



*GUIDELINES*

*OF*

*QUEEN'S ROYAL COLLEGE*

## **PREFACE**

The guidelines which are set out in this booklet are designed, firstly, to make your stay at Queen's Royal College an enjoyable and rewarding one, and secondly, to help you develop those habits of mind which assist in the general transformation of the society of which you are a member.

Keep in mind that your end is not merely to fit into the most comfortable and rewarding corner of society, but to mold your community and nation into one really guided by the principles of **DISCIPLINE, PRODUCTION and TOLERANCE**, with **JUSTICE and TRUE LIBERTY FOR ALL**

Therefore, the words, which follow this introduction, are not to be regarded as a burden to be cast aside or as a number of unpleasant restrictions upon your freedom. Rather, you must look upon them as principles governing all your relationships in and out of school – between student and fellow-student as well as student and teacher. Only then can they really prepare you for life.

Let us hold our College community dear to ourselves. The best we can desire then is a harmonious relationship among all members of the community. The aim of this booklet is to cultivate this kind of harmony.

Lastly, it must be noted that these guidelines are not 'words of the Law that changeth not'. In other words, when time and circumstances demand, they can and will be altered. The good of the student always is uppermost in all our minds.

**EVERY STUDENT IS REQUIRED TO FAMILIARISE HIMSELF THOROUGHLY WITH THIS BOOKLET**, regarding it as his own personal handbook during his stay here at Queen's Royal College.

## **OUR VISION**

**Excellence in Education**

## **OUR MOTTO**

***Certant Omnes Sed Non Omnibus Palma***

(It is the effort that really counts even though only one may win the prize)

## **OUR MISSION**

**To so educate our students in a creative and dynamic learning environment that they will achieve their full potential academically, emotionally, physically, socially and spiritually.**

## COLLEGE SONG

Sons of this Royal School rejoice;  
Blest the day when each did hear  
Our Fair Mother's gentle voice  
Come and whisper to the ear  
"The College is thine."

Not to all the palm of knowledge  
Nor to the most the fame of glory;  
But the youngest in the College  
Can add this to his life's story  
"The college is mine."

When we've left the halls of learning  
And shall tread Life's sterner way,  
Though we mourn our youth with yearning  
Still we claim the right to say  
"The College is mine."

If we have learnt what masters taught  
Or to work or play or sing,  
And have thence a vision caught,  
This our school to God we bring,  
"The College is Thine."  
"The College is Thine"  
"The College is Thine"

## 1. UNIFORM

### (a) *Everyday Uniform*

- Blue monogrammed shirt with College Crest on upper left pocket
- White, blue or black Tee shirt. When tee shirts are worn they **MUST** be tucked neatly into the trousers and the sleeves **must not** be visible below the shirt sleeves
- Khaki trousers (traditional long khaki trousers with no stripes of any kind, and **NO MORE** than four (4) ordinary pockets - two side and two back; **Army, cargo type pants/trousers with multiple pockets, khaki jeans will not at all be allowed**)
- Khaki pants are **NOT** to be modified to suit prevailing fashion trends
- Black shoes with absolutely **no stripes, markings, etc.**
- A Black belt with a simple belt buckle
- Black, Blue or White Socks
- Queen's Royal College Identification card worn on a QRC lanyard

### (b) *Dress Uniform*

- Long sleeve white dress shirt
- Queen's Royal College tie
- Dark grey trousers (Must **not** be modified to suit prevailing fashions)
- Black dress shoes
- Black belt (without silver studs or other designs)
- Dark grey or black socks
- QRC Identification card worn on a QRC lanyard

The dress uniform is to be worn by all students on the following days:

- The first day of every term,
- **The first Monday of every month**
- Special occasions as designated by the College's Administration, e.g. Achievement Day, Graduation etc.

### (c) *Sports Wear*

- **Everyday Physical Education:**  
QRC P.E jersey, QRC dark blue athletic shorts, (all available at the College) and gym shoes.
- **Football, Hockey and Rugby matches:**  
QRC team tee shirt, dark blue athletic shorts, football boots.
- **Cricket Games:**  
For **representative** games - White shirt, white trousers, white socks, soft white shoes.

