



ST. FRANCIS COLLEGE

Parent Handbook

Secondary



ST. FRANCIS COLLEGE





St. Francis College is an international school which strives for excellence, providing a warm and friendly community committed to the International Baccalaureate philosophy. We offer a challenging educational programme with rigorous assessment through inquiry-based instruction.

We empower pupils

- to be passionate lifelong learners
- to achieve academic and personal excellence
- to be committed to impact the world positively

At St. Francis College we view ourselves as a community of learners. A community that continuously develops, learning and improving so that we provide a forum for all.





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INTRODUCTION

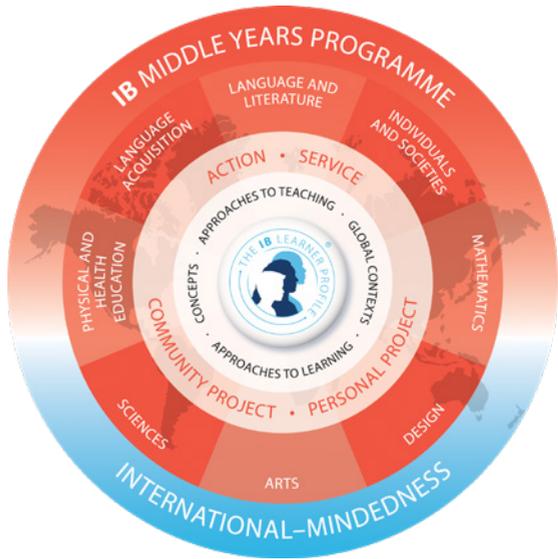
The College offers International Baccalaureate Organization (IBO) programmes. With the aim of delivering a well-rounded international curriculum, the IBO is a pioneer in international education, offering three programmes that span the primary, middle and high school years.

- *Primary Years Programme (PYP), for students aged 3 to 12, focuses on the development of the whole child, addressing academic, social, physical, emotional and cultural needs.*
- *Middle Years Programme (MYP), for students aged 11 to 16, encourages students to think critically and independently, to work collaboratively and to take a disciplined approach to study.*
- *Diploma Programme (DP), for students aged 16 to 19, a demanding two-year course of study that meets the needs of highly motivated students and leads to a diploma recognized by leading universities around the world.*

The three programmes share a common philosophy and common characteristics. They develop the whole student, helping them to grow academically, intellectually, socially aesthetically and culturally. The programmes teach students to think critically, and encourage them to draw connections between areas of knowledge and to use problem-solving techniques and concepts from many disciplines.

St. Francis College is authorized to offer the PYP, MYP and DP.





THE SECONDARY

From MYP 1 to MYP 5 students follow the Middle Years Programme and from DP 1 and DP 2 they follow the Diploma Programme. The design of the curriculum in each year level, coupled with the opportunities available to pupils, enables all pupils to develop fully as IB learners, in line with our mission statement. As you read through the handbook, we encourage you to consider how the secondary school develops pupils who:

- are passionate lifelong learners
- achieve academic and personal excellence
- are committed to impact the world positively

The Middle Years Programme

The MYP is a curricular framework which enables specific school requirements to be met, while maintaining the mission and philosophy of the IBO. Its approach to teaching and learning embraces and transcends the focus on traditional school subjects. While insisting upon thorough study of the various disciplines, the MYP accentuates the holistic interrelatedness view of learning. This advancing perspective asks the pupil to consider issues and problems in the widest scope, and to realize that good solutions often draw upon insights acquired from many sources.



The MYP curriculum model envisioned as an integrated whole, with subject groups surrounding the Areas of Interaction give the MYP curriculum its distinctive core and reflect the programme's focus on students' intellectual and social development.

The subjects in each group are:

Language and Literature

Language Acquisition

Individuals and Societies

Physical and Health Education

Technology

Sciences

Mathematics

Arts

Community Project

In MYP 4, pupils undertake the Community Project. This project is completed either individually or in a group, focused on taking action within a community - the school community or other. With guidance from an advisor, pupils develop a project leading to action, based on inquiring into a specific need in the community. Pupils are assessed against specified criteria, based on a process journal and the presentation of a Community Project.

Personal Project

In MYP 5, pupils develop an individual Personal Project. This project enables pupils to explore an area of personal interest. During the MYP 5 year pupils go through the inquiry cycle to produce a product or achieve an outcome related to their project. Pupils are assessed against the specified criteria based on a process journal and a written essay. For a complete description of the Middle Years Programme, please read the MYP Handbook on the school website stfrancis.com.br



THE DIPLOMA PROGRAMME

The International Baccalaureate (IB) Diploma Programme is a challenging two-year curriculum, primarily aimed at students aged 16 to 19. It leads to a qualification that is widely recognized by the world's leading universities. Pupils at St. Francis College are expected to do the full IB Diploma*.

Students learn more than a collection of facts. The Diploma Programme prepares students for university and encourages them to ask challenging questions, to learn how to learn, to develop a strong sense of their own identity and culture, and to develop the ability to communicate with and understand people from other countries and cultures. The curriculum consists of subject groups together with a core made up of three separate parts.





