

HARRISON COLLEGE

Crumpton Street, St. Michael
Barbados



INFORMATION GUIDE
FOR
PARENTS AND STUDENTS

STUDENT INFORMATION
(To be completed by Parent/Guardian)

SURNAME

FIRST NAME

OTHER NAMES

DATE OF BIRTH

ADDRESS

.....

PARENT OR GUARDIAN INFORMATION

NAME

ADDRESS

TELEPHONE:(H)..... (C)

EMPLOYER

ADDRESS

TEL. (w)

CONTACT IN CASE OF EMERGENCY

Name of family doctor

Tel. **Blood type.**

Allergies/Medical Condition

.....

All signatories below declare that they have taken note of the rules and regulations of the school and the information contained in this book.

PARENT/GUARDIAN

STUDENT

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MISSION STATEMENT

The purpose of Harrison College as a quality school and the cornerstone of a lifelong learning community is to make all of its students academically prepared, self-reliant, curious, thoughtful of others and capable of using their learning towards their own success and for the good of others in our interdependent world.

The College crest and motto symbolize the tradition and values of an outstanding heritage school.

Management Team

Principal
Deputy Principal

Miss Juanita Wade
Dr. M. Alleyne

Heads of Department

Biology
Business Studies/Information Technology
Chemistry
English
Foreign Languages
Geography
Guidance / Health & Family Life Education
History/Religious Education
Industrial Arts
Fine Arts
Mathematics
Physics
Information Technology Coordinator

A. Gamble
M. Gibbons
V. Bedford
T. Walcott (Ag)
S. Harewood
G. Forde
B. Holder
J. Greaves
O. Maynard
S. Skeete
P. Cadogan
P. Rudder (Ag.)
R. Walker (Ag.)

Curriculum Leader

Physical Education

R. Leacock

Senior Teachers

C. Applewhaite
S. Chase
G. Corbin (Ag.)
N. Greenidge (Ag.)
G. Haynes
P. St. Hiill (Ag)
A. St. John (Ag.)
C. Toppin

House Masters/Mistresses

Armstrong (A)	S. Chase
Deighton (B)	J. Smithen
Collymore (C)	G. Corbin
Dalton (D)	M. Morgan/G. Wallace

HARRISON COLLEGE

SCHOOL PROFILE

HISTORY

Harrison College is a premier co-educational school in Barbados. Founded in 1733, the College takes its name from a Bridgetown merchant, who intended it to serve as "A Public and free School for poor and indigent boys of the parish."

It remained an all-boys school until September 1980 when co-education was introduced.

ACCREDITATION

Harrison College is accredited by the Ministry of Education of Barbados. Students gain entry to the school on the results of a competitive examination at age eleven. The school receives students among the top performers in this examination, which partly accounts for its high academic reputation.

At the end of their Fifth year students write the Caribbean Secondary Examination Certificate (CSEC) set by the Caribbean Examination Council (CXC). At the end of the Lower and Upper Sixth years students write Unit One and Unit Two respectively of CAPE, the Caribbean Advanced Proficiency Examination. Typically, Harrison College maintains a minimum 95% pass rate at CSEC and CAPE. Since 1990, more than 200 students have attained Barbados Government Scholarships.

STRUCTURE

The school's population is over a thousand (1000) students. The Junior School (Forms 1-3) offers a broad range of compulsory subjects which include English, French, Spanish, Mathematics, Robotics, Physics, Chemistry, Biology, Integrated Science, Geography, History, Woodwork, Metalwork, Music, Art, Religious Studies, Technical Drawing, Information Technology and Physical Education.

In the Fourth year all students write CSEC English Language, and enter the final phase of study leading to CSEC English Literature, Mathematics, one Science subject (Physics, Chemistry or Biology). French or Spanish, and one compulsory subject of either History or Geography. A choice of two other subjects from Foreign Languages, Science, History or Geography, Art, Music, Technical Drawing, Principles of Business, Principles of Accounts, and

Information Technology are also compulsory. Most students must take a minimum of eight subjects at CSEC.

Nearly all students continue their studies at Sixth Form level. Entry is dependent on a satisfactory performance in the CSEC Examinations. There is great flexibility of choice at Sixth Form Level as a wide spread of subjects is offered to suit the range of interests and abilities.

Students in the Sixth Form write three Advanced Level subjects. They are also required to study Caribbean Studies and Communication Studies, which are compulsory for Government Awards.

THE FACULTY

The College has over 67 faculty members, including part-time staff, who hold Degrees at the Bachelors, Masters, and Doctoral Levels. A system of teacher evaluation is a feature of the staff development program.

THE CALENDAR

The academic year has thirty-eight weeks and is divided into three terms in the traditional model: Michaelmas Term, Hilary Term, and Trinity Term. Detailed reports of student progress are sent to parents at the end of each term. In addition, Mid-term reports are sent to parents of Forms 1-5 in Terms 1 & 2.

CAREERS

The great majority of students leaving Harrison College pursue some form of Higher Education, at Universities and Colleges in the U.S.A., Canada, and the United Kingdom and the University of the West Indies (U.W.I.). A Guidance Counsellor is appointed to staff and one of the duties is to advise students on the choice of careers.

