

**SBEC INTERNATIONAL SCHOOL**

**PARENT & STUDENT  
HANDBOOK**

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01-Jul-14

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## WELCOME TO SHILOH BILINGUAL EDUCATION CENTRE (SBEC)

### INTERNATIONAL SCHOOL

Dear Parents,

Thank you for choosing SBEC International school for your child/ ward! It is our joy and pleasure to enter into a partnership with you in providing a holistic secular education to your child. Our vision is ‘To Be The Leading International School in Shaping World Changers’ and we promise to do our utmost to meet the moral, physical, social and intellectual needs of your child. Our programmes are designed to develop each student to his/ her fullest natural potential to enable them fit in this rapidly changing world.

*This Parent and Student Handbook* is designed to guide you and your child. We encourage you to read all sections of this booklet thoroughly and discuss them with your child.

*The Parent and Student Handbook* includes contact information, general information about our school policies and procedures which, if followed consistently, will contribute to the development and success of our community. The *Code of Conduct* describes the specific policies and procedures that will be implemented to encourage appropriate conduct and ensure a safe learning environment.

Should you have a question that is not answered within these pages, please feel free to contact us on the contact details provided in the handbook, or your child’s teacher.

At SBEC International School, we recognize that educating children requires a team effort, and we look forward to joining you in this vital pursuit. Together, we can realize our shared vision of excellence in education.

We wish you a wonderful stay in SBEC.

Sincerely,

***Ayesha Njie-Nyang***  
***Director***

## **Definitions**

In this handbook, the word "parent" also means "guardian" unless otherwise stated. The term "school grounds" includes the school facilities, school property, property within the jurisdiction of the school or school premises, school-owned or school operated buses or vehicles and chartered buses. The term "school facilities" includes school buildings and vehicles. The term "school activities" means all school related engagements in which students are involved whether they are school-sponsored or school-approved events or activities, or whether they are held on or off school grounds.

# **1. School Overview**

## **1.1 STATEMENT OF DIVERSITY**

SBEC International admits students of any race, colour, religion, national and ethnic origin to all the rights, privileges, programmes, and activities generally accorded or made available to students at the school. The school does not discriminate in the administration of its educational policies, admission policies, and other school programmes.

## **1.2 GOALS**

SBEC International was founded on the simple convictions that a first-rate education is the birthright of every individual, that all children can learn, and that every child should be challenged/ nurtured to grow and reach his or her full potential. The overarching goals of the School are to:

1. Demonstrate the heights of academic achievement that international school students can attain.
2. Offer families rich and new choices in holistic education.
3. Create new professional settings for teachers who permit students to succeed and thrive in their careers.

## **1.3 VISION**

To Be The Leading International School in Shaping World Changers.

## **1.4 OUR MISSION STATEMENT**

To produce holistically nurtured bilingual students who are fully prepared for the challenges of the rapidly changing world, in a stimulating and conducive environment where the uniqueness of each child is respected.

SBEC International prepares students to succeed in our increasingly global culture by developing critical skills and knowledge through core academics, a humanities approach to cross-disciplinary learning, and the aggressive integration of the arts/ extra-curricular and technology; so that they can actively and effectively take a great part in changing positively their world.

## **1.5 SBEC INTERNATIONAL SCHOOL OBJECTIVES**

- To provide an environment of academic rigor where student excellence can flourish.
- To promote a level of global understanding among our students to accept and respect different cultures and beliefs.
- To provide a bilingual, multicultural environment where language acquisition plays an important role in student development.
- To help students to become 'world citizens' who possess the necessary skills to think critically and evaluate from a global perspective.
- To promote student leadership skills and responsible behaviour including respect, honesty, self-control and concern for others.

- To promote student participation in extracurricular activities such as in sports and the arts which SBEC believes plays a critical role in overall student development.
- To create a conducive working environment where professionalism and excellent performance will prevail.