Appropriate foot wear **MUST** be worn for all sporting activities. **Absolutely no bare feet is allowed on or off the field at any time.**

**TOWELS MUST BE BROUGHT FOR USE AFTER PERIODS OF PHYSICAL EXERCISE**

### (d) *General Wear*

- Students **MUST WEAR** their College ID with their QRC lanyard at all times
- Students may wear **one** gold or silver chain, **one** ring and **one** wrist watch
- No other accessories are allowed except with permission granted by the College Administration
- Caps may be worn with the school uniform **ONLY** when it is raining
- Students are **NOT** allowed to wear earrings
- **Slippers are NOT to be worn with any version of the College's uniforms**
- Jackets/track tops are not to be worn over the school shirt unless in an A.C classroom

Hair **MUST** be combed daily, kept neat and **NOT** trimmed or styled to suit any prevailing fashion, including mohawks, markings, fancy designs, plaits etc.

**( e ) Field Trips/Outings**

- Students **MUST** wear their QRC polo (available at the College) and a khaki, black or blue jeans on all outdoor school field trips.
- The College ID and lanyard must be worn
- Slippers are **NOT** to be worn.
- Students not conforming to the College's Dress Code WILL NOT be allowed to proceed on the field trip.

**THE COLLEGE UNIFORM MUST BE WORN IN THE PRESCRIBED MANNER BOTH ON AND OFF THE PREMISES.**

Note: Students are required to wear the appropriate College uniform, bearing in mind that a neatly worn uniform reflects pride in Queen's Royal College and lends distinction to the wearer's general appearance.

- Students participating in informal strenuous activity during break periods must **NOT** play in their regular College uniform. They must bring an additional tee shirt to avoid entering classes in sweat-soaked shirts.

**2. HOURS OF ATTENDANCE**

Morning Session	7.40 a.m. – 11:40 a.m.
Afternoon Session	12:40 p.m. – 2:00 p.m.

*On the first Friday of every term and every other Friday, dismissal is at 1:25 p.m. to facilitate Staff Meetings.*

**NOTE:** The first bells at 7:25am and at 12:25 pm serve as a reminder to students to get ready for classes. Students **WILL NOT** be allowed to leave classes to go for water or to use the toilets except in cases of emergency.

**The playing of games on mornings before school is strictly forbidden.** At lunch time **ALL** games must stop at the first bell at 12:25 pm to allow students to get ready for the resumption of classes.

**3. LIBRARY AND LABORATORIES**

The principles governing the use of the Library, Science Labs, IT Lab and other specialized rooms will be prominently displayed at the front of these rooms. Failure to abide by these rules will incur loss of privileges and/or other serious sanctions.

**4. DETENTIONS**

Teachers & School Prefects may give detentions. These are **mandatory** and must be served.

Students should be informed of an afternoon detention no later than 24 hours before it is scheduled to take place, so that arrangements for transportation may be made.

**5. EQUIPMENT**

It must be emphasized that it is quite impossible for a student to cover a course of work satisfactorily without his textbooks. Hence:

All textbooks and equipment prescribed on the booklist **must** be acquired before the beginning of the school year. Every student, of course, will recognize the advantage of having books at his disposal before class work is actually started at the beginning of

the school term.

- (a) Students are required to secure books and other property and not leave them lying around
- (b) It is expected that students will at all times possess all the implements required for class activity
- (c) Electronic items (such as tablets and smart phones) are allowed for the purpose of supporting classroom activity, with a view of facilitating and enhancing learning. **Items such as video games, must not be brought onto the College premises.**

Cell phones **MUST BE SWITCHED OFF** and put away safely in their book bags during class time unless otherwise permitted by the teacher. Should they be on or used without permission, they may be **confiscated** and lodged in the General Office.

## **6. CLASSROOMS AND CORRIDORS**

Students are not allowed in the classroom before the morning session, during break or lunch time, or after school, unless they are supervised by a teacher or school prefect, and then only for some official activity.

**THE WHOLE FORM IS RESPONSIBLE FOR ITS IMMEDIATE DOMAIN, THAT IS, ITS CLASSROOM AND THE CORRIDOR AREAS ADJACENT TO IT. THE FORM ALSO HAS THE RESPONSIBILITY FOR MAINTAINING A TIDY ROOM AND FOR SAFEGUARDING THE PROPERTY, BOTH OF THEIR ROOM AND OF ITS OCCUPANTS.**

