

SINCLAIR LEWIS SCHOOLS POLICIES

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1.0 ABOUT US.

Sinclair Lewis Schools opened its doors to the public on the 18th day of September 2000 and has since been providing qualitative education to children and particularly to parents that are willing to invest in the education of their children. The owners of the school on a vision of building a new generation of children started with a Nursery and Primary School at 9, Femi Odutayo Street, Agiliti Estate, Mile 12, Lagos.

In fulfillment of the dreams of the Founders of the school and in compliance with the State and Federal Government Policies on Education, a purpose-built site, comprising of administrative, classroom blocks and staff quarters were constructed for the secondary school section SINCLAIR LEWIS COLLEGE located at 23 Aina Falege Street Agiliti, Estate Mile 12, Lagos. The building, opened in September 2013, consists of a multipurpose hall, library, classrooms, physics, chemistry laboratory, biology laboratory, home economics laboratory, Basic technology workshops, special rooms for music, Arts and ICT room. Again, an Ultra-Modern Elementary School was birthed recently at Spring Valley Estate, Lekki opening September 2020. The school environment is warm and friendly for teachers and learners as well as safe from the turbulence of the city. We create a disciplined environment where effective teaching and learning can take place. It is our prayer that God will continue to provide us with enablement to lay a solid foundation for our students to pursue excellent careers and become outstanding leaders.

SCHOOL POLICIES/ RULES

1.1 Admissions

You are most welcome to our school. As you see your child excel during their time here, we know you may wish to tell your friends and family of the excellence of our school. Now you have come through the Admissions process and joined our school, here is a short general admissions policy for you to pass on. Because, we at Sinclair Lewis Schools, understand what a big decision choosing the right school for your child is and we endeavor to support new parents throughout the process and are eager to share what education can do for your child.

We offer continual enrolment and accept pupils throughout the year. We realize parents have to change their children's school at different times in the year when their expectations are not met. Therefore, we have accommodation for transfers.

1.2. Admission Procedure

An application form for admission is available for an amount, in the school for collection. A completely filled form with passport and other relevant documents should be submitted in the school premises with the receipt of payment. Pupils/Students are to fill a requisition form which details services rendered and payments for such services. The form is to be fully filled, desired services ticked and duly signed by parents or guardians. The Admission officer will put the parent through on how to accurately register for services per term.

Pupils/ students placement is dependent on the result of the placement test and the decision of the principal and for secondary classes after undertaking a written test in English and mathematics in addition to other skills/talents the child possesses. For more information about the scheduling of exams, contact our admission office.

We encourage you to visit our school so that you can tour our campus, see our classrooms, speak with the Admission Officer and meet our incredible staff. If a campus visit is not possible they can visit our Website or E-mail us for more information on enrolment, the form can be downloaded from the website which should be sent along with medical records, copy of birth certificate and at least two school reports (for our older children's admission).

1.3 Communication with School

The school recognizes the importance of good communication between the school and parents. We shall do our best to keep you informed of school events and activities as well as the progress of your child. We also aim to be as open as possible to suggestions and requests from parents. The school has a wide range of professionals available to help parents with any questions or issues they may have.

1.3.1 Change of Address

Please ensure that the school has your most up-to-date email address for effective communication. Please advise the **Admin Officer** of any change of address, email or telephone number. It is vital that in the event of an emergency, we should be able to contact parents and guardians immediately. Newsletter, excursion letter and other important information are often sent out via email.

1.3.2 Means of Communication and what is communicated

The main means of communication are as follows.

a. School Reports

All students will receive three reports during the school year. A progress report will be issued in December and April and a full report in July. Reports will include attainment and effort grades as well as a subject teacher comment, which will offer comments on performance and targets for improvement.

b. Communication book

Communication books will accompany all homework for parents' acknowledgment. Other vital information concerning schoolwork and occasions will be sent home through this medium. It is important that parents read the communication book every day and sign or write remarks or complaints, as the need arises.

