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The Founding of Holy Name Convent Secondary School

Holy Name Convent Secondary was founded by French Dominican nuns in 1902 .These nuns arrived in Trinidad in 1868 not to teach, but to take charge of the Leper Asylum. After the eruption of Mount Peleé in Martinique in 1902 the French nuns began to give private lesson to a young Martiniquan girl named Leonie Marie Raynaud whose parents had died in the eruption. Following this a few parents who were impressed with the high standard of French tutorship petitioned the sisters to start a ‘private school’. The class quickly increased in number to thirty. As the years passed by more pupils were taken in and the school became known as the ‘Notre Dame School’ named after the building in which the classes were held. The present foundations of the Holy Name Convent Secondary were laid by Sr. Jeanne Emmanuel Barriere (principal 1938-1961) and Sr. Bernadette Robert. Over the period of tenure by Sr. Jeanne two blocks were established resembling the present day structure in order to accommodate more classrooms for the school. Holy Name Convent Secondary, always admired for the high standard of education offered, was accorded the title of ‘Approved Secondary school’ in 1949 and then in 1957 the status of a ‘Government Assisted School’.



Mission Statement

To build an environment of faith enabling our students to become mature committed Christians, to foster academic excellence and to encourage the development of varied talents in our youth.

Vision of Holy Name Convent

We have envisaged that the Holy Name Convent student will be an all-rounded individual. Students will not only be academically sound, but will have to develop their persona by participating in a plethora of extra curricular events and activities offered in the school

Academic

- Minimum of 5 Grade 1 passes at C.S.E.C.
- 60-70% Grade 'A's at CAPE.
- Broader Curriculum to choose from.
- Compulsory subjects Mathematics, English A, English B, Social Studies, Spanish and 1 science.

In order for our goals to materialize, it is necessary to have the suitable resources and infrastructure in place which will facilitate the development of holistic individuals. The following areas will be revamped or introduced:-

State of the art technology

- Projectors
- Multimedia
- Digital Cameras
- Camcorders
- Laptops
- PCs equipped with CD burners
- High speed internet access (DSL) in the library and computer labs.

School infrastructure

- Smaller number of students per class
- Round table setting
- Air conditioned classroom
- State of the art technology in all classrooms e.g. E beam, laptops, multimedia
- Whiteboards.
- Better lighting.

Student support services

- School psychologist
- Active PTA
- Teacher assistants

Profile of a Student

We have embarked on the total development of the HNC student. Not only will the student excel academically, but her spiritual and extra curricular life will be fully enriched and enhanced.

Academic profile

The HNC student will be passionate about the acquisition of knowledge and also competent in the ability to conduct sound research. Learning will be student centered and above all, fun! More subjects will be added to the curriculum in an effort to give students the opportunity to choose from a wider array of disciplines and co-curricular activities.

Spiritual profile

Students will have a strong value system which will produce a balanced and well formed personality. In conjunction with a strong academic background, students will be indoctrinated into the rudiments of moral education. This moral education will be based on the teachings of the Catholic faith. Students will learn to cherish and respect life, develop their conscience and consequently obtain the ability to rationalize the difference between right and wrong. Students will be encouraged to see the school community as a family with a responsibility to not only the national but also the international community beginning with the compulsory involvement in Community Service Programmes within the school.

VISION -Establishing a reputation for high quality.

CULINARY ARTIST-

- Modern Food Lab.
- Exams at CSEC & CAPE
- Healthy diets / nutrition
- Food Tech. / Culinary Arts
- Social Interaction

MUSICIANS- cultured, literate, community voice.

- Examinations
- New attitude
- Pan ensemble
- National, regional & international competitions
- Orchestra
- String, woodwind, percussion

ARTISTS- creativity, self expression, community voice.

- Properly equipped art room
- Field trips
- Competition
- Art library
- Exhibits

NATURE LOVERS- environmentally conscious.

- Field trips
- Overnight camping
- Environmental Club
- Projects
- Pictures/Maps/ Globe
- Travel diary



- Outlet for all talents/skills
- Create options
- Encourage participation

SCHOLAR- Knowledge.

- Interactive / inviting Library
- Wireless communication

SOCIAL WORKER- generous, compassionate, civic - minded.

- Collection drives
- Visits
- Establishment of HNC foundation

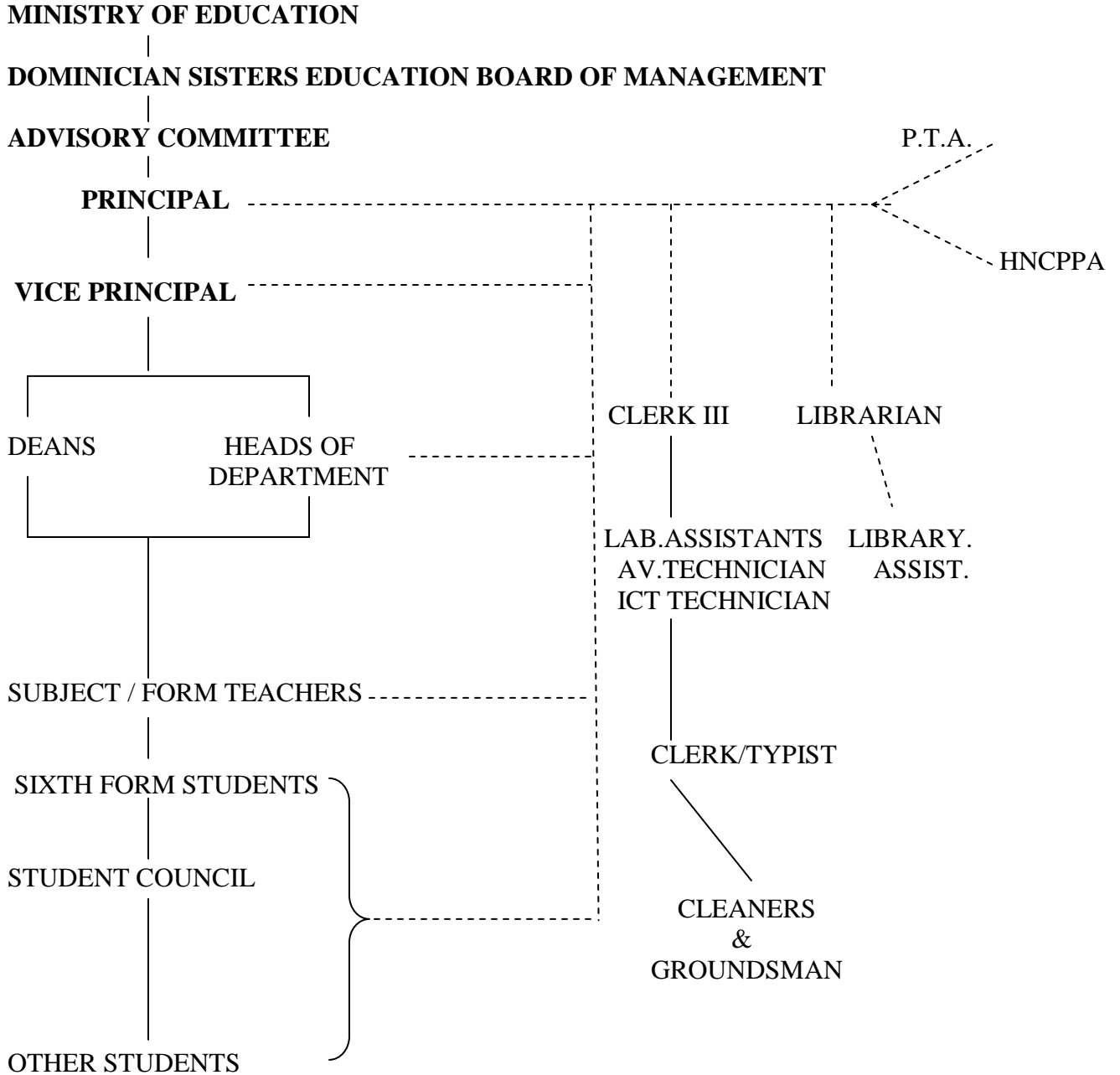
ATHLETES- Team spirit, loyalty, health/fitness, discipline, balance.

- Complete gym
- Qualified coaches
- Olympic sized pool
- Washrooms

THESPIANS- self confident, expressive, skilful, community civic.

- Complete theatre facilities
- Fulltime Drama teacher
- Integrated curriculum
- Openness to culture
- Theatre in Education

ORGANIZATIONAL CHART OF HOLY NAME CONVENT SECONDARY SCHOOL



* The chart is split into two (2) portions – a left and a right portion - which are connected by broken lines. This is to show that all the members of the hierarchy in the left portion can be served directly or indirectly by any of the members of the right portion. i.e. the right portion employees do not fall into the hierarchy of the left portion, as they are all members of the organization.

The Organization of the School

The importance of the staff to the ethos of the school cannot be overemphasized. The staff and administration work as a team for the general good of the school. Holy Name has been blessed over the years with a cadre of excellent teachers who not only impart their academic knowledge but also pass onto the students very good values. We have the reputation of producing a well rounded student. We must always strive to improve the quality of our students. We take this opportunity to recognize the input of the Dominican Sisters into the school. We owe them a huge debt of gratitude and hope that we continue to work towards the same ideals which fired them in years gone by. Teachers are many times the laughing stock of others because we continue to labour in the vineyards for love of the young ones entrusted to us and for love of the Lord! We must never lose focus of the importance of the job we perform. We are critical to the process of building tomorrow.

May we not let cynicism overtake us, but rather may we support each other in and with love – in the final analysis it is all that really matters and it will triumph.

ROLE OF THE PRINCIPAL

The Principal as the leader of the school carries on his/her shoulders a heavy burden of responsibility. The principal is concerned with all aspects of the school's work, with all staff, with all pupils but only in the case of major issues. Problems should thus first be handled at other levels but if the difficulties persist the matter should then be referred to the principal. The chain of command is as follows:- first the monitor of the class, then the class prefect, then the subject teacher, then the Form Teacher/assistant, then the Dean of the year group, then the Vice Principal and then finally the Principal. The Principal is also the main liaison between the public and the school.

VICE PRINCIPAL

She/he is the assistant to the Principal and deputizes when necessary. The Vice Principal is also concerned with the general running of the school and can therefore have an input in any aspect as the need arises.

FORM TEACHER AND ASSISTANT

The Form Teacher and Assistant are responsible for the Pastoral care of the students in their class. This includes: advising, calming, parenting and disciplining. He/She is the liaison between the parents, students and teachers.

The duties of the Form Teacher and assistant are shared as equally as possible. Both Form teacher and assistant take a personal interest in their students really get to know them, their home background, their leisure activities etc. While they are both responsible for the class, the Form Teacher is much more involved in the behaviour and attitude of the students. The assistant is more involved in the recording of matters pertaining to the student's behaviour. They both set the tone for the class and the discipline that reigns therein.

THE SUBJECT TEACHER

The subject teacher ensures delivery of the curriculum as decided by the Department at the beginning of the academic year. He/She manages the classroom and ensures the safety of the pupils in the classroom evaluates fairly the performance of students and records these evaluations accurately and honestly.

HEAD OF DEPARTMENT

The task of the Head of Department is to ensure that the teaching of that particular subject is effectively organized and efficiently delivered throughout the school. The Head of Department is appointed by the Board of Management in conjunction with the Ministry of Education.

The Head of Department at regular department meetings initiates discussion which leads to the planning of the subject area – objectives, content and methodology. She/he also tries to encourage the group to work as a team. The individual is important but through shared ideas and attitudes, the department can be led to make the best decisions in terms of teaching and evaluating the particular subject.

THE DEAN

The Deans, under the direction of the Principal and Vice Principal will organize, coordinate and supervise the system of monitoring students' academic performance, discipline and punctuality.