Students study six subjects selected from the subject groups. Normally three subjects are studied at higher level (courses requiring 240 teaching hours), and the remaining three subjects are studied at standard level (courses requiring 150 teaching hours).

All three parts of the core - extended essay, theory of knowledge and creativity, action, and service - are compulsory and are central to the philosophy of the Diploma Programme. At the end of the two-year programme, students are assessed both internally and externally in ways that measure individual performance against stated objectives for each subject. The Diploma meets the entrance requirements of many overseas universities – some North American universities will even give credits for individual subject results.

The subjects offered in each group are:

Group 1 – Language & Literature

(English, French, Portuguese, Spanish, Japanese & Korean)

Group 2 – Language Acquisition

(English, Portuguese and Spanish)

Group 3 – Individuals & Societies

(Economics, Business Management, Geography, History, Brazilian Social Studies)

Group 4 – Sciences

(Biology, Chemistry and Physics)

Group 5 – Maths

(Maths)

Group 6 –Arts and the Electives

(Visual Arts, Music, Theatre or another subject from Groups 2 – 4).

* pupils on a modified curriculum will have a modified Diploma Programme, tailored to their learning needs.



The International General Certificate of Secondary Education (IGCSE)

The IGCSE is a two-year curriculum programme of study offered by the University of Cambridge International Examination, equivalent in standard to the British GCSE. It has been designed for 14-to 16-year-olds. Students who obtain an IGCSE qualification from Cambridge are prepared for further academic success, including progression to the

IB Diploma and U.K. A and AS Levels. IGCSE is recognized as evidence of ability by academic institutions and employers around the world.

Students sit their IGCSE exams in MYP 5 in English, Portuguese, Japanese, Korean, Spanish, French, Science, Maths, and Humanities.

PASTORAL CARE AND THE LATER YEARS

The College offers both the Brazilian and British National Curricula, which are delivered within the Middle Years and Diploma Programmes. At the end of DP 2, successful students will have both the IB Diploma and the Certificado de Conclusão do Ensino Médio. Portuguese language, Brazilian History and Geography (Estudos Sociais) are taught throughout years MYP 1 to 5 in the Secondary School.

The subjects offered in MYP 1-3 are:

Language & Literature

(English, Portuguese, Spanish, Japanese & Korean)

Language Acquisition

(English, Portuguese and Spanish)

Individuals & Societies

(Economics, Business Management, Geography, History, Brazilian Social Studies)

Design

(Design)

Sciences

(Biology, Chemistry and Physics)

Maths

(Maths)

Arts and the electives

(Visual Art, Music and Drama)

MYP 4 & 5 - IGCSE Options

In the second term of MYP 3, students are introduced to the IGCSE Programme and are given the opportunity to choose some of the subjects they will study in MYP 4 and MYP 5 as part of their IGCSE.

In these years the required IGCSE subjects are:

English

Portuguese

Spanish, French, Japanese or Korean

English Literature*

Mathematics (Extended or Core)

Science (Extended or Core)

Pupils have the opportunity to choose either History or Geography as a two year course of study. They will sit the IGCSE exam in either subject.

Pupils also choose one Arts course – Visual Art, Drama or Music. This is a non-IGCSE course and is internally assessed.

Pupils continue to study Design and Brazilian History/Geography (Non-IGCSE courses) in MYP 4 & MYP 5.

* Recommended students only

At the end of MYP 4, all students sit IGCSE English as a Second Language exam in preparation for English as a First Language exam at the end of MYP 5.

Parents can find detailed programmes of study for each year level on the St Francis website stfrancis.com.br. Parents can also find overviews of current units of study through their login on Managebac.



Diploma Options

At the end of MYP 5, students have to choose their IB Diploma subjects. They must study one subject from each of the six groups (see The Diploma Programme), with three subjects at higher level (HL) and three at standard level (SL). Parents and students are invited to attend the IB Diploma Information Evening, usually held in the second term to introduce them to the Diploma Programme and to help them make informed choices.