c. Birthdays

For birthday celebrations, pupils may bring a birthday cake, party packs and drinks to celebrate in school. The celebrant is also encouraged to donate a minimum of one book to the school library in memory of the day.

d. The School Newsletter

The school newsletter is sent regularly to update parents on activities, events, and achievements of the school. The newsletter includes notices of what is ahead.

e. The School Website

The school calendar, news updates, handbooks and a wide range of other information about the school are on the school website, which is updated regularly.

f. Social Media (**Sinclair Lewis School page** on facebook and **@sinclairlewisschools** on Instagram)

The school's Facebook page and Instagram page is regularly updated with news and events.

g. **E-mail and SMS**

The school regularly communicates with parents/guardians via their email addresses and Phone numbers as supplied by the parents on their registration forms.

1.4 Punctuality

All students are expected in school on or before 7:45 am prompt, each morning. Attendance is taken by biometric attendance machine or by each class when the biometric registrar is out of order at the beginning of each lesson. Pupils who are late and those who are absent will be recorded appropriately.

1.4.1 Absence

If your child is absent from school for any reason, please inform the school head or class teacher on the phone or in writing. This should be done prior to the event in the case of a planned absence (e.g. holiday/ visit to the hospital). For sickness or other unplanned absence, please send an explanatory letter when your child returns to school or call the school office to explain.

1.5 Academics

The school, in addition to the academics, developed a personalized curriculum to help the pupils.

- i. Develop the whole person – knowledge, skills, understanding, and attitudes
- ii. It's broad and balanced with a clear progression in subject knowledge and skills

1.6 Homework

We believe that homework is an important part of becoming a lifelong learner and is encouraged to the effect that learning is not confined to the classroom. With encouragement and monitoring by parents, they can:

- i. Establish self-discipline and develop good study habits
- ii. Form a link between home and school
- iii. Have the opportunity to extend learning and reinforce skills.

Homework is encouraged at all levels to give pupils the opportunity to reinforce or review skills and concepts; to encourage or require independent creativity such as writing projects, research, etc.; and to promote independent reading and learning. Reading should be encouraged on a nightly basis.

1.7 Library

It is a bright and attractive area for everyone to use. It is open throughout the school day for parents, staff, and pupils to use for study purposes, quiet study and the borrowing of materials. A number of activities will be held throughout the year in order to support literacy, encourage reading and foster independent learning

1.8 Behaviour and Discipline

We believe that in order to enable effective teaching and learning to take place, positive behavior in all aspects of school life is necessary. The school practices a

wide behavior plan, which is based on communicating clear behavioral expectations to pupils.

The School-wide discipline plan is intended to protect the rights of our pupils as well as to develop happy, considerate and responsible young people. It aims to educate them that all community members are to be treated with respect, regardless of ability, gender, age, race, and nationality. Every member of staff will seek to create an inclusive, caring, learning environment in the school by

- i. Promoting positive behavior and discipline by encouraging a culture of praise and collaboration in which all students can achieve: Awards are presented on assembly when Pupils reach certain numbers of merits by demonstrating good conduct over a period.
- ii. Promoting positive behavior and discipline through leadership Opportunities: Leadership opportunities give children a feeling of involvement in and responsibility for aspects of school life and improve behavior and self-esteem. Opportunities include becoming class representatives, School Prefects, Working Committee Member, etc.
- iii. Promoting positive behavior and discipline through inclusion: All pupils respond positively to the atmosphere of the School when the curriculum is seen as appropriate to their needs.
- iv. Promoting self-esteem, self-discipline, proper regard for authority and positive relationships with others, based on mutual respect and courtesy.
- v. Ensuring consistent and sure treatment for all;
- vi. Promoting early intervention
- vii. Providing a safe environment; free from disruption, aggression, bullying and any form of harassment;
- viii. Encourage a positive relationship with parents and guardians to develop a shared approach which will involve them in the implementation of the School's Procedures;
- ix. Helping pupils to appreciate the right of others and the consequence of their actions.

1.9 The Learner Profile: A Code of Conduct for Pupils

The School is committed to providing a safe and caring learning environment in which our pupils and all members of the school community feel accepted, protected and contented. We believe that each pupil is unique and has the potential for making positive contributions to society.

