



**HILLRANGE SECONDARY SCHOOL HANDBOOK  
(PARENTS AND STUDENTS)**

**2025 EDITION**

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## **Preface**

As we embark on this journey together, it is my pleasure to present to you our Handbook for Students and Parents. This handbook has been thoughtfully crafted to serve as a valuable companion and comprehensive source of information regarding our school's rules, regulations, and procedures.

The purpose of this handbook is to provide clarity and guidance on the expectations and standards that uphold the quality of education and the nurturing environment we strive to maintain at Hillrange Secondary School. Within these pages, you will find detailed descriptions of our policies, codes of conduct, academic guidelines, and various other aspects that are integral to the smooth functioning of our school.

It is important to note that our handbook is a living document, continuously evolving to meet the needs of our school community. As part of our commitment to improvement and excellence, changes and updates to the handbook may occur throughout the year. While we aim to provide you with the most current information, there may be instances where updates are implemented without prior notice. Rest assured, any significant changes affecting sections of the handbook will be communicated to you promptly through official school channels.

We believe that a strong partnership between home and school is essential for the success of our students. By familiarising yourself with the contents of this handbook, you can better support your child's educational experience and contribute to a positive and productive school environment.

Thank you for your continued trust and cooperation. Together, we can make this academic year a rewarding and enriching experience for all. If you have any questions or need further clarification on any matter, please do not hesitate to reach out to our administration.

Warm regards,

Sebastian Eluehike  
Principal, Hillrange Secondary School

# Hillrange School in Brief

## Ownership of Hillrange Secondary School

Hillrange Secondary School is a project of Ikota Educational Foundation (IEF), a not-for-profit trust registered in Nigeria. The foundation aims to promote educational and social projects based on Christian principles and ideas that contribute to the development of society. These projects are open to all, regardless of nationality or creed.

Hillrange Secondary School is the second project of IEF, the first being Whitesands School, Lagos. Both schools are founded on the same educational philosophy. Hillrange Secondary School started its operations on 13 September 2017.

The foundation is managed by a Board of Trustees which appoints an Executive Council (Exco) to run its schools. The Exco makes policies for the school and ensures the good management of the schools. The Members of the Executive Council are:

1. Professor Albert Alos
2. Dr. Lorenzo Manuel David
3. Mrs. Chinelo Ujubuoñu
4. Mr. Victor Akinyede

## School Governance

The Exco appoints the members of the Management Team for each of its school projects. The Management Team is made up of the principal, directors and any other staff that the IEF Executive Council may appoint. The Management Team is charged with the responsibility of the day-to-day running of the school, covering areas such as academic, administrative, budgetary, financial and general management in order to achieve the objectives of the school.

## Educational Philosophy

The educational philosophy of Hillrange Secondary School refers to those important ideas that inform the style of education that the school

implements. It is a set of ideas that underlie the way the school is and how it functions. For example: Why is Hillrange an all-boys' school? Why does it not have boarding facilities? Why does it have only male teachers? Why do the students appear to be so much at home in school and why are the parents required to play a very active role? The answers to these and many more questions about the school lie in its educational philosophy.

Below is a summary of the different aspects of these ideas but further elaboration is found in the booklet titled "Hillrange School Educational Philosophy" or on our school's website.

1. **Parents as First Educators:** Education, understood as a project of a child's improvement and full development, is conceived as the prerogative of parents. The school plays a secondary and collaborative role.
2. **Personalized Education:** Every person is unique, and has both strengths and weaknesses. Good education must recognize this to meet the personal needs of the child.
3. **Integral Education:** The child's education embraces every aspect of his personal development—intellectual, physical, moral, social, etc.
4. **Educating in Freedom and Responsibility:** A person's actions are only responsible, personally enriching, and therefore truly educative if they are free. Those who educate must foster authentic freedom.
5. **The Teacher as an Educator:** The teacher, as a role model and true educator, pays attention to his own personal development, while striving to support his students in attaining an all-round education.

# Mission and Vision statements

## Vision Statement

To be the leading Family School for boys, being driven by dedicated workers in close partnership with committed parents, to nurture future leaders of impeccable personal integrity, professional excellence, and enduring virtues.

## Mission Statement

To develop boys, following Christian principles, into knowledgeable, responsible and happy men, who love and defend truth, freedom and fatherland, through an approach that offers all-round formation, respects the dignity of the human person, strengthens the role of the family and raises the dignity of the education worker.

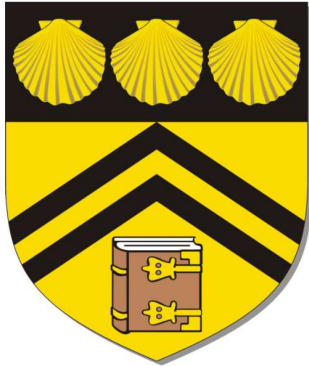
## Our Core Values

- Fostering responsible freedom
- Upholding parents as first educators
- Advisory System: mentoring and communication with parents.
- Educating the whole person
- Promoting and respecting the dignity of every human person.
- Continuous personal formation of parents and staff
- Professional excellence
- Recognizing the dignity of every human work and labour
- Strengthening family values
- Cheerful atmosphere, trust and team spirit
- Promoting excellent learning and working environment
- Restoring the dignity of the education worker
- Promoting the culture of continuous maintenance

## School Motto

The motto of Hillrange Secondary School is ***Ad Summum***. This Latin expression which means "To the heights" is an imperative for the students to strive for the very best in every endeavour. The "*heights*" here means the most sublime, the very excellence that is attainable and its scope embraces all of life: academics, character, work, etc.

## School Crest



- A scallop shell displayed with its convex showing refers to St. James, an Apostle of Jesus Christ. His lofty mission and special relationship with Christ invite every member of the school community to remain faithful to Christ.
- There are three shells and the number "three" evokes the protagonists of the education offered at Hillrange: PARENTS, TEACHERS and STUDENTS, in the order of importance proposed by St. Josemaria, under whose inspiration the school was founded.
- The two chevrons represent the hills of Enugu. Their sharp peaks stand for the heights of excellence in academics and character to which the students are invited.
- The book closed with a seal represents wisdom and academic prowess, which requires a key to open it. This key is study - hard work - without which worthwhile knowledge is scarcely attained.
- The bright yellow colour that forms the background of the crest represents hope, happiness, optimism, and joy.