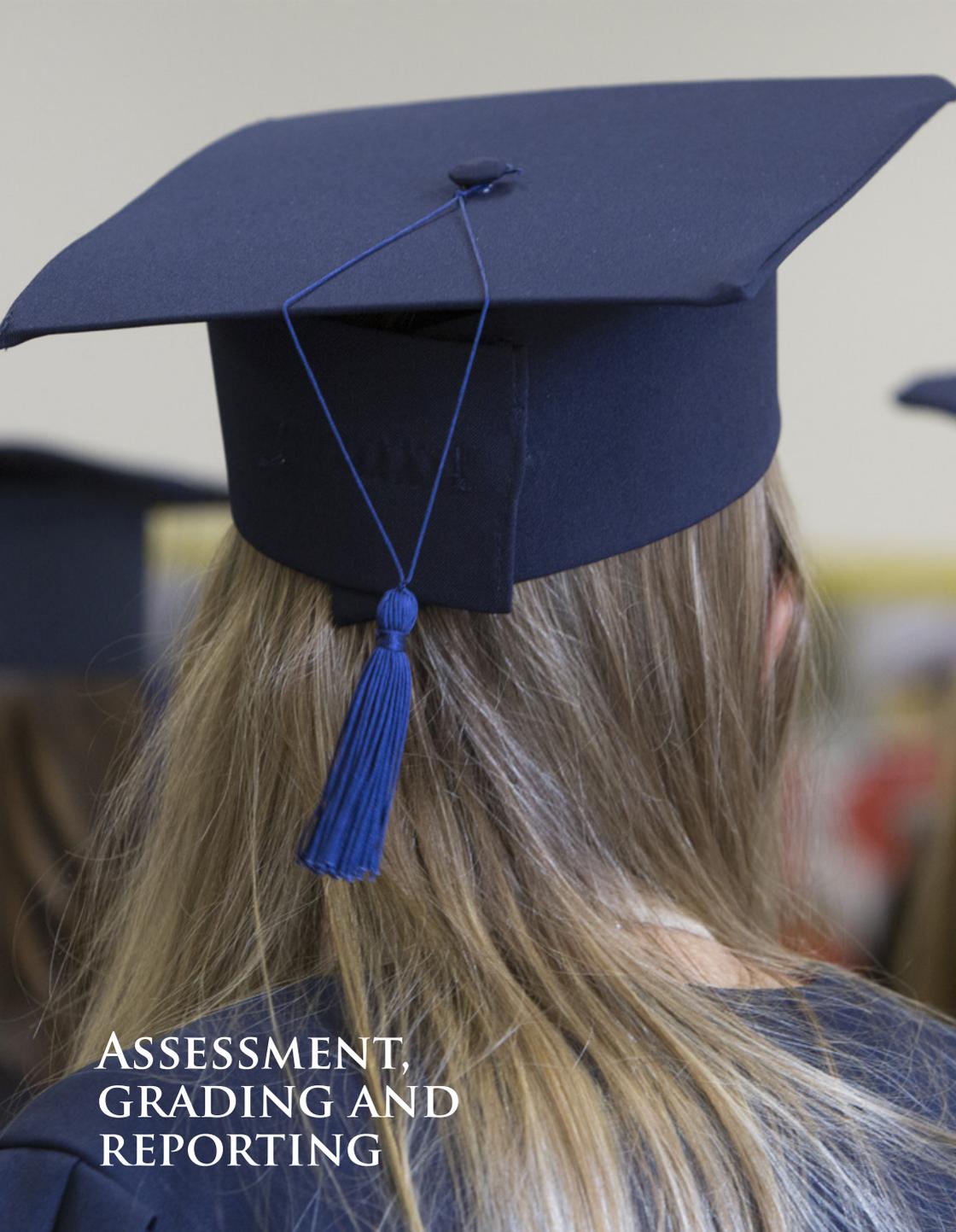
The Tutorial System

The tutorial system provides individual care and attention for the students, who, in small groups, are under the supervision of a tutor, an experienced member of the teaching staff. Tutors have a major role to play at St. Francis College and considerable responsibility is delegated to them. They provide the vital link between a student's family and the College. A tutor should act as a guide, counsellor, and philosopher, and should be able to offer positive criticism as well as a sympathetic ear. Tutors should be the first port of call for parents whenever they have enquiries about any aspect of their child's education. Parents wishing to contact or meet the tutor should write a note in

their child's diary or send a letter or e-mail to secondary@stfrancis.com.br

Tutors meet their tutees twice every day, from 8:00 to 8:05 in the morning and from 13:55 to 14:05 in the afternoon, and every week, on Wednesday, from 14:50 to 15:35. This lesson has been set aside for the development of the non-academic side of the curriculum. There is a variety of activities such as tutorial time, when tutors spend quality time building a sense of community and self-worth; health and social education topics such as healthy eating, looking after each other, conflict resolution, internet safety and the issue of bullying will be explored. There will be sessions where development of CAS (Community Action Service) understanding will take place and reflection on activities that took place will be analysed and discussed. This will be led by the CAS coordinator. At other times this lesson will be used for careers advice or university application.

The College asks all parents to check and sign the Student Diary at the end of every week to ensure that homework is being completed and to monitor, support and encourage good practice. Please read the information for parents in the front of the Diary.



ASSESSMENT, GRADING AND REPORTING



Assessment

Assessment in the Secondary follows the MYP assessment principles in MYP 1 to 5 and the Diploma assessment criteria in DP 1 and 2.

Student assessment in the MYP consists of two types, each with a specific function. Formative assessment is used to judge periodically the progress and effect of studies and see to what extent the objectives have been achieved. Thus informed, teachers are able to make any adjustments necessary to their teaching methods, and students can judge their progress, noting any gaps which remain. The purpose of formative assessment is to measure and assist the progress of the individual student.

Summative assessment provides a summary of the achievement of objectives. Summative assessment is to show the final achievement of the individual student in relation to the specific objectives. The summary reveals to what extent the student has mastered the stated objectives for a particular aspect of the MYP. The grading system is criterion-based — results are determined by performance against set standards, not by each student's position in the overall rank order.