- (a) A student is not allowed to enter a classroom other than his own unless he is a member of a group which has permission to use the room. In such a case the student must not in any way interfere with property in that room
- (b) Students are not allowed to loiter on the corridors or staircases
- (c) Students must enter and leave classrooms in an orderly fashion, and move quietly from building to building
- (d) Students must keep to the left as they move up and down staircases, so as to allow free and easy passage for everyone.
- (e) Students are **not** to sit on banisters or railings
- (f) Seating of students and disposition of furniture are to be arranged by each form teacher, and are not to be disturbed without his/her express permission.
- (g) No student may leave his seat without the permission of the teacher or prefect in charge of his class. Except in an emergency, no student will be allowed to leave his classroom during or between periods. Permission to do so will be at the discretion of the teacher in charge, and then only for an urgent matter.
- (h) Once college property, such as a desk and/or a chair has been assigned to a student, he is responsible for its overall maintenance.
- (i) Destruction or defacement of College property (including the engraving of names or any other words or marks on desks and chairs) is a serious offence.
- (j) The Class Prefect is expected to assist the teachers in the smooth functioning of the class. To this end, members of the class should cooperate fully. Prefects are required to discharge their responsibilities in an impartial manner. **It is to be noted that the Class Prefect is NOT authorized to allow students to leave their classroom at any time.**
- (k) Notice boards are the general channel of information for all students. Students are urged to develop the habit of reading them every day during non-class time.
- (l) Before any notice is affixed to a notice board, the approval of a person in authority must be obtained.
- (m) Notices may be removed or amended only by persons authorized to do so.
- (n) **There is to be absolutely no playing of games on electronic devices on the compound. Any breach of this rule will result in the confiscation of the device and parents/guardians will be called in.**

- (o) The charging of electronic devices, especially cell phones, from the school's electrical outlets is strictly prohibited
- (p) **With effect from the 2020/2021 academic year, students MUST WEAR their official QRC face masks to school. The QRC mask now constitutes part of the College's uniform.**  
**STUDENTS NEEDING TO WEAR SPECIAL MASKS FOR HEALTH REASONS MUST PROVIDE A MEDICAL CERTIFICATE TO THE SCHOOL'S ADMINISTRATION.**

## 7. GENERAL

- (a) No student may enter any laboratory in the school unless he has legitimate business there
- (b) On no account may a student interfere with another's desk, chair, or any other item of his property
- (c) It is expected that any item, which is found, will be delivered immediately to the General Office.
- (d) The following places are **out of bounds** to all students, except if granted permission to enter them by a person in authority:

The Offices, Staff Rooms/Lounge, Deans' Room, Conference Room, Staff Toilets, Language Lab, TD Room, IT Room, Book Rental Room, Pan Theatre, Lecture Room, the Music Room, the Art Room, the Pavilion (during class time), the Canteen (during class time), the Sixth Form Lounge, the Gym, the Clock Tower, the Attic, the Basement, the Elevator Shaft.

- (e) Unsupervised games or other co-curricular activities are allowed until 5:30 p.m. Any member of the College

Staff may put a stop to any such activity, or order its relocation. Permission to use special areas, e.g. football field or cricket pitches, should be obtained from one of the P.E. teachers and the College's Administration

- (f) **Under no circumstances are students allowed to sell anything on the College's compound without the written permission of parents/guardians, further approved by the form teacher, who will forward the request to the Administration for final approval.**

## 8. ATTENDANCE

- (a) A student who has been absent or late must immediately on his return to, or arrival at the College, present to his Form Teacher, or any person in authority who requests it, an excuse dated and signed by his parent or guardian. This will be signed by his Form teacher or Dean and returned to him for presentation to all subject teachers whose classes were missed.
- (b) If it is necessary for a student to leave the College during school hours, this may be done only with the permission of a member of the College's Administration who will issue a gate pass. Except in cases of emergency, a gate pass will be issued only upon receipt of a letter signed by a parent or guardian.
- (c) Students are expected to be **PUNCTUAL** to school and all classes. Unpunctual arrival without a valid (written) excuse will not be tolerated. Any student who is found to be unpunctual to school more than twice in any week will face disciplinary sanctions set out by the Administration.

## 9. STUDY

- (a) All students are required to follow the course appearing on their official timetable. No student may, under any circumstances, change or renounce any of his subjects without full and prior consultation with, and approval of the Subject Teacher(s) concerned, his Form Teacher, the Dean of Studies, the Vice Principal and Principal.
- (b) All students **must** obtain and use daily a **Queen's Royal College homework notebook** (available at the College), to be checked regularly by his parent/guardian and teachers

### NOTE:

- It is important to note that a daily assignment (homework), written or oral, is quite helpful to the student who wishes to make substantial progress.
- It is an aid to the development of proper study habits
- It helps to reinforce whatever has just been learned at school
- It is a simple but beneficial form of revision

The student develops the habit of self-reliance, in that he increases his ability to arrive at solutions or answers through his own effort.