# School Song

There is a place where hard work pays  
Where quest for knowledge is a cornerstone  
With God on our mind  
There's a lot we can find  
Many hands lead us to the glory days

## ***Chorus:***

To the hills. To the heights  
Hopeful sights towards the sun  
To the heights. To the hills  
New day chimes to a new dream born.  
We'll leave nothing to chance  
With faith and work in a balance  
To become, in life, a valued tool.  
This is our goal at the Hillrange School.

We're here to build characters prime  
Our parents and our teachers work as one.  
We work to excel  
And in dignity dwell  
To become virtuous beings for one lifetime.

## ***Chorus:***

To the hills. To the heights  
Hopeful sights towards the sun  
To the heights. To the hills  
New day chimes to a new dream born.  
We'll leave nothing to chance  
With faith and work in a balance  
To become, in life, a valued tool.  
This is our goal at the Hillrange School.

# Academic Programme

## School Curriculum

Hillrange Secondary School implements the Nigerian National Curriculum. Subjects offered in the Junior School are as follows:

1. Mathematics
2. English Studies
3. French Language
4. Igbo Language
5. Basic Science and Technology (BST)
6. Pre-Vocational Studies (PVS)
7. National Values Education (NVE)
8. Cultural and Creative Arts (CCT)
9. Business Studies
10. Christian Religious Studies
11. History

Subjects offered in the Senior School are follows:

1. Mathematics
2. English Language
3. Civic Education
4. Data Processing
5. Biology
6. Economics
7. Chemistry
8. Government
9. Physics
10. Christian Religious Knowledge
11. Technical Drawing
12. Agricultural Science
13. Further Mathematics
14. Literature in English
15. Philosophical Anthropology
16. Coding

## School Timetable and Calendar

The daily school activities begin at 7:45 am and end at 3:30 pm. The school timetable is divided into nine periods which include the following:

- Classroom lessons
- Laboratory/workshop
- Break periods
- Lunch
- Mass/Study period

**Note:** Two periods are allotted to sports every week. Students who are members of sports teams may be required to do extra practice after school. There is also a period dedicated to clubs/societies every week.

The School Calendar year is made up of three terms of 12 or 13 weeks each. The mid-term break is a no-class extended weekend (from Friday to Monday) at the end of the sixth week.

- First term begins about the middle of September and ends by mid-December with a three-week Christmas holiday.
- The Second term begins early January and ends around Holy Week, followed by a three-week Easter break.
- Third term ends with the long vacation which begins around the middle of July.

## **Continuous Assessment**

In line with the National Policy on Education, Hillrange School students are continuously assessed as part of their academic programme. The instruments for continuous assessment include all of the learning activities of the school: class work, tests, homework assignments, quizzes, practical work, projects, etc. The results of these assessments are produced every four or five weeks each term and they add up to 40% of the end of term result.

Each subject teacher decides and announces to the class which among the various evaluation instruments will be included in the continuous assessment results. These results are very useful indicators for parents to follow up the progress of their son in any given subject.

## **Examination Results and Promotion Policy**

Report cards of the end of term examination results are issued at the end of each term. This document contains the summary of all evaluation of the academic work done during the term. The report card also shows

the breakdown of the student's academic performance for each of the subjects: 60% for the end-of-term examination and 40% for the continuous assessment. Moreover, it contains remarks from individual subject teachers, the TIC (Teacher in charge of class) as well as the principal.

Clearly, the report cards are given out so that parents are adequately informed of the performance of their sons. They are important school records and should therefore be kept safe.

The grading scale used at Hillrange School to rate the scores of students at the JS level is as follows:

A+	90 – 100	Distinction/Excellent
A	80 – 89	Very Good
B	70 – 79	Good
C	60 – 69	Credit
P	50 – 59	Pass
F	49 and below	Fail

To be promoted from one class to the next in Junior School:

- A student must score a cumulative average of 50% at the end of the third term, **and** at least, a 'Pass' in English and Mathematics.
- A student who does well in every other subject but does not pass English Studies or Mathematics may be given a chance to re-sit the paper(s) towards the end of the long vacation after due preparation at home. This is done at a fee; the amount will be determined by the school management.
- A student moving from JS 3 to SS 1 should have a minimum of six credits in six subjects which must include Mathematics and English Studies in the Basic Education Certificate Education (BECE) taken at the end of JS 3.

At the Senior School level, the grading scale is as below:

A1	80 – 100
B2	75 – 79
B3	70 – 74
C4	65 – 69

C5	60 – 64
C6	55 – 59
D7	50 – 54
E8	45 – 49
F9	0 – 44

To be promoted in the Senior School, a student must

- make a minimum of five credits which must include English Language and Mathematics.

A student may be required to re-sit certain subject(s) for which a fee is charged per subject.

## **Study and Use of Library/Media Centre**

The ICT Lab/Library is an essential part of Hillrange School. This centre will lead children into the world of books and technology. It is the purpose of the centre to provide the following:

1. A collection of books for recreation and free reading
2. A collection of text books, reference books and materials
3. A collection of audio-visual materials and new technologies
4. An access to the internet that is filtered and safe

Students will also be instructed in the care and use of books and media suitable to their age and development. Students are allowed to use the library/media centre during their breaks and free periods as well as when they have computer related subjects. The ICT Lab is also used for Computer Based Tests (CBT), especially in the Senior School.

## **Admissions to Hillrange Secondary School**

Hillrange Secondary School is a secondary school for boys, open to students of all backgrounds. It does not discriminate on the basis of race, ethnicity, creed or economic position. The criteria for admission into the school include the following:

- Entrance Examination results
- Past academic performance (for the last year of school)
- Interview with the parents
- Interview with the candidate

The information obtained by the school on the candidate and his family during the admission process are handled with a high degree of confidentiality. The school reserves the right to disclose, in part or wholly, the result of the admission process.

Intending applicants are subjected to an entrance examination. Results of this exam is one of the more important reasons for the school to accept the applicant. The exact subjects to be examined depends on the class level being applied to. The admissions office makes an announcement in this regard.

Shortlisted candidates are offered the option to go to the 'Next Stage' by fulfilling the following steps:

- Parents attend the appropriate Family Enrichment Programme
- Payment of Development Levy which is a contribution of the family on behalf of the boy for the development and conservation of the school facilities.
- Payment of the First Term fees of the upcoming academic session.

# Programme of Character Formation

## Introduction: Training in Character and Values

Our philosophy at Hillrange is founded on a Catholic vision of the human person. We understand education as a process that enables the student to gradually take responsibility for his personal improvement and that helps him forge a strong character.

