

- Offer encouragement to, and support of their child
- Be a partner in the education process and give assistance where necessary or when requested
- Follow protocol and the correct procedures when desiring an interview with an educator or senior staff member

### **Addendum to Code of Conduct**

#### **COURTESY:**

A Martin House pupil is always courteous, because the following rules help me to be courteous:

- When speaking to an adult, I stand up straight, hands at the sides and not in the pockets.
- After a special lesson, demonstration or trip, I thank the person concerned or in charge.
- I never walk between people who are having a conversation.
- I do not interrupt while people are having a conversation. I stand quietly by until the conversation is over.
- When spoken to, I address the person by name: "Mrs. ... or Miss ... or Mr ... or Sir or Ma'am" not just "Miss".
- Boys will always lift their hats when addressing/ greeting an adult.
- I help teachers and other staff to carry books, parcels, etc.
- When sent to another class with a message, I knock properly, open and wait for the teacher to address me
- I greet the teacher and state my business.
- When boarding a bus, I permit adults to get on first. Boys should allow girls to board first.
- I treat all staff and visitors in a courteous manner.

#### **APPEARANCE:**

I am proud of my school because it is neat at all times and the pupils are always neat and tidy and correctly dressed.

The following rules apply:

- I wear the correct school uniform at all times.
- After school, I wear a full uniform or none at all.
- I always wear the regulation kit for PE lessons and sports practices.
- I do not wear jewellery with my school uniform, with the exception of a wristwatch and/or small 'stud' or ring earrings for girls.
- I only wear my natural hair colour - no bleach, dye or highlights.
- I do not wear nail polish or make-up.
- I do not wear neck decorations.

#### **THE SCHOOL BUILDINGS AND EQUIPMENT:**

I am always keen to keep my school and its surroundings clean and tidy, so am aware of the following:

- I help keep classrooms tidy at all times. I pick up papers, etc. before a class is dismissed.
- I keep the playground clean. I throw litter into the dirt bins.
- My class is responsible for the area immediately around our classroom.
- I do not scribble on my desk.
- I do not vandalize the buildings or equipment in any way whatsoever.
- I close dripping taps after use.
- I am environmentally conscious – respectful of the wonderful woodlands which surround the school – and the wildlife which lives in it alongside us.

## **OUT OF BOUNDS:**

Because I want my school to be proud of me, I do not want to be a nuisance. The following rules will help me not to be a nuisance:

- After arriving at school in the morning, I put down my case in the locker and go to the playground.
- I do not enter the staffroom unless given permission by a staff member.
- I do not play in the area around the administrative block or between the buildings.
- I do not enter the administrative block unless on an errand or when injured.
- I do not run in the area between the buildings.
- I know that the school grounds and buildings are also out of bounds in the afternoon, during weekends and holidays unless a teacher is present.
- I know that the hall/hostel is out of bounds unless a teacher is present.
- I do not climb onto roofs or other dangerous areas.
- I am not allowed in the car park, unless accompanied by a staff member or parent

## **DISMISSAL**

A Martin House pupil likes to behave properly at all times. I am proud that I do not disturb others and so adhere to the following:

- I leave a classroom in an orderly manner - no shouting, whistling or running.
- Learners who go to any activity/ lesson, as a class, will walk along the path but without talking.
- If I am going to PE, IT, music or the library, I line up and then proceed to the class in an orderly manner.

## **ACTIVITIES:**

I am proud to be part of a school that does things for me, and so:

- I participate in all lessons with enthusiasm and always do my homework.
- I will participate in at least two extra-mural activities every term. As a boarder, I participate in all activities.

## **CONCERN FOR OTHERS:**

I am always aware of the feelings of other people. In doing so:

- I do not make any remarks or statements that would hurt another person's feelings.
- I do not regard any person to be inferior to myself.
- I accept that others may come from different homes or cultures, and will not make any derogatory remarks about such things.

## **GENERAL:**

I am proud of my school and what it does to help me. To help my school be proud of me, I take careful note of the following:

- My behaviour is, at all times, such that I bring honour to my school, especially when on school excursions and/or sporting events away from the school.
- I do not ask to leave the classroom unnecessarily during lesson time.
- I tidy myself after breaks. I pull up my socks and tuck in my shirt. I dress properly after PE or afternoon activities.
- I am at school by on time.
- I pay careful attention at all times to my personal cleanliness to ensure a healthy working environment.

- I am aware of, and take care of, the environment, in which I work and live.
- In adhering to the rules of my school, I am also aware that I am bound to obey the laws of the country.

We hereby confirm that we have read, understood and agree to Martin House Trust School's Code Of Conduct.

Signatures:

Pupil: \_\_\_\_\_

Parent/s: \_\_\_\_\_

Date: \_\_\_\_\_

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**ADVERTISING**

1, \_\_\_\_\_ (name of Parent/Guardian), hereby grant permission to the school for images of my child/ren to be:

USED/NOT USED (please circle)

in photographic material on social media platforms and/or other forms of advertising for promotion of the school.

Signed: \_\_\_\_\_

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