In the DP, students are assessed at the end of the two-year programme both by internal and by external staff in ways that measure individual performance against stated objectives for each subject.

Internal assessment in DP

In nearly all subjects at least some of the assessment is carried out internally by teachers, who mark individual pieces of work produced as part of a course of study. Examples include oral exercises, projects, student portfolios, class presentations, practical work, investigations and performances.

External assessment in DP

- Some assessment tasks are conducted and supported by teachers without the restrictions of examination conditions, but are marked externally by examiners. Examples include written assignments for language A, essays for theory of knowledge, and extended essays.
- Because of the greater degree of objectivity and reliability provided by the standard examination environment, externally marked examinations form the greater part of assessment for each subject.

Grading

The grading system is criterion based; validity, reliability and fairness are the watchwords of the Diploma Programme's assessment strategy.

Students receive grades for achievement and effort three times a year, in October, December and April, and sit an end of year exam in May, four assessments a year in total.

Achievement grades and boundaries in MYP 1 to 5 are as follows:

Achievement in MYP		
Grade	Min %	Max %
7	90	100
6	77	89
5	64	76
4	50	63
3	35	49
2	20	34
1	0	19

In the Diploma years boundaries are adjusted every year and vary from subject to subject, however as a general guideline parents can refer to the following:

Achievement in DP		
Grade	Min %	Max %
7	85	100
6	72	84
5	60	71
4	45	59
3	31	44
2	16	30
1	0	15

Students will be promoted to the following year if they achieve at least grade 4 at the end of the year, and achieve at least grade 4 in the end-of-year exam. Effort grades for all years are:

Effort Grades

Effort Grade	Descriptor
A	Excellent
B	Good
C	Satisfactory
D	Poor
U	Unacceptable

Internal Grades

Between assessment periods the College monitors students' progress through internal grades. These grades are not part of the official assessment and are not reported to parents, but might be the basis for decisions on academic measures to help students who are underachieving to improve their attainment before the next official grading period. Parents and pupils can monitor their academic progress through Managebac, where they have access to all summative assessments and results.

Exams

External Exams

St. Francis College is an authorized centre for Cambridge International Examinations (CIE - IGCSE) the International Baccalaureate Organization (IBO), and the College Board (PSAT).

Pupils are enrolled in IGCSE and IB exams in May. MYP 5 students sit IGCSE and DP 2 sit IB Diploma exams (MYP 4 students sit the IGCSE English as a Second Language in preparation for the English as a First Language exam in MYP 5). Both exams are externally marked. Results are published in July for the Diploma, and in August for the IGCSE.

Mock Exams

In order to prepare MYP 5 and DP 2 students for their external exams, the College runs a mock examination session in January, before the start of the second term. The results of the mock exams are important indicators of the student's level of achievement and serve as a basis for the revision period before the actual exams. Students in MYP 5 and DP 2 are strongly encouraged to prepare adequately for the Mocks. Attendance at the Mock exams is compulsory.

End-of-year exams

All secondary students sit final exams in May. Final exams are given in the following subjects: all languages, maths, science, and humanities. Final exam timetables are published by the middle of April to allow students adequate time to prepare themselves. Students who fail an end-of-year exam go to recuperação in that subject.

Recuperação

Grades 4 and above are considered passing grades. Students who do not achieve a passing grade in any one subject will have to go to "Recuperação" (re-sit). The purpose of Recuperação is to offer students the opportunity



to bridge gaps in their knowledge and improve their grades to a passing standard.

At the end of each semester, in December and in June, parents will be notified by letter about the content to be studied for the Recuperação. The first semester's Recuperação will be set for end of January before the first day of Second Term, and the second semester's (end of year) will be set during the last weeks of school.

Conselho de Classe

Recuperação will go through Conselho de Classe. The Conselho will decide if they are to be promoted to the next year level. Pupils who earn more than four failing grades in the June report do not have the opportunity to recoup their grades and must re-do the year.

Reporting

Grade Reports are issued three times a year, in November, April and June. The final report includes a grade history, exam results and Recuperação results, if applicable.

Homework

Homework is an integral part of the College curriculum at St. Francis and is set for all students. The purpose of homework is:

- To open up areas of study and to make possible the use of resources beyond the classroom.
- To develop perseverance and self-discipline.
- To encourage initiative, independent study and responsibility for their own learning.
- To prepare students for the demands of IGCSE and Diploma course work.
- To reinforce skills, knowledge and concepts developed in the classroom.
- To involve parents and other adults in students' work, and strengthen links between home and school.

Homework is set every day and should be noted by the student in the Diary. Students are expected to complete it to a reasonable standard by the due date. Students can expect between 60 and 90 minutes of homework every evening. The full Secondary School homework policy can be found on the website stfrancis.com.br.



PREPARATION FOR UNIVERSITY

Careers Advice

There are two careers advisors in the Secondary school for overseas and Brazilian universities. These staff begin working with pupils in MYP 4 all the way to matriculation in university. The career advisors are available for appointment through: secondary@stfrancis.com.br

University Visits

Beginning in MYP 4, pupils begin attending career fairs and visiting local universities as they consider their options for future study. St. Francis College also hosts university visits several times per year.