We seek to help the students develop their talents to the full and to acquire virtues. In line with our motto, *Ad Summum*— To the heights, we strive to form them in the love and pursuit of excellence, care for detail, and a genuine effort to work hard at the service of humankind and society for the glory of God.

The four major human virtues that support good character are:

### 1. **Justice or Personal Responsibility**

Each person has certain duties to perform at home, at school and in the wider community. Young people begin to hold their destiny and that of others in their hands. Action or inaction has consequences. The just person knows how to give everyone what is due to them.

### 2. **Prudence or Sound Judgment**

The ability to make wise choices and judge what is right in each situation based on Christian principles and personal values.

### 3. **Fortitude or Resilience**

Development of personal strength that enables one to persevere in things that are worthwhile. The strong man fights on, no matter the challenges, with his eyes always fixed on the goal to achieve.

### 4. **Temperance or Self-Control**

This is the ability to exercise self-discipline in every situation. Our programme of character development and training in virtues is given through instructions, guided practice, and above all, through the good examples of teachers who never lose sight of their place as role models for the boys.

## The Advisory System

Advisory is the mainstay of a student's education at Hillrange. It offers guidance, support and encouragement to each student in the development of his character and personality.

It is a one-on-one meeting, during which a boy and his advisor discuss his current activities and review both accomplishments and opportunities for further improvement. This means of personal growth brings together all the other aspects of education offered in the school with a view to helping the student apply them to himself and as it were, internalize them. It is carried out in collaboration with the student's parents.

Consequently, the advisor meets at least once every term with the parents of his advisee to discuss ways of helping him forge ahead in his academics and personal development. The advisor is specially trained to work both with parents and the boys in such a way that he renders this support with the utmost respect, delicacy and professionalism. It is only in the context of understanding, confidence and friendship that the advisory system flourishes.

## Virtue of the Month (VOM)

The virtue of the month envisions excellent and happy human beings which every member of the Hillrange family strives to become. They are taken from the Decalogue (Ten commandments from the Old Testament), the Beatitudes (from the New Testament) and natural philosophy (the cardinal virtues).

Below is a list of the virtues of the month for two cycles of years (along with their subordinate or related virtues and values).

MONTH	ODD YEARS	EVEN YEARS
January	<b>Cheerfulness and Joy</b> Serenity, awareness of our Divine Filiation, surrender to Divine Providence, Meaning of happiness Four Levels of Happiness: Pleasure, Ego-Comparative, Contributive,	<b>Optimism</b> Handling failure, smiling asceticism, sporting spirit

	Transcendent. Cheerfulness and virtue	
<b>February</b>	<b>Loyalty and Friendship</b> Understanding, benevolence, tolerance, fraternal correction patriotism, impartiality, loyalty to God, to our friends, to our parents, being men of our words, Importance of making friends, maintaining friendships, Friendships on social media, Friendship with God.	<b>Justice</b> Respecting the rights of others, duties to God, towards others, being fair and fulfilling our duties, standing for what is right
<b>March</b>	<b>Self-control, Spirit of Sacrifice</b> Moderation in the pleasurable, control of the passions (pride, anger, lust, sloth, envy, avarice, gluttony)	<b>Fortitude</b> courage, daring, patience, endurance, perseverance, going against the current, peer pressure, demanding on oneself, audacity
<b>April</b>	<b>Sincerity and Simplicity</b> truthfulness, honesty, self-knowledge, unity of life, integrity, naturalness, transparency, veracity	<b>Care for little things</b> love for details, finishing things well, importance of little things in professional life, family life, among one's friends.
<b>May</b>	<b>Holy Purity, Chastity</b> modesty, refinement in dealing with and respect for ladies, respect for other people's privacy and intimacy, a clean mind and heart	<b>Digital Temperance</b> Moderation and right use of social media: dangers of pornography: Self-dominion: avoiding addictions to games etc
<b>June</b>	<b>Good manners I:</b> Sociability - courtesy, politeness, refinement in speech, fairness, gratitude, table manners, phone etiquette, netiquette. Friendliness - being easy to approach and easy to talk to, being a good friend at all times. Friendship with family members.	<b>Good manners II:</b> Personal comportment - Clean body, mind and habits, dress sense, elegance, personal hygiene, neatness
<b>July</b>	<b>Good use of time</b> leisure time, creativity, acquisition	<b>Freedom</b> Freedom and Commitment, Freedom and the natural law, Virtue and

	of new skills during the vacation, spirit of service at home keeping good company	Freedom, Truth and Freedom, Love and Freedom, Freedom and Responsibility
<b>August</b>	<b>Magnanimity</b> Striving towards great things, preferential love for the weak, love for the common good	<b>Wholesome Rest</b> spirit of service at home keeping good company
<b>September</b>	<b>Study and Work,</b> love for knowledge, industriousness, productivity, professionalism, diligence	<b>Passion for excellence, Grit, Heroism</b> Going beyond the minimum ( <i>ad summum</i> ) being proactive, clear vision, focus, achieving goals by setting appropriate and positive targets, Perseverance for long term goals.
<b>October</b>	<b>Order I:</b> Physical & Material Order being methodical and systematic, time-tables, to-do lists, care for details, punctuality.  <b>Order II:</b> Sense of priority (in Charity, God first, the others then oneself), the need for obedience to authority and unity, serenity, composure, Sanctification of Work	<b>Prudence</b> planning, foresight, hindsight, circumspection, common sense, asking for advice and help when we need it and from the right persons.
<b>November</b>	<b>Responsibility</b> dependability, reliability, social responsibility – fulfilling one’s duties; accepting the consequences of one’s words, thoughts and actions – intentional or unintentional	<b>Respect</b> Living in harmony with parents, siblings, Obedience: respect authority out of love and service: Teachers, bosses, neighbours; Obedience as a source of true freedom. Respect for women; Respect for your property and those of others. Earning Respect Allowing others their rights; Healthy self-esteem; Tolerance: allowing others have their opinions about non-essential things, accepting the

		preferences and ideas of others without compromising our beliefs
<b>December</b>	<b>Generosity and Service</b> service & self-giving, hospitality, genuine concern for the well-being of others and anticipating their needs	<b>Humility</b> Recognizing our inadequacy and working at improving, doing good without expecting praise or reward. See talents as opportunities to help others.

