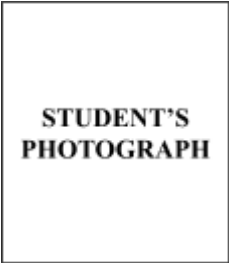


S. Thomas' College Mount Lavinia



HAND BOOK 2023



Student's Full Name (Surname followed by the other names) :

.....

Date of Birth :

Admission Number :

Address :

.....

Class :

House :

Father's Name :

Contact No : Email :

Mother's Name :

Contact No : Email :

.....
Father's Signature

.....
Mother's Signature

COLLEGE PROFILE

S. Thomas' College is an Anglican, Government approved, private, fee-levying School for boys founded in 1851 by the first Bishop of Colombo, the Rt. Rev'd Dr. James Chapman. The school was originally located in Mutwal and moved to its present campus at Mount Lavinia in 1918.

S. Thomas' College is much more than just a school. It is an institution rich in tradition, characterized by more than one and a half centuries of hard work, dedication and achievement, all infused with the legendary "Thomian Spirit". It is a pioneering institution that seeks to incorporate the challenges and opportunities of the modern world in nurturing the very best in youth, where mere boys come in and young adults go out to be integrated "men and gentlemen always".

Consequently S. Thomas' College is a school which does not confine learning only to books or the classroom, firmly believing that an all-round, holistic education is achieved through involvement in cocurricular activities such as sports and games, clubs and societies. The contents of this Hand Book give a glimpse of the institution and the opportunities it affords to its students to realize their full potential.

Esto Perpetua

"What I conclude on behalf of S. Thomas' is that year in year out, she has sent out into every walk of public life so many men not necessarily born with the advantage of wealth and influence, not too well endowed with the enviable gift of superior intellect but nevertheless decent men, who marry decent wives and by their own endeavours set up decent homes; men who represent the right kind of public opinion who will stand firm against the bogus doctrines which emerge from time to time in the life of every nation; men who stand for common sense, integrity, courage and faith in the traditions of liberty and fairplay".

Justice E. F. N. Gratiaen

THE COLLEGE SONG

1. Thomians young and Thomians old,
Thomians staunch and true!
Rally round the College Flag,
The Blue, the Black and Blue
To your Alma Mater sing,
Thomians near and far
Loudly let the echo ring,
For all we have and are.

Esto Perpetua

Esto Perpetua

Esto Perpetua

The Blue, Black and Blue forever!

2. Like the serpent keen and wise,
Harmless as the dove,
By the cross we're knit in one
Holy bond of love.
Loyal to our Church and state
Both in peace and war,
To the College we will sing
For all we have and are. *Chorus*

3. In the field of intellect
Many a prize we've won,
And upon the field of sport
Thomians yield to none.
Be it work, or be it play,
We will do and dare.
To the College therefore sing
For all we have and are. *Chorus*

4. We rejoice in victory,
When our foes we beat,
We have learnt, when fortune frowns
How to take defeat,
All unfriendly rivalry
From our lives we bar
To the College therefore sing
For all we have and are. *Chorus*

5. When into the world we go
For our life's career,
As the call of duty sounds,
We will answer clear
Onward to the goal we press,
Guided by our star.
To the College therefore sing
For all we have and are. *Chorus*

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CHAPTER 1 - Organisation

1.1 The College is divided into five academic sections

NURSERY :

Play Group (Age 2+)
Lower Nursery (Age 3+)
Upper Nursery (Age 4+)

PRIMARY SCHOOL:

Kindergarten	Grade 01
Form 1	Grade 02
Form 2	Grade 03
Lower 3 rd	Grade 04
Upper 3 rd	Grade 05

LOWER SECONDARY SCHOOL:

Lower 4 th	Grade 06
Upper 4 th	Grade 07
Form 5	Grade 08
Lower 6 th	Grade 09

UPPER SECONDARY SCHOOL:

Middle 6 th	Grade 10
Upper 6 th	Grade 11

SENIOR SCHOOL (COLLEGE FORMS):

College Form B	Grade 12
College Form A	Grade 13
College Form E	Grade 14

(This section includes the London Advanced Level Forms)

1.2 Instructions are given in Sinhala, Tamil and English from the Kindergarten up to College Form E. Instructions are also given in Bilingual Medium for selected classes. All students are given religious instructions in their particular religion. Only Non-RC Christianity is taught to all Christian children, including Roman Catholics.

CHAPTER 2 - Administration

2.1 The College is governed by a Board of Governors which at present is comprised of the following:

1. Rt Rev'd Dushantha L. Rodrigo (Chairman) Lord Bishop of Colombo and Visitor to the College
2. Mr. Hiran Molligoda (Hony. Secretary)
3. Mr Maithrie Wickremasinghe (Manager)
4. Mr Senaka de Fonseka,
5. Mr Ray Abeywardene,
6. Mr Surenn de Chickera
7. Mr Mahinda Halangode,
8. Mr Peter Jasinghe,
9. Mr Gehan Dias
10. Professor Rajitha Wickremasinghe
11. Mr Romesh David
12. Mr Ronnie Peiris - Treasurer
13. Dr Shermal Wijewardena

2.2 The day-to-day affairs of the College are run by the following

WARDEN - The Rev'd Marc Billimoria BA(Poona), PG Dip.
Theol. (Oxon), Dip. Min. (Ripon – Cuddesdon)

SUB WARDEN - Mr. Asanka S. Perera BEng (Hons), Dip in
Management, ATCL

2.3 ACADEMIC HEADS

1. Primary School :

Mrs. L. Muthuthanthri
Association Montessori International Diploma

2. Lower Secondary School :

Mrs. M. C. W. Wijewickrama
BA (Sri Jayawardenepura)
Trained Teacher - N.I.E. (Sri Lanka) (English)
PGDE (University of Colombo)

Mr. P. D. S. Gunewardana
BSc Bio Science & Chemistry, Botany, Zoology
PGDE (Open Uni)
MEd (University of Colombo)

3. Upper Secondary School :

Mr. C. A. de Silva

4. Senior School

Arts & Commerce Faculty

Dr. (Mrs) M. R. S. Mendis
Phd Divinity (New Delhi)
MA Christian Studies and Sinhala Language (Kelaniya)
MEd (Open University)

Science Faculty

Mr. W. A. P. S. Perera
BSc (Sri Jayawardenepura), PGDE.

London A/L:

Mrs. S. Gamage
BA (Hons), PGDE

2.4 HEADS OF ADMINISTRATIVE SECTIONS

Registrar : Mrs. Niranjala Williams

Procurement Manager / Liaison officer

: Mr. A. Abhayaratne

Finance Manager / Bursar : Mrs. E. Daluwatte

Head of Learning Resources : Mr. S. Fernando

Manager - Human Resources & Operations

: Mr. D. M. Fox

Director of Sports / Manager – Sports Facilities

: Mr. D. Kumarasinghe

Prefect of Clubs & Societies : Mr. C. A. De Silva

2.5 SOME OFFICIAL CONTACT DETAILS

Office Working Hours:

Weekdays 7.30 a.m. to 3.30 p.m.

Wednesdays 7.30 a.m. to 1.30 p.m.

School Contacts:

College Office 0112 712 270

Warden & Fax 0112 737 173

Chaplain 0741 640 494

Primary School 0741 075 319

Lower Secondary School (L4, U4) 0741 140 835

Lower Secondary School (L6, F5) 0741 140 916

Upper Secondary School 0741 229 679

Arts & Commerce 0740 981 481

Science 0740 981 819

London A/Level 0740 981 424

Human Resources 0741 341 505

Students Support Unit (Primary) 0741 264 399

Students Support Unit (Secondary) 0741 264 419

Security (Pool gate) 0741 438 620

Sports Complex 0112 726 969

Sports Department 0741 697 276

Social Work Unit Hotline 077 771 0510

Pastoral Care Hotline 077 1918 777

Career Guidance Unit 0740 978 595

E-mail : warden@stcmount.lk

Website : www.stcmount.edu.lk

CHAPTER 3 - The Chapel of the Transfiguration

Chaplain

Ven. Samuel J. Ponniah (On Study Leave)

All communication with regard to the Chapel may be addressed to the Warden who is acting as Chaplain.

3.1 Services:

All Christian boys begin with worship in the Chapel on the following days.

Kindergarten - Upper 3 (Monday & Thursday)

Lower 4 - Lower 6 (Monday, Tuesday, Friday)

Middle 6 - Upper 6 (Monday, Thursday, Friday)

Coll Form (Monday, Tuesday, Thursday, Friday)

Attendance at these services is compulsory for all Christian boys inclusive of Roman Catholics and members of the newer churches.

3.2 Chapel Choir:

The College Choir is limited by a maximum membership. When vacancies occur, membership is open to all Christian boys, who must satisfy certain voice requirements. Those interested in joining should get in touch with either the Sub Warden or the Chaplain. Choir practices are held on Tuesdays, Fridays and at other previously notified times when there is a need. Attendance at Sunday services and all special services is compulsory.

3.3 Altar Servers Guild:

Christian boys from Lower 4th upwards are eligible to join. The Guild can take a maximum of about thirty members. Boys not confirmed as Christians will begin as Boat-Boys and thereafter become full-members after Confirmation. Seniority is determined by year of confirmation and not the year of joining. Boys who wish to join the Servers Guild should contact the Chaplain.

3.4 Confirmation Classes:

Whenever there is a suitable number of boys who desire to be confirmed by the Bishop of Colombo in the College Chapel, instruction classes will be conducted in English by the Chaplain. The eligibility of boys for these classes will be determined by the Chaplain.

CHAPTER 4 - Pastoral Care, Student Health And General Welfare

4.1 Counselling and Pastoral Care

Members of the chaplaincy team and other trained members of staff are available to offer support to students, parents and members of staff. Please call on the 24/7 Pastoral Care Hotline 077-1918-777 for direction and assistance.

Additionally, a team of trained counsellors are available for students, parents and members of staff in need of psychosocial support. Counselling services are offered as deemed necessary as well as on request, under strict confidentiality and professional supervision to ensure the welfare of the student.

Counsellors are available from Monday to Friday from 8 a.m. to 2 p.m.

The counsellors can be contacted by calling the hotline 0771918777.

4.2 Sick Room:

Sick Room Matron: Mrs P. K. K. Champika

The College Sick Room is managed by a trained nurse. All minor injuries, abrasions and illnesses will be taken care of by her. In the event of serious injury or illness the boys concerned will be taken to the nearest hospital. The College is also registered with ambulance services for emergency medical interventions.

Services of the Sick Room can be made use of during school time only with the prior approval of a boy's Head of Section.

A health check will be done annually for all students in collaboration with the Parent Teacher Association. This will include the checking of weight and height, eye sight, hearing and dental checks.

4.2.1 Boys with Sickness:

Parents must not send boys to school if they are ill. This is particularly important if they have contagious conditions such as eye infections, fever, or other serious ailments that are easily transmitted to other boys.

4.3 Physiotherapy Unit:

A physiotherapy unit for sportsmen is situated adjacent to the Sick Room. Boys with sports related injuries may obtain the services of a qualified Physiotherapist through the Prefects of Games or Director of Sports.

