THE PROGRESS ACADEMY

PROGRESS IS THE WAY OF SUCCESS

SCHOOL RULES & REGULATIONS

Guidelines for Students and Parents

1. Attendance and Punctuality

- Students should attend school regularly and arrive on time.
- Parents should inform the school if a student is absent due to illness or another unavoidable reason.
- Leave should be requested by the parent or guardian and approved by the school where applicable.
- Students should attend classes, assemblies, examinations and school activities as instructed.

2. Uniform and Personal Hygiene

- Students should wear the prescribed school uniform neatly and correctly on the required days.
- Students should maintain personal cleanliness, tidy hair and clean shoes.
- Any special uniform or dress requirements for events will be communicated by the school.

3. Behaviour and Discipline

- Students must show respect to teachers, staff, classmates and visitors.
- Bullying, fighting, abusive language, harassment and discrimination are not acceptable.
- Students should follow teachers' instructions and behave responsibly in classrooms, corridors, playgrounds and on school transport.
- Physical punishment, humiliation or any form of harmful treatment must not be used as a disciplinary measure.
- Students should help maintain a peaceful, inclusive and friendly school environment.

4. Academic Responsibilities

- Students should bring the required books, notebooks, stationery and learning materials.
- Homework, classwork, projects and assignments should be completed and submitted on time.
- Students should prepare for tests and examinations honestly; cheating or copying is not permitted.
- Parents are encouraged to check school communications and support their child's learning.

5. Care of School Property

- Students should keep classrooms, toilets, playgrounds and the school campus clean.
- School furniture, books, equipment, computers and other property must be handled carefully.
- Any accidental damage or safety concern should be reported to a teacher or the school office promptly.

6. Safety and Security

- Students must follow school safety instructions and must not leave the campus during school hours without permission.
- Parents or authorised guardians should follow the school's procedure for dropping off and collecting students.
- Visitors should report to the school office and follow campus entry procedures.
- Students must not bring dangerous objects, fireworks, tobacco products, alcohol or other prohibited items to school.
- Any injury, illness, bullying or safety concern should be reported to a teacher or the school office immediately.

7. Mobile Phones and Electronic Devices

- Students should not bring mobile phones or personal electronic devices unless the school has given prior permission.
- Any permitted device must be used only as directed by school staff.

8. Communication with Parents

- Parents should keep their contact details up to date and inform the school of any changes.
- Parents should communicate concerns respectfully through the class teacher or school office.

- Notices about examinations, holidays, events and changes to school schedules will be shared through official school channels.

9. Health, Illness and Medication

- Parents should inform the school about relevant health needs or allergies that may affect the student's safety.
- Students who are unwell should remain at home when necessary, and parents should notify the school.
- Medication should be given or administered at school only through the school's approved procedure and with appropriate parent/guardian instructions.

10. Boarding and Day Boarding (Where Applicable)

- Boarding and day-boarding students must follow the additional routines and safety instructions communicated by the school.
- Parents should follow the authorised collection, visiting and communication procedures for boarding students.

Note: The school may update these guidelines when necessary. Any changes will be communicated through official school notices. These rules should be applied fairly, respectfully and in accordance with applicable laws and school policies.