## Opus Dei and the School Chaplaincy

The religious education and spiritual formation offered to the parents, teachers and students of Hillrange School is entrusted to Opus Dei, an institution of the Catholic Church founded in 1928 by St. Josemaria Escriva. The mission of Opus Dei is to help people seek holiness by turning their work and daily activities into occasions for getting closer to God, for serving others, and for improving society. At the request of the founders, Opus Dei provides pastoral care without assuming moral responsibility for the Christian orientation of the undertaking.

It is indeed noteworthy that many aspects of the philosophy of Hillrange School reflect the spirit of Opus Dei. For example, hard work and academic excellence become easier to pursue and achieve when one strives for personal holiness and acts with a desire to please God, which is what Opus Dei encourages people to do. Other areas of intersection include: love for freedom; character formation which leads to the acquisition of virtues; attention to little things in school and at home; upholding the dignity of everyone, respect for persons, etc.

One specific way in which Opus Dei supports the education at the school is by appointing a chaplain or spiritual director to attend to the spiritual needs of parents, teachers and students. The activities of the chaplaincy include Holy Mass, confession, days of recollection and individual spiritual guidance.

## **Mass/Study Period**

Part of the school timetable is a period dedicated to Holy Mass. All students are warmly invited to attend. Those students who opt not to go to Mass should remain in their classroom studying.

We encourage everyone to treat this period with respect. Please note that the mass/study period is not to be used for the library, nor sports, nor any other activity. It is not the time to loiter around the school.

## **Other Means of Character Formation**

Every student is given an opportunity to carry out tasks other than those required by the Nigerian curriculum. Class duty assignments are meant to develop a sense of responsibility, to live a spirit of service and to break the routine of regular school work.

Classroom duty assignments can take the form of being in charge of any of the following:

- i. Opening and closing classroom windows.
- ii. Emptying the waste bin (first break, second break, lunch break and close of school)
- iii. Sweeping the classroom and arranging the desks and chairs.
- iv. Turning on/off all electrical devices in the classroom.
- v. Cleaning the whiteboard at the end of the school day.
- vi. Prayers: Opening and Closing prayers, Angelus/Regina Caeli reminder
- vii. Maintaining order in pigeonholes and the teacher's desk

Each team is responsible for specific duties on a rotating schedule as follows:

- i. Monday: Class Council Members
- ii. Tuesday: Amazon Team
- iii. Wednesday: Danube Team
- iv. Thursday: Nile Team
- v. Friday: Zambezi Team.

## **Parents Involvement in the School**

Hillrange School parents are actively and effectively involved in the life of the school, especially through the various means of formation offered to them and their close working with their son's advisor for his personal, academic and all-round development.

## **Parents as Primary Educators**

Hillrange upholds the belief that parents are the primary educators of their child. As primary educators, the parents have the foremost responsibility in the education (understood as upbringing) of their child. The school will provide the academic, technical and skills acquisition while the child is in the school, but the upbringing continues to be the responsibility of the parents. Understood in this way, the school is seen as a partner of the parents in their effort to raise the child into a responsible, God-fearing citizen and member of the society.

By enrolling their child in Hillrange Secondary School, parents agree to abide by the educational philosophy, rules and regulations, academic and disciplinary measures of the school. They accept that the school will apply these rules in good faith, always acting in the best interest of all stakeholders involved.

Parents agree to foster in their child the adherence to the rules and regulations set forth by the school knowing that these rules are designed to maintain a safe and effective learning environment that fosters character formation and life of virtues for all students.

This comes with the understanding that the bond of parents with the school is based on trust and alignment of goals. Therefore, parents agree to release Hillrange Secondary School, its staff, management and governing body from any legal action or liability arising from the implementation of academic or disciplinary measures, provided such measures are in accordance with the school's policies and are administered fairly and without discrimination.

By enrolling your child at Hillrange Secondary School, you, as the parent or guardian, grant the school the irrevocable right to use, reproduce, and publish photographs, video recordings, or any other media that include

your child's likeness for educational, promotional, or other purposes related to the school's mission. These images may appear in various formats, including but not limited to the school's website, social media channels, newsletters, and promotional materials.

Even then, Hillrange is committed to ensuring the security and privacy of all students. Images will be used in a manner that respects the dignity and privacy of students. The school will take reasonable steps to avoid publishing any sensitive or compromising images.

## **General Correspondence with the School**

With the advent of digital mobile communication, communication between parents and staff of the school could be done using mobile phones.

The mobile phone numbers of key staff are made known to students. Parents should make sure they have the phone numbers of the key staff to their son:

- Principal
- Director of Studies
- Director of Formation
- Director of Administration
- Coordinator
- Teacher-in-Charge (TIC)
- Advisor

All formal requests should be typed and addressed to the principal who will always treat them appropriately with a suitable, written reply.

## **Class Coordinating Parents (CCP)**

In consonance with the school's practice of fostering the participation of parents and contributing to their formation, every class has a couple appointed as Class Coordinating Parents. They seek to ensure that their fellow parents experience the warmth, concern and interests that are at the heart of the spirit of the school. Class Coordinating Parents work to serve as a channel of communication among the parents that make up

the respective class. They welcome new families to the school community, promote parents' participation in the various events which the school organises and support them in their parenting role. Indeed, they provide a valuable service to the families and the school.

## **Parents Activities**

Part of the responsibility demanded from parents is their commitment to supporting the school's efforts to promote family values among parents and character formation of the students. Thus, they accept the fact that the school requires parental involvement in the whole process of educating the student which translates in participation in the parents' activities organised by the school.

Institutional activities in IEF schools that parents are required to attend as husband and wife are:

1. Family Enrichment Programme (FEP)
  - a. Pre-adolescence Family Enrichment Programme (pFEP)
  - b. Adolescence Family Enrichment Programme (aFEP)
2. Parents' Advisory Meeting

Activities that are needed for parents to follow up their child's academic progress

3. Parents' Forum (meeting with subject teachers)
4. Parents-TIC Meeting
5. Lecture on Family Values - Parents First!

Activities that are useful for parents' personal life and development as a person

6. Monthly Recollections
7. Annual Spiritual Retreat for Men (Out-of-Town)
8. Married Couples Relationship Programme

## **Family Enrichment Programme**

Hillrange School organizes family enrichment programmes for the parents of the students as a means of supporting them in carrying out their parenting responsibilities. These programmes are facilitated by the National Association for Family Development (NAFAD) which is the

Nigerian affiliate of the International Federation for Family Development (IFFD).