4.4 Student Support Unit (SSU):

Co-ordinators : Mrs. J. E. Anandanayagam (Primary School)
Ms Ashini Vidyaratne (Secondary School)

The College in collaboration with the Parent Teacher Association has set up a Student Support Unit in order to offer assistance to boys with special educational needs. At present the SSU handles student evaluation and testing in order to identify learning difficulties. Classroom observations are done. Informal assessments are to be done on each student to ascertain whether the child has a reading and writing difficulty/ learning difficulty/ intellectual disability.

Limited remedial support is currently also offered to boys within school hours. Remedial classes for identified students are held in all three media. Each student is helped in basic sentence writing strategies, spelling rules, instrumental enrichment to develop their thinking skills, promoting reading skills and is taught at their own pace.

Regular discussions are held with teachers regarding their students showing learning difficulties. The SSU staff also coordinate with teachers/assistant teachers to assist students who are not performing in a satisfactory manner. In addition examination support is given for identified students depending on their difficulties.

Parent conferences are held to create awareness of students' present educational needs.

The SSU also enables students sitting under the special needs category for their Ordinary Level and Advanced Level examinations to be taken to the Examination Department for assessment and given suitable assistance during the examination.

A personal file is maintained on each identified student which consists of medical documents, formal assessments, term marks and personal information, maintaining confidentiality at all times.

The SSU is located in the wing to the right of the entrance of the Main Hall, and in the Lower School building.

4.5 The 'Sound Mind-Sound Body' (SMSB) Values and Relationships Education Programme

Coordinator: Mrs. Shehana Perera

The Sound Mind Sound Body Programme defines relationship education much in the same way UNESCO defines sexual and reproductive health education: “an age appropriate, culturally relevant approach to teaching about sex, reproduction, and relationships by providing scientifically accurate, realistic, non-judgemental information.” The focus is on the holistic development and wellbeing of students at S. Thomas' College Mount Lavinia, reinforcing values inculcated by family, respective faiths and the school. The SMSB programme is underpinned by the Child Protection Guidelines issued by the Diocese of Colombo for Educational institutions, which defines

abuse as follows: *'Abuse' means and includes inappropriate touch and any other form of contact or verbal communication with a child which has the effect of causing or facilitating harm or damage to the physical or emotional well-being or development of a child, whether of a sexual nature or otherwise. It also necessarily includes all forms of corporal or physical punishment and verbal abuse of a derogatory nature.* More information on pedagogy, including lesson plans, and rationale for the programme may be found at <https://soundmindsoundbody.lk>

4.6 Remedial Academic Support for Sportsmen

Academic Advisor to Sports: Mrs. M. R. S. Mendis

The recent policy with regard to sportsmen was not only to enhance their sporting facilities, coaching, nutrition etc. but to focus primarily on their studies, given that academic activity is fundamentally what the School is about. The task of monitoring the academic levels of our sportsmen who render a great service to the school has been entrusted to an Academic Advisor to Sports. All our sportsmen from the Lower Secondary School through to the College Forms are supported with remedial classes, at which students are enabled to revise or catch up lessons missed and receive extra support if they are weak in any subjects. This enables them to enhance and develop their academic progress. A systematic programme of remedial lessons have been designed in tandem with all section heads.

4.7 The Career Guidance Resource Centre

Guidance Counsellor : Mr. Srimanthaka Senanayake

The centre is dedicated to helping students of the Upper Secondary and Senior Schools to find their desired career option / path and helping them in their subject choices. The centre further assists students with their University applications.

The Career Guidance Centre is located on the 1st floor of the Library building and is open Monday to Friday 9am to 2pm and can be contacted on 0740 978 595 and on email careerguidance@stcmount.lk.

Students are encouraged to visit the centre and talk with the guidance counsellor.

4.8 Bursaries:
School Social Worker: Mr Sanjeeva de Mel

The Board of Governors has set aside a limited amount of money to provide bursarial assistance to families who experience hardship and thereby find it difficult to pay fees. This facility is available for students from **Lower Secondary School upwards**. Parents who experience such difficulties should inform the School by writing to the Warden. Only after a careful and thorough evaluation of the condition will the amount of the award be decided.

A Bursary remains in place for the duration of the award. Parents must reapply on expiry of the award, if the bursary is to continue.
Bursaries will not be continued automatically.

Please contact Mr. Sanjeeva de Mel for any fees related problems on 0777 710510 or sanjeeva@stcmount.lk

4.8.1 Methodology of applying for bursarial support

- Requests for bursarial support for Term 1 should reach the Warden by 15th of January.
- Requests for bursarial support for Term 2 should reach the Warden by 15th May.
- Requests for bursarial support for Term III should reach the Warden by 15th of September

All requests will be evaluated by the School Social Worker who may need to visit the applicants to ascertain required information. On a recommendation made the Bursary will be awarded. One of

the conditions of the award is that the student maintains a good record for academic work, extra curricular activities and conduct. A breach of this may result in the cancellation of the award.

A further requirement is that the portion of the fees payable by the parent/guardian will need to be paid on time. Accumulation of arrears may result in the cancellation of the award.

The amount available for disbursement is limited compared to other years

4.9 Merit Scholarships

There are a number of merit based scholarships that could also be awarded to deserving candidates. The description of these scholarships together with the criteria for selection may be found in Appendix 1 of this Hand Book.

CHAPTER 5 - Boarding and Day Boarding Facilities

Boarding Masters : Mr. Lakshman Soyza &
Mr. Chamodh De Silva

5.1 Hostel Facilities

The College provides boarding facilities to students who wish to avail themselves of the same. The Winchester house is for those of the Lower School and Junior and Senior boarding houses for the rest of the school.

5.2 Day Boarding Facilities

Day boarding facilities are also provided in the school for which fees are paid in addition to the school fees that is levied each month. Day Boarding is from 6.45 am to 6.30 pm.

5.3 Boarding House

The Boarding House is under the general supervision of the Sub Warden. The boarding house comprises of Claughton House (students of the secondary schools), Chapman House (College Forms) and Miller - Copleston House (College Forms).

It is essential that a boy entering the Boarding House should be provided with the following:-

- 4 Pairs of Blue Shorts (below Lower 6)
- 4 Pairs of White Shorts (below Lower 6)
- 6 Pairs of White Longs (Lower 6 and above)
- 4 White Short Sleeve Shirts
- 2 White Long Sleeve Shirts
- Under clothing sufficient for a week
- Night Clothing
- 4 Pairs of White Socks
- 4 Towels
- 1 Linen Bag
- 1 Pair of Leather Shoes
- 1 Pair of Casual Shoes
- 1 Pair of Slippers 1 College Tie
- 1 Mattress (6' x 3')

2 Bed Sheets
2 Pillow cases
1 Blue Mosquito Net (Single Bed)
1 Padlock for the cupboard
Toiletries (inc. Shoe polish, shoe brush)

5.3.1 All articles of clothing should be clearly marked with the owner's initials. The lending or borrowing of clothes, including shoes is forbidden.

Slippers should not be worn to school, Chapel, or when going out of school for any reason.

5.4. Rules of the Boarding

5.4.1 No boarder may enter the dormitory during School hours. No boarder may have private tuition in a House Master's or Resident Master's room, such private tuition if sanctioned may be conducted in a classroom.

5.4.2 A dormitory may ONLY be entered by a member of the dormitory. Boys of other houses or parents or visitors may NOT enter a dormitory, unless permission is obtained from the Sub Warden or the House Master, one of whom must be present during such a visit.

5.4.3 Dormitories are out of bounds to all boarders during school hours and to day scholars at all times. A boarder who is absent from school on account of illness must be in the sickroom and not in the dormitory.

5.4.4 Every boy should be in his place for Preparations (Prep), Meals and roll call, within 5 minutes of the bell.

5.4.5 All Christian boys in the boarding house must attend Religious worship in the Chapel at the specified time (Sundays 7.30am &

Wednesday 6.30am), unless he is in the sickroom. Dress: White shirt and white trousers with College Tie.

- 5.4.6** Boarders are permitted to attend private tuition classes outside school, with written approval of the Sub Warden / Warden, obtained at the request of the parents. Parents must take total responsibility for the student, while he is out of the campus premises for tuition. Boys should be back in the college premises after tuition by **8.00pm the latest**. Boarders will not be permitted to leave the campus after 6.00pm.
- 5.4.7** Exeat for boarders will be granted during the weekend (from Friday afternoon to Sunday evening). Boarders who are granted exeat must return to the dormitory by 6.00pm on Sunday.
- 5.4.8** Parents of boarders must ensure that their sons return to the boarding at the specified time and date. If for any reason, the boarder is not able to return on time, the school / boarding house master, should be informed immediately. On return, the boy should carry a letter of explanation from his parents and Medical Certificate where necessary.
- 5.4.9** Exeat Cards will be given to each boarder at the beginning of every term and it is the responsibility of the boarder to maintain it and furnish when required. The Exeat card should be signed by the House Master, Sub Warden / Warden before a boy goes on exeat. The exeat card is to be signed by the person visited. On his return, the boy should get a signature from the security and report to the master on duty.

5.5 Rules of the Secondary School Day Boarding

- 5.5.1** The day boarding is housed in the Claughton dormitory. A bed, cupboard and a cloth rack will be provided for each student to keep his personal belongings.
- 5.5.2** The students of the day boarding are expected to store their belongings in the dormitory before start of school, and report to

the Dining Hall in order to mark their names down for lunch. Students who neglect to mark lunch will not be permitted into the dining hall for meals.

- 5.5.3 If a day boarder is not attending school, the House Master should always be informed through a phone call before the start of school.
- 5.5.4 Students of the day boarding are, from the moment of joining, part of the Boarding House, and all house activities should be attended.
- 5.5.5. Preparation (prep) time for day boarders will be from 4pm to 5.30pm in the prep hall. After which time, they may join the others in the swimming pool.
- 5.5.7 **Ragging and other forms of initiation including the taking of treats of any nature are STRICTLY FORBIDDEN.**
- 5.5.8 The following areas of the school are out of bounds for all boarders at all times.
 - 1. Chapel Garden
 - 2. Support Staff Quarters
 - 3. The 'C' block
 - 4. Cricket Pavilion and Scout rooms
 - 5. Cadet Room - unless for Practices
- 5.5.9 All boarders are expected to maintain the dormitories and their assigned space in a neat manner at all times.
- 5.5.10 Boarders are not permitted to socialise with or entertain any outsiders.
- 5.5.11 Parents are discouraged from providing their children with expensive Mobile Phones, Cameras, Laptops, Music devices etc... It is also not advisable for boys to carry money more than what is required. The College will not take responsibility for the

loss of any such article. Please Note that smart phones and phones with cameras will not be allowed under any circumstance. Should a phone be confiscated, it would not be returned to the boy until their leaving certificate is obtained.

5.6 Boarding House Routine

Mondays to Fridays

Rising bell	5.00am
Morning Prep	5.30am – 6.40am
Breakfast	6.45am
School – Sessions	7.25am – 11.15am
Interval – (Tea)	11.15am – 11.30am
School Sessions	11.30am – 1.30pm
Lunch	1.35pm
Afternoon Tea	3.00pm
Games	3.30pm – 5.30pm
Swimming	5.30pm – 6.00pm
Warning Bell	6.25pm
Night Prep	6.30pm – 8.00pm
Dinner	8.00pm
Lock Up	9.30pm
Lights Out (Junior)	10.00pm
Lights Out (Senior)	10.30pm

Saturdays and Holidays

Rising bell	7.00am
Breakfast	8.05am
Lunch	12.30pm
Afternoon Tea	3.00pm
Games	3.30pm – 6.00pm
Swimming	5.30pm – 6.00pm
Dinner	8.00pm
Lock Up	9.30pm
Lights Out (Junior)	10.00pm
Lights Out (Senior)	10.30pm

Sundays

Rising bell	6.30am
Chapel	7.20am – 9.00am
Breakfast	9.00am
Lunch	12.30pm
Afternoon Tea	3.00pm
Warning Bell	6.25pm
Dinner	8.00pm
Lock Up	9.30pm
Lights Out (Junior)	10.00pm
Lights Out (Senior)	10.30pm

5.7. Boarding Fees

Boarding house fees should be paid in advance at the beginning of every month, including the holiday months, and the payment receipts should be submitted to the Boarding House Master. The boarders will not be allowed into the boarding unless the fee has been paid in full.