EVALUATION

Grade point averages are not used. Instead, marks in individual subjects are obtained by means of course work and continuous assessment in Forms 1-5. Percentages and grades are used to evaluate the performance of senior students with 80-100 for grade A, 65-79 for B, 50-64 for C, 40-49 for D and 40 and under E. Overall ranking is not used, however, the student's rank in each subject is reported.

ACTIVITIES

Within the school grounds there are adequate playing facilities. A

wide variety of games including cricket, football, table tennis, volleyball, netball, basketball, hockey, rugby, track & field and swimming are offered.

Competitive fixtures are arranged with local clubs and school teams.

Strong emphasis is placed on athletics and the school has produced athletes who have represented the country at the Caribbean, Regional, World and Olympic levels. Obadele Thompson, who gained a bronze medal in the 100m. in the Sydney 2000 Olympics is an alumnus of Harrison College. Other world ranked sports persons who are also alumni and Olympians are Andrea Blackett, 400m. Hurdles, and Melissa Straker, 400m. Other world ranked athletes include Cherita Howard in long jump, Gavin Cumberbatch in squash, Kibibi Moseley in table-tennis, Nicholas Stoute and Junior World ranked—Akil Burgess in lawn-tennis, Penn Relay champion — Mario Burke and Sada Sealy in athletics, Ian Bradshaw, Adrian Griffith and Hayley Matthews in West Indies Cricket.

The following societies and clubs are available for students' membership: The New Collegian Newspaper, Graduating Committees, Choir, Girl Guides, Peace Ambassadors, Student Council, Debating Society, Inter-School Christian Fellowship, Boys Scouts, Cadets, Domino & Indoor Games Club, Art Club, Chess Club, Photography Club, Science Club, Key Club, Octagon Club, HIV Aids Awareness Club, Culinary Club, Kolij Liberators Gavel Club, and Drama Club. There is an active Duke of Edinburgh Award Scheme and students are encouraged to join the scheme and work toward Gold, Silver and Bronze medals.

The P.T.A. and the Old Harrisonian Society (the Alumni Association) are also very active.

SCHOOL UNIFORM

School uniform is compulsory and relevant information is sent to parents prior to the entry of their sons/daughters/wards to the school., and at the end of every school year.

NOTE TO PARENTS

The success of a student depends in no small measure on the interest which a parent shows in all aspects of his/her school life. It is important that parents recognize this role and involve themselves in the activities of the P.T.A. as well as the day to day activities of the school. In order to facilitate the efficient discharge of the school's duty of care., there are a number of expectations which the school has in relation to the interaction between home and school.