Parents of incoming JS1 students are required to attend and complete the Pre-Adolescence Family Enrichment Programme (pFEP) which as the name suggests focuses on issues regarding children of pre-adolescence age. Parents of JS3 are required to attend and complete the Adolescence Family Enrichment Programme (aFEP) before their son is allowed to enter the Senior School.

The programme runs for three consecutive Sundays, each one lasting for three hours (3 – 6 pm) with a tea break. Couples are encouraged to attend together.

The entire programme consists of case studies which deal with different aspects of family life, such as family management, parental care and correction, child delinquency, work and family, peer influences, personality and attitudinal differences, and other relevant aspects of life in the home.

A couple has to achieve at least 80% attendance to qualify for a certificate. Where for important reasons, they have to pull out of the course without completing it, they would be allowed to join another group later to do the case studies they missed. All the necessary information and booking procedure for this course can be obtained from the Administration Office.

## **Advisory Meetings**

The advisory meeting refers to the meeting both parents have periodically with their son's advisor to discuss his progress in school and at home. This is one important forum for parents to rub minds with the teacher appointed to mentor their son at school and agree on how best to support him in his academic work and personal development.

The advisory meeting is held every term. However, parents may request additional meetings if needed. We emphasise the need for both father and mother to attend every advisory meeting for its effectiveness.

## **Parents' Forum (meeting with subject teachers)**

Once every year, there is a meeting of parents with their sons' subject teachers. During these meetings, parents can talk with their sons' subject teachers to discuss their academic progress. This is a great opportunity for parents to learn about their sons' strengths and weaknesses in each subject.

## **Parents - TIC Meeting**

Once every year, there is a meeting of the parents of each class with the teacher in charge of the class. This meeting focuses on matters concerning the class as a group. Such items as the progress of learning activities, discipline in the classroom, students' care for their belongings, formation of the students, etc., are discussed. It is also an opportunity for parents to bring up matters that are of common interest to the class. However, care should be taken to avoid personal references or delving into questions that go beyond the scope and concern of the class. The Class Parents support the teacher in charge of the class in organizing these meetings and especially ensuring very good attendance.

Every meeting should have an agenda produced by the TIC and the Class Parents. The minutes of the meeting should be produced and sent to all the parents and to the school management within three days.

## ***Parents First!* - Lecture on Family Values**

As part of its commitment to promote strong families, Hillrange Secondary School as an institution tries to invite an expert from different parts of the world to deliver a seminar, specifically intended for parents of the IEF schools. It is titled *Parents First!* and is organised and delivered online every last Saturday of every month. The topic of the seminar invariably revolves around family values only. Hillrange also organises physical or hybrid parents' seminars from time to time.

## **The Monthly Day of Recollection for Fathers**

One Sunday in every month, there is a recollection held at the school for all the fathers of the students. The programme is a means of spiritual formation meant to aid them in their relationship with God. The content includes: talks on Catholic doctrine or morals, reading of passages from spiritual books, meditations given by the spiritual director, Confessions

and Holy Mass. The programme is limited to fathers alone as the mothers have an opportunity to attend a similar spiritual programme at the Roseville School.

## **Annual Spiritual Retreat for Men (Out-of-Town)**

The school makes arrangements for the fathers who are interested in availing themselves of the spiritual retreat held in Iwollo Conference Centre (near Ninth Mile, Enugu) or Iroto Conference Centre (near Ijebu Ode).

*Why make a retreat?* Making an annual retreat – a couple of days spent in silence, prayer, and reflection – involves a sacrifice for nearly all busy people. Nonetheless, every year countless busy people make the time for a retreat. Retreats can truly rejuvenate our spirits and are definitely a valuable investment in today's noisy world.

The programme is arranged in Hillrange for fathers alone. The arrangement for mothers to attend similar retreats is arranged in Roseville School.

## **Married Couples Relationship Programme**

The Married Couples Relationship Programme (MCRP) is a follow-up programme for parents after having completed the FEP to foster stronger bonds in their married life. The programme consists of practical sessions where spouses learn more about themselves by improving communication skills while navigating through their married life. It is expected that at the end of the programme, the couple would have developed a strategic plan for sustaining happiness in their marriage.

The key discussion points are temperament, understanding of oneself, communicating your feelings and navigating the minefield of love. The programme serves to rekindle the sparks in marriage, strengthen the bond of friendship between couples, provide a getaway for couples from the routine and stress of the everyday hustle and offer a perfect bonding and introspection time for participating couples.

The MCRP is handled by the Institute for Work and Family Integration (IWFI), a sister organisation to Hillrange Secondary School.

# **Students' Life**

## **The Hillrange Student**

Hillrange Secondary School is an institution which fosters an integral education of its students and so attends to their intellectual, human, cultural, social, moral, etc., formation. This modality of education ensures that the student grows in freedom and responsibility. He is thus prepared to take his place in society, making his contribution through an upright life and competent professional activities.

The close and constant participation of their parents in their formation and education especially leaves a profound debt of gratitude in the students. They learn to appreciate the great value of self-giving in marriage and parenting and are ardently desirous of passing on this value for their own enrichment and that of society.

While in school, the students are taught the great value of working well and the importance of effective time management. They also appreciate the need to develop their own personalities by striving to acquire virtues. Practical details of order, punctuality, good manners, tidiness, care for material things, are constantly taught by example and guided practice. These, no doubt, redound to the all-round education of the Hillrange student.

## **Orientation of Students**

Every new set of students undergoes a two-day orientation programme beginning on the first day of resumption. The programme covers the basic aspects of the life of the school. A detailed timetable is produced and followed throughout the period. The exercise is very important in helping the students quickly settle down to work and in giving them a clear explanation of what is expected of them and the reasons for such expectations. We also use the period to introduce the school's academic activities and to give them some training on how to study well and effectively.

It is obligatory for every student to participate in the orientation programme as it prepares them to fit into the Hillrange School system quickly and with relative ease.

A 'mini-orientation' is done at the beginning of every term for all students. This usually takes only the first day of school or just a few periods of the day. It serves to remind the students about the basic rules and expectations of a Hillrange student.

We usually spend a good part of the first week of the term reviewing the examination of the previous term in the various subjects. Students are therefore required to keep all question papers and answer scripts for this revision.

## **School Teams and Team Leadership**

For the purposes of sports, classroom management and other activities, Hillrange students are grouped into four teams named after some of the greatest rivers of the world —Amazon (Green), Danube (Yellow), Nile (Blue) and Zambezi (Red). Membership of teams begins with the students' election of four team captains among themselves in, the various classes. The captains then proceed to populate their respective teams by an orderly selection of their fellow class students.