5.8. Disciplinary Control

Any boy who joins the Boarding is expected to read and understand the rules of the Boarding and adhere to same. Any breach of the rules specified here or other indiscipline will not be tolerated. The school reserves the right to expel any boy from the Boarding or institute disciplinary action in the event of misconduct.

CHAPTER 6 - Fees

6.1 Admission Fees:

The PTA membership fee, a refundable deposit of fees and admission fees are payable by each student on Admission to the College at rates notified to parents in the letter offering them a place in the school.

6.2 Fees:

6.2.1 Boarding Fees:

Per month (all forms) Rs.20,000/-. This fee does not include fees for tuition, which are shown separately below and which need to be paid by Boarders in addition to Boarding Fees.

Day Boarding (per month) Rs.10,000/-. Please note, in the months of April, August and December only 50% of the day boarding fees would be payable.

6.2.2 Tuition Fees (payable termly / monthly)

Grade	Monthly (Rs)	Termly (Rs)
Nursery (PG, LN, UN)	16,975/-	67,900/-
KG, L4, U4, F5, L6, M6 & U6	15,025/-	60,100/-
F1, F2, L3 & U3	15,150/-	60,600/-
Coll Arts B (from Term 2)	21,733.75	86,935/-
Coll Arts A	21,733.75	86,935/-
Coll Arts E (for 2 terms only)	16,300/-	65,200/-
Coll Sci B (from Term 2)	22,067.50	88,270/-
Coll Sci A	22,067.50	88,270/-
Coll Sci E (for 2 terms only)	16,650/-	66,200/-
Coll Lon B (from Term 2)	29,156.25	116,625/-
Coll Lon A	29,156.25	116,625/-
Coll Lon E (for 1.5 terms only)	23,325/-	93,300/-

- 6.2.3** Students who were in Upper VI in 2022, will remain in Upper VI for the first term in 2023 until the O/Level examinations are concluded. Therefore the Term fees for Upper VI will need to be paid in the first Term of 2023. The Coll B rates will be applicable only from the 2nd Term.
- 6.2.4** Students in Coll Arts E and Coll Sci E will need to pay only 2 terms in 2023. This is payable within the 1st Term of 2023 before the A/Level registrations are made. The Coll E fees is exempted from the rebate.
- 6.2.5.** Students in Coll Lon E, will need to pay 1.5 terms fees for 2023 by February before the Examination registrations are done. The Coll E fees is exempted from the rebate.

6.3 Dates for Payment of Fees:

The fees is due to be paid on or before the 10th day of each month, if you wish to pay monthly. i.e. Fees for January should be paid on or before the 10th of January, Fees for February should be paid on or before the 10th of February etc...

If the fees is paid termly, please follow the schedule given below.

Term I – on or before 10th January 2022

Term II – on or before 10th May 2022

Term III – on or before 10th September 2022

6.3.1 5% Rebate:

Payment of the full year's fees in advance, on or before the 31st of January 2022 (along with any brought forward dues if any) will earn a discount of 5%. Payment of a term's fees in advance will not attract any rebates. Prompt payment of fees is greatly appreciated by the school.

6.3.2 5% Surcharge :

Fees that remain unpaid by the due dates will automatically be surcharged at the rate of 5% per month simple interest until they are paid off.

Any parent who may experience difficulty in paying fees termly must apply to pay monthly by writing to the Warden.

6.3.3 College will send an invoice at the beginning of each term indicating the fees due for the term together with any arrears which have been brought forward. The due dates have been noted in 6.3 above. The school reserves the right to not admit any student with fees arrears to the classroom and to re-admit a boy on payment of a further admission fee at a rate to be set. Please speak to the College Fees Collection officer on 0779643523 for more information.

6.3.4 Where a boy is removed from the roll before an end-of-term examination, he may not sit that examination. Where a boy misses the end-of-term examination in Term III, he may not be promoted to the next grade and will have to repeat the year if he is readmitted.

The vast majority of our parents pay fees promptly, for which we are very grateful, but a significant minority leave fees unpaid for several months. Since the school cannot defer payment of salaries and other costs by several months, late payment greatly inconveniences the school.

6.3.5 Parents facing genuine difficulty in meeting the fees for personal reasons such as losing a job, serious illness, separation, divorce, or bereavement, are asked to contact the school at the earliest opportunity in order for the school to be in a position to help them as per the guidelines of Chapter 4 of this Hand Book.

Parents who wait until the fees are overdue before informing the school that they are having difficulties are less likely to receive help than those who tell us as soon as the difficulties arise. Funds for assisting with fees are limited, and will be allocated on a needs-based, "first come - first served" basis, term-by-term.

6.3.6 Parents should note that fees must always be settled up to the end of the academic year before the school enters a boy for external examinations. **No boy will be permitted to begin a new academic year if school fees are in arrears for the previous year.**

6.4 Methods of Payment:

6.4.1 All students have individual accounts at the Sampath Bank, Dehiwala branch using the Student Admission Number. All payments made to this account number will be counted as fees for the student. This could be through the bank and through online banking.

6.4.2 Payments can be made by cash or by cheque - by visiting any branch of Sampath Bank. Payments should be to the **credit of the Student Admission Number**. Cheques should be drawn in favour of “The Warden S. Thomas’ College, Mount Lavinia”, crossed A/C payee only.

School fees – xxxxx (5-digit Admission Number)

Boarding – Bxxxxx (B followed by 5-digit admission number)

Day Boarding – DBxxxxx (DB followed by 5-digit admission number)

Winchester – BWxxxxx (BW followed by 5-digit admission number)

Nursery – Nxxxxx (N followed by 5-digit admission number)

6.4.3 Payments can be made via a Sampath Bank cash Depositing Machine to the credit of;

Bank name - Sampath Bank

Branch - Dehiwala

A/c number - Student Admission Number

A/c name - Student Name

Reference - Student Admission Number

6.4.4 Payments can be made via online bank transfer from any bank to the credit of;

Bank name - Sampath Bank

Branch - Dehiwala

A/c number - Student Admission Number

A/c name - Student Name

Reference - Student Admission Number

6.4.5 Payments can be made using a VISA, MASTERCARD or AMEX Debit / Credit Card by visiting the College managed

Fees Payment Portal – <https://fees.stcmount.com> . The receipt sent by the portal via email should be kept safely by the parent in case a verification is required.

6.4.6 Cash and card payments can also be made at the College Office. Payment times are weekdays (other than Wednesdays), 7.30a.m. to 2.15p.m. Wednesdays from 7.30a.m.to 12.30p.m. Cheque payments will not be accepted at the College office. **However, we do discourage you from visiting the College Office due to the Health and Safety protocols in place.**

6.5 Fees Made Easy

The Old Boy's Association of S. Thomas' College, Mount Lavinia have arranged with certain banks for fees to be paid using a Credit Card but extend the payback period to the bank to a 3, 6 or 12 month scheme under a 0% interest basis. Please visit the following website for more details. <https://fees.stcmount.com>

6.6 Sports Academy Fees

Sports academy fees too can be paid using the College Payment gateway. Please visit the website <https://fees.stcmount.com>

CHAPTER 7 - General College Rules

7.1 Attendance and daily routine

7.1.1 Primary School

	KG	F 1	F 2	L 3	U 3
Warning Bell	7.25 a.m.	7.25 a.m.	7.25 a.m.	7.25 a.m.	7.25 a.m.
Roll Call	7.30 a.m.	7.30 a.m.	7.35 - 8.05	7.30 a.m.	7.30 a.m.
1st Period	7.35 - 8.05	7.35 - 8.05	8.05 - 8.35	7.55 - 8.35	7.55 - 8.35
2nd Period	8.05 - 8.35	8.05 - 8.35	8.35 - 9.10	8.35 - 9.15	8.35 - 9.15
3rd Period	8.35 - 9.05	8.35 - 9.05	9.10 - 9.45	9.15 - 9.55	9.15 - 9.55
4th Period	9.05 - 9.35	9.05 - 9.35	9.45 - 10.20	9.55 - 10.35	9.55 - 10.35
Interval	9.35 - 9.55	9.35 - 9.55	10.20 - 10.40	10.35 - 10.55	10.35 - 10.55
5th Period	9.55 - 10.25	9.55 - 10.25	10.40 - 11.15	11.05 - 11.45	10.55 - 11.35
6th Period	10.25 - 11.00	10.25 - 11.00	11.15 - 11.50	11.45 - 12.20	11.35 - 12.15
7th Period	11.00 - 11.30	11.00 - 11.30	11.50 - 12.25	12.20 - 12.55	12.15 - 12.55
8th Period	11.30 - 12.00	11.30 - 12.00	12.25 - 1.00	12.55 - 1.30	12.55 - 1.30
			1.00 - 1.15		
Chapel and Religious Observances Mondays and Thursday 8.35 a.m. 9.05 a.m.					

7.1.2 Secondary School and above

Warning Bell	7.25am
1 st Roll Call	7.25am – 7.35am
Religious observances / Assembly	7.35am – 7.55am
1 st Period	7.55am – 8.35am
2 nd Period	8.35am – 9.15am
3 rd Period	9.15am – 9.55am
4 th Period	9.55am – 10.35am
5 th Period	10.35am – 11.15am
Interval	11.15am – 11.40am
2 nd Roll Call	11.40am – 11.45am
6 th Period	11.45am – 12.20pm
7 th Period	12.20pm – 12.55pm
8 th Period	12.55pm – 13.30pm

7.2 Attendance

- 7.2.1** Every boy must be punctual at Roll- Call. Those who come late regularly without an adequate reason are liable to face disciplinary measures. Entrance to school after 7.30am will be from the pool gate.
- 7.2.2** School days are normally Monday to Friday. If school is to be held on a Saturday for any reason, parents will be given adequate notice.
- 7.2.3** If a boy is absent from school for more than two (2) days due to illness, he must produce a Medical Certificate on his return to school. If a boy needs to be absent from school for any reason other than illness, permission for such an absence should be sought and obtained in advance. Medical appointments and family functions should as far as possible be arranged outside school hours. A day boy who is taken ill while at school can get medical attention from the College Sick Room.
- 7.2.4** Leave of absence during term time will not be given for long periods and in any case will not be allowed for more than one month except in the case of illness. Any boy who overstays his leave or is absent from school without adequate explanation may have his name taken off the roll.
- 7.2.5** Any boy who is absent from school will not be permitted to represent the College or his House in any activity, except with the prior permission of the Warden. This also applies to practices which take place before the start of school.
- 7.2.6** No boy will be permitted to leave the school premises during school hours unless permission has been sought and obtained in writing from the Warden or Sub-Warden. Where such leave is not for a school activity, permission must be requested in person by the parents or guardian.