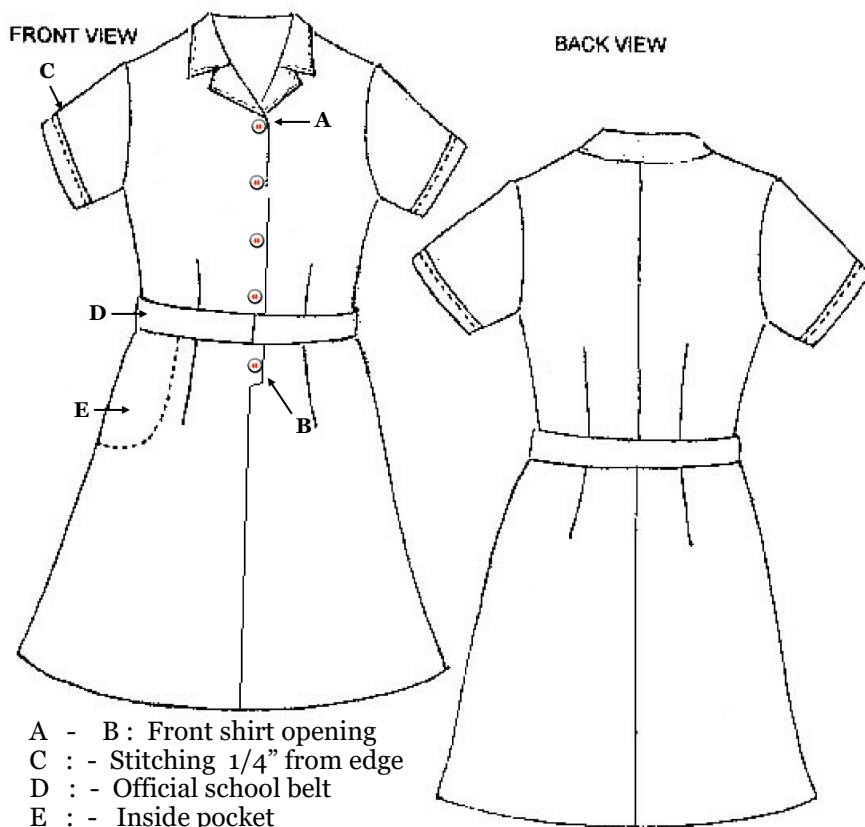
EXPECTATIONS

- ◆ On the student's return to school from absences for any reason, parents must provide written excuses addressed to the Principal.
- ◆ Parents are expected to attend all Form level meetings. Except in cases of emergency parents should make appointments with teachers to discuss matters affecting their children.
- ◆ Written requests should be sought from the school for students to be absent for appointments and other good and sufficient reason.
- ◆ Parents should insist that their children deliver all correspondence and reports from the school.
- ◆ Parents are not permitted to enter classrooms without the permission of the Principal.
- ◆ Parents are expected to park only in designated areas and should not cause discomfort or inconvenience to others on the premises.
- ◆ In seeking clarity on any matter parents should withhold judgements before all relevant information is presented.
- ◆ It is the responsibility of the parent to ensure that all students arrive punctually for school and obey all school rules regulations and policies.
- ◆ The school takes no responsibility for students after 4:30 p.m. except in cases where they are in organized school activities.
- ◆ Parents should ensure that students leave the premises by 4:30 p.m.
- ◆ It is imperative that parents make themselves conversant with all school rules. They should also recognize that this handbook may not reflect all the rules enforced at the time.

HARRISON COLLEGE UNIFORM

DRESS REGULATIONS - FEMALES

JUNIOR GIRLS: FORMS 1-3



DRESS, BELT, SOCKS AND SHOES

- A loose-fitting **A-line** dress without a waistline. Hem **two (2") inches below the knee.**
- Interfaced notched collar with front shirt opening.
- Closing with **four/five** buttons and button holes depending on size.
- Darts as indicated: 2 front, 2 back and bust darts if necessary.
- Seam down the middle back and front.
- Inside pocket on right side. 1 1/2" hem on sleeve, stitched on right side.
- Woven belt in the school colours with backing, of one and a half inches (1 1/2") with a two-sided silver buckle.

- **Plain brown laced shoes (no suede)** with no fancy designs and **with low heels not higher than one inch (1")**. **No soft wear (K Swiss etc.) can be worn with regulation uniform.**
- Plain white socks capable of being **turned down at least two inches (2") above the ankle after folding**. Absolutely no tube socks or socks with designs.

HAIR

- Maroon ribbons.
- Black, brown, or maroon slides / clips / baubles / elastic bands / bandeaux only.
- Girls with long tresses are asked to hold their hair back with plain black or brown slides, clips or baubles.
- **Hair extensions are not permitted.**

JEWELRY

- A wrist watch.
- **One** pair ONLY of small, matching **plain** GOLD / SILVER earrings (*studs or small sleepers*) for girls with pierced ears, worn in the **lower** ear lobe. **NO STONES.**

P.E. UNIFORM— available in school.*

- Gold shorts with maroon stripe. *
- Gold shirt with maroon stripe. *
- Soft wear.
- Plain white socks.

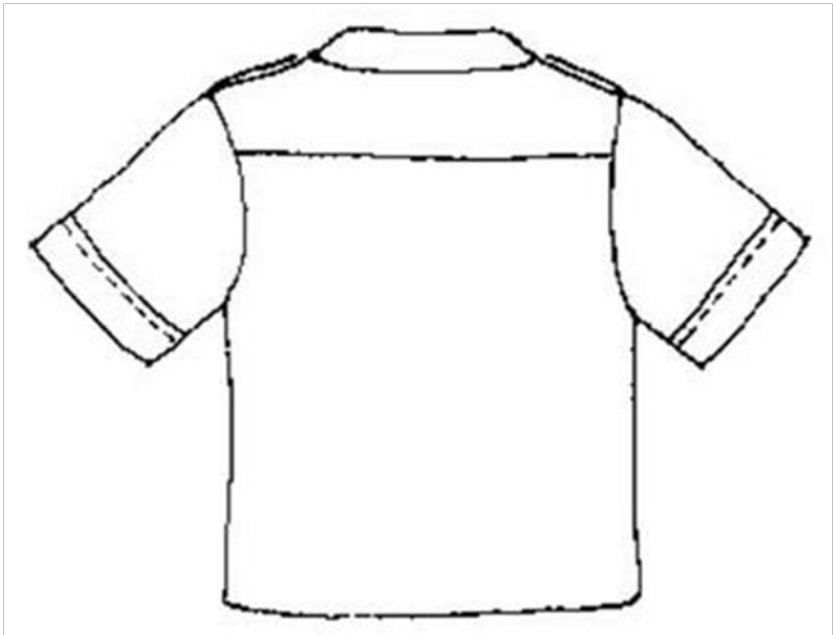
SENIOR GIRLS : FORMS 4-6 **SKIRT, SHIRT, SOCKS AND SHOES FOR SENIOR GIRLS**

- ◆ A six gored grey **A-line** skirt (gabardine/polyester mix) with a minimum of two inch (2") ease.
- ◆ Back Zipper
- ◆ Two inside pockets in front with bound button hole finish, fastened with a tab and button.
- ◆ No tabs on skirt, no belt.
- ◆ Skirt two inches below the knee.
- ◆ White shirt with short sleeves: **a dress shirt to wear with a tie** (specially on formal occasions) or **an open neck shirt to wear with epaulettes.**