Code of Conduct (Student)

Rationale

The members of all organizations need to know very clearly the parameters defining acceptable and un-acceptable behaviours. Holy Name Convent is no exception. It is imperative that the expectations for student behaviour be clearly delineated along with the rewards and sanctions so that there be no ambiguity in the minds of students, parents and teachers as to acceptable norms and standards at the school. Equity of treatment for all students as well as swift and just resolution of conflict situations is of primary importance. The code of conduct assures that all students are treated as equals in a just and speedy manner. The principles underlying the code are: equity, justice and transparency.

The Dominican Sisters founded this establishment in the year 1902. Their values and spirituality continue to permeate the ethos of the school and determines the type of graduate. The core values of the school include truth, integrity, hard work and the development of spirituality. Holy Name Convent strives to prepare its students to take their place in the society and to make a valuable contribution to its advancement. Great emphasis is placed upon the development of all aspects of the student: mental, spiritual and physical. The role and involvement of the parent in this development are considered to be critical success factors and the school seeks to be in constant contact with the parent throughout the student's career.

It is our aim to produce students who are self confident, balanced, decisive and morally sound. We would like our students to be able to make educated life choices. They must also be willing to speak out against injustice and demonstrate care for the less fortunate of the society. We believe that they have the potential to achieve excellence with the proper guidance and encouragement. They represent the best of youth and are the future of our society.

EXPECTATIONS

- **Academic standards**
 1. Students are expected to be punctual for school and for classes
 2. Students are expected to move briskly from class to class.
 3. Students are expected to do **all** homework assignments and to observe deadlines for their submission.
 4. Students are expected to have with them all the materials necessary for the particular subject.
 5. Students are expected to do at least 8 subjects for CSEC and 4 subjects for CAPE. These include the obligatory subjects. Special permission must be obtained from administration to do otherwise.
 6. Students are expected to achieve **at least** 5 passes at CSCE and 2 Core and 2 support passes at CAPE.

- **Respect**
 1. Students are expected to be courteous and helpful to each other, members of staff and to visitors on the compound.
 2. Students are expected to resolve conflicts in a fair and non-violent manner.
 3. Students are expected to respect the property of others and of the school.
 4. Students are expected to respect and observe the hierarchy of authority within the school beginning with the students of Form Six, then their own subject teachers, their Form Teachers, the Dean, the Vice Principal and finally the Principal.
 5. Students are expected to respect the uniform of the school and to wear it properly at all times. The uniform should **never** be defaced for any reason.
 6. Students are expected to respect the traditions of the school by being present as one body at school assemblies, Masses, valedictory functions and Prize Giving ceremonies.

- **Sportsmanship**
 1. Students are expected to represent the school with pride and to remember that they are ambassadors for the school in the eyes of the public.
 2. Students representing the school at sporting events are expected to demonstrate the highest level of discipline especially in the face of defeat and to respect the authority of the adult in charge.
 3. Students are expected to make wise decisions that will not place either themselves or their companions at risk.

Rules and Procedures

Entry and Dismissal

1. School hours are from 7.55a.m.–2.30p.m. Students are to enter and leave by the main gates. **No student** is allowed to leave the compound during school hours without written permission from her parent and countersigned by her Form Teacher and administration.
2. All visitors to the school compound during school hours are asked to check first with security and then to proceed to the main office. Under **no** circumstances are visitors to proceed to a classroom without the knowledge of the office staff. Visitors are asked to observe a proper dress code.
3. Parents are allowed to drive onto the compound during the hours of 6.30a.m. and 8.00a.m. and at 2.30p.m. to collect their daughter/s. Students who wait for pickup outside of the school are **urged** for security reasons to come back onto the school compound at 3.00p.m. **Parents are not allowed to drive onto the compound between the hours of 7.00a.m. and 3.00p.m.**
4. Should it be necessary for a student to enter a classroom while a class is in session she must seek the permission of the teacher present. The teacher is free to deny the request.

Lates and Absences

1. Should a student be absent from school, a written excuse signed by her parent/guardian stating a reason must be submitted to her Form Teacher on the day of her return to school.
2. Any student who has been absent due to an infectious disease must submit a doctor's certificate of fitness on her return to school.
3. If a student feels ill during school hours she should indicate this to the teacher present in the class room or her Form Teacher. Should the teacher deem it necessary to send the child home, **a call is made to the parent by administration** and a written permission slip authorizing the student to leave the premises is issued. No ill students will be allowed to travel home unaccompanied during school hours. Students **must not** use their cellphone to call without the permission of administration.
4. If a student has an appointment during school hours, parents are asked to send a written note asking permission to allow her off the compound. Parents are urged however **not** to schedule appointments during school hours if at all possible. We would also encourage that the student be collected at the school for the appointment.
5. If a teacher is late or absent the class monitor is expected to check with administration and students are to work quietly in their classroom. Students should not wander around the compound during class hours.

Emergencies

1. Should we need to evacuate the school due to an emergency such as a fire or bomb threat, procedures are in place to ensure the safety and welfare of the students.
2. Should a student become suddenly violently ill or have an accident, the parent would be immediately notified while the student is taken to the Accident and Emergency Department of the hospital. The parent is asked to meet her there. Parents are reminded to keep the school informed of special medical issues with their daughters so that the necessary precautions can be taken to ensure her safety.

Telephone Usage and electronic devices

1. The school recognizes the need for students to have a cell phone but would ask for the full support of parents and students in the observation of the rules governing its use. **Students should not come with cell phones unless absolutely necessary. The school does not hold itself responsible for stolen cell phones.**
2. **The use of the cell phone is prohibited between the hours of 7.45a.m and 2.30p.m. Students are asked to turn them off during these hours.** Any calls to be made to parents during school hours should be made via the main office.
3. **If a student is ill she is not allowed to call parents without the permission of a teacher or administration.** Administration reserves the right to deny a student permission to leave the premises.

4. Radios, stereo systems and walkmans, ipods and mp3 players are not to be brought to school unless sanctioned by a teacher. The playing of cards, the use of ouija boards and tarot cards are all forbidden on the school compound.
5. Absolutely no camera phones are allowed on the compound.
(See Rewards and Sanctions-Cell phone use)

UNIFORMS

1. The correct uniform consists of a grey skirt 2 inches below the knee, white blouse, white socks, black low topped shoes and blue school tie with the monogram.
2. No colour is allowed on the shoe. It must be all black.
3. Socks must be 2 inches above the top of the shoe.
4. The only colours allowed for hair accessories are white or black. The numbers of clips should not exceed 3. Hair styles should be simple and becoming of a school child.
5. Students are not to frequent cinemas, restaurants, malls etc. in school uniform. They are to be conscious of their behaviour in public at all times but especially while in uniform.
6. Students are not permitted to remove the tie or wear only part of the school uniform on or off the school compound.
7. The wearing of sandals or slippers is considered a breach of the uniform code. The school's policy is any infection of the feet should be accompanied by a doctor's letter identifying the length of time for healing to take place. The foot that is not infected or injured should be in socks and shoes. A student with no reasonable excuse for being in flip flops will be made to wait in the office until her parent arrives with her socks and shoes. A student with no reasonable excuse for being in flip flops will be made to wait in the office until a parent arrives with her socks and shoes.
8. A watch and **one** pierced ear stud in the 1st hole closest to the face on the lobe of the ear are the only items of jewellery accepted. The only colour allowed for ear studs are gold and silver. Studs should measure no more than .06 centimeters. Bristles are not allowed. **Nose rings and tongue piercing are not allowed, they are expressly forbidden.**
9. **No nail polish is allowed.**
10. On the days assigned for Physical Education students are expected to bring the necessary uniform and to bring their apron and head tie for the Home Economics class. A written excuse must be presented for not wearing the uniform.
11. Only whole body swim suits are allowed for swimming instruction in Physical Education. Students are also expected to walk with a towel.
12. Students are encouraged to maintain natural hair colour. Conspicuous colour changes and bold streaks are inappropriate. Hair styles should be simple and not distracting.

DRESS CODE (Visitors)

Holy Name Convent Secondary occupies part of the grounds which houses the Convent, the home of the Dominican sisters. Students and members of the public are expected to dress modestly when entering the compound.

NOISE CODE

Visitors are asked to refrain from making loud sounding noises (e.g. loud music and car horns) especially during school hours and at anytime in front of the Convent and Chapel.

HOUSE SYSTEM

MOTTOS

Upon entry to Holy Name Convent, each student is placed into one of the four houses within the school. The four Houses derive their appellations from that of Catholic Saints associated with the Dominican order. The four houses are as follows:-

- ❖ *St. Dominic's House*
House colour – navy blue
House Motto – “Actions Not Words”

- ❖ *St. Catherine's House*
House colour – sky blue
House Motto – “Forever Upward”

- ❖ *St. Albert's House*
House colour – green
House Motto – “Strength In Unity”

- ❖ *St. Rose's House*
House colour – red
House Motto – “First Things First”

HISTORY OF THE SAINTS

- ✚ St. Dominic's House is named after St. Dominic who founded the Dominican order. St. Dominic (1170-1221) was the son of Felix Guzman and Joan of Aza. He was born at Calaruega, Spain, studied at the Univ. at Palencia, was probably ordained there while pursuing his studies and was appointed canon at Osma in 1199. There he became Prior Superior of the chapter, which was noted for its strict adherence to the rule of St. Benedict. Dominic founded an institute for women at Prouille in Albigensian territory in 1206 and attached several preaching friars to it. Dominic spent the last years of his life organizing the order, travelling all over Italy, Spain and France preaching and attracting new members and establishing new houses. The new order was phenomenally successful in conversion work as it applied Dominic's concept of harmonizing the intellectual life with popular needs. He convoked the first general council of the order at Bologna in 1220 and died there the following year on August 6, after being forced by illness to return from a preaching tour in Hungary. He was canonized in 1234 and is the patron saint of astronomers. His feast day is August 8th.

- ✚ St. Catherine's House is named in honour of St. Catherine of Siena. She was born in 1347 and died in 1380. St. Catherine started having mystical experiences when she was only 6, seeing guardian angels as clearly as the people they protected. She became a Dominican tertiary when she was 16, and continued to have visions of Christ, Mary, and the Saints. Although she never had any formal education, St. Catherine was one of the most brilliant theological minds of her day. When she died she was endeavouring to heal the Great Western Schism. St. Catherine's letters, and a treatise called "a dialogue" are considered among the most brilliant writings in the history of the Catholic Church. She died when she was only 33, and her body was found incorrupt in 1430. St. Catherine is the patron saint of the Dominican Order and one of only two (2) female doctors of the church. Her feast day is on April 29th.

- ✚ St. Albert's House is named in honour of St. Albert the Great. Albert the Great was one of the Church's greatest intellects. He studied at the University of Padua and later taught at Hildesheim, Freiburg-im-Breisgau, Regensburg, and Strasbourg. He then taught at the University of Paris, where he received his doctorate in 1245. He was among the first and greatest of the natural scientists. He gained a reputation for expertise in Biology, Chemistry, Physics, Astronomy, Geography, Metaphysics, and Mathematics. He was also very learned in Biblical Studies and Theology. This vast store of learning prompted his friends to call him 'The Great'. He had a great devotion to Holy Eucharist and was the teacher of famous scholars e.g. St. Thomas Aquinas who continued to complete the work where he stopped. The feast day of St. Albert is November 15th.

