

St. Mary's College

Est. 1863

WELCOME TO THE SAINTS
COMMUNITY

2023



Virtus et Scientia
(Manliness and Knowledge)

Registration: Friday July 7th, 2023.
Orientation: Monday August 28th, 2023.

Phone: 623-8835
Form 1 Portal (F1P):
www.dean1almorales.weebly.com
St. Mary's College Web Site:
www.stmarys.edu.tt

Principal Email: principal@stmarys.edu.tt
Vice-Principal Email: vp@stmarys.edu.tt
Dean Email: dean1@stmarys.edu.tt

Principal's Welcome

A warm welcome to you and your child to St. Mary's College!

Let me thank you for the confidence you show in us by selecting St. Mary's College as the school of your choice.

Regards,
Mr. Rawle Russell
Principal (Ag.)

Dean's Welcome

Welcome to the greatest school on Earth, St. Mary's College! I pledge to do my best to ensure that our newest sons to the CIC Family are warmly welcomed in a safe & nurturing environment. We expect that you will also give the very best of yourselves. May your seven years be fruitful ones filled with joy, success & growth.

Regards,
Ms. S Almorales
Dean of Discipline and Academic Studies

Description

St. Mary's College opened on August 1st 1863 with fourteen students. The Holy Ghost Fathers founded this school and the present Chairman of the Board of Management is Fr. Gregory Augustine, CSSp. The Principal is Mr. Rawle Russell and Vice-Principal is Mrs. Jacinta Honore.

The Vision of St. Mary's College

To provide the means for our students to be exemplary, competent, faith-based citizens, who will lead and contribute globally to the development of society through excellence in education.

Mission Statement of St. Mary's College

To be a Catholic secondary school, dedicated to the holistic development of young men, in a safe and supportive community, which allows every student the opportunity to achieve his potential through the Spiritan tradition of academic excellence and service to the poor.

Values of St. Mary's College

*Excellence

*Integrity

*Discipline

*Justice

Thinking

*Creativity

*Service

*Catholic

*Compassion

*Critical

Organizational Structure

Eight Heads of Department who deal with curriculum issues.

Six Deans who deal with discipline and academic performance.

General Regulations

1. School starts at **7:25 a.m.** sharp.
2. Students must be present in class at 7:20 a.m. to prepare for periods 1 to 4.
3. Students will be dismissed by approximately 2:15 p.m. after class inspection by the Dean or Dean's delegate.
4. If late or absent, students must present a written excuse signed and dated by the parent/guardian to the Form Teacher and/or Dean. Two or more late arrivals for the week will result in a detention.
5. Students are not allowed to leave the school compound during school hours without the permission of their Dean and written permission from their parents.
6. All students must demonstrate the greatest respect for the School Prayer at all times by standing still and being reverent during the prayer.
7. There are eight periods a day. Students must ensure they are organized and prepared for each class.
8. No playing is allowed during break time. Get refreshments, use the washroom and get ready for periods 5 & 6.
9. There is a zero tolerance policy on any type of bullying, taunting, harassing and/or fighting. Students will face disciplinary action.
10. There must be no selling of items without authorized permission.
11. Electronic and all card games are totally banned.
12. Secure all belongings in your lockers when you are not in the classroom. Do NOT bring valuables to school.
13. Students must be respectful to ALL school personnel & classmates. They must NOT behave in a manner that will bring the College's reputation into disrepute.

Forms of Correction

In addition to our internal disciplinary action, St. Mary's College is also guided by the Ministry of Education National School Discipline Matrix.

Co-Curricular Activities

St. Mary's College offers the student a wide range of activities where every student should be able to carve his own niche. **It is highly advisable that each student participates in at least one co-curricular activity.**

Promotion

There is no automatic promotion. If a student's work is of that level that necessitates no promotion, parents would be consulted on the matter.

Entry into Form 6

This is not based solely on academic performance, but also on the student's discipline and all-round participation in school life for the duration of the five years.

Dress Code

The School Uniform **MUST** be properly worn and respected at ALL times IN and OUT of School.

- a) **REGULAR UNIFORM:** This is to be worn at all times except for days on which Dress Uniform is **required.**

- Blue Shirt-Jac with the College Crest printed on the top left pocket

- Khaki long pants (NOT jeans/denim) which shall be worn with an unadorned Black belt on the waist NOT the hips
 - Plain Black shoes which must be worn with visible black or white socks
- b) **DRESS UNIFORM:** This is to be worn ONLY on the **First Day of each Term, Mass Days and Special Occasions as specified by the school's administration.**
- St. Mary's College embroidered WHITE long sleeve shirt with school tie
 - NAVY Blue dress pants which shall be worn with an unadorned BLACK belt on the waist NOT the hips
 - Plain Black shoes which must be worn with visible black or white socks
- c) **PE UNIFORM:**
- St. Mary's Blue and White striped jersey
 - Royal Blue short pants
 - Appropriate footwear
- d) **OTHER:**
- Students are allowed to wear a PLAIN WHITE T-shirt or Vest under their uniform. It can have no print of any sort. The T-shirt's sleeve must not be longer than the School Shirt's sleeve and must always be properly tucked into the pants
 - No jewelry or ornaments with the exception of a simple wristwatch
 - Students' hair shall be well- groomed at all times. While we recommend short hairstyles for uniformity and practicality, in the cases of medium/long hair, we require

simple, neat hairstyles. Hairstyles will bear no markings, letters or shapes etched out.