Exame Nacional Do Ensino Médio — ENEM

The ENEM was created by the Brazilian *Ministério da Educação* (MEC) as a national evaluation of secondary education. Its results are accepted by over 400 universities and colleges as part of their entrance requirements. Enrolment is in June/July. All DP 1 students register to sit the ENEM. The College registers them. Students sit the exam in October of their final year (DP 2).

Students need to have their CPF number to be able to be registered. This exam is now considered essential for the completion of Ensino Medio.

Each term, the College also offers preparation for the ENEM as an ECA. Pupils who are considering staying in Brazil after graduation are strongly encouraged to attend this ECA.

Each term, the College also offers preparation for the ENEM as an ECA. Pupils who are considering staying in Brazil after graduation are highly encouraged to attend this ECA.

PSAT (Preliminary Scholastic Assessment Test)

St. Francis College is a testing site for the PSAT. The PSAT usually takes place in October and is undertaken by MYP 5 and DP 1 pupils.

SAT (Scholastic Assessment Test)

The College offers SAT preparation lessons for pupils in DP 1 and DP 2. These lessons take place both during the school day and after school.



ROUTINE IN THE SECONDARY SCHOOL

The Daily Structure

Students are expected to arrive at school between 7:45 and 7:05 in order to prepare for the day, which starts punctually at 8:10 with the registration in the Tutor group.

On arrival, students should go to their lockers and put their bags away and take with them only what they will use for registration and the first two lessons. Lesson, break and lunch times are the following:

Registration	8:10 - 8:15
Period 1	8:15 - 9:00
Period 2	9:00 - 9:45
BREAK	9:45 - 10:05
Period 3	10:05 - 10:55
Period 4	10:55 - 11:35
Period 5	11:35 - 12:20
Period 6	12:20 - 13:05
LUNCH	13:05 - 14:05
Registration	14:05 - 14:15
Lesson 7	14:15 - 15:00
Lesson 8	15:00 - 15:45

THE COLLEGE

The College Rules can be found at the end of this handbook as well as in the Student Diary. All rules are strictly enforced. Pupils are expected to have read the rules carefully and to follow them.





Parent-Teacher Meetings

Parents attend a welcome presentation on the first day of the academic year and a target-setting meeting with their child's tutor in the first month of school. There are also two Parent-Teacher meetings per year, one in each term. These meetings take place in October and April, after the Grade Report is issued. The aim of this meeting is to allow parents to meet individual subject teachers to discuss their child's progress in the subject. It is recommended that parents also meet the Tutor to have an overall picture of their child's development. Pupils are encouraged to attend all meetings as well. When they attend, they must be in full uniform.

Student Learning on Display

There are several opportunities for members of the St. Francis community to see and support the learning of our pupils. Major exhibitions, such as the DP 2 Visual Arts Exhibition, Personal Project Exhibition and Community

Project Exhibition take place in the second term. They serve as opportunities for students to demonstrate their learning and development. Parents are encouraged to attend these exhibitions. Students also take part in Student-Led Conferences, to present their learning to their parents at Parent-Teacher Meetings in the second term.

Instrumental Programme

When pupils come to Secondary, they continue to practise the instrument they began learning in the Primary years. This occurs until MYP 4, at which point pupils may choose to study Music (continuing their instrumental choice) or choose another Arts subject.

Parties

Parties are not allowed in the Secondary. Parents should not bring cakes or other food to school to celebrate birthdays.



Trips

Trips are an important part of the curriculum, presenting an excellent opportunity for experiential learning and social integration and to promote independent initiative outside the school environment. Trips can be full day or half-day outings or longer, depending on their purpose and importance within the curriculum. The College takes all necessary security measures for trips, and students are accompanied by experienced teachers and field guides, if necessary. Careful consideration is given to all trips planned so that trips are well distributed between the two terms. All trips are posted in the College calendar. Letters are sent out to parents with three weeks notice. Students not going on a trip should attend school as normal, to take part in alternative activities.

Extra Curricular Activities — ECAs

Extra-curricular activities play an important part in education at St. Francis College. They offer a varied and attractive balance to the demanding academic curriculum. Students must do at least one ECA each term, which can take place once or twice a week after school. At the beginning of each term students receive a list of ECAs offered in the Secondary.

Activities range from team sports to cooking.

The list of ECAs is also available on the College's website www.stfrancis.com.br



Houses

The College has a House System including every student from PYP 5 to DP 2. The system is used to encourage loyalty and responsibility. There are three Houses: Condors, Eagles and Falcons. Students are assigned a House as soon as they start PYP 5, or in their first week of school if they start in a different year.

Study Leave

It is common practice in schools offering international examinations for students to go on study leave to prepare for exams. At St. Francis College DP 2 students go on study leave when their IB exams start. Students are encouraged to revise and prepare at home. They should only come to school during their study period if they have appointments with teachers.