For maximum results homework should be done carefully, consistently, and as far as possible, away from all disturbing influences. The minimum period of time devoted to it may be guided by the following suggestions:

**Lower school** (Forms 1 & 2) 1½ – 2 hrs. daily

**Middle school** (Forms 3 & 4) 2½ – 3 hrs. daily

**Upper School** (Forms 5 & 6) 3½ – 4 hrs. daily.

## 10. MISCELLANEOUS

- (a) No student is allowed to bring into the College any apparatus, which may disturb its orderly functioning
- (b) Physical violence or bullying of any kind will **NOT** be tolerated, for it is inconsistent with the kind of harmonious relationship, which we all require within our College community.
- (c) The riding of bicycles, skateboarding or roller blading on the College premises is forbidden.
- (d) No student is allowed on a playing field or in an area set aside for a specific purpose when a game or an organised activity (e.g. Cadet Parade or Cricket Match) is in progress in such an area.
- (e) During Physical Education periods, arrangements for safeguarding personal valuables must be made with the subject teacher, form teacher, or other person in authority. It is to be noted that the Physical Education period is a period operating **under the same conditions** as other class periods. The same guidelines apply to both in terms of attendance, conduct and equipment.
- (f) Students are expected to keep their surroundings clean; all litter must be placed in the bins provided inside the classrooms, and around the College premises
- (g) The possession and chewing of gum on the premises is **strictly** forbidden.
- (h) **All** members of staff, College personnel and visitors to the College are to be respected at all times.

### NOTE:

- Students **NOT** in school, without a LEGITIMATE excuse, will not be allowed entry onto the compound during school hours if they are not dressed in their **COMPLETE** QRC uniform. This also applies to students engaging in CXC examinations EXCEPT when they are visiting to participate in Graduation exercises.

