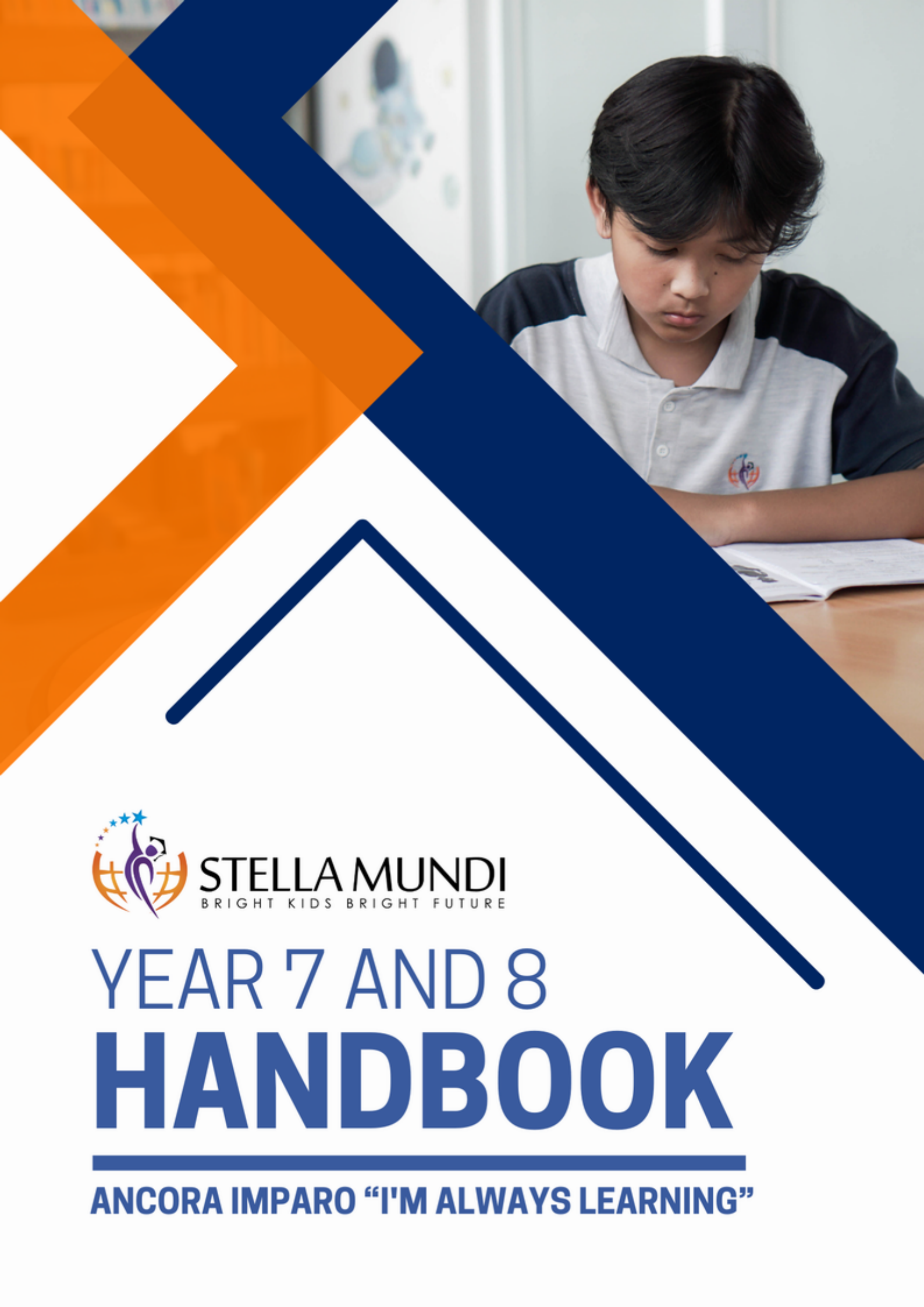




STELLA MUNDI
BRIGHT KIDS BRIGHT FUTURE

YEAR 7 AND 8 **HANDBOOK**

ANCORA IMPARO "I'M ALWAYS LEARNING"

Sekolah Stella Mundi Year 7 & 8 Handbook

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Our Commitment and Vision For Success

Welcome to Sekolah Stella Mundi Secondary!

We are honoured to have the opportunity to work with each and every one of our families to get the best outcomes for all in terms of student wellbeing, academic success, future readiness and a global outlook on life.

Our mission here is: 'To cultivate a passion for lifelong learning and creative problem solving in all students, so they develop the skills, knowledge, confidence and character to thrive and adapt in a rapidly changing global environment.'