Health & Safety Measures during Covid-19 Pandemic

The information shared in this document is pre-pandemic and several things may have been altered or adapted during Covid-19 crisis. On our campus we follow strict health & safety protocols. All individuals are requested to test for Covid-19 every week and a negative result must be reported to the school to be allowed on campus. Masks are obligatory at all times even for those that have been fully vaccinated. Door sanitizer mats, hand sanitiser stations and many other cleaning facilities are available on campus. For further information, feel free to contact our office at secondary@stfrancis.com.br.

COLLEGE RULES

English Policy

It is our aim to maximise every opportunity for communication in English in order that our students can achieve full academic and personal potential. At the same time we are committed to valuing other languages and cultures.

Students speak in English during English medium lessons.

There may be occasions during a lesson when one student, with the permission of the teacher, can assist another student by speaking in their first language.

Students will be encouraged to use English during their breaks and lunchtime. Staff will adopt teaching styles which encourage all students in all forms of communication: speaking, listening, reading, writing and viewing.

In order to balance the emphasis placed on the English language, assemblies, displays and extra-curricular activities will be offered in both English and Portuguese.

Code of Conduct

It is our intention to provide a good learning environment where all may learn and play with others without fear or worries.

A high standard of self-discipline and behaviour is required from all pupils. Dignity, self-esteem, self-respect and self-control are some of the qualities we highly value. Pupils must respect the rights of others at all times in an amiable and collaborative environment.

One of the basic elements of education is active participation; at St. Francis College we expect pupils to be responsible for their own education and not be just a passive recipient.

Older pupils are encouraged to participate in the care of younger children.

Pupils move about the college in a quiet and orderly manner. They should not run when in the building. Pupils should not be in classrooms without supervision. Pupils are expected to pay careful attention during lessons always making sure they are on target.

Learn to listen and listen to learn.

There are no bells to signal the end of a lesson; pupils only pack-up their books when their teacher concludes the lesson.

Pupils are expected to respect and obey all members of staff.

Drugs, drink and dangerous items

Drinking alcohol and smoking is not allowed in the college, on trips, on bus journeys or during any other college events. Should any pupil be suspected of involvement with drugs, in or out of the college, parents will be advised. Pupils found in possession of, using or dealing with drugs on the college grounds will be expelled. Depending on the offence the corresponding authorities will be informed. Guns, knives or any other dangerous items may not be brought to the college.

Punctuality

Punctuality is an important part of self-discipline and is essential to good time management.

Pupils must be in the appropriate classroom at the right time. Filling in the timetable is essential for pupils.

Attendance

Pupils who are not in the College must have a justifiable

reason and parents should telephone the college office before 8:00 on the first day of absence. If a pupil is going to be away from college for a longer period of time due to illness, parents must contact the College to see the class teacher/tutor to arrange for extra work.

Pupils should always bring a note from their parents when they return after being off sick.

Pupils are to be in school from 7:45 a.m. to 3:45 p.m.

Arrival/Departure times

PYP 1 & PYP 2	7:45 - 14:45
PYP 3 & PYP 4	8:00 - 15:00
PYP 5 & PYP 6	7:45 - 15:15
PYP 7 & PYP 8	8:00 - 15:30
SECONDARY	8:15 - 15:45

In case of more than one child, please ensure you pick up at the YOUNGEST sibling's gate at the latest pick-up time.

Gates for Arrival/Departure

PYP 1, PYP 3, PYP 5, PYP 7, MYP 1, MYP 2 & MYP 3 – Rua Cônego Eugenio Leite, 825.

PYP 2, PYP 4, PYP 6, PYP 8, MYP 4, MYP 5, DP 1 & DP 2 – Rua Joaquim Antunes, 678.

Request for early leave will be granted for exceptional reasons. In this case the pupil will only be allowed to leave at 12:10p.m. (Primary), 12:55p.m. (Secondary).

Parents are requested not to arrange family holidays during term time. Where this is unavoidable, requests for leave of absence should be made well in advance of the date to the College Principal.



Illness and Accidents

If pupils feel unwell or have an accident they must tell a teacher/tutor straight away. They will be sent to the Infirmary where the Nurse will take care of them. If pupils are too ill, parents will be contacted to come and pick them up.

Under no circumstance are pupils to leave the college or go home without permission.

A permission slip will be given to pupils to leave the college, which must be shown to the class teacher/tutor before they leave and handed in to the porters as they leave.

Signing Out

Pupils must remain within the college grounds at all times during the college day. It is best to make medical appointments outside college hours. If pupils must leave during the day for any reason they must bring a note from their parents in advance of the date.

This note should be in the diary for Primary pupils or a note signed by the parent for Secondary pupils. Pupils must show any absence request to their class teacher/tutor who will sign it. After this pupils must take the signed note to the college office where they will be issued with an exit slip signed by the Head of Secondary, Head of Primary or College Principal. No pupil will be allowed to leave the grounds without a permission slip.

Valuables

Pupils are not to bring expensive items or large sums of money in to the college. All items are to be locked in the locker.