- Only the CIC Branded Sweaters are allowed. Other sweaters outside of the school uniform will be confiscated.

Cell Phone Policy

1. Cell phones MUST be OFF at all times between 7:20 a.m. and 2.05 pm (inclusive of Break and Lunch times).
2. The use of a cell phone in a manifest emergency is to take place ONLY with authorized permission by the Dean or a teacher.
3. Random checks by the Administration may be undertaken at any time where there is cause to suspect any irregularity.
4. Students found in breach of any of these conditions will have their phones confiscated and lodged with the Dean.

The security of the phone is the responsibility of the student.

Normal Schedule		Assembly Schedule		Mass Schedule		Special Assembly	
End of Play Bell	7:15	End of Play Bell	7:15	End of Play Bell	7:15	End of Play Bell	7:15
Arrive in Class to prepare for Periods 1 to 4	7:20	Arrive in Class to prepare for Periods 1 to 4	7:20	Arrive in Class to prepare for Periods 1 to 4	7:20	Arrive in Class to prepare for Periods 1 to 4	7:20
Roll Call	7:30 – 7:35	Roll Call	7:30 – 7:35	Roll Call	7:30 – 7:35	Roll Call	7:30 – 7:35
Period 1	7:35 – 8:15	ASSEMBLY Period 1	7:35 – 8:10 8:10 – 8:45	Period 1	7:35 – 8:15	Period 1	7:35 – 8:10
Period 2	8:15 – 8:55	Period 2	8:45 – 9:20	Period 2	8:15 – 8:55	Period 2	8:10 – 8:45
Period 3	8:55 – 9:35	Period 3	9:20 – 9:55	Period 3	Mass in Chapel	Period 3	8:45 – 9:20
Period 4	9:35 – 10:15	Period 4	9:55 – 10:30	Period 4	Mass in Chapel	Period 4	9:20 – 9:55
BREAK	10:15 – 10:30	BREAK	10:30 – 10:45	BREAK	10:15 – 10:30	BREAK	9:55 – 10:10
Period 5	10:30 – 11:10	Period 5	10:45 – 11:20	Period 5	10:30 – 11:10	Period 5	10:10 – 10:45
Period 6	11:10 – 11:50	Period 6	11:20 – 12:00	Period 6	11:10 – 11:50	Period 6	10:45 – 11:20
LUNCH	11:50 – 12:45	LUNCH	12:00 – 12:55	LUNCH	11:50 – 12:45	ASSEMBLY LUNCH	11:20 – 12:00 12:00 – 12:55
End of Play Bell	12:25	End of Play Bell	12:35	End of Play Bell	12:25	End of Play Bell	12:35
Get to Class Bell	12:40	Get to Class Bell	12:50	Get to Class Bell	12:40	Get to Class Bell	12:50
Roll Call	12:45 – 12:50	Roll Call	12:55 – 1:00	Roll Call	12:45 – 12:50	Roll Call	12:55 – 1:00
Period 7	12:50 – 1:30	Period 7	1:00 – 1:35	Period 7	12:50 – 1:30	Period 7	1:00 – 1:35
Period 8	1:30 – 2:05	Period 8	1:35 – 2:05	Period 8	1:30 – 2:05	Period 8	1:35 – 2:05
Dean's Dismissal	2:05 – 2:15	Dean's Dismissal	2:05 – 2:15	Dean's Dismissal	2:05 – 2:15	Dean's Dismissal	2:05 – 2:15

Guidelines for Conduct & Application Marks

CONDUCT MARKS

- 10 Excellent behavior in class.
- 9 Very Good behavior in class.
- 8 Easily Distracted. Light warning. Student reprimanded by teacher.
- 7 Continuously talking in class/ Improper dress code
- 6 Repeated Disruptive behavior in class
- 5 Continuous unacceptable behavior/ Copying in exams
- 4 Absence from class without permission-skipping classes
- 1-3 Defiance of Authority/Repeated Gross Misbehavior

APPLICATION MARKS

- 10 Excellent classwork and homework always completed
- 9 Consistently good work and generally consistent with homework
- 8 Good work in class but inconsistent with homework
- 7 Inconsistent performance in class
- 6 Repeated late coming/absence, failure to submit assignments on time
- 5 Little work done in class/Failure to submit assignments
- 4 Doing no work in class SOME of the time/Inattentive behavior
- 3 Doing no work in class MOST of the time/sleeping
- 1-2 Doing NO work ALL of the time

College Song

*Out of the shadows of the past you come to cheer us
Boys of the old brigade of gallant CIC
And our thousand voices ring in a mighty chorus
College of St. Mary's on to victory*

*Yonder our colours white and blue are proudly waving
Down the field our team comes sweeping crashing
through
And we're urging them on, they're dashing along
On! On!*

*Fearless and strong, go the boys of St. Mary's College
Glorious throng, loyal sons of the old white and blue
Brave hearts and true, write your name in triumphant
story
Onward, march on, boys of CIC to glory!*

For more information and weekly updates please refer to the Form 1 Portal (F1P)

www.dean1almorales.weebly.com