SHIRT
FRONT VIEW

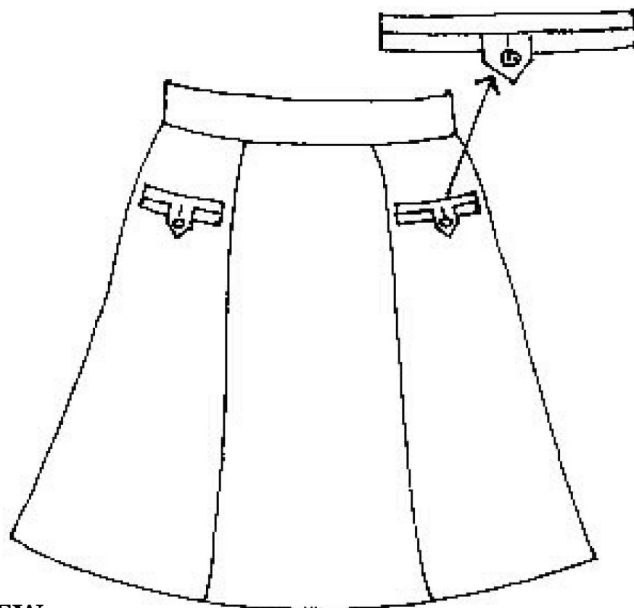


BACK VIEW



SKIRT

FRONT VIEW with pocket detail



BACK VIEW



- **Plain black laced shoes (no suede)** with no fancy designs and with **low heels not higher than one inch (1")**. **No soft wear (K-Swiss etc.)** , **high cuts or boots can be worn with regulation uniform.**
- ◆ Plain white socks capable of being folded **at least two inches (2") above the ankle after folding.** Absolutely no tube socks or socks with designs.
- ◆ Scarves or wash cloths should not be visible or hanging from pockets or from bags, or worn around the head or face.

HAIR

- ◆ Black, brown or maroon slides / clips / baubles / elastic bands / bandeaux are permitted.
- ◆ Students with long tresses are asked to hold their hair back with plain black or brown slides, clips or baubles.
- ◆ **Hair extensions are not permitted.** Hair styles must be simple, neat, and unobtrusive.

JEWELRY

- ◆ A wrist watch.
- ◆ **One** pair ONLY of small, matching **plain** GOLD/SILVER earrings (studs or small sleepers) for girls with pierced ears, worn in the lower ear lobe. **NO STONES.**
- ◆ Only natural / colourless nail polish is acceptable.
- ◆ Rings in cheeks, eyelids, nostrils, lips or tongues are not permitted.

P.E.UNIFORM - *available in school

- ◆ Gold shorts with maroon stripe. *
- ◆ Gold shirt with maroon stripe.*
- ◆ Soft wear.
- ◆ Plain white socks.

DRESS REGULATIONS - MALES **JUNIOR BOYS: FORMS 1-3**

- Khaki short pants, worn at the **waist** with a plain brown belt and ordinary buckle without design.
- Khaki shirt with short sleeves and School epaulettes.
- Long khaki socks (**must be worn with garters to hold them in position below the knee.** As an interim measure, elastic will be sold to students wearing untidy socks.

- **Plain brown laced shoes, (no suede)** stitched not glued. **No high cuts or boots can be worn with regulation uniform.**

P.E.UNIFORM - *available in school.

- Gold shorts with maroon stripe.*
- Gold shirt with maroon stripe.*
- Soft wear.
- Plain white socks.

SENIOR BOYS: FORMS 4-6

- ▶ Long grey polywool trousers. The width of the pants leg must be 8-10 cm. less than the width at the knee. **NO BAGGIES. NO DUNGAREE.** Trousers are to be worn at the **waist** with a **plain** black belt and ordinary buckle without design.
- ▶ White shirt with short sleeves: a dress shirt to wear with a tie (specially on formal occasions) or an open neck shirt to wear with epaulettes.
- ▶ **No Tee-Shirt may be worn under the shirt**, but a plain white sleeveless vest which does not show above the break in the shirt is acceptable.
- ▶ Plain black or brown, laced leather shoes. No boots, high cuts, or black or brown sports soft wear can be worn with regulation uniform.
- ▶ Grey, black **or white** socks only.

P.E.UNIFORM - available in school

- ▶ Gold shorts with maroon stripe.
- ▶ Gold shirt with maroon stripe.
- ▶ Soft wear.
- ▶ Plain white socks.

HAIR - BOTH JUNIOR and SENIOR

- Wrist watches are acceptable as part of the uniform.
- Earrings may not be worn to school.
- **No beards are allowed.** Students with a facial medical problem or certain religious regulations must present to the Principal appropriate, written, authoritative requests to state why they should let their beards grow.