The Learner Profile is a code of conduct that expresses the expected standards of behaviour of a pupil at the School. The School Community strives to maintain a positive and engaging school climate essential for our pupils to flourish academically and socially. To ensure each pupil is provided with quality education, the following ten guiding principles have been established.

Students/Pupils should be

Curious: Pupils should actively participate in their own learning showing academic inquisitiveness, independence, and initiative in order to develop the skills to become lifelong learners. Pupils should also demonstrate a positive attitude towards their own learning at all times and ensure that work is always completed to the best of their ability.

Thoughtful: Pupils should consider their own learning and experience, they should reflect on and understand their strengths and limitations in order to support their learning and personal development.

Balanced: Pupils should actively pursue a balanced life by engaging fully in the academic and extra-curriculum programmes of the School. They should recognize the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Respectful: Pupils should show respect to everyone regardless of ability gender, race, nationality, cultural and ethnic differences, religious beliefs or economic status. Pupils should be polite and considerate to all members of the school community and be open and accepting of the perspectives, values, and traditions of the others. Pupils should show proper care and regard for the property of others, school property, and the school environment.

Organized: Pupils should be prepared and properly equipped for the school day. All work should be completed within the time set by the teacher. Pupils should be punctual to school and be in class.

Presentable: Pupils should appreciate that they represent the school, at all times and should adhere to the uniform policy of the school.

Communicators: pupils should attempt to express themselves confidently and creatively in more than one language. They should work effectively and willingly in collaboration with other members of the community. While English is the language of instruction at the school all language or gestures that are abusive or offensive are prohibited.

Caring: Pupils should show understanding and compassion towards the need and feelings of others. They should show a personal commitment to service in the community, and act to make a positive difference to the lives of others and to the environment.

Principled: Pupils should act with integrity and honesty towards other members of the community. Pupils should practice academic honesty and not been involved in plagiarism or cheating. Pupils should use technology appropriately for academic purposes.

Responsible: pupils should take responsibility for their own actions and be accountable for the consequences that accompany them.

1.10 Enrichment Activities

i. Trips and Excursions

The school offers a number of curriculum-linked trips and excursions both in the region and internationally. Major trips will be advertised on the school Calendar and by a letter detailing the full itinerary and cost. Teachers all complete comprehensive risk assessment before each trip to ensure the safety of our pupils. Parents should be aware that the cost of trips will be invoiced and charged to their school accounts by the Accountant's office once permission is received.

ii. The 'Week without Walls'

After examination, the entire school moves outdoors as pupils participate in the school's 'week without walls' programme. The week is comprised of education enhancement activities in school premises with potential extended Excursion options within and outside. We envision three primary goals for this week.

- a. To learn more about our host country through hands-on activities.
- b. To understand and appreciate the importance of field experience, taking a subject studied in a classroom and putting that knowledge to practice through real-life experience.
- c. To work, as a member of a community of peers and teachers, outside the classroom, developing and enhancing skills that both instill confidence in oneself and a sense of interdependence.

1.11. Health

By the requirement of the State Ministry of Education, schools are not allowed to give medication to pupils /students and are also not allowed to keep a health centre /clinic. We are however, allowed to have first aid materials to give to the pupils / students when accidents occur. The first aid box consist of first aid materials only and not medicine. When a student falls sick, it is the responsibility of the class teacher to contact the parent who must arrange for student pickup immediately for transfer to the family hospital or medical centre of choice.

If your child shows signs of sickness before coming to school in the morning, we kindly request that you keep him/her at home and inform the school by telephone.

1.12. Dress Code Requirements- School Uniform

It is the expectation of the school that pupils wear their uniform during school hours, for school events and on special occasions. The P.E kit should be worn on P.E days except otherwise stated.

i. Dress And Grooming Standards

The school supports the emphasis of the home in matters of dressing, hairstyles and good grooming.

It is compulsory for pupils in all classes (except the crèche class) wear complete school uniforms with the necktie properly in place at all times.