Our four core values of *respect, caring, collaboration and support* underpin everything we do as a school and our expectation is that each family will also uphold those same values.

Years 7 & 8 are important growth years for our students to develop their skills and aptitudes for learning, build and maintain positive relationships with others and start to identify the areas of study and work they really enjoy and are good at. Students will follow a course of study from Kurikulum Merdeka and also Cambridge International Curriculum. They will also enjoy courses specific and unique to Sekolah Stella Mundi.

Years 7 & 8 will have a Homeroom environment, prioritising wellbeing and student support as they transition from the primary years to the upper levels of secondary. Support structures in place include Homeroom educators, Wellbeing and Mental Health officers, Admin Support staff, Principal and other classroom teachers. By the end of Year 8 students are expected to complete the Lower Secondary Cambridge qualifications.

In Year 9, students will commence study for the Cambridge IGCSE (International General Certificate of Secondary Education). This is a challenging and rigorous academic program where students learn from a set of core subjects, plus additional subjects they wish to specialise in. The program runs for two years and students sit exams at the end of Year 10.

The senior school program for Years 11 and 12 will consist of students attaining qualifications for Cambridge International AS and A levels. It covers the final two years of schooling before students must decide on future study or work.

We look forward to working with you and your family and hope your journey with us is a truly rewarding and fulfilling one. Our ongoing commitment is to provide the very best education for all of our students.

Yours Sincerely,

Mr. Mulawarman
Secondary Principal

ADMINISTRATIVE MATTERS

Code of Conduct for Families

As parents, carers and family members, you are valued partners in the learning community of Sekolah Stella Mundi. Together we create a safe, respectful, and caring environment for all members of the community. We ask that all families uphold the following principles:

Respect and Courtesy

- Treat all staff, children, parents, and visitors with respect and courtesy at all times.
- Communicate calmly and constructively, even when concerns arise.

Positive Support for Learning

- Support your child's learning, wellbeing, and school attendance.
- Attend all school events that involve your child and family members.
- Encourage a growth mindset, resilience, and respectful behaviour in your child.

Safe and Responsible Behaviour

- Follow all school safety guidelines and procedures.
- Ensure children arrive punctually and prepared for learning.
- Avoid using threatening, aggressive, or intimidating language or behaviour.

Partnership and Communication

- Work in partnership with teachers and staff to support your child's educational journey.
- Raise concerns or complaints through the appropriate school channels respectfully.
- Stay informed through school communications, newsletters, and meetings.

Role Modelling Stella Mundi Values

- Model the school's values of *respect, caring, collaboration, and support*.
- Promote inclusivity, fairness, and positive attitudes toward all members of the school community.

Sekolah Stella Mundi is committed to working together with families to ensure a harmonious, respectful, and inspiring environment for every child to thrive.

Official School Communication Channels

Secondary Office

Phone: 0361 9582 888

Email: secondary@stellamundi.net

Communication and learning platforms we use in school:

Compass Education

Compass is a platform and application from Australia that the school uses to facilitate teaching and learning activities, to communicate with families, to host student data including medical information. This is the main platform through which we will post information to parents and students. Please ensure you download the application from the Apple / Play Store and go through the procedures provided by the school to successfully join the school.

Note: It is used widely in Australian schools and its servers are located in Australia and thus subject to the data protection laws of Australia.

Microsoft Education 365

Students will be provided with login details to access Microsoft 365 where they can utilise all the software in Microsoft Office, sharing work and documents within the class.

Google Education

Students will be provided with email accounts and access to Google Classroom and other digital software that will benefit students as they progress through the years.

WhatsApp

We communicate via WhatsApp through our class parent committees and use this to disseminate key information about upcoming events, initiatives and other items to all families a class. This mode of communication is not to be used to ask the school specific questions but merely a platform for each class to gather and share school-related information.

Term Dates 2025-2026

Term 1: 28 July - 3 October

Term 2: 13 October - 17 December

Term 3: 5 January - 13 March

Term 4: 30 March - 12 June

Academic Calendar

The school calendar is included in your welcome pack or back to school package. Please keep it handy and refer to it for holidays and special school events. This calendar is also available on Compass via School Documentation as well as the school's website: www.stellamundi.net.

Please check your email, school Apps and the communication boards in the front lobby for any last-minute reminders/changes about the calendar.

School Grounds & Facilities

The Lower Secondary Campus consists of Building A and Building B. Building A is the dual dome structure at the front entrance to the campus.

First Floor: Reception, Admissions Office, Principal's Office, Sick Bay and an outside Cafeteria
Second Floor: Library and Student Admin, Conference Room and more office spaces.

Building B is the rectangular structure to the West of Building A.