(UNIFORMS) Available ready made at Yankee Garments and at Cave Shepherd & Co. Ltd. Special sizes can be ordered directly from Yankee Garments, Building #1 Newton Industrial Park, Newton, Christ Church, - Telephone 622-1646, and privately made by Cherese Brewster - Telephone 231-7109 **These are the ONLY official sources for uniforms.** Fabric is also available for the dresses for the Junior Girls and skirts for the Senior Girls and for the pants for the Senior Boys at Abeds.

P. E. Uniform at a cost of \$70.00, and P.E bag at a cost of \$30.00 may be purchased from the School on the same day when students are collecting text books.

SCHOOL RULES

Rules are laid down to preserve the smooth running of the School Community and to maintain the discipline and dignity of the school. It is therefore in the interest of everyone that they be strictly observed.

GENERAL

1. A breach of common sense is a breach of School Rules.
2. Any conduct which brings discredit on the School, whether it takes place on or off the School premises, is a breach of the School Rules. Students should therefore speak and behave in a way that is in keeping with decency, good manners and dignity.
3. Prefects are given authority for some aspects of school discipline and must be treated with courtesy and respect. Students have a right to appeal against a Prefect's order to their Housemasters/Housemistress, Deputy Principal or to the Principal or any other member of staff. It is a serious offence to disobey a Prefect's order unless the matter is reported at once by the student or students concerned.

DRESS

4. A high standard of personal cleanliness and tidiness should be maintained at all times.
 - ◆ No jewelry or adornments of any kind may be worn except in the case of girls with pierced ears who may wear ONE pair of small stud earrings without stones or ONE pair of small sleepers.
 - ◆ Boys are not permitted to wear earrings, or make-up.
 - ◆ **Boys should wear hair well groomed, neatly trimmed and tidy.**
 - ◆ Girls in school uniform may not wear nail polish nor make-up.
 - ◆ Hair accessories should be inconspicuous.
 - ◆ No facial hair is allowed.
 - ◆ Tattoos are strictly prohibited.
5. Students must wear regulation dress during school hours as well as on their way to and from school. Students who for any reason have failed to appear in regulation dress must either report to the Year Head, Deputy Principal, or Principal. Failure to do so is a serious offence.

ABSENCE

6. Any student who has been absent from school must bring a letter of excuse on his/her return to school from parent/guardian and hand it in to the Form Teacher before rejoining any class. Only sickness, family bereavement, or very bad weather are normally considered justifiable excuses for absence unless previous permission has been obtained from the Principal.

7. Where there is, or has been infectious diseases at home, an appropriate medical certificate must be submitted to the Principal before a student is permitted to return to school.
8. Students who arrive at School after registration must report to the School Office before attending class. However, if they are in time for Assembly, they must attend before reporting late. Lateness is a punishable offence.
9. All students must remain on the School premises after their arrival at School and during School hours, including the breaks unless they obtain a signed leave of absence from the Principal or Deputy Head. Except in the cases of emergency, such leave of absence will not be granted unless written requests are received from Parents/ Guardians.
10. If a student is taken ill during the school hours, such illness should be reported to the Principal's office. If given leave to go home, the student should produce a signed slip at the gate and, on returning to school, report to the Principal before resuming classes.
11. No student may absent himself/herself from any lesson, whether face to face or online, sport, or other official School activity without the consent of the Principal or the teacher in charge. A student excused from such activity by the Principal or Deputy should show his/her excuse to the teacher in charge.

PREPARATION

12. Students are responsible for showing their homework timetables to Parents/Guardians at the start of every term. Parents/guardians are asked to sign these timetables and to see that students follow them, spending proper time and effort on preparation. Students may not be excused from preparation except for illness or some contingency. All requests for excuses must be supported by letters from Parents/Guardians.

CLASSROOMS

13. Students are permitted to enter their classrooms before morning assembly and during breaks on condition that classrooms are used for quiet study.
14. Students are not permitted to enter classrooms beside their own unless permission has been obtained from a teacher.
15. When the bell signaling the end of a period sounds, students should sit quietly at their desks until the next teacher arrives. If they must go to another section of the school, they should, when released, proceed quickly, and in an orderly manner to the next class.
16. Students are strictly forbidden from defacing the school furniture, wall, etc. Any damage to school property must be immediately reported to the Form Teacher and also to the School Office. Students responsible for damage will be expected to pay the cost of repair or replacement of damaged items.

17. A student may put a padlock on his/her desk. If this is done, a duplicate key must be kept in the Principal's Office. A student who loses both keys must pay the standard charge to have the hasp and staple removed and replaced.
18. Students will stand when a Teacher or visitor enters the room. This rule does not apply when students are writing examinations.

SPECIAL WORK ROOMS

19. No student is allowed to enter or remain in the Workshop, the Media Room, the Laboratories, the Geography, Art, Music, Language or Computer Room unless a teacher is present or has given the student express permission to do so.
20. No chemicals or apparatus may be removed from any laboratory and no equipment may be removed from any Special Work Room without the sanction of the teacher in charge.
21. Students are not to touch any equipment, fittings or chemicals unless instructed to do so by the teacher in the course of a lesson.
22. Students are not to have in their possession any key or keys belonging to any door or furniture in the Special Work Rooms.
23. Students who fail to observe Library Regulations will be temporarily denied the use of the Library and are liable to punishment.