School uniforms including those for P.E are to be purchased in the school office.

ii. Dressing Requirement

All pupils are required to wear uniforms with black shoes and black socks. Snickers are not allowed to be worn with school uniforms. P.E uniforms should be worn with any appropriate colour of socks and snickers to match.

a. Hairstyles

Boys: classic conservative haircuts.

Girls: weaves without beads are allowed. Sophisticated hairstyles such as braids, Ghana weaves, weave-on, etc. are not allowed. Weaves can be decorated with colorful bands, not beads for pre-school children and not for primary and secondary students.

b. Extra Clothing

The reception and pre-school classes are expected to have clean clothes in their bags every day of school. The clothing can be casual. This is necessary in case of soiled uniform or otherwise, so that children can come home clean and comfortable. This is not allowed for Elementary and College pupils/students.

1.13. Lost Property

All lost property will be recorded and stored by the school reception. Items will be displayed regularly and pupils will have a chance to reclaim items. If a pupil loses something, he/she should ask at the school reception. All unnamed and uncollected items will be put to a good cause.

2.0 SCHOOL DISCIPLINARY PROCEDURE MANUAL

2.1 School Discipline

School discipline refers to the rules and strategies applied in school to manage student behavior and practices used to encourage self-discipline.

Students/Pupils are responsible for their own actions. When students/pupils choose poor behaviour that is not consistent with a positive learning environment, they will be subjected to disciplinary consequences. A clear set of disciplinary steps will be taken to deal with behaviour that is not acceptable.

The consequences of poor behaviour must be understood and will be implemented consistently by teachers. The behavioural code is applicable during the school day, coming to and from school, during school excursions and at all events organized by the school.

Discipline action, when necessary, will be firm, fair and consistent to be most effective in changing student/pupil's behaviour. In determining the appropriate disciplinary action, school personnel will consider all extenuating circumstances, the student/pupil's age, the nature of the offense and the circumstances that led to the offense. They will also take into account the student/pupil's prior disciplinary record and the effectiveness of other forms of discipline.

2.2 Suspension and Expulsion

The Principal is empowered to suspend a student/pupil from the school for causes, which in his/her judgment warrant such action. In the event of a student/pupil's expulsion, it is the responsibility of the Principal to recommend to the Director of the need to expel a Pupil/Student within 24 hours of such decision by the disciplinary committee. The Principal does not have authority to expel Student/Pupil.

2.3 General rules and regulations

- i. Orderly behavior must be maintained in school at all times.
- ii. You must be silent during all assemblies, including preparatory classes, during siesta and after light out in the hostels.
- iii. Laboratories, prep rooms, and subject rooms are out of bounds to students after school hours, except for special permissions from teachers or hostel workers.
- iv. Lateness or absence from organized school programs is prohibited.
- v. The classroom is not allowed for use for private studies by teacher or student at any time.
- vi. Any form of noise is not allowed in the classroom.

- vii. Students who have to visit the hospital and will as a result miss their lesson must let their class teacher or class prefect be aware.
- viii. During school and prep hours, dormitories are out of bounds for students.
- ix. Decent languages should be used among students at all times.
- x. Transistor radio, cassette recorders, iPods, Phones, Tablets, etc. other than those provided by the school are not permitted.
- xi. Students who bring prohibited items to school will have them confiscated and shall be suspended for 2 weeks.
- xii. School uniforms must be neat and tidy always.
- xiii. Sweaters, jersey or blazers must be one the school uniforms.
- xiv. Shoes and socks must be plain black and shoes should be flat heels.
- xv. All staff quarters are at all out of bounds to students, except by authorization.
- xvi. Absence from school for one day without prior notice is not allowed.
- xvii. Students should not receive visitors during school hours.
- xviii. School furniture should be treated with care by students, as damage will result in a replacement by the Student or cost of replacement debited to his/her account
- xix. All students must take part in whole-heartedly in all competitions.
- xx. Societies and clubs can only be started with the permissions of the administrative committee.
- xxi. No student is allowed to keep money more than ₦500.00 in the hostel or classrooms.
- xxii. Fighting/name-calling among students is prohibited.
- xxiii. No smoking or drinking alcohol in school.
- xxiv. Students must not deface school properties.
- xxv. Bullying of a classmate or other students is strictly prohibited.
- xxvi. The use of jewelry is prohibited.
- xxvii. Makeup and use of hair extension among girls are not allowed.
- xxviii. Boys are expected to maintain low cut in school at all times.