7.2.7 Leave to travel abroad must be obtained from the Warden in writing at least two weeks prior to the date of departure. Please note that such travel during term time is VERY STRONGLY discouraged. Parents may take their children overseas during School but they will be marked absent.

7.2.8 Poor attendance by some boys continues to cause serious concern. We adopt a policy of minimum attendance of 80% requirement for all boys. Boys who fall short of those minimum standards other than for reasons of genuine illness may not be readmitted to the school at the start of a subsequent term and their names may be removed from the Roll.

Minimum attendance to qualify for readmission will be set at 80% of the sessions for the term, in accordance with the government guidelines for qualification for entry to a public examination.

7.2.9 Non-attendance without leave of any kind will mean that a boy is excluded from all sport and other extra curricular activities.

7.3 Homework

Every boy is given lessons to prepare at home, and parents are urged to see that their children spend sufficient time on their homework. In the Primary School, such work should occupy at least 60 minutes; in the Lower Secondary School it should occupy at least 90 minutes; in the Upper Secondary School it should occupy 2 hours or more. Every boy in the Primary School is expected to keep a homework book wherein letters of excuse, and the home-work that he has been given, are entered. Parents are expected to sign this book on a daily basis.

7.4 College Uniform: KINDERGARTEN TO FORM 5

Blue shorts, white short-sleeved shirt, black leather or artificial leather shoes, plain white socks free of any markings.

LOWER 6 UPWARDS

White longs, short sleeved shirt, shoes as mentioned for Primary School. Lower 6 boys who wish may continue to wear shorts.

Please note that canvas shoes and trainer shoes are not permitted.

7.5 General Restrictions

7.5.1 The following places are out of bounds to all students of the College.

- a) All tourist and guest houses and the railway line at all times.
- b) All shops, boutiques and eating houses during school hours.
- c) The Boarding House to all boys during school hours, and to day boys and visitors at all times.
- d) The library and College Hall to all boys during school hours, except to those forms which have classes as indicated in the Time Table and those boys who have obtained the written permission of the Warden or Sub Warden.
- e) The Chapel gardens.
- f) Tuck-shop during class hours.
- g) The staff resource centre.
- h) Internet Cafés in the vicinity and in all locations during and after school.

7.5.2 No boy should walk on the lawns of the Quadrangle or the lawns in front of the main Classroom Block, Boarding House or Centenary Block.

7.5.3 No boy, while in College, will be permitted to represent outside organisations or associations in any activity without the explicit written permission of the Warden.

Students are not permitted to appear in any advertisements, programmes, photographs or films in the media without prior written approval of Warden. Photographs of boys should also not appear in any electronic data form or on the Internet.

- 7.5.4** It is forbidden for boys on the College roll to enter the school premises during school time dressed in any attire other than College Uniform.
- 7.5.5** Students will not be permitted to attend school with very short or long hair. Haircuts must be taken in a decent manner acceptable by the standards of the College. Where a boy has failed to abide by this rule the school will take steps to send him home and the parents will be expected to ensure that he returns only after having had a proper hair cut. Students should always be clean-shaven.
- 7.5.6** Students should not wear chains or medallions to school except for religious purposes with the approval of the Warden. If worn they should be made of inexpensive metal and unseen. Friendship bands and the like are forbidden to be worn to school. A maximum of two strands of white thread may be worn for religious purposes only. All forms of body markings and piercing are strictly forbidden.
- 7.5.7** The following items are forbidden to be brought to school, and will be confiscated if detected.

1. Mobile (cellular) phones, including smart watches.

2. Toys of any kind including playing cards
3. Video games, DVDs and Video cassettes.
- 4 Music CDs and audio tapes.
5. Magazines/literature of pornographic nature.
6. Alcohol or any illegal substances including cigarettes.
7. Weapons of any kind.

As per the College rules, and the law of the land, students are not allowed to bring mobile phones or any other similar electronic devices to school. **All confiscated mobile phones and other equipment will be kept in the Warden's office and could be collected on producing the leaving certificate of the student.** Please ensure that your son strictly adheres to this rule.

7.5.8 Visits to the School by Parents/Guardians

Visits by parents, guardians or friends of students are not permitted during school hours. If for any urgent reason a student has to be contacted during school hours, he should be contacted through the Warden, Sub-Warden or the appropriate Head of section.

Such visits are restricted to parents and legal guardians only. Access to the school will be permitted through De Saram Road gate near the swimming pool on producing the N.I.C. or Driving Licence to the security.

Parents should refrain from speaking to teachers on the phone or interviewing teachers and coaches at their homes. Parents who wish to meet teachers officially should do so on Parents' Day or on any convenient school day after prior appointment through their headmaster. With regard to sports and games parents should only communicate with the MIC or TIC, never the coaches.

7.6 The Computer Network

7.6.1 A campus-wide WiFi system that enables anyone with a suitably equipped wireless device to connect to email and the Internet is already operating in the School. The student will have to have a login created for the same by visiting the IT department.

7.6.2 Parents need to be aware that although the College gives permission for boys in the Senior School to bring expensive electronic equipment such as laptops to school they do so at their own risk. The School cannot accept responsibility either for loss or for breakage.

7.6.3 Use of the school internet facility will carry with it the condition that it will be used responsibly. A detailed "protocol" will be provided on signing up, and all boys will be required to sign an "Acceptable Use Policy" (AUP) before they are given a

password. Breaches of this AUP will carry serious disciplinary consequences like any other breach of school discipline.

7.7 Computer System

7.7.1 AKURA Management System & GOOGLE Classroom

These systems will be used as necessary in the coming year. Parents can log in and check their sons details/Marks on Akura by logging into the account. Please note, all notices will be sent as SMS via Akura or as an email to your son's "@stcmount.lk" email address to reduce the amount of paper being used. Please monitor both these periodically.

7.7.2 Online classroom:

All online classes will be conducted via Zoom or Google Meet for the face to face classes and Google Classrooms for assignments and submission of homework and other assessments. All classes will be recorded and uploaded to Google classrooms as far as possible in order for the parents and students to catch up if missed.

7.8 General Conduct and Discipline:

7.8.1 Boys travelling to and from school by any method of transport, private or public, are expected to maintain the highest standards of behaviour, and not to cause any annoyance to members of the public. Walking along the railway lines is expressly forbidden.

7.8.2 Any boy whose work or conduct is found to be unsatisfactory or who by his actions inside or outside the school, during term or vacation, brings the school into disrepute, may be discontinued from school at the discretion of the Warden.

7.8.3 Boys may be placed 'on report' or given 'detention' for bad work, bad conduct or bad attendance. The purpose of placing a boy on report is to correct a boy who is slacking in his work or misbehaving and to keep his parents informed of his progress. Boys may be detained after school or on Saturdays at the discretion of the Warden, Sub Warden or Headmasters /

Headmistresses. Please note that detention takes precedence over all other activities of the school.

7.8.4 No student should sit for any public examination or register as a student in any other institution without the Warden's permission.

7.9 BEHAVIOUR FOR LEARNING POLICY

This policy makes clear the attitudes and values expected by a student of S. Thomas' College and illustrates the processes involved in ensuring students develop responsibility for a self-directed approach towards their conduct throughout their school life. Good order and discipline are essential qualities students must internalise, as learning takes place best when students understand and take responsibility for their own behaviour.

Teachers, Prefects and all persons acting on behalf of the Warden, have the authority to correct students whose behaviour falls short of the accepted norms, who violate the School's firm expectations or fail to follow reasonable instructions.

For this policy to be effective it has to be accepted, understood and subscribed to by all those involved in the life of the School as stakeholders (Teachers, Prefects, Students, Parents and others). All these members of the school community have an important role to play in the implementation of this policy to ensure that it is consistently applied.

Whilst the overall aim is concerned with providing guidance on expected standards of good conduct and discipline, the School also believes in the importance of individual growth and personal development. We believe it is the right of every individual to learn within a safe and orderly environment, which is free from disruption, violence, bullying and / or any form of harassment. Therefore, prompting equality and fairness for all.

Working in close partnership with parents is an integral aspect of the School's "Behaviour for Learning Policy". Parents are encouraged to support students to take responsibility for their own actions and the School will always share our concerns in an open and transparent manner.

It is the responsibility of every student in the School to act with courtesy and consideration towards others at all times. This Behaviour for Learning Policy upholds the School values of Christian principles of equality, hope, dignity and community. In keeping these values in mind, good conduct will follow and a calm and orderly learning environment will be achieved.

Bullying or ragging of any form will not be tolerated. It is at odds with the core values of S. Thomas' College and incidents of bullying will be dealt with sensitively and appropriately, in accordance with the schools Anti-Bullying Policy.

The implementation of the Behaviour for Learning Policy is dependent upon all stakeholders within the School community upholding the key principles and practices outlined below:

- ◆ Strong School leadership through the Heads of Section, Teachers, and Prefects which promotes a culture of high expectations.
- ◆ A consistent approach to behaviour management, including the application of rewards and sanctions
- ◆ Effective and positive classroom management which creates an environment in which all students engage with their learning
- ◆ The teaching and modelling of good behaviour by the School's staff and prefects
- ◆ Strong systems of support for students, staff and parents to promote good behaviour
- ◆ Regular liaison and contact between parents / guardians and the School authorities
- ◆ The promotion of an orderly school environment, in which students behave sensibly and with consideration for others and the environment, both during lessons and outside lessons as well as during extracurricular activities

As members of the community, all students have responsibilities; in particular, they are expected to behave responsibly, safely, politely and with respect and common sense at all times, and to take full responsibility for all their actions and display behaviour in line with our core values. Central to good behaviour are three core expectations to which all students are expected to adhere: work hard, have respect for others and have respect for self.

Work hard – we expect you to:

- ◆ Arrive to school, lessons and activities on time and with the correct equipment adequately prepared
- ◆ Participate enthusiastically in all lessons and activities
- ◆ Develop a responsible approach to class work and independent study
- ◆ Take pride in the presentation of your work

Respect for others – we expect you to:

- ◆ Respect and listen to the instructions of the teachers at all times
- ◆ Treat all other people in the same way as you would like to be treated
- ◆ Listen to and accept the views of others
- ◆ Encourage and help those around you
- ◆ Respect school property and the property of others
- ◆ Respect people who are different

Respect for yourself – we expect you to:

- ◆ Use your time to good effect and try your best at everything you attempt
- ◆ Accept praise and respond positively to constructive advice
- ◆ Wear the correct school uniform and take pride in your appearance
- ◆ Maintain self control in matters of lifestyle

To assist students in meeting these high expectations, the School has laid down a simple set of rules or expectations. All students must follow the school expectations at all times and accept the consequences if they fail to do so. _ _

LEARNING

Learning and achievement are at the heart of our community. We expect the highest standards of behaviour and learning in the classroom. Classrooms (including laboratories, workshops, sports facilities and other teaching environments) are places of work, and there are clearly set expectations for their use. These will enable everyone to work in safety and with enjoyment.

Role of Parents

On admission to the School, parents and students sign the Student Disciplinary Agreement, accepting the roles and responsibilities of all parties, and clarifying expectations. Where breaches of the Behaviour for Learning Policy have occurred, the School will seek to involve parents from the outset and will strive to provide them with accurate and timely information. Where there may have been a serious breach of the behaviour policy, and it is necessary to interview a student, on other occasions, it may also be necessary and appropriate for parents to attend a meeting in School concerning their child's behaviour and may also be required to take their child out of School until appropriate action is taken to correct the student.