BOUNDS

24. Students must enter and leave the College by the regular gates.
25. The Staff Car Parks, the Principal's Lawn, the Retreat Verandah, the Spiral Staircase, the War Memorial, and the Weymouth Drain are out of bounds.
26. The entire area formerly occupied by the Ministry of Agriculture is out of bounds between the hours of 3:30 pm. and 8:00 am. unless students are engaged in a supervised activity.
27. Students are forbidden to linger near the School Gates, the School Laboratories or on the stairways leading to classrooms.
28. Classrooms are out of bounds after school hours except for Detention and Society meetings. It is a serious offence to force entry into a locked classroom before or after school.
29. Students are not to call at the Retreat during the luncheon break unless they are required to do so by a member of staff or have some urgent business.

RECORD CARDS

30. Record Cards must be returned on the next ordinary school day after their issue and

handed in during registration. If late, they must be handed in to the Form Teacher or Year Head before morning assembly.

31. Unless otherwise required, Work/Conduct Cards must be brought daily for signature by the Year Heads, Deputy Principal or Principal.

GAMES

32. Any student who is selected to represent his/her House or the school at any game must play unless he/she is medically unfit.
33. Unless previous consent has been obtained from the Principal, no student may play for an external club in any competition organized by an Association to which the school is affiliated.
34. In the event of an accident the victim should be moved as little as possible. A teacher and/or the Principal must be notified immediately.
35. Equipment must not be taken from the Pavilions without permission. Javelins, Shot Put and Discus must not be used unless a teacher or other delegated person is present and in charge.
36. Students must at all times wear the regulation dress for the particular sport in which they participate. Only soft shoes must be worn on the courts.
37. After tennis, the nets must be slackened and folded over the wire.
38. Under no circumstances must the School Hall be used at any time for games without special permission.

VEHICLES

39. A student who wishes to park a motor car/cycle on the School premises must submit to the Principal a request for permission to do so in writing from Parent/Guardian and must park only in those places approved by the Principal. A student may be prohibited from driving on the School premises if he/she does not drive slowly and with caution.
40. Bicycles must be left in the shed provided and must be secured with a locking device. Students failing to do so are liable to punishment and must accept liability in the event of theft.
41. Bicycles must not be ridden across the school quadrangle or on, the grass or footpaths. It is an offence to ride indiscriminately over roadways.

MISCELLANEOUS

42. Respect for the personal property of others MUST be observed by students at all times. Any breach of this rule will be considered a serious offence.

43. Every student is responsible for the tidiness of the School buildings and grounds. The scattering of litter will be treated as a serious offence.
44. **It is an offence:-**
- (a) to throw stones or any missiles.
 - (b) to bring weapons to school.
 - (c) to bring chewing gum to school.
 - (d) to bring or have in your possession a cell phone while in school uniform.
 - (e) to damage trees or plants.
 - (f) to climb walls or fences surrounding the school premises or to climb trees in the school grounds.
 - (g) to take bottles on to any games area.
 - (h) to play games on footpaths, roadways and their immediate vicinity, on the "Retreat" lawns, Principal's Lawn, or in the vicinity of the School laboratories.
45. **While in School uniform, it is an offence to:**
- (a) loiter on the road or in or outside shops, hotels, business places, or places entertainment of any kind.
 - (b) eat or drink on the street.
 - (c) smoke or drink alcohol on the School premises or in public while in school uniform.
46. It is an offence to enter any Betting shops or Gaming rooms.
47. Students are not allowed to invite guests unto the compound without the expressed permission of the Deputy Principal or Principal.
48. All students except those engaged in an activity supervised by a teacher must leave the premises **not later than 4:30 p.m.** unless permission to stay later has been obtained from the Principal or the Deputy Principal.
49. Students waiting to be collected by Parents/Guardians must do so in the School quadrangle only or.
50. Students who wish to see the Principal should come to her study between 7:30 and 8:00 or at 11:30 a.m.

NATIONAL CODE OF DISCIPLINE AND DRESS CODE FOR SCHOOLS

SECTION I GUIDELINES FOR STUDENTS

CODE OF DRESS

1. Students must wear the correct uniform as set out in the school's guidelines while on the premises and while traveling to and from school on any official school day.
2. All students must comply with the dress code.
Exceptions will be made on :
 - a) Religious grounds
 - b) Health grounds with the support of a medical certificate. However, each case will be judged on its own merit.
3. Skirts must be worn knee length and they must not be tight.
4. Shirts and blouses must be worn inside at all times.
5. Shoes must be neat and clean and must be one solid colour. High-cut sneakers must never be worn with the school uniform.
6. Socks must be worn right up and neatly folded around the ankle.
7. Trousers must be worn at the waist and must be neither tight or baggy and only underwear must be worn underneath.
8. Undergarments should not be conspicuous in colour and neither should they be revealing.
9. Only girls are allowed to wear one pair of earrings which must be bobs and should be worn in the ear lobes.
10. Elaborate hairstyles will not be permitted. The emphasis should be on simplicity, tidiness and neatness. Hairstyles which distract or obstruct the view of others should be discouraged. Hair ornaments must be limited to stipulated school colours. These should be functional and not decorative. Where hair extensions are allowed they must not be elaborate and should be neatly plaited.
11. Boys must wear simple low haircuts. No designs or styles deemed inappropriate by the school administration will be allowed.
12. Tattoos will not be allowed
13. No jewelry, except functional, like wrist watch must be worn during school hours.
14. No nail polish must be worn while in school uniform.
15. Make-up, for example, lipstick and eye shadow, must not be worn.
16. Where ties, epaulettes, crests or badges are required, they should be worn for the duration of the school day and while traveling to and from school.