2.4 Boarding House Rules And Regulations

- i. All boarding house students shall keep strictly to the day to day routine as outlined in the school daily routine
- ii. No boarding house student should be in possession of electrical gadgets.
- iii. Self-medication is not permitted.
- iv. Violence should not be used to settle differences in the hostel.
- v. No boarding house student must be in possession of dangerous objects e.g. cutlass, charms, knives, scissors, etc.
- vi. Male and female students should not go to the apartment of the opposite sex.
- vii. Visiting days are on every first Sunday from 10:00 am to 4:00 pm.
- viii. No boarding house student should be absent from Sunday service except when sick.
- ix. Boarding house students must tidy their beds every morning.
- x. Boarding house students must always wear school customized house wear except on Sundays.

- xi. Students must go to the dining hall on time and take their meals in the dining hall together.
- xii. Cooking in the hostel is prohibited.
- xiii. Students who leave their clothes on the line would be made to wash all the clothes on the line.
- xiv. If any boarding house student falls sick during the term requiring treatment beyond first aid, the parent of that student will be contacted and the student will be taken home for the necessary attention. **(First aid refers to treatment given in emergency cases and is limited to cuts, bruises, pain relievers, and similar issues)**
- xv. Disobedience or rudeness to house parents will attract punishment.
- xvi. Light out is by 10:00 pm. No boarding house student should be seen outside of the dormitories beyond that time.

2.5. Electronic Devices and ICT Facilities Code of Conduct

The school supports students/pupils' learning through the appropriate and ethical use of information and communication technology to enrich the learning experience. In order to achieve this aim, the following rules apply:

- i. All ICT/computer facilities at the school are to be used for legitimate educational purposes only unless otherwise stated.
- ii. The computer room will be available during the lunch hour, after school and during the lesson to use for academic purposes.
- iii. No food or drink should be consumed in ICT laboratories.
- iv. The computers in the computer rooms must not be left logged in or unattended. It is not permitted to lock the computers.
- v. Students/Pupils should not share personal user accounts or passwords with anyone else.
- vi. Students/Pupils should not access other people's files.
- vii. The use of social networking sites such as Facebook is forbidden during the school day unless it is for academic purposes. Computer Games are not allowed except during computer class as directed by the subject teacher.
- viii. Students/Pupils should never view or download my inappropriate, violent, racist or sexual content.
- ix. Students/Pupils should never send or post any malicious or hateful materials using ICT facilities. This is known as cyberbullying.
- x. Students/Pupils are not allowed to bring any electronic devices to school.
- xi. MP3 players and iPods are not allowed to be used on school premises.
- xii. Mobile Phones and Game Consoles: All other electronic devices including mobile phones and game consoles are not allowed to be used in school at all.
- xiii. Abuse of the computer network or the internet may result in disciplinary action including possible suspension of IT privileges.