In concept, design, and delivery, SBEC International will be a model of innovation and excellence. SBEC International envisions a school in which the administration, staff, and parents together will:

- Provide a complete education foundation based on proven methods of instruction and rich, challenging content
- Have high academic, social, and moral expectations for all students
- Foster mastery of both knowledge and skills between teachers and parents, combining forces to ensure our students receive individual attention and achieve academic excellence.

## **1.6 MANAGEMENT/LEADERSHIP**

The School's highly experienced professional management team is eager to serve you and your child through the provision of a world-class education. Your satisfaction is our highest priority, so we hope you will contact us for any questions or concerns on the following numbers:

- Director: 8101065 / 3961756
- Head of Finance & Administration: 8101064/ 3732001
- Head of Early Childhood Development Unit (Daycare & Nursery): 3920016
- Head of Junior School: 3782001
- Head High School: 3922014
- Head of French: 3792001
- Head of College: 8806488/3993003
- Head of Annex School (English/Arabic): 3712014

Other important phone numbers include:

- PTA Chairperson: 9930170,
- School Accounts Lines-General Accountant: 9095682/ 3900485

SBEC International is a Cambridge bilingual school and a member of the Association of International Schools in Africa (AISA). As such, it offers students proven rigorous curricular and extracurricular activities by international standards in both English and French.

## **1.7 Equal Educational Opportunity**

The school does not discriminate in its education programmes or educational activities on the basis of sex, race, religion, colour, national origin or disability. Students are educated in programmes, which foster respect, knowledge of, and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as the society. Students who feel they have been discriminated against are encouraged to report it to the school administrative offices either at the Junior or High school.

SBEC International educates for peace, personal development, intercultural appreciation and respect for human rights and responsibilities. When a Student is admitted at SBEC and all documents are signed, there is an implicit agreement with the programmes/ policies of the school and a total acceptance of the obligations and rules of this institution. Students shall therefore be entitled to the following:

- Quality teaching by prepared and knowledgeable teachers
- Fair and unbiased treatment from all teachers
- Treatment with respect and dignity by teachers, administrators and fellow students
- Make maximum use of school facilities: library, computer/ science laboratories and sporting facilities.

## **2. Admission**

Every student is required to purchase and complete a registration form and submit the following as part of the registration process:

- Two passport size pictures
- A photocopy of the child's birth certificate or passport
- Previous academic records together with a transfer letter from his/ her previous school (Day Care and Nursery is exempted).

SBEC International is open to all children on a space-available basis within each grade. The school sets entrance/placement tests which will be given to prospective students as a requirement to gauge their aptitude for the level applied for, before any admission is granted (except Nursery and Day Care students). This process is based on merit. Once all available slots are filled, applicants will be placed on a waiting list.

Students will be admitted from the waiting list as places become available in each grade, following their scores. Preference is given to siblings of already admitted students.

## **2.1 FAST TRACK PROGRAMME**

All students are tested in Maths, English and French to determine their absolute academic performance as a starting point for admission.

Learning plans are designed based on the tests with respect to grade level expectations and academic levels. The goal is to determine where each tested student is academically and develop (where necessary) a plan to bridge the gap between what the student should be able to do and reality.

Where a student falls slightly below the expected level, provisional admission can be granted subject to the following:

1. Availability of space.
2. Their parents sign up for the school's 'Fast Track Programme'.
3. Student compulsorily attends classes that usually take place after school hours.

The fast track programme is designed to upgrade the level of a student in a particular subject or subjects based on the scores of the placement test. The programme is usually for a maximum period of three months. All students taking these additional lessons will take any subsequent class tests together with their peers. The results of these tests are compared to those of the initial placement tests to gauge the student's progress and to determine whether the student will be granted a permanent place.

## **2.2 CLASSROOM ALLOCATION**

Placement of students in a classroom is the sole responsibility of the school administration and parents are not expected to make such requests from the school. Parents are therefore urged to provide the school with accurate and up to date contact information that will facilitate communication.