A boy remains in his team until the end of Junior School. Upon transitioning to Senior School, students are reassigned to teams through a new election process. New team captains are elected every year in both Junior and Senior School.

Besides intra-class quiz competitions and efforts to grow team points based on members' good behaviour, teams compete in sports across the entire school. Teachers and the other members of staff are assigned to various teams, where they support the students particularly in sports activities.

## **The Class Council**

The class council is an organ of participation of the students in the government of the class and a means of formation which stimulates their sense of responsibility, companionship and the spirit of service. The class council is also an inestimable help for achieving the educative objectives of the class and an exceptional means for the formation of student leaders and in preparing them for leadership roles in society in the future.

The council for every class is comprised of five students: the four team captains and a class secretary appointed by the teacher in charge of class (TIC). They meet regularly to discuss their class affairs. The TIC who presides over their meetings tries as much as possible to be unobtrusive so that the students express their views freely. He uses the opportunity to teach the students to participate with a spirit of service and responsibility. The school organizes leadership training camps for the class councils.

## **Booking System and Team Points**

At the beginning of every term, the teams in their various classes are each given 100 points which along the term can increase or decrease depending on the performance of the team members in behaviour and academic work. The total scores for the various teams are regularly updated on the class notice board. Students who are booked for poor behaviour in class, cause their teams to lose points. Moreover, their bookings are recorded in the Students Behaviour Record (SBR). Repeated bookings lead to Friday working detention and even suspension from school.

## **School Uniform**

The school uniform is a symbol of the unity of the school. It is an identifying mark and a means to promote the school's external image. Students are therefore expected to be in the appropriate school uniform on all occasions: formal wears on Mondays and established feast days of the school; daily wear on Tuesdays to Fridays. There is also a uniform for sports and Physical & Health Education practice, laboratory coat for science practicals, and overalls for Basic Technology workshop. A Student should come to school with these additional wears when necessary, using a bag different from that for his books.

### **A. Day-to-day wear (Tuesdays – Fridays):**

- 1) For junior students: short-sleeved sky-blue shirt with school crest on the breast pocket. For senior students: short-sleeved sky-blue shirt worn with a tie but without the school crest.
- 2) Grey trousers with a belt strap.
- 3) Black belt with a simple rectangular buckle.

- 4) Light-grey socks.
- 5) Black shoes with laces and without designs.

### **B. Formal wear (Mondays, special occasions and outings):**

- 1) Long-sleeved sky-blue shirt worn with a school tie (no crest on the shirt).
- 2) Grey trousers with a belt strap
- 3) Black belt with a simple rectangular buckle.
- 4) Light-grey socks.
- 5) Black shoes with laces and without designs.
- 6) Navy blue blazer with 2 black plastic buttons and patch side pockets; school crest embroidered on the left breast pocket (for Senior Students only).

### **C. Sports wear**

- 1) Red/yellow V-neck polo shirt.
- 2) Dark blue sports shorts

### **D. Others**

- 1) White handkerchief (regularly changed).
- 2) Approved school bag for textbooks, notebooks and academic materials

**Note:** You may inspect samples of school-approved uniform items at the reception desk

- A student must always have the prescribed uniform items at the appropriate time and occasion.
- A student is required to maintain a high standard of personal hygiene, with items of uniform being clean and in a good state of repair.
- Every student should keep an excellent appearance (e.g. fastened buttons, well knotted tie, shirts properly tucked in, shoes well laced, etc).
- Every student must, at all times, have their hair neatly cut. Close-cropped hair, just to hide the skin of the head is specified. Curling of hair or plaiting of hair in any manner is not allowed in school.

Parents should check their son's uniform before he leaves home for school, arrange for the replacement of damaged uniform items, and make sure all uniform items have proper identification marks or tags. As the boys grow up very fast during their stay at Hillrange, parents may have to buy uniforms rather often.

## **Students' Discipline**

All students are encouraged to be of good conduct at all times. Staff and students maintain a cordial relationship. School rules are usually explained to all new students during the orientation programme. In addition, all students are regularly reminded of the rules during the course of the school year.

Whenever, in spite of full knowledge of school rules, a student commits an offense, steps are taken to correct him both in his own interest and that of the whole school.

These steps may be in the form of simple admonition. They may also involve stronger actions aimed at making the student realize how unacceptable his behaviour is and giving him the opportunity to make reparation for it. The more serious sanctions include: detention during the sports period, working suspension or stay-at-home suspension, manual labour, etc., depending on the nature of the offense and its gravity. As an extreme measure, a seriously offending student may be expelled from the school.

In consonance with our philosophy regarding respect for the person and his dignity, corporal punishment is not used as a way of instilling discipline in students at Hillrange School. This measure has nothing to do with permissiveness but is borne out of a sense of propriety and professionalism in handling persons.

## **Norms of Conduct for Students**

The standards of behavior enumerated below serve as a guide and a help to students to always act in a way that reflects the education they receive at home and in school. As is expected, these rules are observed by students in a natural and spontaneous way as they go about their normal activities. Hillrange School is not so much interested in a meticulous observance of rules, as in the students' possession of clear

principles and criteria to guide them in their personal conduct and in their relationship with other persons.

## **A. Introduction**

1. Proper conduct in society is based on self-mastery and concern for others.
2. Students owe a natural obedience to those who educate them.

## **B. Basic Rules for Students**

1. Respond promptly to the school bell at all times. Always walk briskly and noiselessly to where you are expected to be.
2. Always obey your teacher promptly and exactly. He is your leader and guide in the school, as your parents are at home.
3. Always be polite and greet all staff, fellow students and visitors you meet on your way.
4. Keep the school environment neat at all times. Keep the classrooms, corridor, dining room and all places in the school building always orderly and noiseless.
5. Treat holy things, especially those of the chapel, with reverence and respect.
6. Dress neatly and correctly for all activities and ensure that you always have everything you need for classroom and other school activities.
7. Respect other people's belongings – take nothing without the owner's permission.
8. Hillrange students should be known for their integrity. Such dishonest acts as cheating in school examinations are strongly prohibited and will meet with appropriate sanctions.
9. Do not bring to school anything that the school does not permit such as GSM phones, cash, banned publications etc.
10. Financial transactions are strictly prohibited on the school premises. This includes buying, selling, lending or borrowing money or items of value.
11. Fighting and Bullying is strongly prohibited at Hillrange Secondary School.
12. Disorderly behaviour such as rough play, rushing of fellow students as well as running along the classroom corridors up and down the stairs are discouraged in Hillrange Secondary School

13. Noise-making in all its forms is a sign of gross indiscipline and should be avoided at all costs.
14. Hillrange Secondary School upholds a high standard of morality. Sexual immorality in any form is abhorred.