2.6 SUMMARY OF OFFENCES

S/N	OFFENCES	SOME SANCTIONS FOR OFFENCES
1.	LATENESS TO SCHOOL	Sweep class during break
2.	LATENESS TO CLASS	Stand in the class for 10 minutes before seating down
3.	ABSENTEEISM	Counseling to find the reason for being absent/Manual Labour
4.	TRUANCY	Need Counseling for help
5.	HOMEWORK DEFAULT	Delay from going home immediately after closing
6.	NOTE WRITING DEFAULT	Deny Break period to write the note
7.	IMPROPER DRESSING	Counseling/Manual Labour
8.	RUDENESS	Punishment for two weeks without attending classes
9.	BEATING	Manual Labour/Suspension
10.	FIGHTING	Manual Labour or Suspension
11.	HARASSMENT	Counseling/ Manual Labour
12.	GANGSTAR	Suspended from school for some weeks/ Counseling
13.	POSSESSION OF WEAPONS DANGEROUS OBJECTS	Report to Police/Suspended from school for some weeks/ Counseling
14.	RAPE	Report to Police/Face the law/Expulsion
15.	GANG RAPE	Report to Police/Face the law /Expulsion
16.	VULGAR LANGUAGE	Manual Labour
17.	CONSPIRACY IN CRIME	Suspension for some weeks/Counseling
18.	ACCOMPLICE/NON- RENDERING HELP TO VICTIM	Counseling/ Suspension
19.	EXAMINATION MALPRACTICE	Suspension/Repeating of Class
20.	POSSESSION OF PORNOGRAPHIC MATERIALS	Counseling/ Manual Labour/ Confiscation of materials/ Suspension
21.	PREGNANCY	Suspension
22.	ABORTION	Suspension
23.	DRINKING ALCOHOL	Suspension
24.	SMOKING	Suspension
25.	HARD DRUG POSSESSION	Suspension/ Report to Police
26.	HARD DRUG USAGE	Suspension/ Report to Police
27.	CULTISM	Report to Police/Face the law/Suspension

3.0 SCHOOL FEES POLICY

This segment contains our policy on fee payment. Please read through to have a full understanding of our school fees culture.

- i. The prompt payment of fees is integral and the lifeblood of the school. We cannot overemphasize its importance, smooth administrative running hinges on the prompt payment of fees.
- ii. School fees are always due at start of the new term.

- iii. School fees are non-refundable.

3.1 Payment of fees

- i. Parents or guardians jointly and severally agree to pay the fees applicable to each term directly to the school's nominated bank account.
- ii. Fees for each term are due and payable before the commencement of the term to which they relate. If complete payment cannot be made at resumption, a minimum of 50% must be made of which the balance is to be paid before the end of four weeks.
- iii. School fees relate to tuition fee and other service fees. Tuition is compulsory and non-negotiable while other services to be subscribed for are as stated in the requisition form.
- iv. Cash payments are not accepted at the school for the payment of school fees. Accepted means of payment for School fees includes bank transfers, POS payments, and cash deposits in the bank to the School's account: 0031709896, Sterling Bank. Account Name- Sinclair Lewis Schools.

NB. – Payment for stock items such as uniforms and books are to be made directly at the school's stock office via POS.

Any payment for Stock or Bus service paid into the school fees account will be allocated for school fees only.

3.2 Installment arrangements (Payment plan)

- i. An agreement by the school to accept payment of fees by installment is non-negotiable and will be subject to a separate agreement between the parent and the school.
- ii. Any agreement (payment plan) will be confirmed in writing and signed by both parties.
- iii. Parents who have a prior agreement to pay by installments via the bank will be allowed to do so as long as they pay the agreed sum on due dates agreed.
- iv. If parents have entered into a payment plan with the school and more than one payment is missed, the school reserves the right to request the full amount immediately.
- v. If installments are missed and/or paid late, then the Director will be notified of the amount owing and details of the missed/late payments. Appropriate actions, which could include exclusion, will then be taken.

3.3 Late payment

- i. A 5% charge on tuition will be charged if fees are not paid at the due dates. Parents will be notified by text and/or letter to bring their account up to date within the four weeks.
- ii. If fees remain unpaid, a report of all outstanding fees and payment made and/or missing will be passed to the Management board and possible exclusion of a child from all school services may follow.
- iii. If debt rises to an unacceptable level, the school reserves the right in extreme cases to exclude the pupil/student on three days' written notice if fees remain overdue for payment.
- iv. If a pupil/student is excluded for a period of 28 days (a month), he/she will be deemed withdrawn from school and all administrative process of withdrawal will be conducted if exclusion from school is done without notice. Upon exclusion, if fees

are payable, a letter of notice will be sent to the parent, related financial and legal authorities to ensure payment is facilitated.