First Floor: Science lab, Preparation Room, Technologies Lab and girls' bathrooms
Second Floor: Classrooms, Resources Room and boys' bathrooms.

Soccer and Multipurpose Field

In front of Building B is the school Soccer and Multipurpose field. It can be accessed during break times, during Physical Education (PE) class and for any extracurricular activities the school holds.

Please see the map below for information about the building, facilities and emergency response and evacuation routes.

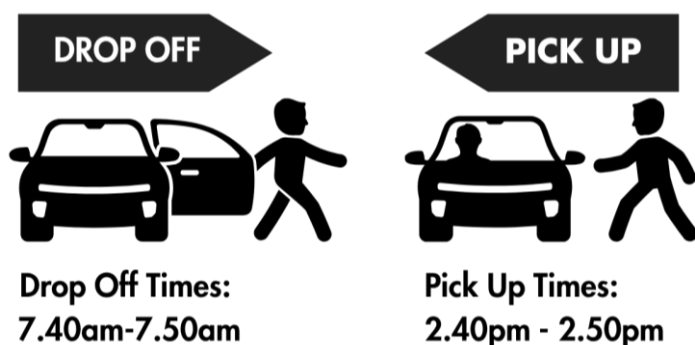


Pick Up and Drop Off Procedures

For the safety and wellbeing of all students, Sekolah Stella Mundi has established the following guidelines:

- Students must be dropped off and picked up only at designated school areas and according to the Pick Up and Drop Off times below.
- Parents or guardians are expected to collect their children on time the after classes or school activities.
- Parents/Guardians must drop or pick up students at the front entrance and proceed right around the roundabout, exiting the same way as they came.
- Parking in the main entrance or drop off areas is not permitted during these times and parents who wish to park must do so in the designated parking areas.
- Students may ride bicycles to and from school, but must have written permission from a parent/guardian. They also must wear a helmet and secure their bicycle in the designated bike parking area.
- Students may go home using transport services such as Grab or Gojek, but parents must provide written consent in advance and notify the school if these services are used. Students must wait for their driver or transport service in the designated pick-up zone under school supervision.
- Any changes to a student's normal pick-up arrangements must be communicated to the school office by parents or guardians before 12:00 noon on the day of the change.
- Students are not allowed to leave the school grounds without permission during school hours.
- Late drop offs and entrance to school without a valid reason may impact student attendance and be subject to sanctions.
- Late Pick Ups may incur additional fees as per the terms in our Stella Mundi Fee Schedule

Drop Off and Pick Up Schedule



Students are expected to arrive with enough time to start class at 7.50am. Parking in the main entrance or drop off areas is NOT PERMITTED during these times and parents who wish to park must do so in the designated parking areas.

Note:

The school prioritises student safety and will only release students to authorised adults or transport providers as documented in our school records. Thank you for your cooperation in helping us ensure a secure and well organised school environment.

School Cafeteria & Payment System

We believe healthy nutrition is vital for effective learning. Our catering program offers daily morning snacks and hot lunches, prepared with fresh, high-quality ingredients, organic A-grade meat free of hormones and additives, and low in salt without MSG.

A monthly menu is shared with families for transparency.

For our Secondary students, catering is available for an additional **Rp.600,000 per month**. During end of term school breaks, catering will be charged pro rata, calculated on the number of days of school during the school term only.

Students who do not join the catering program must bring healthy, non-perishable lunches with their own clearly labelled containers and cutlery. If parents wish to deliver hot food from home, it must arrive at school no later than 11:00am to avoid disrupting learning time.

In addition, students may purchase refreshments and light foods on campus using a secure electronic card provided during Orientation Week. This card can be topped up as needed and gives students flexibility to make small purchases during break times. Lost cards will incur a replacement fee of Rp100.000.

Parents and students are reminded to follow all school food safety and behaviour guidelines to ensure student health and wellbeing.

Tuition Fees

Families will be sent an invoice on the 23rd of every month and payment is due on the 30th of every month for the following month, for example: billing date of August 30th is for your child's tuition from September 1st – 30th. An exception is the month of February when the invoice will be due on the 28th (or 29th).

If you are overdue 1 month on your bill, you will accrue finance charges of Rp 100.000. These charges will keep accruing until the balance is paid in full. If you are overdue for more than one month, your child(ren) may be refused entry to school until tuition is paid in full.

Note: Tuition is calculated on the basis of your child attending the entire school program for one year. The monthly payments are instalment plans established for the convenience of the parents. Regular monthly payments must be made even if your child does not attend school. See our Tuition Fees Schedule for more details.

Complaints, Grievances and Feedback

If for any reason you are not happy with the any aspect of our school, including the academic program, level of care or care environment, we would like to know immediately.