## **3. Student Withdrawal & Transfers**

### **3.1 Student Withdrawal**

Parents may withdraw their children any time of the year by completing the Student Withdrawal Form. Where the withdrawal is temporary, the parent should inform the school about the duration the child is expected to be away. The school declines any responsibility whatsoever resulting from such decisions and can only guarantee a space if:

1. such withdrawal lasts no more than two terms.
2. the tuition fees for that duration are duly paid

Students leaving the school for more than an academic year must go through the registration process again if they wish to return to the school and when there is space.

### **3.2 Transfers**

The school requests that parents provide at least two weeks' notice if a student must transfer to another school. Such notice will allow the school to process the necessary transfer documents in good time. It will also enable the school to fill the space with another student from the waiting list.

## **4. Holidays**

SBEC International School observes all public holidays that are proclaimed by The Gambia government. These holidays will be communicated to parents through letters. Unexpected public holidays will be observed with or without notification from the school. All other holidays will be highlighted in the school calendar.

SBEC seeks to enroll well-rounded, academically motivated students without regards to race, gender or ethnic and national origin.

## **5. Fees Policy**

### **5.1 Payment**

1. All fees must be paid based on invoices provided by SBEC.
2. All fees must be paid to the School's account numbers which are provided on the invoices.
3. School fees should be paid before or by latest first day of the term.
4. Uniforms( *School uniform, PE, Martial Arts, Swimming*) and books should be paid before delivery.
5. Any payment that is not effected after the first day of the term is considered to be arrears.
6. The school reserves the right to send home/ forfeit the space of any child having arrears.

### **5.2 Refunds**

Fees are divided into refundable and non-refundable. Non-refundable fees are **registration fees** and **admission levy**. Any other fees can be refunded upon withdrawal of a child, as follows:

- Total amount less 5% administrative charges if request is made within the week the fee has been paid.
- Total amount less 10% administrative charges if request is made within 4 weeks the fee has been paid.
- No refund beyond 4 weeks of the effective date of payment.

## **6. School/Home Communication**

It is the desire of SBEC to provide information in a timely manner and through a variety of media including circulars, the school website and the annual school calendar. Notice of activities and any other important events outside the school calendar will be communicated to parents at least 24 hours before the event.

## 7. Jurisdictional and Behavioural Expectations

### 7.1 Student Discipline

Discipline is one of the most important goals of SBEC. This includes the development of self-control, character and proper consideration for other people. Understanding the purpose of discipline in school facilitates the formation of positive attitudes and assists students in doing their part to make themselves better people and the school a better place. The administration, staff and parents are expected to work as a team to enforce discipline so that SBEC International can maintain the best learning environment possible.

SBEC insists that its students conduct themselves at all times (within and outside the school) with dignity and respect and to behave in a manner that brings credit and honour to themselves and to the school. Any student behaving otherwise would be subject to disciplinary measures not excluding expulsion.

In an attempt to guide our students to behave properly, SBEC has come up with the following behaviour policy:

### 7.2 Appropriate School Behaviour

It is the goal of SBEC to groom its students to always act responsibly. SBEC students must be decent, respectful and law abiding in and outside the school. They must obey rules and regulations of the school; respect their peers and all the school staff. SBEC International School believes in having an atmosphere in which both children and adults know and demonstrate excellent behaviour, social awareness and a wonderful interaction.

The administration and employees expect students to conduct themselves in a proper manner and with respect and consideration for the rights of others. Staff is expected to treat students appropriately. No harsh treatment whatsoever will be tolerated. On the other hand students must relate to teachers, employees, students, visitors and guests with respect and courtesy. Students must not use profane or obscene gestures or language. Classroom behaviour must ensure the right of every student to learn and the right of every teacher to teach. Appropriate out-of-classroom behaviour should demonstrate respect for the personal and property rights of other students, staff members and administration.

The school operates a behaviour policy which awards points for positive (merit points) as well as negative (demerit points) behaviour. To foster positive behaviour reinforcement, positive marks are awarded to students who behave well either in school or outside the school, are compassionate and caring towards fellow students and work diligently in class. The breach of any aspect of the behaviour policy will subject the students to disciplinary actions.