- ✚ St. Rose's House is named after Saint Rose of Lima. Born on the 20th April, 1586, she died on 30th August, 1617. Saint Rose's real name was Isabel but she was such a beautiful baby that she was called Rose and that name remained. As she grew older, she became more and more beautiful and one day, her mother put a wreath of flowers on her head to show off her loveliness to friends. But Rose had no desire to be admired for her heart had been given to Jesus. So she put a long pin into that wreath and it pierced her so deeply, that she had a hard time getting the wreath off afterward. Another time she became afraid that her beauty might be a temptation to someone since people could not take their eyes off her. Therefore, she rubbed her face with pepper until it was all red and blistered. St. Rose worked hard to support her poor parents and she humbly obeyed them except when they tried to get her to marry. That she would not do. Her love of Jesus was so great that when she talked about Him, her face glowed and her eyes sparkled. Many miracles followed her death. She was canonized in 1671 by Clement X, the first American to be so honoured. Her feast is celebrated August 23rd. She is represented wearing a crown of roses.

Structure of the House System

Students are assigned to the various houses alphabetically. The incoming Form One pupils, according to their surname, are placed into the respective houses. Students who transfer from other schools or those who enter Holy Name in later forms, are placed randomly into a house or into one which has room for extra students.

Each House is presided over by a Captain and Vice captain. Through a democratic process, members of the different houses, elect their Captain and Vice Captain who will then lead the House for a one year period. The Captains and Vice captains are selected from the Lower Sixth Form Body.

VALUE OF THE HOUSE SYSTEM

This system helps to promote loyalty to the school and a greater sense of belonging. It gives the more senior pupils the opportunity to develop good leadership and personal relation skills which are invaluable in the world of work. The system helps to promote a healthy sense of competition and collegiality among the students as they vie for first place in the different competitions during the school term and at the Sports Meetings of the school. Therefore it helps to build school spirit among the students and facilitates discipline.

RELATIONSHIP OF MID - TERM MARKS TO THE HOUSE SYSTEM

The system of rewards and sanctions is intimately tied to the placing of the houses at the end of a mid-term. Discipline, order and conduct marks are translated into minus marks for the house to which the student belongs. Pluses are converted into positive marks for the house. A discipline or order mark is equivalent to 1 minus while a conduct mark converts into 10 minuses. At the 6th Form level a merit mark converts to 2+ and a demerit mark into 2-. The House which gets the most points for Discipline and Studies for the period usually lines up first for entry into the hall and within the hall stands closest to the roundabout. A trophy bearing a ribbon the colour of the house is also awarded to the winning house.

CONTRIBUTION OF PLUSES TO HOUSE SYSTEM

Pluses are totalled per house and go toward house averages at the end of the mid term. Students are also recognized in the Mark Reading ceremony for 7 study pluses and over in Forms 1-3 and 6 study pluses and over in Forms 4-6.

INITIATION OF NEW MEMBERS

Form One students, other new students as well as new teachers are initiated into the House in a ceremony that is organized by the Captain, Vice Captain and teachers attached to the house. This ceremony takes place in the first or second week of the first term.

THE ELECTION OF CAPTAINS AND VICE CAPTAINS

This process culminates during the second term with the ceremony of the Handing over of Badges.

The Form Teachers discuss with the students of Form 6 the requirements of the various positions and the students who wish to be considered for the positions submit their names to the Form Teacher. The names are posted so that the student body can get a chance to consider its votes. Then House meetings are called and the students who wish to become Captain or Vice-Captain present themselves to the other students of the house with a brief speech. There is the opportunity for the members of the House to ask questions and then voting takes place on pre-prepared ballots. The Teachers of the House also vote and when the process is complete all the ballots are collected and counted by the teachers connected to the House. The staff has the final say on who will be the Captain and Vice-Captain.

DUTIES OF THE CAPTAIN AND VICE CAPTAIN

It must be emphasized that the involvement of teachers is critical to the well being of the house. Captains and Vice-Captains must consult with teachers on all matters concerning the house.

1. The Captain along with the Vice-Captain and teachers are in charge of the organization of House Meetings which take place after each mid-term. They decide on the agenda and who will chair proceedings.
2. They inform the teachers of these meeting and invite them to attend.
3. They are in charge of organizing celebrations for the Saint's Day of the House.
4. They are responsible for the collection of subs and for their proper use in House matters.
5. They are expected to garner the support of the House for Sports Meetings. They must get the necessary athletes for the different events. They are responsible for the Cheerleaders and for marching practice. They are in charge of the House on the day of the Sport Meeting.
6. They are responsible for the efficient organization of their House and activities to ensure the involvement of all the classes in the school.
7. They along with the other Sixth Form students of their House are responsible for the lining up of the students in an orderly fashion for entry into the hall for assemblies.
8. They are responsible for the entry of the flags of the House at the various formal ceremonies of the school.
9. If there are any other inter-house competitions, the Captain and Vice-Captain are in charge of getting a team together and for support of the athletes.
10. They are responsible for the preparation of the House Notice Board before the mid-term.

SCHOOL DAY

Students are permitted to be in their classrooms before the bell at 7:55 a.m. Form mistresses regularly remind girls of appropriate behaviour in classrooms at these times. This is a privilege which can be withdrawn by any teacher from any class or group of girls in the class who abuse it but always in consultation with the Form Teacher/Assistant.

The first bell is rung at 7:55 a.m. **All** students, including Sixth Formers must leave their classrooms quietly and assemble in the centre courtyard. If they are going into the hall they line up in order of their houses and file quietly in, the first house in Discipline & Studies goes in first. If the students are going into their classrooms directly then they line up in order of their classes. The prefects and assigned teachers are in control and the assembly is taken by the Principal/Vice Principal or an assigned teacher. The class monitor should inform the V.P. if a teacher has not turned up to class 10 minutes after a session starts.

Break time (10:07 - 10:24 a.m.). As the bell goes the students must quickly and quietly proceed to their class rooms and prepare for class. All eating and drinking must stop. Things purchased at the last minute from the cafeteria cannot be consumed until lunchtime.

Lunch time (11:40 – 12:20 p.m.). Students are permitted to eat lunch in their classrooms. All bins must be emptied before 12:10 p.m. The form teacher should organize a roster as to whose duty it is to empty the bin. This roster should be displayed prominently in the classroom. **Afternoon teaching sessions should not begin if the bins have not been emptied.** Form Teachers should devise some penalty for those who fail in the duty of emptying the bin.

CLEANLINESS OF CLASSROOMS

After classes in the afternoon the students of the class are responsible for cleaning the classroom before they leave. A roster must also be made for this activity. Checks on desks are made periodically to ensure that no foodstuff is left there and to also check for graffiti. Students are responsible for their desks and if graffiti is found they are to held responsible for its removal. If desks are damaged the same applies.

LATE COMING

The prefects in charge of punctuality, position themselves outside of the hall to take the names of students who arrive after 8:00 a.m. They remain there until 8:20. At the morning roll call the teacher leaves a blank space on the register if the child is not there. At roll call in the afternoon the teacher enters whether the child is late or absent.

On Friday morning after roll call, the prefect records from the register the names of girls who have been late for the week. Any student who has been late twice or more for the week is assigned to detention the following week. It is also the prefect's duty to tell the Form Teacher the names of the girls who were recorded as late by the late prefects so that her register can accurately reflect punctuality.

Lates are not recorded on days of heavy rainfall or other extraordinary circumstances such as very heavy traffic due to an accident etc. This is left to the discretion of the prefects and teachers. Persistent latecomers need special attention. Parents would be contacted and the school's disapproval voiced. This is in the first instance the duty of the Form teacher in consultation with the Dean. Should the problem persist then the V.P. would be informed and contact will again be made with the parents. However, the parent will be made aware that if the student continues to arrive late she will not be allowed into her classes. This is recorded in the student's confidential file.

DETENTION

Detention takes place once per week (Tuesday) in one of the Form 1 classrooms from 11:45 -12:20 p.m. Students who are late 2 or more times in one week are assigned to detention for the following week. Students may be sent to detention by subject teachers for no homework or other class indiscipline. Excuses are not accepted but cases for exemption can be discussed with the V.P. A teacher is assigned to supervise the detention. They call the roll for students who ought to be in the room and then the students settle to the work assigned to them. Subject teachers may assign their own work. For those students who are in detention for late coming there are standard assignments which may be obtained from the Principal. If a student is absent from detention this should be drawn to the attention of the Form Teacher who will investigate. Persistent offenders are referred to the Dean and then the Vice Principal.

PREFECT'S DETENTION

Prefects assign students to detention for various reasons. These pupils attend the aforementioned detention session.

UNIFORM CHECKS

These are carried out periodically in the centre courtyard or in the classroom.

- The names of students who are not wearing the proper uniform are recorded and these students are assigned to detention.
- All jewellery will be confiscated. The only jewelry allowed is: - a simple watch and one small stud (gold, silver, black or white) in the lobe of each ear. If a chain is worn it must not be visible or it will be confiscated. The students of Form 6 are allowed to wear the school ring.
- Brassieres should be white, black or skin tones. Students must be always conscious that their blouses are relatively transparent and that they should be modest when in school uniform.
- Students must wear a white vest under the blouse.
- Persistent offenders would be sent to the Vice Principal's office.

Permission to leave school during school hours

1. Students should have a written excuse from their parent in order to leave during the day.
2. This excuse must be signed by the Form Teacher or Assistant and also by the V.P.
3. The Form Teacher or the V.P. can decide not to give permission for the student to leave and the parent contacted.
4. If a student is ill, her parent is contacted and when the parent arrives she/he comes to the office where a permission slip is made up for the student to leave. A student must be visibly ill however, and permission will not be given for simple excuses e.g. a stomachache, headache etc. Permission may also be denied the student who is ill who has to travel home on her own. Someone should be contacted to come to meet the student before permission is given.
5. The permission slip is given to the guard as the student leaves the premises.

SCHOOL POLICIES AND EXPECTATIONS

HOMEWORK

- (a) Homework **must** be done.
- (b) It must be submitted on time.
- (c) If undone a reasonable written excuse, signed by the parent, should be proffered.
- (d) **Absence is not an excuse for not doing homework.** It is expected that the student will be responsible for catching up on work lost. Dialogue must take place between the teacher and the student if the homework assignment has been graded for inclusion in mid-term or end-of term marks.
- (e) If homework is undone and no reasonable excuse is proffered the teacher has several options which include:
 - The student must do the assignment and submit within a given deadline.
 - Order marks.
 - Written note to parents to be returned signed.
 - Detention – either supervised by the teacher during a luncheon break or the school’s detention.
 - A failing grade for late submission with no excuse. If there is a reasonable excuse, the assignment is accepted by a deadline and marked as everyone else’s but the mark is not recorded.

EXTRA LESSONS

The school would like to make the following observations about private lessons.

There is a growing propensity by the society to put the child in lessons classes sometimes even before a real need is apparent. We believe that:

- Extra lessons should be recommended by the teacher. The student should not go to lessons if there is no need to do so.
- Lessons frequently confuse the student and may even cause her grades to fall.
- Lessons should work positively for the student. Sometimes students do not give their all in their timetabled classes as they think that the work will be covered in the lessons class anyhow. They value the lessons more than their timetabled classes as paid service is traditionally taken more seriously.
- It has been our experience that because we in our classes are attempting to get the student to think and to analyse we do not give answers on a platter. The students resent having to work for their knowledge which is sometimes given in the lessons class so

they tend to think that the lessons class is more beneficial to them. In the long run however it is not, for they do not build the skills necessary and they disregard the guidance of the teacher in the classroom.

- Most parents enroll students in lessons because of the desire for achievement. There must exist a level of trust between the home and the school. We firmly believe that if the student is following in class, is doing her homework and enjoys a healthy relationship with her teacher there ought not to be a need for lessons. The time spent in lessons can be utilized for study, homework and especially extra-curricular activity which is becoming more and more important for the balanced development of the student.

SALE OF SECOND HAND BOOKS

The sale of second hand books normally takes place on the Thursday of the first week of the July/ August vacation. It begins at 8:30 a.m.