We request, however, that a phone call or conference be scheduled to address serious concerns or complaints. The classroom environment does not lend itself to discussion of sensitive matters. Efforts will be made to schedule needed conferences within a 24-hour period.

You can write an email to contact@stellamundi.net.

Alternatively, you can file a complaint at our front office by informing our staff and filling out a Complaints Form.

Daily Timetable

Time	Activity
7.50am	Student arrival/Homeroom
8.00am	Period 1
8.48am	Period 2
9.33am	Recess
10.36am	Period 3
11.24 am	Period 4
12.12 pm	Lunch
1.00pm	Period 5
1.48pm	Period 6
2.20pm	Dismissal

Note: For more specific details about your particular class and subjects, this will be provided by your teacher during Orientation Week.



Sekolah Stella Mundi Teaching and Learning Model

Our school vision is dependent on successful delivery of our mission and goals as well as ensuring student achievement and engagement through high performance teaching and learning.

In our model, *Wellbeing* is a central component helping ensure students are happy, healthy and grow to become well-adjusted individuals with essential coping strategies for the wider world.

We encourage *Design Thinking* practices, engaging students in solving real world problems and equipping them with the necessary technologies needed to thrive in the modern world.

We strive for *Academic Excellence* from our students, through high quality teaching and instruction and professional delivery of the Cambridge International Curriculum.

All our students are taught the fundamentals of *Global Citizenship* and how to be active and contributing members of a global community. Our core values of respect, caring, collaboration and support underpin everything we do and impact all aspects of student development and performance.

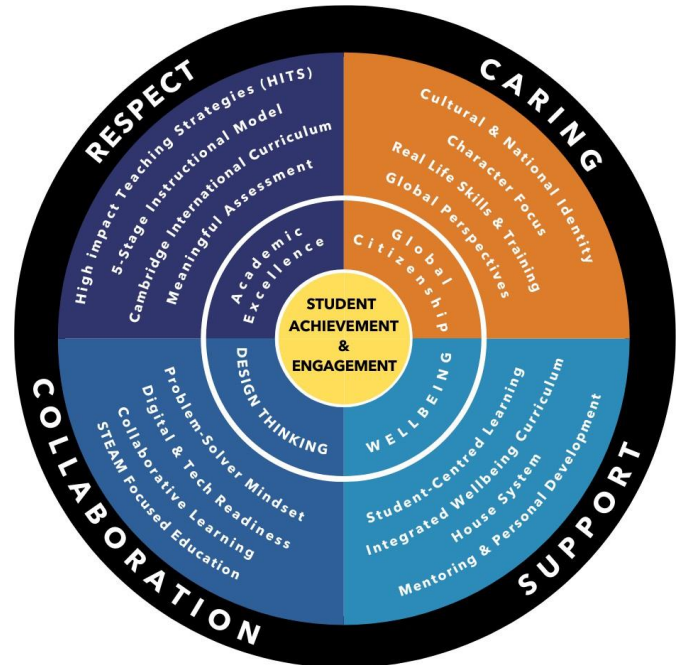


Image 1: Sekolah Stella Mundi Teaching and Learning Model

Curriculum Overview

Cambridge Curriculum Overview

Students will be taught according to the Cambridge International Curriculum by experienced and professional educators. The curriculum is progressive and builds upon previous knowledge and skills attained from Primary right through to Upper Secondary and Advanced levels. The Cambridge Pathway (Image 4) visually represents the students' progression from Primary through Lower Secondary and on to Upper Secondary levels (which include the International General Certificate of Secondary Education or IGCSE, AS & A levels).

The Cambridge curriculum is administered according to age rather than year level which results in the curriculum stage being one level ahead of the student's enrolment year level (eg. Year 7 students study Stage 8 Cambridge).

The school offers a range of Cambridge subjects depending on the students enrolment year level. All subjects in Years 7 and 8 are compulsory, however in Years 9 and up students will have to select from a core set of subjects as well as a number of electives.