Pupils should not leave their wallet in a bag unattended even during P.E. lessons.

The school will not be responsible for lost or missing items.

Mobile phones

Pupils from PYP 8 upwards may bring cellular telephones to school. However it is the pupil's responsibility to look after it, turn it off and keep it locked away in the locker. Phones must be **turned off** and may not be used during the school day.

Parents are requested to keep their phones in silent mode when in the college building.

Lockers

Pupils will be issued with a numbered locker and a padlock (Secondary only). Books and college materials are to be kept in the locker when not needed for class. Lockers are to be kept tidy and in good condition. Pupils will be charged for damage to their lockers, these must not be swapped or shared with any one else.

Lockers may not be defaced in any way, which includes stickers both inside and outside.

Pupils will not be allowed to return to their lockers between lessons; they must make sure they have all the books and materials they require before lessons start. (Secondary only).

Rewards

The college aims to promote high standards of behaviour, self-discipline and learning through positive encouragement and rewards.

Outstanding effort or achievement may be rewarded through the College Merit awards. Merits contribute to the award of certificates.

Behaviour

All pupils are expected to meet a high standard of behaviour. If pupils fail to meet the required high standard of behaviour. If

pupil exhibit poor behaviour, they will be expected to take responsibility for their actions and accept appropriate consequences. They may be kept in during breaks without notice. For more serious offences pupils may expect more severe consequences such as Saturday detentions.

They can also be placed on report for an extended period for poor work, behaviour or lack of organisation. This report will be completed by all the teachers and checked by Tutor, parents and the College Principal.

In serious cases pupils may be excluded from the college for a period of time and then invited to come in with their parents and agree to an accepted Code of Conduct before being re-admitted. As a last resort, pupils may be expelled from the College.

Bullying

Bullying will not be tolerated by the college in any form whatsoever. Please, see Bullying Policy on the website.

Lost and Found

Lost property is kept with the bedéis. If pupils lose something they should enquire the bedéis, or class teacher/tutor. Lost items that are named are returned. Pupils must always name their possessions (full name is essential).

Food

Pupils from PYP 6 up may buy food and drinks from the tuck shop or bring a snack from home to be eaten outside, during breaks.

Pupils must not eat or drink in classrooms or corridors at any time.

Chewing gum is forbidden in the college.

COLLEGE RULES

Exams

IGCSE exams in MYP 4 and MYP 5 are part of the College Curriculum and are compulsory for all students.

IB Diploma

The Full Diploma programme and final exams are the Curriculum for years DP 1 and DP 2, this is compulsory for all students.

Computer use and Internet Policy

The use of computers has now become an integral part of education, and we are committed to providing our pupils with up-to-date technology, including network servers, internet access, and personal disk space. Parents and pupils will appreciate that there are certain rules and guidelines to be followed when using the computers at St. Francis, and we ask that they read the guidelines carefully. Parents should ensure that their children understand the rules and guidelines. Any pupil who deliberately violates these policies will be subject to disciplinary procedures and may have their computer privileges withdrawn.

Computer Use

1. When using the computers at the college, pupils must not add, remove, modify or otherwise interfere with the computer hardware, software or peripheral devices.
2. The installation of pirated or unlicensed software is illegal.
3. As each pupil at the college has a unique login ID, privacy must be respected. Pupils should not exchange their login ID for any reason, and are encouraged to change their passwords on a regular basis.

Internet Use

1. Intentional viewing of “objectionable” sites is not permitted. We ask that pupils exercise good judgement, and if in doubt, that they seek the advice of the teacher.
2. Pupils should never supply personal information such as name, address, or phone number when using the internet, nor conduct any financial transactions on the internet. Parents are responsible for any financial transactions that their children make.
3. As the internet is used extensively for research, pupils must always credit their sources for any information used. Failure to do so will be regarded as plagiarism.

Video recording and photographing of pupils Authorization form

Present educational practices encourage and expect for the purpose of keeping good records of pupil’s work and development, that teachers both video record and photograph lessons and different activities in the curriculum.

These include class and team photographs taken every year. Photographs and videos may be included in the College’s Year Book, College Website, brochures or prospectus, and may be used at times for Teachers in Service Training.

All these are carefully kept in the college at all times and are kept under the college’s responsibility.

School Materials, Books and Equipment

All academic materials are provided by the College.

Text books and specialised equipment will be issued on loan

and pupils will be required to pay for any loss or damage to the College property.

In the Secondary, some Literature books will need to be bought by the pupil (Portuguese, English and foreign language).

Liquid paper is **not** allowed and **must not** be used in any schoolwork.

Every student from MYP 1 to DP 2 is expected to provide the following basic items of equipment for their lessons.

- Black or blue ballpoint pen and spares
- Coloured pencil
- A compass set
- Calculator
- Pencils
- Eraser
- Pencils sharpener
- Ruler 12” /30 cm
- Protractor
- Set Square
- Translation dictionary (if necessary)
- English dictionary
- Portuguese dictionary
- Thesaurus

College uniform

A high standard of personal appearance is expected of all pupils. Correct uniform must be worn at all times and when attending official functions. Anyone arriving at the college in non-uniform clothing may expect to be sent home to get changed.