Role of Teachers

The classroom is the most important place in the school. Children need a calm and purposeful classroom atmosphere.

The teachers of S. Thomas' will ensure that:

- ◆ Procedures are clearly understood by students;
- ◆ Explanations and goals are clear;
- ◆ Progress is monitored;
- ◆ School behaviour and discipline procedures are enforced consistently and strictly.

School Uniform and Personal Grooming

We believe that the uniform should be worn with pride and we have the highest expectations of our students. We publish a set of uniform requirements to ensure students and their parents clearly

understand what is / is not acceptable. Where uniform expectations are repeatedly flouted, a sanction will be issued. School Prefects and House Prefects will use morning line up to ensure that students appear well-presented and are conforming to the uniform expectations. This time provides an opportunity for our students to take responsibility for their own uniform.

The acceptable uniform of the school is set out in the Handbook.

Students, who fail to meet the personal grooming standards of the School, even after the issuance of warnings, will be taken to the Sub Warden. With the parent's agreement the student will be taken to the local Salon or will be provided with a new and unused razor issued by the Sick Room. The student will be required to cover the cost of said haircut or razor when such action is taken. If the parents so wish, they would have to remove the child from the School immediately and bring him back only after the proper grooming is in place.

BEHAVIOUR IN THE WIDER COMMUNITY

Students are ambassadors of the School and are expected to represent the School well when out in the community and show due regard for the School's neighbours. Teachers, prefects and all persons acting on behalf of the Warden have the authority to enforce the behaviour for learning policy for students misbehaving outside the school premises.

The School reserves the right, therefore, to sanction a Student for misbehaviour when:

- ◆ The student is taking part in any School related or organized activity
- ◆ The student is travelling to and from the school
- ◆ The student is wearing the School uniform or can be identified as a student of the School
- ◆ Misbehaviour could have repercussions for the orderly running of the school
- ◆ Misbehaviour poses a threat to other students or members of the public
- ◆ Misbehaviour adversely affects the reputation of the School

The above includes any misbehaviour that may take place even

online and on social media platforms. It also includes misbehaviour relating to use of alcohol, tobacco products and illicit drugs.

Confiscation of and Search for Inappropriate Items

The School has the right to confiscate, retain or dispose of an inappropriate item belonging to the student or that which the student is in possession of and protect the School from liability of damage. The School reserves the right to search for prohibited items. (These include but are not limited to: Tobacco products, alcohol, drugs and narcotics, stolen items, weapons, explosives, fireworks, mobile phones and other electronic items or any other item which the School deems could be considered harmful to a student.) This also includes items such as Playing cards, Gaming cards, correctional fluid, Toys (of all kinds), and comic books etc...

Sanctions will be imposed if a prohibited item is found, depending upon the decision of the Sub Warden. Confiscated mobile phones will be returned to the owner only on application for his leaving certificate at the end of his School career.

Refusal to comply with a search will be treated as a serious breach of this Policy. The School also reserves the right to search for, and remove from students, the items mentioned in the above list. Where a member of staff finds an item which is banned under the School rules, they would take steps to hand them over to the relevant authorities. Where any weapon or drugs is found on a student and this compromises the safety of all students and staff, this may result in the Warden imposing a permanent exclusion and the authorities may also be informed.

Smoking and Alcohol Consumption

Any student caught smoking or consuming alcohol or other such non-prescribed drugs at School or at public events will be issued with an appropriate sanction not excluding the suspension from a sport or activity and the withdrawal of School Colours and parents will be informed. This includes smoking or consumption of alcohol outside the School grounds, or on the way to and from School. Subsequent offences will result in more serious sanctions being

issued. The use of marijuana or any other non prescription drugs will be considered a serious violation of the Schools expectation and may result in the most serious sanctions.

Vandalism

Theft of School property or wilful destruction to School property will not be tolerated and consequences will be imposed depending on the seriousness of the incident based upon the judgment of the school.

Responsible use of Social Media

We recognize the role “Social Media” plays in the lives of children, and will by no means expect such to be stopped. We do however ask that it be used responsibly and respectfully. As informed by CERT(Computer Emergency Response Team), all material posted online, however innocent, may be valuable information for a predator waiting on innocent victims, and will be available online for ever.

We also insist that smart devices such as Computers, Smart phones, I Pods etc... be given to children only after the O/Levels, when a child is able to be responsible for how he uses such devices. The parents are strongly advised to monitor regularly, the use of the smart devices, advise your son and teach how such devices should be used and stop them from being lead astray.

Public Events

Students are advised to maintain the highest level of discipline when going for public events outside school. Although this is done in their private time, they need to always keep in mind that they represent the school at all times. Their actions bring credit or discredit to the school. Parents are advised to monitor the same.

Further we strongly recomend students of the school to refrain from going clubbing with or without the parents. Clubbing culture is not one we encourage children to get used to and therefore if they are found to have gone for same, we will be compelled to take disciplinary action on them.

Attendance

All students sitting for public exams (G.C.E O/L and G.C.E A/L) are required by the Department of Education to have a minimum attendance of 80%. Monthly meetings may be scheduled by each section for parents of the students who have not met this standard, in order to arrest the problem of attendance. The School reserves the right to reject the application to the above public exam to any student who has less than the stipulated 80%. Similarly the School strives to meet this minimum standard with the students of all grades.

Students are expected to attend School unless sick or have formal permission to not attend School. Students who are unable to attend School due to illness will be expected to produce a letter of excuse signed by parent/guardian. If a student is sick for three days or more, the student will be required to produce a medical from a regulated doctor. Students requesting for leave will be required to get permission from the Warden / Sub Warden.

ADDRESSING POOR BEHAVIOUR AND CONSEQUENCES

When dealing with incidents of poor behaviour, the following principles will be applied.

In failing to adhere to the expectations of the School as stated in this document and the College Hand Book, sanctions will be issued in the following stages;

Level 1

- ◆ Poor personal grooming
- ◆ Use or display of profane or obscene language
- ◆ Open defiance of a Teacher's, Coach's or Prefect's authority

Level 2

- ◆ Bringing, possessing, concealing or using a weapon or replica of a weapon to or on School property, or at an activity under the jurisdiction of the School, or at an interschool activity
- ◆ Bringing, possessing or distributing pornographic material;

- ◆ Leaving School before the end of the school day
- ◆ Repeating a level 1 offence within a 12 month period

Level 3

- ◆ Use of threats, targeted lists, intimidation, or coercion against any fellow student or School employee;
- ◆ Wilful damage, vandalism or destruction of school property
- ◆ Instigating fights inside or outside school (e.g.: at Royal Thomian encounters)
- ◆ Using any language or gesture that seriously offends insults, humiliates, intimidates, threatens, disparages or vilifies another person on the basis of that person's race, religion, colour, descent or national or ethnic origin or any other discrimination.
- ◆ Cyber bullying and the unacceptable use of social media.
- ◆ Repeating a level 2 offence within a 12 month period.

Level 4

- ◆ Assault or harassment of a School employee or another student. Harassment means by word or conduct the student intentionally attempts to place a school employee or another student in fear of imminent serious physical injury; this includes sexual harassment.
- ◆ Substance abuse or any possession or use of tobacco, alcohol, non-prescribed drugs within the School or at a school or public event
- ◆ Ragging, sexual misconduct or abuse, mental torture
- ◆ Repeating a level 3 offence within a 12 month period

Consequence

Level 1 - The student will be advised by a teacher or prefect and will be held during the interval/after-school

Level 2 - The student will be given after - school or Saturday detention and points will be deducted from his house

Level 3 - The student will receive suspension for a sport or activity and points will be deducted from his house

Level 4 - The student will be excluded internally from the classroom and other school activities and will spend their time in the suspension room and points will be deducted from his house. In addition the said student will be stripped of all school colours earned.

- ◆ **Students who have multiple offences will be put on a Disciplinary Roster administered by the Headmaster / Headmistress or the Prefects**

The above are guidelines to deal with students and the duration and severity of the punishment can be decided by the teachers / prefects based on the offence. These will be monitored using a disciplinary database. Repetition of any of the offences will result in the next level of consequence being administered.

Permanent exclusion

The Warden reserves the right to permanently exclude any student who continuously fails to meet the expectations of the School. Students who repeat a level 4 offence within a 12 month period will be considered for permanent exclusion as the School deems that the said student is harmful to the safe environment the school provides to all its students.

Disciplinary Database

A database will be created and maintained by the School administration this database will record any offence committed by a student including the date and the number of times said offence occurred. This database will be under the supervision of the Sub Warden. The ability to add to the database is reserved by the Warden, Sub Warden, Headmaster / Headmistress and the Head Prefect. All students from the Lower Secondary upward will be recorded on this database.

College Hand Book

- ◆ All students of the School will be provided with a 'College Hand book. This will contain all the School rules as well as a section for remarks to be written.
- ◆ Remarks will be added to follow a student's disciplinary progress. Remarks can be of a positive or negative nature in order create an accurate image of the student's disciplinary progress.
- ◆ Parents are expected to sign off on all remarks made.
- ◆ Remarks can be added by Prefects, Coaches, Teachers, Sectional Heads, Headmasters / Headmistresses, Sub Warden and Warden. Students are expected to be in

possession of the Hand Book at all time in the school without fail and will be checked by a house prefect when the student enters through the gates and follow up on any disciplinary issues that may have occurred the previous school day.

- ◆ It is the responsibility of the parent to ensure the students bring this Hand Book to school on a daily basis, and failing which, the students will be held until the parents bring the book to school. Students who lose the Hand Book will be expected to purchase a new Hand Book from the book shop.

Disciplinary Roster

This roster will be given to students who commit multiple offences or worse. The roster will be filled and signed by the respective subject teachers at the end of each lesson. If the roster is issued by the School Prefects, the student is required to obtain a signature from the School Prefects at the end of each day. The student is also required to get the signature of the parent / guardian / Boarding Master daily and upon completion of the roster form the student is required to get the signature of the Sub warden. The duration of this roster will be a week. Students who receive an aggregate score less than 50% will result in an extension of the form by another week, a score less than 15% will result in an internal suspension. Receiving a score higher than 500 will be rewarded for his good behaviour.

Detentions

School has the right to use detention as a sanction, both within the school day and outside of normal school hours. The school believes that detention is a valuable tool in reinforcing behaviour expectations. Parents/guardians will be given a day's notice of a detention that takes places outside of school hours. A student who misses a detention without being excused will be expected to serve the detention and may receive a further appropriate sanction. Sports and other activities including private classes DO NOT constitute as appropriate reasons for missing detention, as discipline MUST come first. Students who are late to school or late to class after the interval will receive a consequence by the subject teacher during the 1st or the 6th period. After-school detention will be

until 3 p.m and will be supervised by the School Prefects. Continued poor punctuality will lead to an escalation of consequences which may take the form of a longer detention or spending time in school outside of normal school hours.

Rewards System

S.Thomas' College is an inclusive community that aims to celebrate the success of all its students in all areas of school life, and to ensure that personal efforts, commitments and achievements are routinely recognized, recorded and celebrated through the school's clear and fair rewards system.