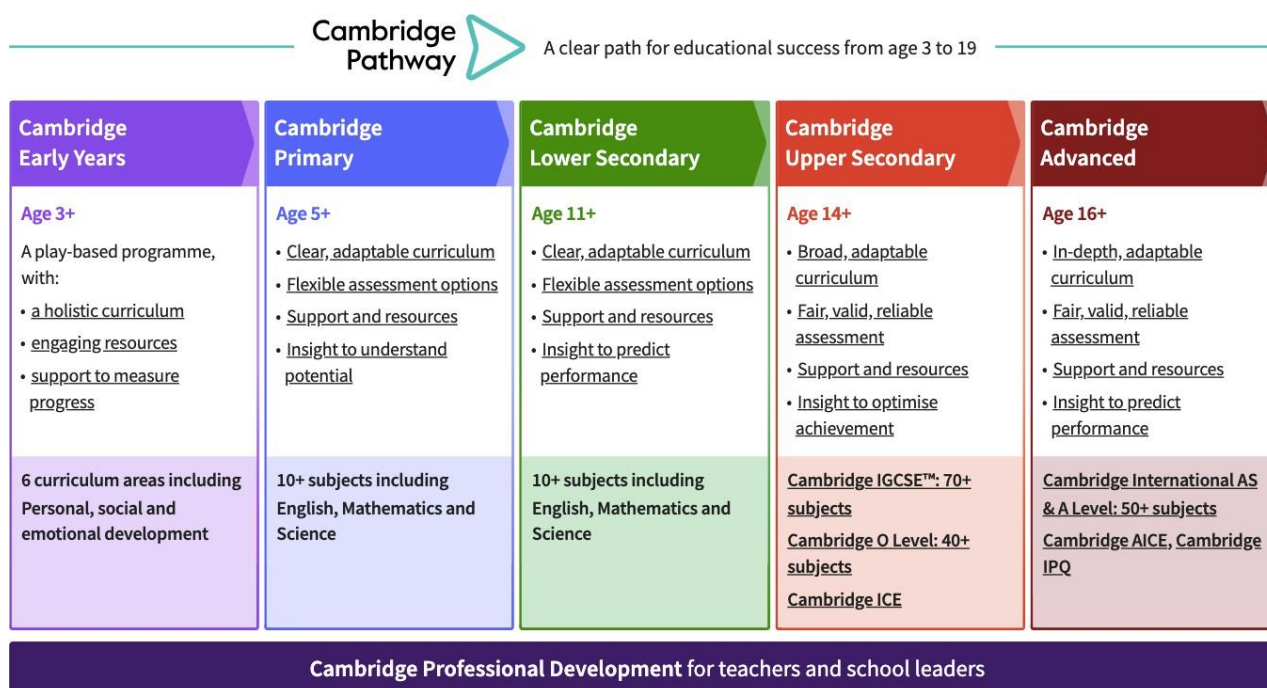


Image 4: The Cambridge Pathway Model from Early Years to Upper Secondary and Advanced

Kurikulum Merdeka Overview

In the Kurikulum Merdeka for Year 7 and 8 in Indonesia, the learning objectives for **Bahasa Indonesia and Pendidikan Pancasila** (Pancasila and Citizenship Education) are designed to align with the curriculum's emphasis on competency-based and student-centred learning.

In Bahasa Indonesia there are five goals for student achievement:

1. Language Proficiency;
2. Critical Analysis;
3. Cultural Awareness;
4. Creative Expression; and
5. Effective Communication:

In Pendidikan Pancasila, the key objectives are:

Understanding of Pancasila;

1. Civic Knowledge;
2. Citizenship Skills;
3. Ethical and Moral Development;
4. Social Awareness; and
5. Civic Engagement.

Year 7 & 8 Lower Secondary Subjects

Curriculum	Time Allocation / week
Cambridge International	
English & Literature	5 x 45 minute lessons
Mathematics	5 x 45 minute lessons
Science	3 x 45 minute lessons
Art & Design	2x 45 minute lessons
Global Perspectives	1x 45 minute lessons
Humanities	1x 45 minute lessons
Wellbeing	1x 45 minute lessons
Kurikulum Merdeka	
Bahasa Indonesia	3 x 45 minute lessons
Pancasila Pendidikan	1x 45 minute lessons
Physical Education	2x 45 minute lessons
Agama	1x 45 minute lessons
Stella Mundi	
Technologies	3 x 45 minute lessons
Education Contribution Quota (ECQ Program)	1x 45 minute lessons
School Kitchen Garden	As required



Subject goals and overview

English & Literature

This is a Cambridge Lower Secondary subject where students will:

- Improve reading, writing, speaking, and listening skills.
- Explore and enjoy a variety of texts including stories, poems, and plays.
- Learn grammar, vocabulary, and how to write creatively and clearly.
- Develop critical thinking through discussion and analysis.

Mathematics

This is a Cambridge Lower Secondary subject where students will:

- Strengthen skills in number, algebra, geometry, and statistics.
- Solve real-life problems using mathematical thinking.
- Build confidence through hands-on activities and logical reasoning.

Science

This is a Cambridge Lower Secondary subject where students will:

- Explore biology, chemistry, physics, and earth sciences.
- Learn how to ask questions, experiment, and draw conclusions.
- Understand how science connects to everyday life and global issues.