The college does not allow extreme of fashion.

- Tidy and well-groomed hair for all pupils is expected. Boys must have well-trimmed hair and no facial hair. Girls must have their hair tied back
- Jewellery is limited to a single chain with a small religious pendant for both girls and boys.
- Girls may wear a pair of small stud earrings; boys may not



wear earrings.

- Make-up is not permitted in school. As from MYP 2 girls may wear clear nail polish.
- Coats and other outdoor clothing may not be worn in class.

Uniform List

All uniform items must be marked with child's full name

PYP 1, PYP 2, PYP 3, PYP 4 – Boys and Girls

- Beige polo shirt – long & short sleeve with navy blue line along collar (white t-shirt can be used underneath)
- Navy blue sweatshirt with and without fleece inside
- Navy blue cardigan
- Navy blue pullover
- Navy blue shorts
- Navy blue tracksuit bottoms with and without fleece inside
- Beige Polo Dress for girls (must purchase navy blue shorts to use underneath dress)
- Navy blue ultralight jacket
- Navy blue ultralight sleeveless body warmer
- Navy blue socks with colleges logo
- Training/Tennis shoes (any type appropriate for their age)
- Sandals (any type – but cannot be used for P.E.)
- Navy blue bag for school materials compulsory for PYP 1 to PYP 4

PYP 5 to DP 2 - Boys

- Navy blue college polo shirt – long & short sleeve with beige line along collar (navy blue t-shirt can be used underneath)
- Navy blue sweatshirt
- Navy blue cardigan
- Navy blue pullover
- Navy blue blazer
- Navy blue ultralight jacket
- Navy blue ultralight sleeveless body warmer
- Plain beige trousers

- Plain beige bermudas
- Navy blue socks with college's logo
- Beige and navy blue Scarf
- Plain brown leather deck or docksiders type of shoes
- Trainers/Tennis shoes
- Bag for school materials (bag must be an adequate size and must fit the child's locker)

PYP 5 to DP 2 - Girls

- Navy blue college polo shirt – long & short sleeve with beige line along collar (navy blue t-shirt can be used underneath)
- Navy blue sweatshirt
- Navy blue cardigan
- Navy blue pullover
- Navy blue blazer
- Navy blue ultralight jacket
- Navy blue ultralight sleeveless body warmer
- Plain beige trousers
- Plain beige bermudas
- Plain beige skirt
- Navy blue polo dress for girls – primary only (must purchase navy blue shorts to use underneath dress)
- Navy blue socks with college's logo
- Beige and navy blue scarf
- Plain brown leather deck or docksiders type of shoes
- Trainers/Tennis shoes
- Bag for school materials (bag must be an adequate size and must fit the child's locker)

Secondary MYP 1 to DP 2

- White lab coat
- **No sandals** for Secondary students (MYP 1 to DP 2)

Physical Education (P.E.)

PYP 5 up - Kit Boys and Girls

- White college T-shirt or House shirt
- Navy blue college tracksuit bottoms
- Navy blue knee-length bermudas for girls with school logo and

- beige line on side (blue shorts used under skirt or dress is not allowed for P.E.)
- Microfibre male shorts
- Trainers/Tennis shoes
- White socks with school's logo
- Navy blue sports bag

Uniform may be bought at:

“Na Rua da Escola” -
www.naruadaescola.com.br
 Moema Store:
 Al. dos Arapanés, 853
 Tel. +55 (11) 5051-5045

“Unifor School” -
www.uniforschool.com.br
 Rua Artur de Azevedo, 1129
 Tel. +55 (11) 94071-2881
contato@uniforschool.com.br

Sales also occasionally occur at the campus of St. Francis College.

Transport

Tots & Teens provides bus service for St. Francis College Pupils.

If you wish further information on schedules and prices please contact them directly at:
 Tots & Teens Bus Co.
 Tel. +55 (11) 5548-2828 -
totsbus@gmail.com -
tots@globo.com

CONTACTING THE COLLEGE

Your child's tutor should be the first person to contact at school.
Parents should use the Diary to contact the Tutor or email the office.

Contacts are:

Mrs. Shirley Hazell

College Principal
shirley.hazell@stfrancis.com.br

Mr. Andrés Suárez

Head of Secondary
andres.suarez@stfrancis.com.br
phone: +55 11 3728-8069

Mr. Thomas Holesgrove

MYP Coordinator
thomas.holesgrove@stfrancis.com.br
phone: +55 11 3728-8082

Secondary Office

secondary@stfrancis.com.br
phone: +55 11 3728-8068

Mrs. Gloria Malagón

DP Coordinator
gloria.malagon@stfrancis.com.br
Phone: +55 11 3728-8059



ST. FRANCIS COLLEGE



St. Francis College

R. Joaquim Antunes, 678 - Pinheiros
CEP: 05415-001 São Paulo - SP - Brasil
Phone: +55 11 3728-8050

www.stfrancis.com.br   /stfranciscollgebrasil