PARENT/TEACHERS MEETINGS

Annually we attempt to meet individually the parents of the students of all year groups including the Fifth and Sixth. Teachers do make every possible attempt to be present at these meetings so that they may appraise the parent of the performance and attitude of the student in their classes. Many times parents are given valuable insights into their children from this interaction with teachers whose perception of aspects of their daughter's character the parents may never be privileged to see. These meetings are decided upon at the first staff meeting for the term and sent home on the Term's agenda.

On the day of these meetings teachers **leave work with their classes** while they are in the Hall meeting with the parents. **No students should be in the Hall while these meetings are in progress as it may lead to a breakdown in discipline.**

There also exists another type of Parent/teacher meeting – the full group meeting. These meetings are generally called to inform parents in a very general way of issues affecting their daughters e.g. when the time arrives for the choice of subjects at the third form level, or at fifth form level to arrange graduation exercises. Subject teachers are not normally required to attend these meetings unless specifically asked to do so. The Form Teachers, Dean, VP and Principal are usually present.

SYSTEMS OF REWARDS AND SANCTIONS

UNIFORM

1. Nail polish will be removed immediately in the office.
2. If a student's hair style is deemed unsuitable she will be asked to go to the bathroom right away to redo her hair. If the hair colour is inappropriate the school will contact the parent and a solution sought that is mutually acceptable.
3. Excess jewellery will be confiscated. The school does not hold itself responsible for confiscated jewellery.
4. If the socks are not up to the required height the student will be asked to pull them up right away.
5. If a student's skirt is deemed to be too short she is asked to adjust the hem and given a deadline. If she does not observe that deadline she runs the risk of having her hem adjusted in the Clothing and Textiles room and may lose instruction time.
6. If a student brings the school into disrepute while in uniform she may be (depending on the gravity of the situation) penalised in any of the following ways:
 - o asked to publicly apologize to the school while explaining the incident
 - o may receive a conduct mark which is recorded on her file,
 - o suspended from classes (internal suspension)
 - o suspended from school (external suspension requiring the involvement of the Ministry)

LATES AND ABSENCES

1. If a student has been absent from school and returns without an excuse she is in the first instance reminded by the Form Teacher of her omission and asked to submit the excuse by the following day. If the excuse is still not forthcoming she is then given an order mark every day that the excuse is not presented. After 3 days if the excuse is still not presented she will be referred to detention in addition to receiving an order mark. If at this point the excuse is still not submitted the parent will be called in. This same procedure is applied for the non-return of her report book.
2. A student who is late more than twice in one week is sent to detention which is held on Tuesday at lunchtime. **No excuses are allowed.**
3. Should a student leave the school's premises without permission her parents are immediately notified. If after investigation it is determined to be a breach in discipline she is penalised as at 6 above (Uniform Sanctions)

REWARDS

PLUSES

Students are awarded pluses for a variety of reasons. These are meant to be incentives as they are used to determine the averages of the houses at the Mid-term mark. Competition between the various houses is encouraged and students are awarded pluses on the basis of academic performance, class spirit and general contribution to the positive ethos of the school. At House meetings the student may be awarded a merit card based on her performance for that period. She may also be given the merit or progress badge for her class efforts. These are achievements to be noted and placed in her portfolio to be used as evidence of an exemplary school career when applying for entry especially to foreign universities.

Pluses

A plus is given to:

1. Reinforce effort at studies, especially when the final result is not very good. Pluses should not be given for marks under 5. A maximum of 2 pluses per subject can be awarded by staff for marks of 6 and above. One plus is given by the Form Teacher/assistant if all subjects are 7 and above for the monthly report.
2. Encourage class spirit and good behaviour e.g. providing charts, being helpful. Pluses are not to be *claimed* by the student as her right. "I brought flowers and so I am entitled to a plus". If Pluses are awarded in this way they lose their effectiveness and encourage a selfish attitude. Flowers are brought to make everyone in the class happy not for any one student's benefit.

Suggestion: 2 pluses for a chart which shows a tremendous amount of effort on the part of the student, 1 plus for a ready made chart. Sometimes teachers would like to give a general plus to the class for good behaviour. This would be awarded just before the close of the mid term and in consultation between the Form Teacher/assistant and the class perfect.

Merit cards

These are made up and distributed during house meetings. The captains and vice-captains are responsible for checking the names of those students who receive 10+ and over in the mid term. These students are recognized during the first house meeting after the mark reading where they are awarded their merit cards

Merit badges

The merit badge is awarded to the student who the Form Teacher/assistant deems most worthy by virtue of her hard work and improvement over the course of the mid term period. The merit badge may also be given to the student whose marks are consistently good every mid term. The award of the badge is recorded on the student's mid term sheet along with a little congratulatory note from the Form Teacher/assistant.

Progress Badge

An improvement badge is given to the student who has shown greatest improvement for the term. In some instances Form teachers may choose to award more than one progress badge or none at all if there is no basis for comparison eg. First midterm mark term one.

CERTIFICATES AND PRIZES

Students are awarded certificates based on their academic performance for the term. At the Annual Prize Giving ceremony those students who have excelled not only at academics but also in various extra-curricular activities are recognized by the award of book prizes, certificates and trophies. These achievements are recorded on the student's file.

Certificates of Merit

These certificates are awarded on the basis of the results of the end of term exam. Students who have achieved an average of 70% and over in Forms 1-5 receive these certificates of recognition. Certificates are also given to individuals who have attained 60% and over in Form 6.

Certificates of Excellence

Certificates of excellence are awarded to students who have achieved 80% and over.

Academic Medals and Prizes

Students in Forms 1-4 who come first, second or third in their year group are recognized at the annual prize giving ceremony. At the Sixth Form level all Scholarship winners and those who have placed first in the different subject areas are recognized. Furthermore, the students who have been outstanding at the CXC and GCE Ordinary and CAPE exams are given medals, prizes etc.

Recognition

Students may be recognized within the classroom and praised for good work by the subject/Form Teacher. More public recognition may be given during school assemblies. Teachers may also use their own personal system of stars, comments (written and verbal) and other methods to raise morale among the students and to promote self esteem.

Discipline, Order and Conduct Marks

Discipline marks are given for bad behaviour, indiscipline, lack of respect and rudeness to staff.

Order marks are given for the non-return of report books, non-presentation of written excuses, written essays and homework at the appointed time, the incorrect uniform without a written excuse.

Conduct marks are given for: dishonesty in exams, disrespect of teachers, public scandal, grave and public disobedience to school rules and the principal's authority, any matter which by its very nature can be considered grave. The student who receives a conduct mark is publicly called out before the entire school and an explanation of the reason for the conduct mark is given. This may be done at a special assembly or at the Mark Reading session.

- Breaking classes:
 - (a) If it is a first time offence the student will be given 5 discipline marks and warned
 - (b) if she breaks classes again – a conduct mark is given and the parent called in
- Forgery of grades/tampering with report books etc.
- Dishonesty/stealing
- Leaving school without permission
- Student in uniform who does not attend classes but goes elsewhere i.e. does not turn up for school at all.
- Smoking in the toilets or on the school compound. Alcohol on the school compound. (refer to the discipline matrix on pgs. 27-28)
- Bullying
- Physical Violence on the compound.

Before a conduct mark is given the incident /matter should always be first discussed with the Form Teacher, Dean, Vice Principal and Principal. The parents are then informed in person or by letter the reason for the conduct mark. The Form Teacher records it in the student's report book but the Dean is responsible for recording a report of the incident and the conduct mark on the student's confidential file.

Suspension in and out of school

Students are suspended for very grave offenses such as fighting, weapons or the circulation of pornographic material. Suspension is usually accompanied by a conduct mark. Whether the student is to be sent home (i.e. suspension away from school) or whether she is to remain suspended on the school compound is a decision to be made at administration level.

Suspension from classes on the school compound

The student is put in the area outside the V.P.'s office. If the student gets up or moves from the detention without the permission of the VP or Dean she will be sent home, her parents notified and she will not be allowed back until her parents come in to speak with administration. The cafeteria is not open to this student. She will have her lunch and break times separate from the rest of the school. She must therefore walk with her lunch. Any other student caught fraternizing with the student will be given 3 discipline marks. This measure is taken for the following infractions: - possession of pornography, verbal quarrels with other students using obscene language.(refer to discipline matrix)

A student who is suspended will also be called out publicly before the entire school.

*** THE DISCIPLINE MATRIX**

DISCIPLINARY PROCEDURES; ACTION

Unacceptable behaviours, including but not limited to those described below will not to be tolerated in Holy Name Convent Secondary School

This grid indicates the range of disciplinary action that may be a consequence of unacceptable behaviour.

The Schools' Administration will determine the steps (within range) based on the severity of the misconduct, disciplinary history of the student, and circumstances surrounding the incidents. For many incidents, parental involvement and a discussion of future consequences will be the initial step.

RANGE OF DISCIPLINARY CONSEQUENCES

No.	Type of Misconduct	Form Teacher Intervention	Discipline Mark	Order Mark	Conduct Mark	Detention	Dean	Principal or Vice Principal	Parent Conference	Guidance Counselling	Internal Suspension	External Suspension
1	Excessive Unpunctuality	x				x	x	x	x			
2	Excessive Absences	x					x	x	x			
3	Fighting, violence or the threat of physical harm to any student/ staff. Encouraging fighting or assault including the use of insults, taunts or challenges.	x					x	x	x	x	x	x
4	Verbal abuse, including ethnic or racial slurs, lewd, obscene comments and foul language.	x	x				x	x	x	x	x	x
5	Display or possession of pornographic material.	x			x		x	x	x	x	x	x
6	Stealing or borrowing without authorization any item of property from another student, staff member or school itself.	x	x		x	x	x	x	x	x	x	x

No.	Type of Misconduct	Form Teacher Intervention	Discipline Mark	Order Mark	Conduct Mark	Detention	Dean	Principal or Vice Principal	Parent Conference	Guidance Counselling	Internal Suspension	Suspension
7	Skipping classes / Breaking school	x	x (5)		x	x	x	x	x			x
8	Failure to do homework/class assignments	x	x	x		x	x	x	x			
9	Dress not conforming to uniform code.	x	x			x	x		x			
10	Defiance of authority of school staff.		x		x	x	x	x	x		x	
11	Repeated disruptive conduct in class.	x	x		x	x	x	x	x	x	x	
12	Violation of general school rules.	x	x	x	x	x	x	x	x			
13	Vandalism, graffiti, destruction of school property, destructive pranks, tampering with school equipment.	x	x		x	x	x	x	x	x	x	
14	Displaying gang or mob related behaviour.	x	x		x	x	x	x	x	x	x	x
15	Tampering with school documents. E.g. report books, merit cards, certificates.	x			x		x	x	x		x	x

RELIGIOUS SCHOOL CEREMONIES

Holy Name Convent is a Roman Catholic institution which has the mandate of propagating devotion to Jesus Christ in accordance with the teachings of the Roman Catholic Church. In the fulfillment of this objective the school has established special activities and ceremonies which are considered a vital part of the life of the school.

MORNING ASSEMBLY

Each day begins with prayer at a general assembly in the hall. This may be conducted by administration, teachers or students. It is officially timetabled and so attendance is mandatory.

HYMN BOOKS

Hymn books are an important part of all morning assemblies, religion classes, retreats and School Masses.

CLASS ASSEMBLIES

The form teachers of the class are in charge of the assembly. These assemblies begin and end with a prayer and should contain a clear positive message to the school, there should never be denigration of any person, race or other religion. Students need to be mindful to avoid inappropriate language, behaviour or dress.