Technologies

- Stella Mundi designed course content
- Learn design thinking and solve real-world problems.
- Try hands-on projects in product design, food tech, digital tech, and sustainability.
- Build creativity, teamwork, and practical skills for future careers.

Bahasa Indonesia

In this Kurikulum Merdeka subject, student will:

- Improve listening, reading, speaking, and writing in Indonesian.
- Learn about Indonesian culture, values, and traditions.
- Express ideas clearly and understand different kinds of texts.

Pendidikan Pancasila

In this Kurikulum Merdeka subject, student will:

- Understand Indonesian values and citizenship.
- Learn about democracy, laws, and your role in society.
- Build character, respect, and social awareness.



Agama (Religious Education)

In this Kurikulum Merdeka subject, student will:

- Learn about your own religion and respect for others.
- Explore beliefs, traditions, and festivals
- Understand the role of faith and morals in daily life.

Art & Design

This is a Cambridge Lower Secondary subject where students will:

- Express themselves through drawing, painting, sculpture, and mixed media.
- Learn about famous artists and different styles.
- Create meaningful art that reflects their ideas and identity.

Global Perspectives

This is a Cambridge Lower Secondary subject where students will:

- Explore big global topics like environment, human rights, and diversity.
- Work in teams to solve real-world problems.
- Develop research, collaboration, and communication skills.

Humanities

This is a Cambridge Lower Secondary subject where students will:

- Learn history, geography, and cultural studies.
- Understand people, places, and events in the past and present.
- Think critically and use maps, timelines, and sources.

Wellbeing

This subject combine Cambridge Lower Secondary Wellbeing content with Stella Mundi's Integrated Wellbeing program. Student will:

- Learn about emotions, friendships, and staying healthy.
- Get support through homeroom, mentoring, and house activities.
- Develop confidence, resilience, and a strong sense of self.

Physical Education (PE)

Through our PE program, students will:

- Improve fitness, coordination, and teamwork.
- Enjoy a variety of sports and physical activities.
- Learn how to live a healthy and active lifestyle.

Education Contribution Quota (ECQ)

Stella Mundi's own designed course content will enhance students' learning experience where they can:

- Take part in school jobs like helping events, admin, or gardening.
- Learn responsibility, teamwork, and gain real-world skills and training.
- Earn credits to support student-led improvements and initiatives.

House System



This year the school is introducing a House system where students are allocated into one of four Houses (Agung, Toba, Krakatau and Merapi). The houses are named after four famous volcanoes and eruptions throughout history in Indonesia. They will compete for house points during the year on the basis of their sporting abilities, academic skills and behaviour

Why Have A House System?

Students will vote for 1x House Captain and 1x Vice Captain. The role of the captains is to help coordinate House Events with teachers, report during school assemblies on house progress and achievements. To ensure the students in their house are made to feel welcome, supported, and encouraged at all times. You will be receiving a badge as a House Member. Please ensure you sew this to your child's sport shirt during the first week of school. If your child is elected captain or vice captain you will have a separate pin badge that you will need to keep to wear during House Events and assemblies.



House Buddy System

Students from upper soncdary will be paired with students from lower secondary for the entire school year. They will serve as their Buddies, supporting their transition into secondary school. These Buddies will connect during Wellbeing sessions, assist in navigating social and emotional challenges, and motivate one another during House activities and school events. Let's all work together to ensure the success of the House System and to support our students throughout their House journey.



How Does It Work?

- There are four Houses: Agung, Toba, Merapi, Krakatau
- Students in Primary 5 and 6 will vote for 1x House Captain and 1x Vice Captain. The role of the captains is to help coordinate House Events with teachers, report during school assemblies on house progress and achievements. To ensure the students in their house are made to feel welcome, supported, and encouraged at all times. You will be receiving a badge as a House Member. Please ensure you sew this to your child's sport shirt during the first week of school. If your child is elected captain or vice captain you will have a separate pin badge that you will need to keep to wear during House Events and assemblies.



Homework and Assessment Expectations

At Sekolah Stella Mundi, we use a balanced and meaningful approach to assessment and homework that reflects students' progress, effort, and achievement.

Assessment Methods

- **Competency-Based and Skill-Based Rubrics:** These assess how well students demonstrate specific skills, such as problem-solving, collaboration, and creativity.
- **Tests with Percentage Scores:** Teachers use formal tests and quizzes to measure knowledge and understanding in various subjects.
- **Cambridge Progression Tests:** These standardised assessments are scored using percentages and are benchmarked against the official Cambridge Lower Secondary performance bands of *Basic; Aspiring; Good; High; Outstanding*.
- **Classwork and Participation:** Regular classwork tasks, including group activities, discussions, and project work, are also assessed and contribute to the student's overall grade. This encourages consistent effort and active engagement in daily learning.