DISCIPLINE

It is an offence for students to:

- (1) carry fireworks, knives, firearms or other weapons;

- (2) smoke on or off the school premises while in uniform;
- (3) take any intoxicants or other drugs or medication which have not been prescribed by a doctor;
- (4) use abusive language or expose themselves indecently;
- (5) organize or take part illegally in any form of gambling or games of chance;
- (6) fight with any student or take away by force the property of any other student or in any way bully them;
- (7) be insubordinate or exhibit any form of insolence towards any member of staff or prefect;
- (8) fail to bring to school adequate supplies of pens, pencils, geometric instruments and all such articles required for school work;
- (9) attend any arcade during school hours or while in school uniform;
- (10) engage in any physical display of intimacy with another student or person while on the school premises or in school uniform;
- (11) fail to do homework set or any assignment. Such failure automatically makes the student liable for disciplinary action.

In addition—

- (12) Students must be punctual for school as well as classes.
- (13) Students who arrive on the premises after the official start of the school day are deemed to be late and must report their lateness to the principal's office.
- (14) Students who must be absent from school because of unavoidable or personal or family reasons should seek the prior permission of the principal for any such intended leave.
- (15) Students who have been absent from school because of illness or injury or any other unavoidable reasons should immediately on their return to school report in person to the principal's office and then their form teacher. Any such students should bring with them on the day of their return a letter signed by their parent/guardian explaining the reason for absence.
- (16) Any student who falls ill or is injured while on the school premises should immediately, if possible report in person to the principal's office. Otherwise the matter must be immediately reported by someone else.
- (17) While walking to and from school, students should be orderly and observe the safety code. For example, walking in single file and on pavements where provided.
- (18) While on the streets students in uniform must refrain from engaging in amorous activities with members of the opposite sex.
- (19) Students must not be seen in stores or other business places unless on legitimate business.

ATTENDANCE AT RELIGIOUS WORSHIP

Students will be excused from religious worship provided that their parents/guardians have made a written request to the principal. Each request will be treated on its own merit. Students must however be present for general information and notices given at morning assembly.

PUBLIC TRANSPORT

1. Those students who use the public transport system must form an orderly queue to board buses, - it is an offence:
 - a) to attempt to board or hold on to any part of the bus while it is in motion;
 - b) to throw or hand any bag or other possessions through the window of any bus for the purpose of reserving a seat;
 - c) to dispose of garbage or throw missiles through the window of the bus.
2. While on a bus/mini van or ZR vehicle, students must exhibit exemplary behaviour. For example, students should refrain from loud speech and engaging in intimate activities.

SOURCE: *Ministry of Education, Youth Affairs & Culture, Barbados. January 1995.*

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TEXTBOOK/ DEVICE SCHEME

Under this scheme the School will provide certain textbooks to be used by students. The school will provide a device for those students in need (once these are available). **A fee of \$75.00** will be charged for the loan of textbooks during the current academic year and must be paid at the office of the Secretary-Treasurer, Board of Management, Harrison College between the hours of 8:30 a.m. and 1:30 p.m. **only on the day of issue of textbooks**. The receipt **MUST** be produced when textbooks are being collected.

Students **MUST** come in person to collect their textbooks and/or their devices on loan and they **MUST** be accompanied by a parent/guardian who will be required to accept responsibility for any charges made for damage or loss (other than reasonable wear and tear) of any of the books or devices supplied under the scheme.

All charges for damaged or lost textbooks or devices should be paid to the Secretary-Treasurer. **THE RECEIPT MUST BE PRODUCED BEFORE A FURTHER ISSUE OF TEXTBOOKS OR EXCHANGE OF DEVICE CAN BE MADE.**

To avoid congestion and delays, textbooks will be issued from the School Library to forms on the assigned dates. Devices will be issued on assigned dates from the school's ITC. Parents are requested to collect text-

books and/or devices **ONLY ON THE DATE AND AT THE TIME SPECIFIED** for their child's form. The date and time of issue for the Lower Sixth will be announced as soon as the Fifth Form results have been received.

Persons who, because of unforeseen circumstances are unable to collect their textbooks on the assigned dates will be able to do so on the date and time specified at least one week prior to the opening of the School Term.

PETTY FEES

Petty Fees of \$60.00 for the ENTIRE SCHOOL YEAR – September to July must be paid for the ENTIRE YEAR on the same day that payment is being made for text books.