SCHOOL MASSES

Two Masses are held annually – one at the beginning of the academic year and the other in January at the beginning of the calendar year. The Mass involves the entire school community as the Church considers it the highest form of prayer. Singing practices are held in the mornings during assembly times in the week of and prior to the Mass date. Students are expected to walk with their hymn books and to actively participate. The Religion Department is usually in charge of all the arrangements. All teachers are expected to be present at these Masses and **no** student is exempt from these occasions regardless of religious affiliation. Non-Catholic students are encouraged to sit quietly with the school and worship their God, as they perceive Him to be. Masses usually take up the first three periods of the morning and after a short break classes resume as normal. These Masses are vital to the well being of the school.

ASH WEDNESDAY

This is an official school day unless otherwise stated by the Ministry of Education. Students are expected to come to school in full uniform. Mass is celebrated and ashes are distributed.

SCHOOL RETREATS

All classes have a day of retreat annually. This normally takes place during the Lenten season. It is customary that the Fifth Form students as well as those of Upper Six go on retreat before the beginning of their Mock Exams. They usually go off the compound and parents are duly informed in case of such. The Fourth Formers and the Lower Six also go off the compound. The Fourth Formers go on the same day as the Forms 1-3 and the Lower Six at the discretion of their religion teachers. The religion teachers make arrangements for the day. Parents are encouraged to allow their daughters to participate since this is a special day of prayer, reflection and spiritual growth.

The Forms 1-3 remain on the school compound and various groups/individuals are invited to lead them through their retreat. Teachers are asked to assist in the supervision of the different classes.

Class	Venue	Date
Upper Six	Off the compound	Before Mock Exams
Form Five	Off the compound	Before Mock Exams
Lower Six	Off the compound	R.K Teachers decide
Form Four	Off the compound	Same day as Forms 1-3
Forms 1-3	At school	Same day as Form 4

STATIONS OF THE CROSS

At the end of the Easter term the entire school follows the tradition of recapping the final moments of Jesus' life in the 14 Stations of the Cross. There is also a special assembly to commemorate the Easter Triduum. Every Monday in Lent Stations of the Cross take place in the chapel from 3:00 – 4:00p.m. for interested students.

ADORATION OF THE BLESSED SACRAMENT

The Blessed Sacrament is exposed daily from 7:30a.m. – 3 p.m. for the students and anyone else who wishes to adore. The Rosary is said at 7:30a.m. every day. A roster is made up at the beginning of the academic year. All senior students who have free periods are expected to devote some of their time to Adoration of the Blessed Sacrament – a wholesome and healthy practice. The students of the lower school are accompanied by their teachers during religion periods. They are also encouraged to go before and after school and during the break and lunch periods. All interested teachers are rostered for Eucharistic Adoration. Besides the personal benefits derived from these visits, it serves as a good example for our young people to see their teachers in prayer. All interested parents are also rostered on a daily or weekly basis. These parents are also powerful examples to their daughters as well as the community.

CONFESSION

The school Chaplain is also available for confession once a week in the chapel. Prior to the terms' Masses and during the period of Lent, confession is available on a more regular basis. An announcement is made of the times and priests available.

ADVENT CEREMONY

In the final week of the Christmas term the school gathers to commemorate the season of Advent and to prepare for the celebration of Christmas. Full attendance and participation is expected.

MAY PROCESSION

In the month of May the school encourages a special devotion to the mother of our Lord which usually takes place in the last week of May. This devotion involves the recitation of the Rosary, singing Marian hymns and the presentation of flowers to Our Lady.

The statue of our Blessed Mother is carried in procession from the back courtyard to the front of the school. This procession is in keeping with Catholic tradition and so all students are expected to participate.

CONSECRATION TO THE SACRED HEART

In June the Church focuses on devotion to the Sacred Heart of Jesus. In keeping with this at a Friday assembly in June the entire school prays the prayer of consecration to the Sacred Heart.

BENEDICTION

Prior to Corpus Christi the school does communal devotion to the Eucharist. Since the school fully believes in the real presence of Jesus in the Blessed Sacrament students are expected to show proper reverence and respect.

CORPUS CHRISTI

Corpus Christi is celebrated annually on the Thursday following Trinity Sunday. It is customary that the students of Holy Name Convent attend the annual Corpus Christi celebration at the Cathedral of the Immaculate Conception in Port-of-Spain. Students attend in full school uniform and bear the school flag representing the school body. Parents are urged to encourage their daughter to attend as well as accompany them to the celebrations. Participation is noted on students' files.

NON- RELIGIOUS SCHOOL CEREMONIES

REPUBLIC DAY

The teachers of the History department are usually the ones who are responsible for this special assembly. The entire staff and student body are expected to be present and National songs are sung.

PRIZE GIVING

This ceremony takes place on the first Thursday in October. It seeks to recognize the achievements of the school not only at academics but also in all other spheres. Teachers too are recognized as are all support personnel who have given service to the school. The organizing committee consists of the teachers of the Fifth Form year and well as the Principal and V.P. The members of the last Fifth and Sixth Form are specially invited and are told of this ceremony when they are leaving in May/June of that year. The students who have come first, second and third in their respective year groups from Forms 1-4 as well as those who have come first in the subject areas at Lower Sixth Form Trinity term exams are all recognized.

TERM AWARD CEREMONIES

This ceremony takes place at the end of the Christmas and Trinity terms. It takes place on the last day of the term.

All students who have attained 70% and 80% and above receive a certificate of merit /excellence. The students of Sixth Form who have received 60% and over are also given certificates. At the Trinity Award Ceremony those prefects who have been outstanding in the performance of their duties are also recognized.

This ceremony is emceed by a volunteer teacher who becomes responsible for the smooth running of it. She/he is assisted by the V.P. who helps her/him to coordinate the different information. Extra-curricular activities of the school are also highlighted at this ceremony.

SPORTS AWARD CEREMONY

In 1999 there was a special Sports Award Ceremony which took place during the last week of the term. This ceremony was the brainchild of the Sports teacher Coach Williams and was very well received. As yet it is not certain that it will become an annual event in the calendar of activities of the school

BAZAAR

The Bazaar is an annual activity which takes place on the first Saturday of November. It is the major fundraising event of the term and involves the participation of the entire school. Each class is in charge of the running of a stall of their own choice. The class is in charge of the acquisition of prizes for the stall and the organization of the stall on the day of the Bazaar. The Bazaar is an extremely useful activity for the Form teacher because it gives her the opportunity to see the students in a different environment. They get a different perspective of the students. It also helps build class spirit and is one of those activities which become part of the mosaic of memories of the student as she moves through the school. The Bazaar disrupts classes entirely on the Friday before the actual day of the Bazaar. **It must however be noted that it ought not to affect classes on any other day.** Sometimes students may try to use the Bazaar as an excuse to avoid academic work. This is not encouraged.

CARNIVAL CELEBRATIONS: Hosted each carnival Friday on the school compound the celebration usually involves a calypso competition, a carnival queen and a mini parade of the bands. The objective is to increase the students' sensitivity to their cultural heritage and to expose their artistic talents. The celebration also fosters class spirit and is an opportunity for students to have 'clean fun' in spite of the lewd behaviors that are exemplified by adults.

**INTERNAL ASSESSMENT/
EXAMINATION PROCEDURES AND POLICIES**

Internal Assessments are administered using the following schedule:-

TERM/ CLASS	CHRISTMAS	EASTER	TRINITY
Forms 1-4	Mid term mark End of term exams	Mid term mark End of term mark	Mid term mark End of term exams
Forms 5 Lower 6 Upper 6	Mid term mark End of term exams	Mock Exams	CSEC CAPE

MID TERM MARKS.

Marks for the report should ideally **be based upon the average of several tests done** during the period before the mid term. Several marks could be taken from the students during this period from a variety of assignments – homework, tests in class, essays, quizzes, vocabulary tests, group projects, etc. At the end of the period the average is found and this mark is then entered as the mid term mark for that student. This method gives students the best opportunity possible to score well and get good grades fairly. Alternatively an exam may be administered by the subject teacher to provide the mark.

REPORT BOOKS

Students are reminded that the report book is an official document and so should be kept clean and tidy.

The report book is not to be tampered with. (see Tampering & Rewards and Sanctions).

REMARKS

When both the class record book and the students' report book are complete they are submitted to the office for photocopying and for the principal's signature. A record of the students' performance for all mid term and end-of –term exams is kept in each student's individual file, this facilitates compilation of transcripts.

DISTRIBUTION OF REPORT BOOKS

- Report books are distributed mid term and at the end of each term.
- Any student coming on to the compound during an official school day must be fully attired in school uniform. Students will not be given their report book if they arrive on a school day in civilian clothing.
- Should a student be unable to collect her own report book she must give a written note signed by parent/guardian to the person she wishes to collect it for her. This note is to be given in to the person distributing the books and is to be placed on the student's file.

LOSS OF REPORT BOOKS.

Care should be taken not to get report books soiled or lost as it represents a significant record of their school life. If a report book needs to be re-covered the student should do so. The replacement of the records on a lost report book is a difficult and time consuming process. Students and parents are therefore urged to take the utmost care.

TAMPERING OF REPORT BOOKS

When report books are returned they are checked by the Form teacher and assistant for Proper Parent Signature. Any suspicion of tampering with the report is brought to the attention of the Dean and then the Vice-Principal. Report Tampering is a serious offence. (See rewards and sanctions)

RETURN OF REPORT BOOKS

Report books should be returned by the week after the mark reading has taken place. If a student returns her report book the very next day after distribution she is given a plus which goes toward her next report. By the second day students will receive verbal warnings about non-return of report books. On the third day an order mark is given. If a student does not return her report book within 4 days of distribution her parents are contacted. Books should be kept covered and clean. Students will be reprimanded for untidy report books.

SCHOOL BASED ASSESSMENT (S.B.A.)

S.B.A.s are a major component of almost all CSEC and C.A.P.E. subjects. S.B.A.s are a form of continuous assessment which allows a child an opportunity to score well and thus receive a good final grade. All S.B.A constitute a percentage of the final grade in the subject which varies depending on the subject. It is imperative that S.B.A.s are submitted in accordance with specified deadlines to enable teachers sufficient time to correct and provide the student with feedback. Non-submission of S.B.A.s constitutes an *immediate fail* of the subject.

MOCK C.X.C AND CAPE EXAMINATIONS.

These examinations as the name implies are modeled after the structure of the final exams in number and duration of papers. They are meant to familiarize the student with the format as well as give an indication of the degree of preparedness of a student for the final exam. Mock exam marks may also be used to determine entry of a student into Form six.

ORAL EXAMINATIONS

Oral examinations are conducted by both the French and the Spanish Departments for the Trinity Term exams as well as Mock Exams. They usually take place before the commencement of the other exams and as such generate some degree of excitement and anxiety among the students.

CORRECTION OF EXAMINATION SCRIPTS

Students need early feedback on their performance so that the necessary corrective measures may be taken to improve performance at the final exams. It is imperative those students are present in the sessions following Mock exams to review areas of weakness and receive pointers on answering questions as they fine tune for finals.

CHRISTMAS & TRINITY EXAMINATION

Internal exams take place at the end of the Christmas and Trinity terms for the entire school. During the Easter term there are mid term and end of term marks but no end of term exams for the Forms 1-4. At the end of the Easter term the Form Teachers are required to write an overall comment on the student's performance for that term and the report is countersigned by the Principal. For the Forms 5, Lower and Upper 6 Mock Exams take place at the end of this term. These exams end usually the penultimate week of the term.

DURATION OF EXAMS

Examinations for the 4th and 5th Forms usually begin before the rest of the school. All examinations are scheduled to end on the same day – usually the Friday of the second to last week of the term. Timetables are posted in classrooms as well as on the notice boards.