- v. The parent shall also be liable to pay all costs, fees, disbursements, and charges including legal fees and costs reasonably incurred by the school in the recovery of any unpaid fees regardless of the value of the school's claim.

3.4 Refund or waiver of school fees

- i. Save where there is a legal liability under a court order or under the provisions of this agreement to make a refund, fees will not be refunded or waived if:
- ii. The pupil/student is absent through illness, or
- iii. A term is shortened or a vacation extended, or
- iv. The pupil/student is released home before the end of the school day, or
- v. Government approved holidays or
- vi. The school is temporarily closed due, for example, to adverse weather conditions or for any other reasonable reason or for occurrence of an event outside the control of the school management that could be describe as "Force Majure".

3.5 Fees Increase

- i. Operating costs are reviewed annually and fees may be increased if the School owners feel that current fees will not sustain current operating cost required to deliver qualitative education. It is worthy of note that fees have not been increased since 2014 but was rather reduced in 2015 to meet current realities.
- ii. If parents receive less than half a term's notice of a fee increase, they may give to the school written notice of withdrawal of the pupil within 21 days and will not be liable to pay fees for the remainder of the term the child is withdrawn in view of notice.
- iii. The pupil/student deposit if paid will be refunded without interest less any sums owed to the school

3.6 Information about Fees

- i. The parent consents to the school making inquiries of the pupils' previous schools for confirmation that all sums due and owing to such schools have been paid.
- ii. The parents also consent to the school informing any other school or educational establishment to which the pupil is to be transferred if any fees of the school are unpaid.

4.0 SCHOOL BUS POLICIES

These school bus policies and procedures have been established so that students and parents will receive information leading to an understanding of the expectation of students, drivers, minders, and parents while they are being transported to and from school.

These policies call for cooperation on the part of student, parent, bus drivers, minder, and other school personnel, and have been developed to promote safety. Parents are encouraged to study these policies and procedures with their child/children. Both students, parents, bus drivers, minders, and other school personnel should become familiar with what is expected for safe and orderly transportation to and from school.

4.1 GETTING ON AND OFF THE BUS

- i. To help the driver maintain scheduled pick up and drop off, students are to be waiting in their residence already dressed and packed, 10 minutes before the pickup time. Parents are to ensure that this is adhered to, as we will not hold the driver responsible if he does not pick up a child due to unnecessary delay.
- ii. When dropping off students at the close of the day, they will not be dropped off to anyone who cannot be recognized by the school representatives. If parents would not be home, the school should be notified and arrangements for drop off should be communicated on time to avoid distortion in our school arrangement.
- iii. Students should be waiting in an orderly manner to board the bus without shoving or pushing.
- iv. After the bus stops, wait for a signal from the driver before crossing the streets to get on and off the bus.
- v. Look both ways before crossing a street where necessary.
- vi. Walk quickly but safely, so that the bus will not be holding up traffic.
- vii. Use caution crossing the road after getting off the bus.

4.2 BUS SERVICE GENERAL RESPONSIBILITIES FOR PARENTS / GUARDIANS

- i. Please ensure that the person responsible for picking up or dropping the students are on time. The bus driver has been instructed to leave/stop at scheduled times.
- ii. If your child is not returning home on the bus, in the afternoon, it is necessary that parents communicate this to the school.
- iii. Inform the school management of any changes in home address or contact details.
- iv. A report in writing should be made to the school management, concerning matters relating to the transportation service.
- v. Please note the bus service is for students and is **not intended** to provide transportation **to parents or friends of students**.
- vi. **Parents shall be financially responsible for any damage to the interior or exterior of the bus done by their child/children.**

4.3 BUS SERVICE GENERAL RULES FOR STUDENTS

- i. Be ready and wait on time in a position where the bus driver can see you before stopping the bus.
- ii. Upon entering the bus, take a seat immediately, fasten seatbelts and remain seated while the bus is moving. Do not switch seats while the bus is moving.
- iii. Students must respect the wishes of the driver and bus minders at all times.
- iv. Keep aisles clear of books, bags, and other belongings.
- v. Eating and/or drinking on the bus are not permitted.
- vi. Students should talk quietly using an 'inside' voice.
- vii. Students must be courteous to fellow passengers.
- viii. Students should respect the property of the school.
- ix. Public display of affection is not appropriate.
- x. Do not throw anything on the bus or outside the bus through the window.