- ◆ The 'spirit' of the rewards system is intended to motivate all students to achieve their very best and become confident, independent learners and citizens.
- ◆ Rewards increase the motivation of all students, improving their self-esteem, aspirations and enjoyment of learning.
- ◆ The giving of rewards encourages all students to achieve. Thus they will receive credit for achievement throughout the school in all contexts. This will continue to raise standards and further improve behaviour and attendance.
- ◆ The system of giving rewards celebrates success, helps strengthen House identity and helps to facilitate the awareness of achievements of the students by the members of staff parents and other students.

Rewards

On the last day of each term, all students who did not have any offenses added to the database would be given various rewards (Food& drink, awards etc...).At the end of the year, the House with the best discipline will receive substantial points which will be added towards the calculation of the Best Overall House at the Prize Giving.

I accept that I have read and understood the behaviour for learning policy and agree to follow it to the best of my ability.

.....
Signature/Date

7.9.1 The school is committed to the elimination of all forms of corporal punishment. The parents of any boy who believe that he has been subjected to corporal punishment should write to the Warden, who will investigate and, if the case is proven, take the matter extremely seriously.

7.9.2 Lack of corporal punishment does not imply lack of discipline or reduction of our values or moral standards. Quite the reverse: refusal to endorse corporal punishment is an enhancement of the moral standards of the school. However, in the absence of corporal punishment we need other methods of sanctioning boys who persistently offend. In particular, there are various kinds of offence which will attract the severest penalties, amongst which are:

- Behaviour which disrupts or prevents the education of others.
- Behaviour which endangers the health or well-being of others.
- Disrespect for teachers or other officers of the school including prefects.
- Deliberate and malicious damage to school buildings and property.
- Any behaviour within or outside the School, in term or in vacation which brings the school into disrepute.

7.9.3 Where severe breaches of the school's rules arise the Warden reserves the right to omit any or all of the stages of this procedure.

7.10 Complaints

Parents are asked to note and follow these procedures if they wish to make a complaint about anything to do with the school:

7.10.1 Complaints must always be addressed, preferably in writing to the Warden or the Sub-Warden. They should not be addressed directly to the person about whom the complaint is being made, whether it be a member of staff, a prefect or a boy.

- 7.10.2** Parents may not under any circumstances approach or write to either a teacher or a prefect directly with the complaint. This includes the Head Prefect, who is not authorized to deal with such matters.
- 7.10.3** The person receiving the complaint will report it to the school authorities, and the person making the complaint should expect to receive an acknowledgement within five working days.
- 7.10.4** Depending on the nature of the complaint, the investigation may take some time.
- 7.10.5** In some instances the person making the complaint will receive an explanation of the action the school has taken, but in many cases this is not possible for reasons of confidentiality. In those cases the complainant will simply be told that the matter has been dealt with and the reason for the complaint should then stop.
- 7.10.7** If the reason for the complaint continues to trouble the complainant, they should write directly to the Warden.
- 7.10.8** The school will not pay any attention to anonymous letters, emails or telephone calls.
- 7.10.9 Sports Ombudsperson**
For all complaints related to Sports, an Ombudsperson from outside the School has been appointed to deal with such matters.
- 7.10.10** Parents or boys who wish to discuss a confidential matter urgently are always at liberty to contact the School Counsellor whose telephone is 0771918777 or the Hon. Chaplain on 5739686. They will direct the next course of action to be taken.
- 7.11 General Information & Correspondence:**
Parents who wish to speak to the school authorities regarding academic matters should first meet the respective Sectional Head, then the Head of the section and only then the Sub Warden or Warden. Parents should not come to school expecting to see a member of the school staff without a prior appointment.

7.11.1 All correspondence with the Warden regarding any boy in school should state the boy's name with his initials, form and admission number, and should be signed by the parent or guardian.

Parents and Guardians are advised that teachers are not permitted to give private tuition to any boy of the school without the prior written approval of the Warden /Sub Warden.

Neither are coaches who are contracted to the school permitted to give private coaching to any boy on the School Roll.

7.11.2 Information regarding a boy's extra-curricular activities will be included in his report. All boys should collect reports on their activities from their house master or master in charge of a particular activity and hand it in to their form masters at least two weeks before the end of each term.

7.12 Examinations and Promotions:

7.12.1 Promotion to higher grades is not automatic. Students are expected to reach the required standards set by the school examiners in order to be promoted.

7.12.2 It is compulsory for students to sit for end-of-term examinations. Leave during examinations will be granted only in very exceptional circumstances.

7.12.3 All students are issued termly reports following the term examination. Parents should ensure that they collect reports on the days assigned and ensure that the reports are duly signed and returned to their son's headmaster during the first week of the following term.

7.12.4 In order to be eligible to apply for public examinations as candidates of the College, students will be required to meet the standards set out by the examining board.

7.12.5 The academic threshold for eligibility to hold any official school position including prefectship, and to take part in sports and other extra-curricular activities is 40% average on term grades for O/Level and Local A/Levels and 50% for London A/Levels.

7.12.6 The attendance threshold for eligibility to apply for official school positions including prefectship, and in sports and other extra-curricular activities and to take part in extracurricular activities is 80% attendance in school and 70% attendance for each subject.

7.12.7 The thresholds mentioned in 7.12.5 and 7.12.6 above are also applicable for promotions at the end of the year.

7.13 Leaving the School:

7.13.1 Parents are requested to give as much notice as possible whenever they intend to remove a boy from the school other than at the end of his career. The minimum period of notice is three months. If such notice is not given, three months' fees in lieu of notice will be deducted from the refundable deposit.

7.13.2 No student will be allowed to remain in College after he has reached the age of 20 years. If any boy reaches the age of 20 years during the course of a year, he may be allowed to stay on in the College until the end of that year at the discretion of the Warden. Students who have completed the Advanced Level Examination and wish to continue to participate and/or represent the College in extra-curricular activities, must make a written request to the Warden seeking permission to remain on Roll. Such requests should be submitted through their Heads of Section. Please note, Fees will be charged for the period after A/Levels.

7.13.3 Before School Leaving Certificates can be issued, a special 'AC' form needs to be completed by the student and countersigned by the Bursar and by the masters in charge of the various activities that the boy has taken part in while at College. All such requests must be made during term time. Because this can be a lengthy process, it is not possible for School Leaving Certificates to be issued during the holidays unless a boy has already obtained this form, completed it, had it countersigned and filed in the Registry.

7.13.4 No School Leaving Certificate will be issued unless these 'AC form' requirements are fulfilled and any outstanding fees are paid.

CHAPTER 8 - General Information

8.1 Houses

Every boy in the school is assigned to a house. Every house has its own house masters and its own house prefects.

8.1.1 House Master

Boarding	Mr. Lakshman Soysa & Mr. Chamod De Silva
Buck	Mrs. Anne Seneviratne
De Saram	Mr. Sagara Gunawardena
Stone	Dr. (Mrs) Radeeka Mendis
Wood	Mr. P. S. M. Fernando

8.2 The Library and Reading Room:

Librarian : Mrs P. Panditharatne

Any member of the school may borrow books from the library. Books should be returned within seven days of issue. A fine of 5 Rupee per day is imposed for delays in returning books.

Books lost or damaged beyond repair must be paid for in full. Where books can be repaired, the cost of repairs must be paid by the student. A book overdue for a month will be regarded as lost. A book borrowed from the library cannot be lent by the borrower to anyone else.

The right of any member of the school to use the library may be suspended at anytime at the discretion of the Warden.

The lending section, reference section and the reading room are open on weekdays from 7.00 a. m. to 3.00 p. m.

8.2.1 Photocopy Facilities

Photocopies of past exam papers can be obtained from the Library. **The exam papers can also be found online using the Student email address.** Please visit the college website for the link to these papers.

8.2.2 Audio Visual Room:

The college has a fully equipped audio-visual room. This room may be used by students and teachers for educational and recreational activities with the approval of the Sub-Warden.

8.3 Extra Curricular Activities:

The school provides facilities for and supports the following sports, games, other activities and Clubs and Societies.

Members of staff are assigned as masters or teachers in charge for all extracurricular activities. The coordination of all sports activities will be done by the Director of Sports (Mr. Dinesh Kumarasinghe) together with the Prefect of Games (Mr. Aruna Shantha) while the Clubs and Societies are coordinated by the Prefect of Clubs and Societies (Mr. Channa De Silva).

CLUBS AND SOCIETIES

Club & Society	MIC/TIC
Aeronautical Society	Seneviratne A.S
Art Club	Deeyamulla C P
Astronomical Club	Perera M T S P
Automobile Club	Fernando P S M
Buddhist Association	Wijekantha W M D
Carnatic Orchestra	Vidya J
Chamber Orchestra	Harindi Fernando S
Classic Music Association	Harindi Fernando S
College Magazine	Hewawasan A S
Commerce Society	Sathyanesan S A
Commerce Society	Wickremaratne C
Cubbing Club	Ratnayake R M N K
Culinary Art	Joseph M S
Current Affairs Forum	De Silva W A C
Eng Lit & Debating	Hewawasan A S
Jnr English & Lit Society	Michelle Bowen
English Drama Society	Kodithuwakku K A D I
	Perera T A D

Environment Club Sr	Perera W L N S
Environmental Club - Jr	Karunaratne Y P S
Environmental Club - Sr	Wijewickrama W
Geography Society	De Silva A H V J L
Heath Club	
Hewisi Band	Lakshani K V D
Hindu Society	Partheepan K
HNB Bank	Fernando P S M
	Gunawadana P D S
ICT Society	Illankoon T K
Interact Club	Senanayake C
	Perera N K
Islamic Society	Shuhaib H Z
Kennel Club	Seniviratne H.A.N.
Maths Society Jr	Gunasiri J A
Media Unit	Muthuthantri E M
Photographic Club	Kariyawasam J.
Political Science Society	Fernando E W D C
Productive Citizen Society	Jasim S R
Quiz Club	Gunawadana P D S
Radio Club	Abeyratne A. (Admin)
Red Cross Society	Champika P K K
Senior Association of Science & Technology	Delpagoda S S
Junior Science Society	Gunawadana P D S
Seylan Bank	Wickremaratne C.
Sinhala Debating Society	Jayasekera H S H P
Sinhala Drama Society	Dayananda H P T D
	Lakshani K V D
Social Work Welfare	Sanjeeva de Mel
Spelling Union	De Silva D S
Student Christian Movement	Mrs. Radeeka Mendis
	De Silva C H D
	Joseph M S
Student Christian Movement Jr.	Abeywardena Y H P
Tamil Lit & Debating	Anpalagan B
	Balathayalan G

Tamil Drama Association	Vathanathasan S
Thomian Union	Seniviratne H.A.N
U N Club	Kodithuwakku K A D I
Western Band	De Silva Warshamanage D N W
Western Band -Lower Sh	Gamagedara B I S
Wild Life Society	Fernando A E N

SPORTS

Sport	MIC / TIC NAME
Aquatic Sports (Swimming / Diving / Water polo)	Ms. Carmen Fernando Ms. W.M.G.P.B.Wijeratne
Archery	Ms. Shehana Perera
Athletics	Mr. Susiripala Gunawardena Ms. Manouri Gnanadas
Badminton	Ms. Reshanthi Vithanage – Senior Ms. Bastiansz - Junior Mr. C. Balachandra – Overall in Charge
Basketball	Ms. Manourie Gnanadas - Senior Mr. Lahiru Wijerathna – Junior Ms. B.Y.L. Yasoda – Academy
Boxing	Mr. L. Soysa
Cadeting	Mr. Mihindu Ranasinghe
Carrom	Mr. Mahesh Fernando
Chess	Ms. Bhavani Anpalagam Mr. Sathyanesan
Cricket	Mr. D.S.A. Aruna Shantha – 1 st XI & U17 Mr. Arosha Alwis – 2 nd XI & U15 Mr. Anil Perera – U13 Mr. D. Bodhiyabaduge – Academy
Fencing	Mr. Dayan Perera
Go – Karting	Mr. Kapila De Silva

Hockey	Ms. Nuwanthi Kasthuriarachchi Mr. Gavithra De Zoysa
Karate	Mr. Shirley Panditaratna
Rifle Shooting	Mr. Kalum Elvitigala
Rowing	Ms. Carmen Fernando
Rugby	Ms. H.N. Manuel -Junior Rugby Coordinator Mr. Gavithra De Zoysa – U20 & U18 Mr. Chamara Diyamulla – U16 Mr. Samitha Perera – U14 & U12
Sailing	Mr. Kapila De Silva
Scouting	Mrs. Wathsala Wijewickrama Mr. Dilanka Dayananda Ms. Gayesha Fernando Ms. Zulfa Mohamed
Scrabble	Ms. I. Cooray Ms. Lilani Munasinghe
Scuba Diving	Mr. Arjuna Abhayaratne
Soccer	Mr. Sunil Shantha – Academy Mr. C. Balachandra
Squash	Mr. Dayan Perera
Table Tennis	Ms. Udeni Rambukwella
Tennis	Mr. Sunil Shantha – All Age Groups

8.4 Subscription and Coordination :

No subscription may be collected without the Warden's express sanction.