EXAMINATION PREPARATION AND PROCEDURE

ROLL CALL DURING EXAMINATIONS.

In the lower Forms the roll is taken both in the morning or afternoon periods before exams commence. Forms 1 & 2 go to their normal classrooms assigned to them for that period.

To start the exam

1. Before the candidates enter the room all textbooks, notes etc. should be deposited outside or at the front of the room. Teachers flick quickly through the paper that the students will be using to write their examinations to ensure that no notes are among them.
2. At the start of the exam the following information is written on the board: TIME STARTED:, TIME TO END:. Teachers should also make a note of absentees for the subject teacher.
3. The students are then advised to head their answer scripts in the following manner: NAME: FORM: HOUSE: SUBJECT: TEACHER'S NAME: DATE:

EXAMINATION POLICIES AND PROCEDURE

EXAM PREPARATION

- Before the start of the examinations all the students of the various classes are required to take home their books from their desks. All desks should be empty before the exams begin.
- Forms 1 & 2 are separated for the examinations. The Form Teacher and Assistant determine which houses will go where. This is done in advance to minimize chaos on the day examinations begin.
- Foolscap paper can be purchased from the main office for writing examinations.

START OF AN EXAM

- On the day of the exams students should leave their books and bags outside of the classrooms or neatly piled at the front of the classroom away from the rain.
- **No cell phones are allowed into the exam room.**

- Any student found with an active cell phone in the exam room will be immediately disqualified.
- All cell phones should be switched off and left outside of the exam room during the duration of the exam, should a cell phone ring during an exam it will be confiscated and parents must come in to administration to collect. The school does not hold itself responsible for theft of a cell phone.
- Students should have on their desks **only** the materials needed for the exam itself.
- Students must be in **FULL UNIFORM** during the period of exams. Uniform rules still apply.
- **All talking must cease the moment a teacher begins to distribute the question papers.**

DURING THE EXAM

- When the papers have been distributed the teacher writes the time that the exam began and the time it is to finish on the blackboard. He/she also notes the names of absent students in order to notify the subject teacher.
- Students not writing the exam are to remain in the classroom and study quietly
- Any student who is detected giving or attempting to obtain unfair assistance should be reported **immediately** to the Principal or Vice Principal. Any attempt to communicate by word or by passing of notes should also be reported.
- Anyone caught talking after distribution of papers has begun can be disqualified from the exam.
- Students should refrain from borrowing any material from another student during the exam. Should a student need anything she should raise her hand and indicate to the teacher who will then give her/his permission. Students should have their own stapling machines, paper clips etc.
- Students are reminded to keep their work neat and to number their pages correctly. Headings should be underlined.

- If the **whole** class has finished an exam before the specified time, the papers may be collected and the pupils allowed to collect their books and study quietly until the exam time is up. Students are **not** allowed to walk all over the school during exam time.
- A student representing the country at a sport etc. will be allowed to do a make up exam. The teacher will determine when she will be given the exam. The Vice-Principal is kept informed of all such cases. Students are expected to bring a written note from their parents informing the school of the reason why they will not be present for the exam.
- Any student who misses three (3) or more exams will not be graded or placed. If a student misses 1 or 2 exams and **has not submitted a doctor's certificate** her average is taken from the total possible number of subjects in the year group and she is graded and placed like everyone else.

DISHONESTY IN EXAMINATIONS

Any student suspected of dishonesty during an exam is called out immediately and sent to the VP's office. She will be questioned as well as the teacher who was supervising at the time and anyone else who may have witnessed the behaviour of the student. Once it is verified that the student has in fact been dishonest she is immediately disqualified from the exam. Her parents, Form Teacher and Dean are notified of the situation.

Any student found guilty of cheating in an exam receives a conduct mark. The remark: *Disqualified for dishonesty in exam* is entered into her report book alongside the subject and she is given a zero. Her grade is averaged on all subjects inclusive of the one from which she has been disqualified. A report on the incident is written up by the teacher who was supervising, additions are made by the VP and the report is placed on the student's confidential file. Students are reminded of the gravity of dishonesty and the penalties associated therewith **before the start of examinations.**

LATE COMING FOR EXAMINATIONS

- If a student is late (10-30mins.) for internal examinations with justifiable cause she will be allowed to do the exam and time given. If she is late more than 30 minutes she will not be allowed to sit the exam. This is the policy applied for external examinations also.

ABSENTEESM FROM EXAMINATIONS

- If a student misses an exam because she is out on Government service e.g. she is representing the country at a sport, she is allowed to sit the exam at a time convenient to her and the teacher involved. The mark is entered with those of all her other subjects on her report sheet and in the class record book.
- If a student misses an exam because of illness etcetera she may be allowed to write the exam at another time that is convenient to her and the teacher. **However, this mark is not entered into her report book or the class record book.** She is only allowed to do the exam so that a gauge may be made of her ability and grasp of the subject. The decision to give the exam is made at the *discretion* of the subject teacher and the V.P informed. It is also courteous for the parent to send in a note to the teachers involved (subject, form, dean and V.P.) to appraise them of the situation.(refer to table on pg.41)
- The averages of students who have missed 1 or 2 exams are arrived at by dividing their totals by the amount of subjects that they have done. They are graded and placed like normal. e.g. A student of Form 1 who has missed 2 exams – the marks of all the subjects she has done are totaled and then divided by the total number of subjects she has done during the exam period. If a student misses 3 or more subjects she is neither graded nor placed but is marked as *absent* in the class record book. She is also marked as *absent* in the space on the report sheet where the grade is normally enter

AT THE END OF THE EXAM

1. All books and notes that had been placed at the front of the classroom should be collected. The room should be left neat. The floor should be cleared of all paper etc. and the bin emptied. Once the teacher is satisfied that the classroom is neat she/he may then dismiss the students. Remember that at this time it may be difficult to enforce sweeping rosters.
2. Students should **not** harass teachers for their marks. Give teachers a chance to do their work.

CELLPHONES

1. Students found using their cell phones during school hours, run the risk of having them confiscated. The school does not hold itself responsible for loss of a confiscated cell phone. The phone is returned to the parent at the end of the term in which it is confiscated. Students are encouraged not to bring cell phones to school.
2. **Students must not bring cell phones to school during the examination period.** Arrangements for pick up should be made before leaving home as end of school times are very clear during the exam period.
3. Any student found with a cell phone on her person during an exam will be immediately sent down to the office and disqualified from the exam
4. Any student who is found using a cell phone or whose cell phone goes off during an exam **will be disqualified immediately.**
5. Radios, stereos and walkmans are confiscated and returned to parents or students at the end of term.

SCHOOL POLICY: EXAMS / ABSENTEEISM & LATE COMING

These apply if a student is:

Absent because of National Service	Student given exam paper outside of formal time. Mark included in totals and averaged.
Absent because of School Service	Student given exam paper before or after formal time. Mark is included in totals.
Ill / Absent for 1 and 2 exams.	Doctor's certificate must be produced the next time she comes out to school. If she does not produce a doctor's certificate she is averaged out of total possible Number of subjects and is marked absent in mark column.
<u>Absent for 3 or more subjects.</u>	Not averaged or graded.
<u>Death or funeral in family.</u>	Excuse from parent. Totals exclude the exam(s) missed.
Late	More than 30 minutes, not allowed to do exam. Less than 30 minutes, can do exam, No extra time will be given.
<u>Unforeseen national event to affect punctuality, flooding</u>	Allowed to write exam if she arrives 30 or less minutes late. Unforeseen national event e.g. flooding and is therefore absent – Totals exclude the exam(s) missed.
<u>Part of exam is missed e.g. one of many papers.</u>	Must provide doctor's certificate for missing exam. A total is given of the parts of the exam done. If no doctor's certificate she is marked absent and averaged on total possible.

SUBJECT SELECTION FOR EXTERNAL EXAMS

In term one of Form Three (3) a Parent Teacher meeting is held to provide parents and students with guidelines related to subject choices. Choice sheets which indicate the subject grouping available are sent home at the end of Term 2 to be submitted at the start of Term 3. The subjects chosen at this level depends on the student's future plans. Parents are advised on the need to encourage their daughters to be more focused since performance and consistency are important.

There is a list of factors which influence a student's placement into their chosen subject class.

1. **Class size**- The number of students per class per subject varies. For example Maximum class size for the sciences is 25 students due to extensive lab work. Thus the students who request to do the subjects would be ranked and the top students chosen.
2. **Academic achievement**- All subjects have a minimum mark assigned which must be attained to *qualify* to do the subject.
3. **Attitude**- The level of application to the subject is considered as well as attitude in class.
4. **Pre-requisites**-Some subjects have other subjects which are needed as a pre-requisite for greater student achievement. For example, at Ordinary Level, Add Math must be done in conjunction with Physics. Additionally a student's Math mark is considered in qualifying them to do Principles of Accounts. It is imperative that the student previews what subjects she may wish to do at Advanced level again to check pre-requisites for that level. For example Principles of Accounts and Principles of Business are needed for CAPE Management of Business furthermore; both Geography and Biology are needed for Environmental Science.
5. **Teacher recommendation**- The subject teacher assesses each student's application, determination, attitude, behaviour and academic performance and gives a recommendation based on the aforementioned.

Five lines are offered and student must choose one subject from each horizontal line only. No other options are possible since the subjects listed on each line are time-tabled to run simultaneously.

The Basic layout of a choice sheet is as follows:

CSEC

LINE NUMBER	SUBJECTS				
1	Principles of Business	Chemistry	English Literature	French	Geography
2	Principles of Business	Spanish	Add mathematics	Biology	Food & nutrition
3	Physics	English Literature	Clothing and Textile	Accounts	
4	Biology	History	Art	French	
5	Chemistry	Information technology	History	Accounts	Spanish

* **These options are subject to change.**

At CAPE students are required to choose three subjects, taking one from each line horizontally.

An example of a CAPE choice sheet is as follows:

CAPE

Caribbean Studies and Communication Studies are compulsory in Form Six.

LINE NUMBER	SUBJECTS					
1	French	Mathematics	Biology	History	Business studies	
2	Physics	Geography	Art	Spanish	Accounts	Environmental Science
3	Statistical analysis	Chemistry	English Literature	Sociology	Economics	

****N.B. – Please note this is subject to change in any given year.**

REGISTERING FOR C.S.E.C EXAMINATIONS

The minimum number of subjects done at C.S.E.C. is (8) eight inclusive of Mathematics, English and Social Studies which are compulsory. Some subjects are available before or after school for students wishing to do **more than the minimum number of subjects.** These subjects carry a monthly fee and are tested within the school framework. The student must have no less than a B+ average at Form 3 to be considered for a 9th or 10th subject.

N.B. Any student wishing to do **an external subject** at CXC must register to write that examination in January of their final year or thereafter. This is to avoid a candidate having more than one registration number. The school **will not** sign up a student for any examination other than what they are timetabled for *in* the school. (see external examinations)

EXTERNAL ASSESSMENT

PAYMENT FOR C.S.E.C. & C.A.P.E

These exams take place during the period May-June and are supervised by external persons sent to us by the Ministry. The registration process is done by the VP with the assistance of the Form Teachers. If a student is to pay for her exam, the subject teacher notifies her as well as the VP. A formal letter from the school is sent to the parent informing them of the school's decision and the procedure and deadline for the submission of the receipt. The receipt is photocopied and the original returned to the student who can reclaim her money once she passes the exam. This process is done at the start of the Christmas Term in Form 5 as the registration process begins shortly thereafter.

DUTIES OF TEACHERS

The teachers of the various subjects go to the rooms where these exams are to be held 25-30 minutes before the commencement of the exam in order to ensure that all of the students are present. If any student is not there the teacher calls the home of the student to verify if she is on her way to school to sit the examination or not. The Vice Principal is informed of the situation as well as the chief exam supervisor. If all students are present the teacher may say a short prayer with the students and oversee the opening of the exam papers for which he/she signs.