Reporting

Students receive two academic reports each semester:

- **Indonesian School Report:** This aligns with Kurikulum Merdeka and shows progress in national curriculum subjects.
- **Cambridge Report:** This includes scores feedback for Cambridge subjects, using both rubric-based and percentage-based assessments.

Homework

Students are expected to complete at least 30 minutes of homework daily.

Homework tasks are meaningful extensions of class learning and may involve practice, reflection, or project work.

Tasks are rotated across subjects to ensure balance.

Homework contributes to overall academic progress and may be included in reports. Assignments may be distributed and submitted through the Compass platform as Learning Tasks.

Parents are encouraged to support their child by establishing a consistent homework routine and ensuring a quiet workspace. Together, regular assessment and purposeful homework ensure each student continues to grow in knowledge, skills, and confidence.

Extracurricular Activities Program

Sekolah Stella Mundi offers a range of extracurricular activities, including Coding, Mandarin, Soccer, and other programs to enrich student learning. Participation in extracurricular activities helps students develop confidence, skills, and interests beyond the academic curriculum.

To ensure smooth scheduling and program management, parents must register, change, or withdraw their child from any extracurricular program no later than the 14th of the month before the activity begins. For example, changes for an October activity must be made by September 14.

If parents cancel or change participation after this date, the school will still charge the extracurricular fee for the following month, even if the student does not attend. This policy supports fair planning and quality delivery of all extracurricular offerings.

Parents are encouraged to discuss any questions or concerns about extracurricular programs by contacting the school office during business hours (Monday–Friday, 9am–4pm) at 0361 9582 888 or by email at contact@stellamundi.net.

We thank families for following these guidelines so that all programs run effectively and benefit every student. For further details, parents and students should review the extracurricular registration form provided at the start of the academic year and ensure they meet the stated deadlines.

Key School Policies

Uniform

At Stella Mundi, we believe that a school uniform promotes a sense of belonging, pride, and equality among students. All students are expected to wear the correct uniform every day, maintaining a neat and tidy appearance. Uniforms must be clean, in good condition, and worn according to school guidelines. This helps create a positive and respectful learning environment. Details of the approved uniform are provided below:



Uniform Schedule

Uniform Type	Days Worn
Polo Shirt Uniform	Monday, Wednesday, Friday
Sports Uniform	Tuesday, Thursday

NOTE: Please ensure all items of clothing are labelled clearly.

Compliance with the uniform policy is monitored by staff, and students who do not follow the guidelines may be asked to correct their uniform before returning to class or may receive sanctions if incorrect uniform is consistently worn to school.

Policy On Appearance And Grooming For Learners

School Uniform And Appearance

- Learners are recognised by their uniform and they should be proud of their uniform and appearance.
- The School prescribes the uniform to be worn by all learners during school hours as well as during official school functions.

Hair Regulations

- Hair must be clean and neat and always be brushed or combed.
- A learner with a non-conforming hairstyle, will be expected to make the necessary corrections within 48 hours of the school requesting this (1st notification will result in a violation and parents will be notified). The School will deal with these matters on a case by case basis. Parents should inform the school if more time is needed to correct the hair.
- Hair regulations remain in force for the full calendar year and will not be relaxed towards the end of a term.

Boys

- All hair is acceptable as long as the hair is neat and combed.
- Artificial braids must be tied back in a single pony tail.

Girls

- All hair is acceptable as long as the hair is neat and combed.
- Hair longer than shoulder length should be tied back neatly in a single pony tail.
- Artificial braids must be tied back in a single pony tail or tied in a single bun. No single braids or locks must be hanging on the side of the face.

Grooming

- All nails must be short, clean and neat. No false nails, tips or nail polish may be worn.
- No nail polish is allowed, except for grade 12 girls, who may wear clear, colourless nail polish.
- Girls may only wear light make up such as light lip balm and natural eye make up colours.
- Boys are to be clean shaven at all times and no moustaches or stubble is permitted.
- A learner who is unshaven will be given 48 hours to rectify their appearance.
- Boys who suffer from skin conditions, or may not shave, due to religious or cultural beliefs, must provide a document from their parents / guardians detailing the reason preventing them from shaving. The document must be signed and stamped by a registered medical doctor or registered religious or cultural leader.



Jewellery And Adornments

- Only cultural and religious necklaces will be allowed as long as it is not visible with school uniform. Jewellery may only be visible if the religion requires it.
- Small, inconspicuous watches may be worn.
- No smart watches/phone watches are allowed during school hours.
- Female learners who have pierced ears, may wear a single pair of earrings on the earlobes, provided that they are small studs or rings.