8.5 The Book Cupboard: The College Book Cupboard is run by Daniel's Bookshop, and it stocks all stationery items and text books as set out in the book lists. They also stock college ties and pins etc....

APPENDIX 1 - Scholarships

The following Bursaries and Scholarships are available. Those who wish to avail themselves of bursarial support should please apply in writing to the Warden.

The Illangakoon Memorial Scholarship:

Presented by Mudliyar S.W. Illangakoon. Awarded to boys over 14 years of age. Tenable for a period of 3 years.

The S.J. Anandanayagam Scholarship:

Presented by the late Mrs S. J. Anandanayagam.

The Rev. A.S.P. Goonatilleke Memorial Scholarship:

Awarded to Servers Choristers & others.

The Jayaweera Memorial Scholarship:

Presented by Dr Raja L.A. Jayaweera.

The T.L.V. Perera Memorial Scholarship:

Presented by Mrs .L.V. Perera. Awarded to a Christian student in the A/L Classes on the results of the G.C.E O/Level examination.

The Andrew W. Kannangara Memorial Scholarship:

Presented by his daughters, Mrs D. Wijenaike & Mrs A. Bandaratilake. Awarded to a deserving boy requiring financial support.

The Edmund Clement Fernando Memorial Scholarship:

Presented by his daughter, Nimali Kannangara. Awarded to a boy who obtains very good O/Level results and is in need of financial assistance.

The S.P.A. Fernando Memorial Scholarship:

Presented by Mr & Mrs C.S. Fernando. Awarded to a deserving student in need of financial assistance.

The Eline Fernando Memorial Scholarship:

Presented by the late Mr J.E.M. Fernando. Awarded to a needy child from Moratuwa.

The Edward Anthonisz Scholarship:

Presented by the late Mr Anthonisz.

The Dr & Mrs L.E.J. Salgado Scholarship:

Presented by Dr & Mrs L.E.J. Salgado. Awarded to a deserving Biology student in the A/L Class.

The Dr Nihal C. Chacko Memorial Scholarship:

Presented by Dr & Mrs K.C. Chacko. Awarded to any intelligent student irrespective of age and of poor circumstances.

The Colvin Sirimanne Memorial Scholarship:

Presented by Mrs L. Sirimanne. Awarded to a Science student in the A/ L Class.

The Major W.A. Gunatilleke Memorial Scholarship:

Presented by the N.C.G.E. Class of 1975. Awarded to a deserving student in need of financial assistance.

The Esme Satarasinghe Memorial Scholarship:

Presented by Mr Esmond Satarasinghe. Awarded to a deserving student in need of financial assistance.

The L.A.H. Arndt & Brian Thiedeman Memorial Scholarship:

Presented by O.B.A. (U.K. Branch). Awarded to a deserving student in need of financial assistance.

The Derek Samarasinha Scholarship:

Presented by Mr Derek Samarasinha. Awarded to a deserving student in need of financial assistance.

Royal Thomian Colts Scholarship:

The Bishop Chapman Scholarship:

(Criteria being reviewed)

The Nicolle Scholarship:

Presented by Dr Ivan Nicolle. Awarded to a boy in Coll. B Form. Tenable for 2 years.

The Roger & Gladys de Mel Scholarship:

Presented by Hon. Ronnie de Mel.

The Canon R.S. de Saram Scholarship:

Presented by Old Boys & others.

The Richard Dharmasena Senanayake Memorial Scholarship:

Presented by Mrs Lilamani Ameresekera.

The Class of '75 (O/L) Scholarship:

Presented by the Class of '75.

The Class of '78 (O/L) Scholarship:

Presented by the Class of '78.

The Thomian Class of '79 Scholarship:

Presented by the Class of '79.

The Class of '92 Scholarship:

Presented by the Class of '92.

The Class of '87 Scholarship:

Presented by the Class of '87.

The Dr R.L. Hayman Memorial Scholarship:

Presented by the late Mr Donald & Wilson Gunasekera. Awarded to an Old Thomian Engineering student at the University.

The Late Ivor Palipane Scholarship:

Presented by Mr Ivor Palipane. Awarded to the best student qualified to enter the Medical, Engineering or Pure Science Faculties.

The C.P. & W.H. de Silva Scholarship:

Presented by the late Prof. C.C. de Silva. Awarded to an Old Thomian Medical student at the University.

The Bertram Senaratne Memorial Scholarship:

Presented by Mrs Nella Senaratne & family.

The Mano Muthunayagam Memorial Scholarship:

Presented by his parents & brother.

The Late Dr E.P. de Silva Trust Scholarship:

Presented by the Department of Public trustees.

The Warden Lyn Illangakoon Memorial Scholarship:

Presented by his wife, Mrs Pathma Illangakoon and daughter, Mrs Anoma Illangakoon. Awarded to students studying Biology/ Science for A/L Examination, based on their performance at the G.C.E. O/L Examination.

The Rosmund Illangakoon Memorial Scholarship:

Presented by the grandson the late Mr Carl Sepala Illangakoon.

The Priya Lecamwasam Memorial Scholarship:

Presented by his family.

The Kamal Wickramanayake Memorial Scholarship:

Presented by the N.C.G.E. Class of '75.

The Tissa Molligoda Scholarship:

Presented by Mr Tissa Molligoda.

The Schneider Scholarship No.1:

Presented by Justice Schneider.

The Schneider Scholarship No.2:

Presented by Justice Schneider.

The Revd G. M. Withers Memorial Scholarship:

Initiated at the 50th Anniversary of the Chapel of the Transfiguration. Awarded to a deserving student in need of financial assistance.

The Old Thomians' Swimming Club Scholarship:

Presented by the members of the Old Thomians' Swimming Club, Mount Lavinia.

The Parent Teacher Association Scholarship:

Presented by the members of the P.T.A.

The W.T. CanagaRetne Memorial Scholarship:

Presented by the family of the late Mr Thomas Canagaretne.

The O.B.A. New Zealand Branch Scholarship:

Presented by the OBA (New Zealand Branch).

The Dr V.T.E. Fernando Bursary:

Presented by Dr V.T.E. Fernando. Awarded to a deserving student in need of financial assistance.

The Gilmor Jayasuriya Scholarship:

Presented by his son, Mr Vasantha Jayasuriya.

The E.B. Tennekoon Memorial Scholarship:

Presented by Mrs E.B. Tennekoon.

The Rex Jayasinghe Memorial Scholarship:

Presented by his family. Awarded to a deserving student in need of financial assistance.

The Dr R.L. Hayman Memorial Scholarship:

Presented by Mr C.C.T. Fernando. Awarded to a deserving student in need of financial assistance.

The Lakshman H. Iswariah Memorial Scholarship:

Presented by his wife, Cynthia Iswariah.

The Dr Shan Visvalingam Memorial Scholarship:

Presented by his wife Priyanthi Visvalingam and children Arvin, Anjali & Anika.

The Warden Neville de Alwis Memorial Scholarship:

Presented by his children.

The K.S. Wickramaratne Memorial Scholarship:

Presented by his parents.

The Mustang Scholarship:

The late Donald Wilson Gunasekera Scholarship:

The Willem Bogstra Scholarship:

Presented by Mr Willam Bogstra.

The C.L. Dias Scholarship:

Presented by Mr Malsiri M. Dias.

The K.A. Morrison Scholarship:

Presented by Mr & Mrs Avril Morrison.

The Mr K.L.F.P. Jayawardene and Mrs May P. Jayawardena Scholarship:

Presented by their son Dr A.T.W.P. Jayawardene.

The Clifford Asirvatham Scholarship:

Presented by his wife & friends.

The G. H. B. D. C. W. & P. B. R. Wickramasekera Scholarship:

Presented by Mr Mahila Wickramasekera.

The Merlyn Fernando Memorial Scholarship Fund:

Presented by her children.

The Royal Thomian Stallions Scholarship Fund:

The Dhevendran Kandiah Memorial Scholarship:

Presented by his wife & friends.

The Herbert Akland Scholarship:

Awarded to a Christian boy who has the intention of becoming a priest, but no penalty if he does not enter holy orders. Tenable for 3 years.

The Scholarship presented by the Old Boys born in the year 1946:

The Sandra Crabb Trust Fund:

The Chandy Asirwatham Trust Fund:

The OBA Australia Branch Scholarship Centenary Group Scholarship:

The 150th Anniversary Bursary Fund:

The Hitchcock Bursary:

Presented by Mrs T. Hitchcock.

The C.E.A. Dias Scholarship:

Awarded to Christian boys resident in Moratuwa who are good scholars. Tenable for 3 years.

The Duke of Edinburgh Scholarship:

Awarded only to Christian boys who are good scholars. Tenable for 3 years.

The H.L. Wendt Memorial Bursary:

Awarded only to Christian boys. Tenable for 3 years

The Mr Artie Lankathilleke Memorial Scholarship:

Presented by his daughter, Dr Ummanga Jolly.

The Miss Jansz Scholarship:

Presented by the Group of 1950.

The Samadhi Peiris Memorial Scholarship:

Presented by his parents, Sirimal & Rosemarie Peiris.

The Y.H. Chang Scholarship:

Presented by the members of the family.

The Sanjeewa Silva Memorial Scholarship:

Presented by the Class of '76 (NCGE)

The Sir J.P. Obeysekere Scholarship:

Awarded by the Obeysekere family.

The Mudliyar Amadoru Jayasuriya Scholarship:

Presented by Prof. Nalini Jayasuriya. Awarded to a needy Sinhalese student from the Middle School.

The Dunstan Manuel Amadoru Jayasuriya Scholarship:

Presented by Prof. Nalini Jayasuriya. Awarded to a needy Tamil student from the Middle School.

The Philip Mervyn Amadoru Jayasuriya Scholarship:

Presented by Prof. Nalini Jayasuriya. Awarded to a needy Burgher student from the Middle School.