Students are asked to ensure that their contact numbers are current and operational.

ILLNESS DURING EXAMINATIONS

If any student is ill during the course of the exam, the chief supervisor is in charge of the decision making. If extraordinary measures are taken e.g. frequent visits to the bathroom, the student is unable to continue the exam, this is reported to the Vice Principal so that the necessary reports may be made up to be sent to the Ministry. In cases of severe illness the student should obtain a medical certificate to be submitted by the exam supervisor with the report.

SIXTH FORM

ENTRY INTO FORM SIX FOR CAPE STUDY

Students are allowed entry into Sixth Form based on their results in the C.S.E.C. Examinations and their general record with regard to performance and attitude during their years at the school. A small number of external students are accepted into Lower Sixth at the discretion of the Principal. In May/ June of Lower Sixth year students write the CAPE examinations Unit 1.

ENTRY REQUIREMENT

A student's grade point average is calculated based on the C.S.E.C. results for all subjects done by the individual as follows:

Grade	Number of points allocated
I	4
II	3
III	2
IV	1

1. A minimum grade point average of Three (3.2) needs to be attained in order to be considered.
2. Students must have a Grade 1 in the subjects they wish to pursue at Sixth Form.
3. Students must have at least a grade II in both Mathematics and English.
4. Student should have a good record of behaviour and attitude during their previous years at secondary school.
5. Students must be recommended by their subject teacher for the subject they wish to pursue at Sixth Form level.
6. In cases where more students apply than the number of spaces available, the results of their Mock examinations in the Fifth Form year will be used for ranking. Preference will be given to those with higher ranking.

PROCEDURE

1. Students fill out the application form available from the secretary's office and submit it along with a copy of the CSEC pass slip before the deadline date.
2. The applicants are short listed based on the grade point average, subject profile grade, class size, and the applicant's history as a student at the school.
3. The final list is drawn up, submitted to the school's supervisor for approval and put up on the notice board.

PERFORMANCE OF LOWER SIXTH STUDENTS

Promotion from Lower to Upper Sixth Form is not automatic. The students are expected to satisfy the following requirements at the end of the Lower six year to be promoted:

- (a) A minimum of 75% attendance at regular classes
- (b) Diligent application to study in all the subject areas that they are pursuing determined by the Principal
- (c) A satisfying level of achievement in the subject areas, a grade 3 and above at CAPE Unit 1.
- (d) Exemplary discipline.

Once a student is falling short of the requirement outlined above the details of the inadequacies are brought to the attention of the Parents and efforts made to remedy the same.

At the end of the Lower sixth year a student can be withdrawn if the aforementioned requirements were not met.

CAPE Repeat of subjects at Upper Six

1. A student must get
 - a Grade 3 or above
 - the recommendation of her subject teacher with regard to attitude to the subject
 - 75% attendance at classes to return to do the subject at Upper Six.
 - If a student gets a Grade 4 or below the teacher must recommend her to the Principal in order for her to continue on to Upper Six.
2. If a student wants to repeat a particular subject she must get approval to do so **in writing from her subject teacher at the beginning of Upper Six** and submit to the Principal.
3. If a student has failed her Internal Assessment at Lower Sixth **she is not allowed to repeat the subject.**
4. If a student wishes to repeat her entire Upper Sixth year-
 - **Her name will be brought to staff and the subject teachers must decide if they will take her, bearing in mind the complications of class sizes and internal assessment. The final approval rests with the relevant departments and should be communicated to the Principal when a decision is made. Normal considerations of attitude, her ability to meet deadlines and general ability must also be taken into consideration.** This process would take place when decisions are being made about the intake of Lower Six in September.

CO - CURRICULAR ACTIVITIES

END- OF- TERM ACTIVITIES

The last week of the term is usually devoted to organized activities in an attempt to free teachers so that they can mark their papers. Teachers assist in the supervision of the students during this period. Usually external speakers are invited in to address the students on a wide range of issues. The students are grouped by years e.g. all the students of Form 1 together etc. At least one teacher is asked to be present with the students during the talks, activities or workshops. On occasions the students also go out on visits to different factories, workplaces or tourist spots. These outings serve to build relationships among students and teachers. It is important for parents to make sure students come to school.

At the sessions a student is assigned to greet the speaker, to ensure that liquid refreshment is provided and to thank the speaker at the end of the session. The morning sessions run from 8:30 – 11:00 and the afternoon sessions from 12:00 – 2:00 p.m.

Any suggestions for useful sessions for the students or ways to improve this last week as well as anyone willing to join the Education Committee of the P.T.A are always welcome. Suggestions or names may be submitted to the V.P. or to any member of the organizing committee of the P.T.A.

OUTINGS

Teacher supervision is essential for any outing which takes our students away from the school compound. Small group outings directly related to subject teaching will continue to be organized by subject teachers. **N.B.** The subject teacher taking the class on the outing seeks the permission of other teachers way in advance to allow students to miss their classes. In **all instances** of students leaving the school compound written permission from parents should be obtained. A letter informing parents of the reason for the outing and including details of transport arrangements is sent in advance with a response expected from the parent giving permission or withholding same.

CLUBS, GROUPS AND TEAMS

Extracurricular are those activities in which students can participate by choice. They usually take place after regular school hours or during the luncheon period. Such activities range from the sedentary to the more physically oriented types.

The benefits of extracurricular activities are dependent upon the degree of physical activity involved. Students usually become involved in extracurricular activities for a number of reasons which are usually rooted in experience and interest. It is the fluctuation of interests that leads to some student not committing to a particular activity for an extended period of time. The ultimate glue that binds students to an extracurricular

activity is achieving success and acceptance. These two factors have the effect of promoting further interest and the desire to continue with the activity.

Sport as an extra curricular activity widens the scope for further involvement. Pursuing sport as an extracurricular activity may open the doorway for scholarships and may also serve as an important asset for those who need to attend universities abroad. Extracurricular sport has inherent benefits. These benefits affect us mentally, socially and physically. Such benefits include:

- Relieving Stress
- Developing a competitive spirit
- Developing team spirit.
- Improving health, fitness and well being
- Improving self confidence
- Providing an opportunity to meet and interact with others
- Improves time management skills

It is important to note that one must be involved in physical activity for at least 3 days a week for 30 minutes per session in order to reap some measure of the benefits mentioned above.

The more sedentary and cognitive extracurricular activities provide many of the mental and social benefits already mentioned.

Above all, co-curricular activities provide an opportunity for holistic development.

- **Abstinence Club**

The Abstinence Club at H.N.C came about through an initiative of the Ministries of Education and Health. The club's primary focus is to educate, empower and support young people who desire a chaste lifestyle. The club is open to students who wish to learn more about STDs, communication skills, setting up boundaries and a wide range of other topics and activities.

- **Legion of Mary**

The Legion of Mary is an international association of Catholics formed with the sanction of the Church and under the leadership of Mary Immaculate. The Legion considers itself a spiritual army, taking its name from the Roman military unit, the Legion.

The objective of the Legion of Mary is the glorification of God through prayer and service.

At Holy Name Convent, the Legion is composed of students and a teacher who meet weekly to pray together and encourage each other in service and spiritual growth. Students often visit the sick, the needy and the elderly during the course of their service.

- **Missionaries of the Sacred Heart**

This group was the brainchild of a Sixth Form student, Tricia Dukhie in October 1999. Upon her entry into Sixth Form, she felt compelled to form a group comprising fellow students who would share and build their Catholic faith and spirituality. The spiritual development is done through prayer meetings, discussions, outreach exercises and of course, good clean fun. The group is also instrumental in peer support to other students who need academic assistance or advice on personal issues. The missionaries, in their outreach programmes, visit homes for the less fortunate and physically challenged. e.g. the Lady Hochoy and the Princess Elizabeth Home.

The Missionaries of the Sacred Heart of H.N.C meet weekly during the luncheon period.

- **Liturgical Choir**

This Choir which is a branch of the School Choir is called on to perform at all school Masses. They also perform at all Past Pupils' Masses and special celebrations e.g. Christmas Eve.

- **Swimming**

Holy Name Convent swim team can still be considered one of the largest and most successful girls' team. Most times, we are facing the challenges of not enough pool time but this team is not easy to dissolve.

- **Water Polo**

As the younger players take over we can still boast of having three National players. Limited pool time continue to haunt this team, however in true Holy Name Spirit they aim to not just survive but aim for winners row.

- **Judo and Martial Arts**

These two extra-curricular activities have shown great progress in the last two years. The discipline and enthusiasm of the students has left the trainees in awe.

- **Netball and Basketball**

These are two new extra –curricular activities which have attracted many students. We are looking forward to seeing these new games progress.

- **Environmental Club**

This group of students headed by Mrs. Commissiong aim to make a difference to the School Environment. Mrs. Commissiong is a “**green**” activist whose mission will always be the appreciation of her Alma Mater by bringing out the greenery.

- **Candy Stripers**

What does it mean to be a candy striper?

A candy striper voluntarily gives up her time to help the physically and otherwise challenged, sick or needy. Generally, the candy stripers visit the St. Clair Medical Complex, where they spend time with the patients.

Candy Stripers, through interaction with patients, acquire certain key skills such as responsibility and patience. Candy stripers learn to accept individuals regardless of their race, religion, class and sex.

- **Thespians**

The Thespians Club allows girls to develop their dramaturgical persona, develop their artistic side, become more aware of their social environment, and become more sociable. With the retirement of Mrs. Ali this club is in transition and will be in action under new leadership.

- **Scrabble**

Holy Name Convent has a very active Scrabble club. Spearheaded by English teacher, Mrs. Serrette, the Scrabble Club has been quite successful in past tournaments. The club meets every Monday and Wednesday afternoon from 2:30pm until 3:30pm. In the past the Scrabble Club has had success in the NemWil Scrabble Competition.

- **Young Leaders**

Young leaders is an RBTT sponsored project open to all Form Four Secondary School students. Every year H.N.C actively participates in the competition putting on a formidable display in both the Debating competition and the individual project.

- **School Choir**

The School Choir at HNC, with Ms. Berment at the helm, encourages young ladies to explore and develop their inner artistic potential. Becoming a part of the choir requires discipline, understanding and a musical ear.

Students have practice sessions during the luncheon period on Mondays, Wednesdays and Fridays.

Every two years, the School Choir participates in the National Music Festival. At the festival in 2004, HNC placed 2nd overall and 1st in the trio competition.

- **Student Council**

The student council at Holy Name Convent is a very active body of students who act as the mediums between the student body and the teacher/administrative staff. The special body consists of 1 student from each form class, the Head Girl, Vice Head Girl and House captains. This group is actively involved in creating and shaping the mission statement and vision of Holy Name Convent as it embarks on total development.

- **Volleyball**

The volleyball team boasts of being the best school team in the country. In 2004, both the under 14 and under 16 successfully defended their titles placing 1st in the country, while the under 20 team placed 3rd. The Volleyball team is coached by Physical Education teacher, Mr. Williams.

- **Cricket**

The cricket team has experienced a revival and great success over the last few years. Last year (2004) the under-15 and under-20 teams came second and third respectively in the North Zone competition and Holy Name Convent was named the best emerging team. In the 2005 competition the under-15 team was triumphant in the North Zone and was the eventual National runner up. The under-20 team copped third spot in the North Zone. Practice sessions restart in September on Tuesday, Thursday and Friday evenings (3:00pm to 5:00pm) to prepare for the 2006 season.