Amendments To Policy

The School reserves its right to deviate from this policy if it deems it necessary or appropriate and to amend this policy from time to time in accordance with any changed policy considerations of the School or legal developments.

Here's a clear, one-page summary of the Sekolah Stella Mundi Secondary School Behaviour Management Policy suitable for parents and students to easily understand:

Behaviour Policy

At Sekolah Stella Mundi, we aim to build a safe, respectful, and thriving school community based on our core values of *respect, caring, collaboration, and support*. We expect all students to uphold these values in their actions, both in and outside of school.

Student Expectations

- Treat others with kindness and respect, including online.
- Attend school and class on time, ready to learn.
- Follow teacher instructions and school rules.
- Complete homework and classwork responsibly.
- Use respectful language and avoid disruptive behaviour.
- Care for school property and keep the campus clean.
- Use technology responsibly and only for learning purposes.
- Behave appropriately on the way to and from school, especially when wearing the school uniform.
- Refrain from bullying, intimidation, and inappropriate physical behavior.

Positive Behaviour and Rewards

- We actively promote and reward positive behaviour. Students may receive:
- Verbal praise or written commendations.
- Certificates or recognition at assemblies.
- Leadership roles or special privileges.
- Opportunities to showcase their work and contributions.
- Our approach emphasises Positive Discipline: helping students reflect, self-regulate, and learn from their mistakes.



Misconduct and Consequences

We use a clear, level-based system to manage inappropriate behaviour. Below are examples of how behaviours are categorised:

Level	Examples	Possible Consequences
Level 1: Lack of Responsibility	- Late to class or school - Incomplete homework - Minor disruption - Incorrect uniform	- Verbal warning - Teacher-student conversation - Completion of missed work
Level 2: Lack of Respect	- Repeated Level 1 behaviours - Disrespect to staff or peers - Inappropriate use of phones - Mild bullying or name-calling - Academic misconduct	- Parent notification - Loss of privileges - Reflection task or detention - Apology or written commitment / Behaviour contract
Level 3: Serious Misconduct	- Fighting or theft - Major cheating - Substance use - Repeated bullying - Misuse of digital devices	- Meeting with Principal - Behaviour contract - Internal suspension - After-school detention
Level 4: Very Serious Misconduct	- Threatening others - Sexual harassment - Possession of weapons or illegal substances	- Suspension - Referral to School Board - Possible expulsion

Where appropriate, students are given time to reflect and correct behaviour before sanctions are applied. In serious cases, parents will be called for a meeting with school leadership. All disciplinary actions are handled confidentially and respectfully.

Appeals and Support

Students who feel a decision was unfair may appeal by speaking first with the teacher. If unresolved, a formal appeal can be made to school leadership. Counselling support is also available for students involved in serious incidents.

Attendance Policy

Good attendance is essential for student success. Attending school every day and arriving on time helps students keep up with learning requirements, develop positive habits, and build strong relationships with teachers and classmates.

All students are expected to attend every class on time and remain at school for the full day. The school requires a **minimum attendance rate of 85%** to support consistent learning and progress. If a student is absent, their parent or guardian must notify in advance using the school's Compass platform, providing a reason for the absence. Medical certificates may be requested for extended absences.

Arriving late or missing class without permission disrupts learning and affects academic achievement. Repeated lateness or unexplained absences will be followed up by teachers and may lead to further consequences, including meetings with parents and the school leadership team. If a student needs to leave school during the day, approval must be obtained from the Principal. Attendance and punctuality will be recorded and monitored as part of each student's overall performance.

Responsible Use of ICT & Technology

Students must use all school devices, internet, email, and platforms responsibly for learning purposes only, showing respect in all digital interactions. Cyberbullying, inappropriate language, or sharing personal data is strictly prohibited. Students must not post images or videos of others without permission and must protect the school's reputation online. Parents are expected to monitor their child's technology use at home and support the school's digital behaviour rules. Students and parents must sign an agreement (Responsible Use of ICT and Social Media) before the student begins school to confirm their commitment to safe, respectful, and responsible use of technology in and outside of school. Please ensure you have completed this before the first day of school.

Handphone Use

Handphones are not permitted for use during school hours to maintain focus, respect, and a positive learning environment. All student handphones will be collected by staff each morning and returned before students leave for home. If students need to communicate with parents or guardians during the school day, this will be coordinated through the school office.

Handphones must not be used in class without explicit permission from the Principal or teacher. Students found using a handphone without permission during school hours may face appropriate sanctions in line with the school's behaviour policy.

This policy supports a calm, respectful, and engaged learning environment for everyone.



STELLA MUNDI
BRIGHT KIDS BRIGHT FUTURE