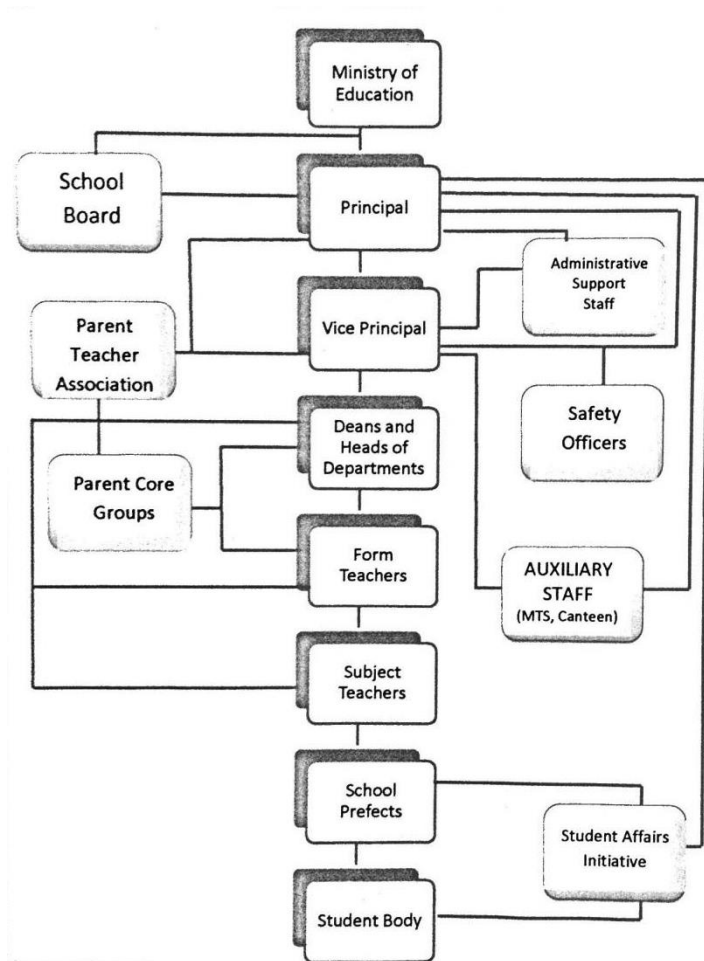


- Students wearing Slippers, without a legitimate excuse accompanied by a note from a parent, will be DEBARRED from entering the compound.
- Students are allowed to wear sweaters/track tops but ONLY in the air-conditioned classrooms, students are NOT allowed to wear these items of clothing outside of the air-conditioned rooms.
- Students are advised that the possession of weapons and illicit drugs are not only contrary to the College's Rules but are **AGAINST** the laws of Trinidad and Tobago
- The smoking and possession of cigarettes (including the e-cigarette/ vaping apparatus) and the consumption of alcohol are **strictly forbidden**.
- The playing and possession of gambling (playing) cards are forbidden
- The area outside of the General Office and directly in front the entrance to the Main Building are out of bounds to all students.

**FAILURE TO ABIDE BY THESE RULES WILL BE TREATED AS A SERIOUS OFFENCE**

**A BREACH OF COMMON SENSE OR COURTESY IS A BREACH OF THE COLLEGE RULES.**

# ORGANISATIONAL HIERARCHY



## *A Very Early Historical Perspective*

A true Royalian will know that even though the name Queen's Royal College (QRC) came into existence in 1870, this great College was the successor to the Queen's Collegiate School (QCS) which was founded in 1859. Immediately after the abolition of slavery, there was widespread concern over what should be done to provide facilities for secondary education to the newly freed population.

Three secondary schools were founded in Port of Spain between 1836 and 1855: the Roman Catholic's St. Joseph's Convent and St. George's College and the very short lived Church of England Grammar School. St. Joseph's Convent boarding school for girls was quickly successful but the education of boys was considered a far more serious matter and the non-boarding St. George's College appeared to have been less than well managed, made inadequate public impact, won limited support and eventually collapsed.

As a consequence in the late 1850's neither Catholic nor Protestant, neither French nor English had a satisfactory boys' school. In 1857 Robert Keate became Governor and along with Charles Warner, the English community's leader, the idea of a secondary school which would be open to all boys, to be entirely supported by the government was born. Their idea of a government secondary school for boys was but one aspect of the policy of Anglicization of the largely Franco-Spanish colony on which British governors had been working since the 1840s. It was not just a matter of providing education for the sons of the Protestant elite. The school was aimed at boys of all national backgrounds and religious loyalties in the belief that in Trinidad's thoroughly disunited upper crust it must be an advantage to bring English and non-English, Protestant and Catholic, together in the same institution.

Although founded in 1857 the QCS did not open until 1859 because it took time to recruit teachers from Oxford and Cambridge. It was located in Harris Square, with its entrance on Oxford Street. It started with Mr. Edward Calvert as its Principal and Mr. Horace Deighton as its second master. There were 34 boys in three classes with two masters each with responsibility for a class. In addition to English, History and Geography, the school also taught Latin, Greek, French, Mathematics and Science. The Decision to base the academic standards on those of English schools by adopting the Cambridge examinations set the pattern for later secondary schools in Trinidad. The Collegiate School and its successor Queen's Royal College very quickly achieved academic standards which matched those of any country on earth.

In 1870 by special permission of the Queen, responding to a request from the Legislative Council QCS was renamed The Royal College of Trinidad otherwise known as Queen's Royal College. However, due to legal technicality, the school's legal name remained as stated in the 1870 Ordinance, the Royal College of Trinidad, until Ordinance No.13 of 1909 decreed that it should be known as the Queen's Royal College. In 1870, therefore, Queen's Royal College began its life, without any change in the character of its predecessor, with an enrolment of 70 boys in its six classes. Mr. Horace Deighton was its first principal. In 1871 the College moved to the Prince's Building (site of the present day NAPA)

In 1902, the Government Farm was moved from St. Clair to Valsayn, thus releasing the St. Clair lands for elite housing, and Acting Governor Sir Courtenay Knollys arranged for an area at the south west corner of the Queen's Park Savannah to be reserved for a College building. The foundation stone was laid on the afternoon of 11 November 1902 and the building was opened in March 1904. A few years later a Principal's Residence was built west of the college grounds, on Hayes Street (now the Ministry of Education). The famous clock, known as the King Edward Memorial Clock, was donated by William Gordon- Gordon and installed in 1912.

It is said that History is the study of past events which allows us to better understand the present and prepare for the future. With the rich and colourful history of Queen's Royal College dating back 140 plus years, our present is bright and our future will be brighter. QRC...magnum est!