### **C. Class Conduct**

1. Always be punctual to class and ensure that you have all the materials required for learning. The classroom, being a learning space should be characterized by silence at all times. Only what could be described as "working noise" is allowed in the class.
2. Students attend classes well dressed. The classroom is indeed their place of work and appearance has much to do with the right disposition to work well.
3. Stand to greet incoming teachers. Participate actively by raising your hand to speak and follow proper classroom etiquette.
4. Sit properly in class: with the back straight on the back-rest of the chair so as to facilitate attention and learning. Avoid leaning on the desk, slouching or rocking the chair in order not to weaken it.
6. Always use the seat assigned to you by the TIC unless a subject teacher permits or asks you to sit elsewhere during his lesson.
7. Do your small jobs well and promptly. It is your contribution to the good atmosphere of the classroom and a way of serving others.
8. Do not use someone else's material without his permission. This is a matter of justice and courtesy.
9. Avoid any form of cheating during tests or assignments. Honesty is highly valued in Hillrange School.

### **D. Care of Little Things**

It is very important for all students to learn to take care of little things. Doing something well means doing all the little things.

To this end, each student ought to put the following into practice:

1. **Maintain Order:** Leave places better than you found them by:
  - Arranging your books under your desks and bags neatly in designated pigeonholes.
  - Cleaning your table area in the dining and tucking in chairs.
  - Picking up trash and maintaining a tidy classroom.

2. **Personal Appearance:** Take care of your dressing by:
  - Polishing shoes, tying shoelaces, tucking in shirts, combing hair, wearing ties properly and at the appropriate length (up to the position of the belt). Ensure uniforms are clean and well-maintained.
3. **Maintain excellent personal hygiene.** Shower regularly, brush your teeth twice daily, and use deodorant or antiperspirant. Keep your nails trimmed and clean, and maintain a neat haircut. Combs are not allowed in school, and do not wear facial hair.
4. **External Comportment:** Exhibit moderation and self-control in all actions, speaking well, and avoiding profane language.

## **E. Morning Assembly**

On Mondays, students go down to the Multi-purpose Court for the general assembly. On other days, they remain inside their classrooms for class assembly. During the assemblies, students should observe the following rules:

- do not make noise
- be with the members of their class during general assemblies
- listen attentively to the announcements being made
- be properly dressed (with blazers and ties on Mondays or the first day of school in the week)
- sing the national and school anthems with pride (on Mondays)
- after the assembly on Mondays, they orderly march to their classroom

## **Ending the day**

The school day ends at 3:30pm. At the end of the day, the students are to do the following:

- they should not leave before they are dismissed by the TIC, otherwise they become stragglers;
- they should collect their bags, water bottles and any other items from the pigeonholes and the desks before leaving the classroom;

- they should make sure that their immediate surroundings are in order;
- the student in charge of leading the prayer will be prompted by the TIC to do so;
- the team in charge of lights, cleaning the blackboard, emptying the waste paper basket etc should remain behind after dismissal, so as to finish off their respective assignments;

## **F. Staircase, Passageways and Corridors**

1. Students walk along them normally, without running, pushing or shoving one another, etc. During lessons, silence should be observed in these places.
2. They should be kept clean and free of litter.
3. Students should avoid loitering around these areas.
4. Students are free to seat on concrete seats along the corridors but should not step or stand on them.

## **G. Recreation**

Breaks are a good time for students to rest and stretch their legs. This also facilitates learning and fosters social interaction.

1. Students are therefore not allowed to remain in class during break but should go out to the designated recreation areas outside the building. At the end of break, they should return to class promptly.
2. The school is an extension of the home. Avoid graffiti and misuse of school facilities.
3. Do not play with or throw stones or objects that can cause harm to persons or damage to property.
4. Senior students should be friendly and inclusive towards juniors, avoiding discrimination or bullying.
5. Students readily obey indications from any teacher attending to them during break, at lunch, at sports, etc.

## **H. The Lavatory**

1. Always keep the lavatory clean.
2. When a student notices a defective or damaged item in the lavatory, he informs his TIC immediately so that it can be repaired or replaced.

## **I. The Oratory**

1. Students should maintain proper comportment, posture and silence in the oratory out of reverence to God. It is a holy place for prayer.
2. On entering or leaving the oratory and while crossing the tabernacle, one genuflects as a gesture of adoration of Jesus Christ in the Blessed Sacrament. However, if the sacrament is not present, one does not genuflect, but simply bows before the crucifix. The same happens when the tabernacle is covered during Holy Mass.
3. The priest is treated with dignity, addressed and greeted as "Father", and his indications are carefully followed.
4. Only Catholics who have received the First Holy Communion and are in the state of grace may receive communion at Mass. Non-Catholics should remain in their pews and pray silently. They could, among other prayers, pray the Spiritual Communion.
5. On arrival to school and upon departing at the end of the day, each student may go greet our Lord by genuflecting in the oratory. He may also stay in briefly to pray. Students are also encouraged to pray in the oratory and to read spiritual books when they are free, but never during classes.

## **J. The School Bus**

1. All school rules and regulations apply on the school bus. In fact, they have to be observed with even better care, if possible.
2. Students should obey the bus captain and follow his indications. He represents the teachers.
3. Students must never board or alight from a moving bus.
4. Students should get on the bus on time. On entering, they should greet the driver.
5. They should sit in their assigned seats and avoid disruptive behaviour. They must be mindful of not distracting the driver.
6. Students do not eat or drink in the bus and do not buy things along the way. The bus is always kept clean and tidy.
7. Any student who fails to observe these rules of comportment may be asked to stop using the bus.

## **K. The Dining hall**

1. Students should be well dressed and have their hands clean before entering the dining hall. Sportswear are not allowed in the dining hall.
2. Students should always finish the food dished out to them so as not to waste food.
3. Students should observe the rules of etiquette at table: speaking in low tone, being of service to their neighbour, using cutlery correctly, observing details of orderliness, etc.
4. Students should avoid getting up and walking about during meals. They do not throw anything to anyone and avoid communicating with someone who is far away. If one needs something on the table, one quietly asks one's closest neighbour for it.
5. Before leaving the dining hall, students return their trays to the serving area, tuck in their chairs and leave their table area perfectly clean.
6. Eating outside the dining hall is not allowed. Therefore, no student should take food out of it - not even fruits.
7. Always obey the indications of the supervising teacher(s).