- **Track and Field**

The track and field team is coached by our school coach Mr. Williams. The track and field team is responsible for developing the athletic side of the students. Students are encouraged to participate from as early as Form 1. The girls on the track and field team have represented HNC both nationally and regionally. In the past our students have represented us in the CARIFTA games. In 2004-2005, Jurnelle Francis placed 2nd in the 100metres and 1st in the 4x100metres relay.

- **Lawn Tennis**

Lawn tennis, to the untrained eye may seem a long and monotonous sport. However, the sport requires not only a high level of fitness, but also mental alertness. At H.N.C lessons are given on Tuesday afternoons on the school's tennis court. These lessons include serving, and practice matches against fellow students, along with other exercises.

- **Hockey**

Over the years the Hockey team has always been a force to be reckoned with, winning many zonal competitions. Several members of the team have even been selected for National Service. The team practices weekly at the Chinese Association under the supervision of qualified coaches.

- **Football**

The current football team at HNC comprises mainly of new students who have a keen passion for the game and are willing to learn the sport. There was a great influx of newcomers who displayed great potential and dedication. In the 2004-2005 season, the HNC football club's performance was not as bright as before owing mainly to the inexperience of the members. Training sessions are on Mondays, Wednesday and Fridays and take place in the Queen's Park Savannah.

GRADUATION ACTIVITIES

GRADUATION MASSES

The School looks upon the Graduation Masses of the Fifth and Sixth Forms as our farewell gift to these students. The students themselves choose the theme, hymns, presiding celebrant and programme outlay. There are singing practices during the religion periods for at least 2 weeks prior to the ceremony itself. Both the last day activities of the students and the Mass are held on the same day – the date of which is decided by looking at the CXC exam timetable. The last day is one week before the commencement of those exams.

PROGRAMME

Activities normally commence at 5:00p.m. with the celebration of the Mass. Students line up outside the main entrance of the Chapel and process in. Additional seating must be put into the Chapel to accommodate the students as well as their parents. Each child is allowed 2 guests. During the Mass the rings are blessed.

The Graduation Mass for the Sixth Form students is on a more muted scale than the Fifth Form but is regarded as very important. The students also choose the theme, hymns, celebrant and programme layout. This Mass also takes place at 5:00pm.

CHOOSING THE VALEDICTORIAN

Nominations are invited from each Fifth Form class – 3 per class. These nominations are vetted by the Form Teachers to ensure that there is no possibility of choosing as valedictorian a student who does not represent the values of the school. These students are then invited to write their speeches which should include their impressions of their 5/7 years at the school and any bits of advice they may have for their fellow students. The English Department then reads through the speeches and 3 are chosen. One is chosen for the morning leaving assembly, the reception ceremony in the Hall and the graduation Dinner and Dance which is held after the official end of the exams. The students who are chosen are rehearsed and coached in proper diction and deportment by one of the English teachers.

With regard to the Sixth Form the student is chosen by her classmates. Normally it may be the Head girl or her assistant. Her speech is also vetted by one of the Form Teachers. The Form Teachers are responsible for the ceremony in the Hall and the religion teachers for the organization of the Mass.

GRADUATION RECEPTION

Immediately following the mass a short reception is held in the Hall. Both a parent and teacher are asked to address the graduating class. It is at this point that students receive their school certificates for having completed their secondary education. At the end of the ceremony a light snack is served. The parents of the graduates are responsible for providing the refreshments that are served.

GRADUATION DINNER AND DANCE

A committee of parents with the input of one teacher and the principal is in charge of all the arrangements for the 5th Form Graduation. A student representative is chosen from each class to attend committee meetings. There is a short formal ceremony after dinner at which the valedictorian gives her speech. The 6th Form Graduation Dinner and Dance is also a formal occasion held at a venue selected by the students.

DRESS CODE

Graduates are expected to be appropriately dressed in pastel shades and designs becoming of young ladies.

The following items have been deemed unacceptable for formal wear at school graduation:

- Plunging necklines
- Transparent/see-through apparel
- Very tight fitting wear
- Dresses with *Very* Low cut back
- Dresses with slits past the knee

THE HNC LIBRARY

All students who enter the school at Form One level are exposed to activities which seek to encourage effective use of the library's resources. These activities are held once a week.

THE LIBRARY IS UNDER THE CHARGE OF

1. A Librarian
2. A Library Assistant

LIBRARY SERVICES

The Library offers a range of services which include:

- Materials lending service
- Reserve- request service
- Photocopying service
- Internet service

LIBRARY RESOURCES

- Books
- Magazines
- Pamphlets
- Newspapers
- Information files (newspaper clippings mounted and placed in various subject files)
- CDs
- Internet

THE NOTICE BOARD

The library's notice board is the instrument used on a day- to- day basis to keep users abreast of the resources available.

The library also mounts various displays throughout the year. These displays are of varying types and serve many purposes:

- Instructional
- Informational
- Motivational
- Decorative

LIBRARY RULES

1. Absolutely no talking is allowed in the library
2. Group discussion is not allowed / individual study only
3. Eating and drinking is not allowed; this includes chewing gum and dinner mints
4. No walkmans/diskmans are allowed in the library.
5. Cell phones are to be turned off while in the library
6. Students are not to write on the desks and walls
7. Students are kindly asked to secure their personal valuables before entering the library and take all belongings when leaving. The library staff is not responsible for any loss of or damage to personal items.
8. Any loss or damage to library property is treated seriously. The student/s in question would be directly responsible for replacing the item/s or paying the cost of purchase or repair for the item.

LIBRARY PREFECTS

Library prefects are **Form 2** students who volunteer their time to the library. They assist the library staff with the day to day running of the library. These junior librarians are selected in Term III after an interview. Following the selection of successful candidates there is an eight week training period during which they are assigned duties by the librarian. The post is held for one academic year. Students benefit greatly from this exercise as they acquire people skills, time management skills, sharpen their research skills and also develop a great level of discipline and responsibility. Students wishing to become Library prefects must have a good academic record.

LOANS

Items are loaned for a period of one week, two weeks or overnight.

1. **Non Fiction items** on the open shelf can be borrowed for a period of **one week**.
2. **Fiction** items on the open shelf can be borrowed for a period of **two weeks**. Students can renew items on or before the date the item is due.
3. **Reserve items** (includes past papers, history files and literature files) must be used in the library during the course of the day for ***three hours***. Students are not to monopolise limited copies of these materials. Reserve items may be borrowed for **overnight** use ***only after 2p.m. RESERVE ITEMS ARE NOT TO BE TAKEN TO CLASS DURING THE DAY.*** All overnight material must be returned ***by 10:20 a.m. - (after break)*** the following day. Failure to do so will result in the payment of fines as indicated below.
4. Only back issue of magazines can be borrowed for overnight use. Current issues are to be used in the Library.
5. Information files are strictly for use in the Library.

FINES

Students with outstanding items and overdue fees will not be allowed to borrow Library material until all items are returned and overdue fines paid.

Students are given a 'grace period' of three (3) days to pay off their fines. If fines are not paid during this time, students will be banned from the library. The ban is lifted when all fines are paid. The same applies to overdue books.

Overdue fines for the three categories of loans mentioned above are as follows:

OPEN SHELF

(Fiction/Non-fiction) - 50 cents per day for each item kept overdue.

All overnight loans from open shelf - \$1.00 per day per item.

RESERVE

\$1.00 per hour or part thereof for each item kept overdue.

\$2.00 per day for each item kept overdue.

PARENT AND TEACHER ASSOCIATION

The Mission: To provide a safe and caring environment that supports the development of character, attitudes and academic skills so that each student will become a lifelong learner and a productive member of society.

Membership:

The following are eligible to be members of the Association

- (a) Parents and/or Guardians of presently enrolled students.
- (b) Members of Staff
- (c) Presently enrolled students

Honorary Membership:

The following are eligible to be honorary members:

- (a) H.N.C. past pupils
- (b) Parents or guardians of H.N.C. past pupils

The Executive Committee comprises of:

- (a) President (a parent or guardian)-seeks the interest of the parents and is their spokesperson.
- (b) Vice-President (a parent or guardian)- shares the responsibility of the president
- (c) Secretary (staff member)-records the business of the meetings
- (d) Treasurer (staff member)-records and keeps account of financial matters
- (e) Assistant Secretary/Treasurer (parent or guardians)acts on behalf of presiding officer
- (f) Sports administrator-assists administration with sporting activities.
- (g) Public Relations officer-media liason
- (h) Class Liaison officer
- (i) Education Officer
- (j) Education Officer
- (k) Two (2) Trustees
- (l) Principal (ex-officio member of association)
- (m) Vice-Principal (ex-officio member of association)
- (n) Head Girl Or a Member of the Students' Council

The executive committee is responsible for the strategic management and direction of the Association and the appointing of additional members should such a need arise. In all matters which directly affect School Policy, the principal has the final word. An office is held by an elected member for a period of one academic year.

MEETINGS:

Annual General Meeting: January

General Meeting: To be announced, subject to the discretion of the executive committee

Elections: Held in January at the Annual General Meeting

THE PAST PUPIL ASSOCIATION

The Holy Name Convent Past Pupil Association consists of a nine member executive committee which meets weekly to carry out the business of the association. The association' work revolves around fund raising in support of the school and chapel restoration.

In 2004 the association established the ***Holy Name Convent Past Pupil Scholarship Fund***. The fund assists past pupils who have been accepted to pursue with tertiary education at the University of the West Indies. The very first Scholarship was awarded in 2005 to Cherise Sylvester-Bruce pursuing a Degree in Medicine.

Mass: At the H.N.C chapel on the **last Saturday** of every other month.

Membership: Open to all past pupils

Annual membership: Fee: \$75.00

E-mail address: hncpastpupils@hotmail.com

SCHOOL HYMN

Most Holy Name of Jesus
To Thee we homage pay
Give grace to us to praise Thee
And bless Thee day by day

*CHORUS: - O yes till life is over
And then forevermore
Most Holy Name of Jesus
We'll love Thee and adore
Most Holy Name of Jesus
We'll praise Thee evermore.*

No name is half so tender
No name so sweet as Thine
What hope for contrite sinners
How full of grace divine

O Jesus God and Saviour
Teach us Thy name to love
And when our course is ended
Take us to thee above.

SCHOOL SONG

“Dear Holy Name”

Alma Mater
My spiritual mother
My school forever
Dear Holy Name
We are your daughters
Under your shelter
Sisters forever in joy and pain
We vow to love and honour you
Whatever station or fame.

Cradle of light and love
Guiding us to rise above
For all you have given
For all you have striven
We’ll cherish as home
Our dear Holy Name

Religious sisters and caring teachers
Moulding us scholars
My Holy Name
You avail us the knowledge
Put first things first
Forever upwards,
We dare proclaim
Actions, not words
You’ve taught us
Veritas, let truth be heard.

With Jesus Christ to bless us all
We have one aim,
Strength in unity,
A solid foundation.
Friendships and relations,
Ensure we’ll uphold you
As our dear Holy Name.

Veritas, putting first things first
Veritas, teaching actions, not words.
Veritas, strength in unity,
Forever upwards we’ll be.

Alma Mater, My spiritual mother.
My school forever, Dear Holy Name
We are your daughters
Under your shelter.
Sisters forever in joy and pain
We vow to love and honour you,
Whatever station or fame.
We vow to love and honour you
Whatever station or fame.

THE SCHOOL SONG

In the academic year 1991 – 1992 the administrative and the student body felt that the school song “Alma Mater” was outdated and a new one in keeping with contemporary students was needed. A competition was held and a few entries were submitted. It is believed that **Marisha Benjamin** composed the lyrics and these were put to music by **Keisha Cruickshank** who was learning to play the guitar at the time and was a Fourth Form student.

The result is an upbeat, rhythmic melody that generates a feeling of unity, loyalty and pride in this school named after the the Holy Name of Jesus Christ of Nazareth.