The Professor Nalini Jayasuriya Scholarship:

Presented by Prof. Nalini Jayasuriya. Awarded to a needy Muslim / Malay student from the Middle School.

The Bishop's Scholarship:

Awarded to Christian boys of the School. Tenable for a period of 3 years.

The Gregory Scholarship:

Awarded to Christian boys who are good scholars. Tenable for a period of 3 years.

The Prince of Wales Scholarship:

Awarded to Christian boys who are good scholars. Tenable for a period of 3 years.

The Lady Obeysekera Choir Scholarship:

Awarded to a boy of the choir. Tenable for a period of 3 years.

The F. J. M. de Mel Anniversary Commemoration Scholarship:

Awarded to Christian boys resident in Moratuwa who are good Scholars. Tenable for a period of 3 years.

The Mrs H. J. Peiris Trust:

Awarded to Christian boys resident in Moratuwa who are good Scholars. Tenable for a period of 3 years.

The Godfrey Rajasooriya Memorial Scholarship:

Awarded to a deserving student of poor circumstances in the M⁶th or U⁶th Form.

The OTAUK Scholarship:

Presented by the Old Thomians Association of the United Kingdom.

The Thomian Class of '59 Scholarship:

Presented by the Thomian Freshman Class of '59.

The Shiranika Asirwatham Trust Fund:

Presented by Member of her family. Awarded to a Christian boy of any church within the NCC and from Diocese of Colombo, who is in need of financial support to complete his studies.

The Dr R. L. Hayman and Canon A. J. Foster Memorial Scholarship:

Presented by Mr S. K. Wickremesinghe. Awarded to a student who does best in Science at the G. C. E. Advanced Level examination.

The Charles Carlott Scholarship:

The Warden Davidson Scholarship:

The Mr. and Mrs. Jinasena Scholarship:

The A. L. Victor Scholarship:

The Mr. Paul and Mrs. Ami David Scholarship:

The Kevin Morrison Scholarship:

Presented by class of '89

The Roger Anthoniz & Prasanna Meemanage Memorial Scholarship:

Presented by class of '89

The Thomian Class of '56 Scholarship Fund:

Presented by class of '56

The Thomian Group of 1961 Trust Fund:

Presented by class of '61. Awarded to a high achiever to be enrolled to the G.C.E Advanced Level Class.

The Dr. David Ponniah Trust Fund:

Presented by STC OBA in Canada

The late Lanka Nasiah Scholarship Fund:

Awarded to a deserving student of a member of the support staff

The Old Thomian's Association of Western Canada Scholarship

The Warden's Scholarship Trust Fund:

Deserving Christian students.

The Late Mr. G. K. Mandawala Scholarship Fund

The STC Class of '55 Scholarship Fund :

Presented by the class of '55 - needy student

The Staff Club of S. Thomas' College Scholarship Fund

The Batch of 2003 Scholarship

The Mr. Wilson Muttiah Memorial Scholarship

Awarded to a Scout

The Suranjith Peiris Scholarship

The Canon Roy Yin Memorial Scholarship

Awarded to a Chorister

The Mohan Samarasinhe Trust Scholarship

Awarded to a boy from the North and a boy from the South based on their academic and extra curricular achievements.

Dananjaya Hettiarachchi Family Scholarship Fund

Donated by Mr. Danajaya Hettiarachchi

Class of 68 Scholarship

Nehusha Sadeva Avendra Trust Scholarship

Eric & Pamela Fernando Trust Fund

Donated by Mr Niru Fernando

Needy student who is aspiring for theological studies

The Late Fredrick J H Wickramanayake Scholarship Fund

Minor Seminary students, who will be Anglican boys from all parts of the country

Class of 90 Scholarship Trust

The Kohona Scholarship Trust

Dayalan Supramanium Scholarship

Presented by Mr Prakash Thevanayagam

Awarded to deserving Cricketer facing financial difficulties

S L Gunasekera Memorial Scholarship

Dr Anil & Dr Dayani Salgado Scholarship Fund

C. Vijitha Fernando Scholarship

Presented by Mr. C.V. Fernando

Awarded to a successful swimmer

Wing Commander Noel Fernando Memorial Scholarship

Presented by wife Mrs. H. Fernando

Awarded to a needy promising student

J.N.O. Fernando Memorial Science Scholarship

Presented by his wife Mrs. M. Fernando

Awarded to the student obtaining the best marks for Chemistry in the first year (College Science B)

The Welihinda Memorial Scholarship

Presented by Mr Navam Welihinda

Awarded to a student from College Science Section with financial limitations

Hanif Mohamed Abdeen Memorial Scholarship

Presented by Mr Issadeen Abdeen

Awarded to a needy student

J.H.S. Peiris Memorial Scholarship

Presented by his family

Awarded to a Student in the Lower School

Vinodh Senadeera Scholarship Fund

Trevinne de Silva Memorial Scholarship

Presented by the Class of 2014

Awarded to a student in either College Form A or E who is studying Divinity as a subject.

APPENDIX 2 - Special Prizes

Examinations for the following Special Prizes will be held annually.

The Peiris Siriwardene Memorial Prizes for English Composition (Form 5 and above) - Candidates will be required to write an essay on one of several subjects set.

The Arndt Memorial Prize for English Literature (U6 to Coll. E) Candidates will be required to write an essay on a literary topic, an appreciation/comprehension of a passage and answer questions on the following areas: a 20th Century Novel; any 20th Century Poet.

The R.F.A. Mendis Memorial Prize for English - Awarded on the combined results of the Peiris Siriwardene Memorial Prize for English Composition and the Arndt Memorial Prize for English Literature. Those who wish to qualify for the prize must sit for both papers.

The F.J. Senaratne Memorial Prize for General Knowledge - (5th Form only) (Sinhala/Tamil/English). A suitable paper will be set and the examination held during Term III.

The C.H. Davidson Memorial Prize for Knowledge of the History of the College - (5th Form and above) 2 hrs (in English only). A paper will be set based on *The History of the College*, by W. T. Keble, the Centenary issue, and Mt. Lavinia Jubilee issue of the Magazine of 1968 and 75 Years at Mount Lavinia by N. M. P. Billimoria

The Ethel Winifred Edirisinghe Memorial Prize for English Grammar - (5th Form only) - A suitable paper will be set and the examination held during Term III.

The Jayanayake Memorial Prize for Sinhala - (L6 and above). A paper will be set consisting of general questions of Sinhalese Literature, questions on grammar and syntax, and an essay on appreciation of Sinhalese poetry.

Information & Communication Technology Prize - Paper will be set based on ICT.

Gate Mudir, N.N. Thamotheram Memorial Prize for Tamil - (L 6 and above) - A paper will be set consisting of general questions on Tamil Literature, passages of English for translation into Tamil, questions on grammar and syntax, and an essay.

The Ellawala Prize for Non-Christians - No boy who reads Divinity at any College or for public examination will be permitted to sit for the Ellawala Prize examination for Non-Christians.

The De Winton Memorial Prize for Liturgy - (5th form and above) (confined to Christians). A paper will be set on some aspects of the Book of Common Prayer of the Church of India, Burma, Pakistan and Ceylon (1960 Edition) with particular reference to the Offices of Holy Communion, Holy Baptism and Confirmation, including the Rubrical directions. (Copies of the Prayer Book could be obtained from the Corner Bookshop, S. Michaels' Road, Colombo 3.) (English).

The Canon Foster Memorial Prize for Church History (U6 and above). A paper will be set on the history of the early Church as recorded in the Acts of the Apostles (Confined to Church of Ceylon Christians). (Sinhala/Tamil/English).

The Warden De Saram Prize for Comparative Religion -

The Bishop's Senior Divinity Prize - (L6 and above; confined to Christians). A paper will be set on the Gospel according to St Luke (Sinhala/ Tamil/English).

Prize for Oratory - Sinhala, Tamil and English (Conditions will be issued separately).

Prize for Natural History - (Senior) Presented by Mrs Iranganie Serasinghe (in memory of the Rt Revd Lakdasa de Mel). (English only) - (L6 to College Forms) A suitable paper will be set.

Prize for Natural History - (Junior) Presented anonymously in memory of Mr Gamini Gunasekera (Sinhala/Tamil/English) (L4 - 5th Form). A suitable paper will be set.

The Mike Ilangakoon Memorial Prize an Essay on improvement of the environment - (L4 Coll. A) (English).

The K. C. Kamalabasnan P. C. Memorial Award for Tamil Lit. -

The Lal Rodrigo Memorial Prize for Knowledge of Current Affairs - (L6 - Coll. Form)

The Esme Satarasinghe Memorial Prize for Mathematics Open to boys of College Forms - Arts and Science. A special paper will be set on Mathematics' and Modern Mathematics.

The H.A.J. Hulugalle Memorial Prize for Best Short Story in English Open to boys of the Upper School. Length to be between 2000 - 3000 words. Must be written in College in English and preferably set in a background pertaining to Sri Lanka.

The Sarath Muttetuwegama Memorial Prize for Oratory (English, Sinhala or Tamil) (Upper School and College Forms.) Candidates are required to make a. prepared speech in English and an impromptu speech in Sinhala or Tamil on a given topic.

The Ron Zobel Memorial Prize for History (English only) Presented by Mr Ron Zobel. (U 6 - Coll. Forms)

The Warden de Saram Jubille Memorial Prize for English Presented on behalf of the late Dhevendran Kandiah by his wife, Lesley Kandiah-Baker, family and friends. A paper will be set consisting of general questions on English grammar, a comprehension, a summary of a passage using candidates' own words and an essay. (L6 - Coll. Forms)

The Canon R.S. de Saram Prize for Comparative Religion (S/T/ E) A suitable paper will be set based on all religions (L 4 - Coll. Forms)

The W.M.L. Marthenezs Memorial Prize for Western Classics Presented by Mrs Trixie Marthenezs. A suitable paper will be set (Coll. Forms)

The Roger and Gladys de Mel Memorial Prize for English Poetry Presented by their son, Mr Ronnie de Mel. A Poem will be set. Candidates answer the questions and compose their own Poem. (Open to all.)

The D.R. Wijewardene Memorial Prize for Political History of Sri Lanka in Sinhala. A suitable paper will be set. (M6 - Coll. Forms)

The E.L. Perera Memorial Prize for Mathematics (Senior and Junior). Presented by members of his family. (Available in all three languages to boys in Form Five to Upper Sixth.)

Dr. Chanaka Amaratunga Memorial Prize for Knowledge of Current Affairs & Politics -

The Richard de Zoyza Memorial Prize for English Composition - Presented by his mother the late Dr Mrs Manorani Saravanamuttu.

The Saravanamuttu Prize - Awarded to a student demonstrating "early promise of exhibiting human excellence and virtue in adult life" and to commemorate a distinguished Thomian family. Presented by the Saravanamuttu Trust settled by Mr Ajith Saravanamuttu. (Open to boys of College forms and the Upper School.) Based on a written examination and interview.

DATE OF CLOSURE OF ENTRIES: Boys wishing to enter the above Special Prizes are required to submit their names to Mrs. P. Arendtsz as soon as the timetables for the examinations are published in Term III. Where insufficient candidates present themselves an examination may not be set. If the standard achieved in any prize is insufficiently distinguished to merit its award, the prize will not be awarded..

STUDENT RECORD

To be filled by members of the staff and prefects.

Date	Description	Name and Signature of Staff Member/Prefect

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