- xi. Do not put out your hands, head or any part of your body outside the bus through the window.

4.4 RULE VIOLATION PROCEDURE

The school expects all students to display appropriate behavior in school. This expectation extends to students' behavior on the school bus. In the case of inappropriate behavior on the bus;

- i. A report will be given by the bus conductor to the school Principal.
- ii. A penalty may be imposed on the student at the discretion of the school and may include either temporary suspension or loss of bus service.
- iii. A letter informing the parent /guardian of the incident and penalty, if any, will be provided by the school.
- iv. Consistent and poor behavior on the school bus will result in a first violation, a verbal reprimand and a letter home to parents. A second violation suspension from riding the bus up to three days.
- v. Third violation suspension from riding the bus for up to two weeks, while fourth violation suspension from riding school bus up to three months.

4.5 OBEYING THE PASSENGER RULES

- i. The driver will be responsible for the orderly conduct of his passenger on the bus, the student is under the authority of, and directly responsible to the bus driver or aide, where applicable.
- ii. If a student willfully refuses to obey the bus driver or posted safety rules, a report should be forwarded to the school Principal and immediate action will be taken.
- iii. The Executive Director authorizes the Principal to suspend a student from school bus riding only for a period of up to one school year. The only due process required is a notice to the student of an intended bus riding suspension and an opportunity to appear before the Principal considering the suspension before it happens.
- iv. When it becomes necessary to refuse student transportation due to misconduct, the school Principal shall make the decision and notify the parents in writing for such refusal and an explanation for this action. The bus driver will not permit the student to board the bus until the suspension is completed or the Principal stipulates otherwise.
- v. It should be clear that all suspensions or matters needing the Principal's attention will be handled and directed through him/her.

4.6 BUS PAYMENT POLICY

- i. At the beginning of the new term, parents are to inform the school if they are still interested in the arrangement for transportation for their children, via the requisition forms.
- ii. Payment for the bus must be made at the beginning of the term this is to secure a space on the bus for the term. Students will not be conveyed if payment has not been made.
- iii. The account for payment for Bus service is .

NB- payment not received in the account above will not be considered for the service. Payment for School bus service if paid into school fees account will be considered as payment for school fees only.

4.7 BUS REFUNDS

The school bus fee represents 'the purchase' of a seat in the school bus for the entire school term. Payment made to the school will not be refunded, if the student uses the bus once. In the cases where the student does not use the bus service AT ALL; a refund would be made to the parent.

5.0 DROP OFF/PICK UP POLICY

5.1 Drop off Policy

- i. At the point of registration, a *drop off/pick up* form will be given to parents, which must be duly filled and signed with an attached passport indicating which member of the family will be responsible for drop off of the child/ward.
- ii. Drop off time should not be earlier than 7:30 am and not later than 7:45 am.
- iii. In the eventuality of any change in drop off person, the school should be alerted in writing not later than 24 hours.

5.2 Pick-up Policy

- i. Pupils can only be picked at the closing hour by the registered person
- ii. The person picking up the child(ren) must sign the pick-up register before being allowed access to the child.
- iii. In case of a change in pick up plan, the school must be alerted at the point of drop off in the morning.
- iv. Pupils are to be picked up between 30 minutes of school closure. Parents/guardian will be surcharged for delay in picking up the child.
- v. In the eventuality of unforeseen circumstances with regard to pick up, a call should be put through to the principal of the school.

6.0 AGREEMENT PAGE

I _____ haven read and understood the content of this policy do sign in agreement.

Signature: _____

Date: _____

PARENTS' NAME: _____

STUDENTS/PUPILS' NAME:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Kindly note that this Agreement page must be signed and returned to the school before your child is registered for the term. Thank you.