## **L. Sports and Physical Education**

1. Follow the rules indicated by the trainer, coach or teacher in charge.
2. Dress appropriately for sporting activities.
3. It is a mark of sportsmanship to accept the decisions of the referee without protests. A sportsman knows how to win and to lose with dignity. Victories should not be celebrated graciously and losses accepted gracefully.
4. At competitions with other schools, Hillrange representatives are conscious of their responsibility to act with elegance and dignity, promoting the good name of the school.
5. As spectators, our students know how to cheer their representatives but never insult or boo the opposing team.
6. At the end of sports, students help to return all the materials used, clear the rubbish on the sports field, leaving the ground as they met it.

## **M. Attendance to Class**

1. Students are obliged to attend classes.
2. In the case of illness, the family informs the school through the Advisor or TIC.
3. A student who will be absent from school for some time should send in a formal request in writing to the principal.

## **N. Serious Offences**

These are taken very seriously at Hillrange and offending students could be suspended or expelled from the school:

1. Disobedience or lack of respect for a staff.
2. Stealing.
3. Fighting.
4. Cheating.
5. Sexual immorality in any form.

## **Child Protection Policy**

Hillrange Secondary School and all other school projects of IEF are covered by the Policy on Protection of Minors and Vulnerable Persons in IEF Schools. The IEF guidelines are intended to contribute to the establishment of a healthy moral environment within the IEF schools where everyone is respectful and aware of the rights and needs of minors and vulnerable persons which excludes the risks of exploitation, sexual abuse and mistreatment within the schools' campuses and during the schools' activities. The guidelines are addressed to all members of staff of the school and all those persons who collaborate with the school activities.

Details on the IEF policy could be obtained from the Management of the school.

## **Final Note**

What matters above all is to make an effort everywhere and at all times to be a good student, a good person and a good Christian. A good student carries out his duties diligently.

## **Student Health**

The school has a sick bay with a staff who is trained to administer first aid and attend to basic medical needs. However, the school's sick bay is not to be considered an alternative to a hospital as it does not have the facilities, resources, and manpower proper to a hospital. It is only designed to attend to first-aid cases. Therefore, a student who feels unwell at home may be taken to a hospital and may remain at home until he is fit to come to school. If a student falls ill or sustains an injury during the school period, he is given first-aid treatment at the sick bay. Where necessary, the school will notify his parents to pick him up from school.

In rare cases of emergency, the school assumes the responsibility to take the sick child directly to the hospital where the school has retainership or any other hospital that the parents may indicate. And the parents are expected to take over the matter immediately. Kindly note that parents will naturally bear the cost of medical treatments outside the school.

## **Attendance to School**

Regular school attendance is extremely important to the success of each student. Students are expected to attend classes daily unless excused due to illness or other reasonable causes. When a student is absent, a signed and dated written excuse note from his parents should be sent to the advisor or teacher in charge of his class.

A phone call should also be made to the school on the day of the child's absence.

Students are expected to be at school and in class on time. Lateness directly affects students' success and the learning environment of a classroom. Parents should therefore ensure that their children wake up on time to get themselves ready for school and encourage them to prepare for school with a business mentality, overcoming sluggishness. A student who comes late to school may be punished and have his parents invited to school.

## **Sports and Co-curricular Activities**

In addition to academic work which the school pursues diligently, students of Hillrange School participate actively in a variety of clubs and societies. These cover subject-based clubs, social and cultural clubs and sports such as football, volleyball, badminton, table tennis, taekwondo and others. Each student is encouraged to belong to two clubs in one session. The clubs meet during the long break period and sometimes after classes.

## **Charity, Charity, Charity**

Hillrange School encourages the students to practice charity which is the most important of Christian virtues, at all times. Everyday life and circumstances at home and in school offer ample opportunities to give a hand to one's neighbor: parent, teacher, sibling, friend, classmate, etc.

It is also important for the boys to develop a genuine concern for those who are particularly weak and needy in our society, seeing in them, our Lord Jesus Christ. To this end, the school organizes regular social and charity activities within the Enugu metropolis. Such activities include visits to the sick, the poor, orphans, etc. At such visits, besides giving money and needed items, the students also carry out some useful services such as manual work.

# **School Events and Celebrations**

## **Family Day**

Hillrange School celebrates its Family Day on the last day of the first term which is usually the second Saturday of December. In addition to strengthening the bonds of friendship among the boys, this day is also an occasion for all their families to meet and get to know one another. Parents and families participate in the celebration which they also help to organize. Activities usually include songs, drama performances, dance, poem recitations, singing of Christmas carols by families, etc.

## **Inter-team Athletics Competition**

This event which is the highpoint of sports in the school, takes place in second term. The school teams compete in various field and track events which include athletics, football, basketball, table tennis, badminton, etc. Other schools are usually invited to witness and participate in some of the events. The staff of the school as well as the parents of our students also attend and play an active role. Winning teams receive trophies for the respective events and their representatives who excel are awarded medals.

## **Foundation Day**

May 11 marks the Foundation Day of the school. It is a day on which we reflect on, and celebrate the dreams of the founders of the school and renew our determination to keep striving to realize them in all our activities. On this day, which is class-free, students and staff come to school dressed in elegant traditional attire. Activities usually include a Holy Mass of thanksgiving, a speech by an invited guest and various pieces of entertaining presentations by the students and staff.

## **Feast of St. Josemaria Escriva**

The sainthood of the founder of Opus Dei is celebrated on June 26th of every year. Hillrange Secondary School and hundreds of similar schools around the world were founded under his inspiration. We are grateful to him and immensely thank God for the guidance and support he continues to provide us.

Every year on this day or around it, the school holds a Solemn Mass of Thanksgiving to which the entire Hillrange family — parents, teachers and students are invited.

## **Graduation, Awards and Thanksgiving Ceremony**

This ceremony marks the last day (usually a Saturday) of every academic session. Students, formally dressed, come to school in the company of their parents to thank God for the entire session, to bid farewell to the graduating SS 3 students and to witness award of prizes to students whose achievements in academics and sports as well as good behaviour in the course of the year, were outstanding. The occasion, which is usually chaired by a member of the board of the school, is also an opportunity for the principal to present a report of the activities of the concluding session.