All receipts for Petty Fees should be kept safely and be available for presentation in order to receive stationery.

Students who damage school property will be required to pay for all damages.

STATIONERY

Stationery will be issued to students **during the first week of the Michaelmas Term on presentation of their receipt**. The issue will be controlled and limited because of rising costs. In order to receive replacements, students must produce their used manuscript books with the teacher's signature. A charge of cost price will be made for the replacement of lost or misused books, and for all stationery issued in excess of the amount approved for the academic year, depending upon availability.

There are certain textbooks and laboratory books which must be purchased by each student. These must be purchased from the School on the same day when students are collecting their other textbooks.

GENERAL INFORMATION FOR STUDENTS

A ASSEMBLY

Monday	-	Full Assembly	-	Hall
Tuesday	-	House Assembly	-	House Rooms
Wednesday	-	{Year Assembly / Form Assembly}	-	Year Room/Form
Thursday	-	House Assembly	-	House Rooms
Friday	-	Full Assembly	-	Hall

Year Assembly and Form assembly occur on alternate Wednesdays.

B BELLS

7:55 a.m.	-	First Bell
8:00 a.m.	-	Second Bell for Assembly

Bell Times for periods are found on the timetable. **When the first bell rings at the end of lunch students are to go to their forms in order to be ready for their lessons when the second bell is rung.**

C	NORMAL SCHOOL HOURS	7:55 a.m. - 2:00 p.m.
	LUNCH	10:55 a.m. - 11:55 a.m.

ONLINE SCHOOL HOURS	8:40 a.m - 2:00 p.m.
LUNCH	11:20 a.m. - 12:20 p.m.

SPECIAL SCHOOL HOURS—FORM LEVEL MEETINGS

7:55 a.m. - 1:30 p.m.
FORM LEVEL MEETINGS — 2:00 p.m. until 4:30 p.m.
Parents are required to collect their children by 4:30 p.m.

D BATHROOMS

All students are expected to make an effort to keep the bathrooms as clean as possible.

E FORM DISCIPLINE

1. Students should be quiet before the teacher's arrival and must **STAND WHEN A TEACHER ENTERS THE ROOM** and wait for the teacher's instructions to resume their seats. Students must also **STAND WHEN A TEACHER IS LEAVING THE FORM.**

F LIBRARY BOOKS

Library books are the property of the school and must be handled with care.

G TELEPHONE BOOTH

The telephone booth is out of bounds during official hours i.e. 7:55 a.m. until 2:00 p.m. Cell phones are not permitted in school. Students may come to the office to make an emergency phone call to parents or guardians.

H HOUSE SYSTEM

All new students are assigned to one of four Houses. This is by random selection with the proviso that if you had relatives in a particular House you are placed in that House.

I NAMES OF HOUSES

A	-	ARMSTRONG	-	BLUE
B	-	DEIGHTON	-	RED
C	-	COLLYMORE	-	GREEN
D	-	DALTON	-	YELLOW

J CALENDAR FOR THE SCHOOL YEAR

FIRST TERM

September	-	Beginning of New Term
WEEK 6/7	-	Record Cards
	-	Inter-House Swimming Sports
	-	Inter-School Swimming Sports
	-	Teacher’s Professional Day
	-	Speech Day
December.....	-	End of Term - Reports issued

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**SECOND TERM**

|                      |   |                                 |
|----------------------|---|---------------------------------|
| <b>January .....</b> | - | Beginning of New Term           |
|                      | - | Inter-House Sports              |
|                      | - | Inter-School Sports             |
| <b>WEEK 6/7</b>      | - | Record Cards                    |
|                      | - | Career Showcase for Third Forms |
|                      | - | Founder’s Day Service           |
| <b>April .....</b>   | - | End of Term - Reports issued    |

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THIRD TERM

April	-	Beginning of New term
	-	External Examinations
	-	Promotion Examinations
June	-	End of term - Reports Issued

HARRISON COLLEGE SCHOOL SONG

Sing we the song of the School that we love
Shout we its honour again.
Juniors below to the Seniors above
Join in the rousing refrain:

Refrain.....

For it's Harrison, Harrison, all, for Harrison,
Those who will never give up.
All in the run of it
All for the fun of it
Harrison, Harrison, Up!

II

Hark to our shout in the Isle of our birth
Come many echoes afar
Bounding from lands in the ends of the earth:
We too of Harrison are.

Refrain.....

III

Hear from the distant recesses of space
Voices of those who have died,
Doing their best for their land and their race:
They are our glory and pride.

Refrain.....

IV

Memories bright of the hours that we spend
Wielding the pen or the bat
Comrades together shall last without end:
Nothing can rob us of that.

Refrain.....



R.R.M. Gendall

TIMETABLE					
TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 -9:40					
9:40 -10:20					
10:20 -11:00					
11:00 -11:40					
11:40 -12:40	L	U	N	C	H
12:40 -12:50	R E G	I S T	R A T	I O N	
12:50 -1:30					
1:30 -2:10					
2:10 -2:50					
HOMEWORK					