### 7.3 THE MERIT SYSTEM

#### **Definition:**

A merit shows goodness, worth or value. Students of SBEC are expected to be good and worthy persons who can add value to any society they find themselves in. Under the Merit System, students are given positive marks to serve as praise, reward, motivation, incentive or encouragement to spur them on to the attainment of greater goals and attributes in life.

**Step1:** By successive addition when a student accumulates a total of fifty (50) meritorious points in a term, he/she is awarded a Certificate of Merit (Silver) and praised publicly at a school programme.

**Step 2:** A student who accumulates a total of hundred (100) meritorious points in a given school year, receives a Certificate of Merit (Gold) plus a prize and will be praised publicly at a school programme.

## 7.4 DEMERIT SYSTEM

### **A. Definition:**

A demerit is a flaw: it is an action deserving correction. In SBEC it is a system under which a mark is given to an offender with the primary and ultimate purpose of helping the offender to correct or discipline himself/ herself.

**Step 1:** When an offender accumulates a total of 25 points (for the Primary School) and 50 points (for the High School), he/she is warned in the presence of his/her parent(s) or guardian(s) by the Head Teacher.

**Step 2:** By successive additions or cumulative evidence, when an offender accumulates a total of 50 points (for the primary) and 75 points (for the high school) in a given year he/she goes on a summary suspension from school for 3 days.

**Step 3:** By successive additions, when the offender accumulates a total of 75 points (for the primary) and 100 points (for the high school) in a given year, he/she is given a final warning in the presence of his/her parent(s) or guardian(s) by the Head Teacher and the Disciplinary Committee, plus a week suspension from school.

**Step 4:** This is the final step. By successive additions, when the offender accumulates a total of 100 demerit points (for the primary) and 150 demerit points (for the high school), he/she would be expelled from the school.

**Note:** Points accumulated under offences 1-12 will be quashed or cancelled every term. All other points will be carried forward to the end of the year.

### **B. Procedures**

1. Each class teacher keeps a Class Merit/ Demerit File. It should be available to all teachers and always on the teacher's table.
2. This file can be requested for and inspected by the Head Teacher at any time.
3. The Head Teacher keeps a Behaviour/Demerit file/sheet for each student of the school.
4. Every teacher must tally and submit students' demerit points to the Head Teacher bi-weekly and promptly call the Head Teacher's attention to offenders at 25/50, 50/75, 75/100 and 100/150 accumulated points for necessary action.

### **C. Suspension – In-School and Out-of-School**

**c.1 In-School Suspension:** In relatively minor offences where out of school suspension will be deemed to be too harsh, a student goes for in-school suspension. In such cases, a student is allowed to come to school but takes his/her lessons outside the normal classroom set-up, in a secluded area where supervised work is sent to him/her by various subject teachers throughout the day. At the end of the suspension period, the student takes a test. When the student passes the test he/she goes back to the class. If the student fails he/she repeats the same number of days of suspension.

**c.2 Out-of-School Suspension:** When the conduct of a student warrants out of school suspension, the parents will be notified. The length of a suspension depends on the gravity of the offence and this will be determined by the administration in accordance with the school policies.

### **D. Expulsion**

A student may be recommended for expulsion by the Management where the student's behaviour warrants it. If a student is being recommended for expulsion, his/her parents will be notified and the expulsion procedure will follow the legal requirements of due process before the Executive Committee takes a final decision.

Students are advised to follow the rules of the school to avoid any unnecessary interruptions in their education. These include but are not limited to the following:

- Do not steal; take anything that you think might be lost to the Head's office,
- Do not fight inside or outside the school premises,
- Do not possess, smoke or consume tobacco, cannabis, alcohol or drugs,
- Do not possess, make threats with or use dangerous weapons,
- Do not write on desks, walls or cause damage to school property,
- Respect your fellow students, teachers, administrators and ancillary staff,
- Do not physically or verbally abuse a student or staff,
- Do not engage in sexual immorality or harassment,
- Contempt for other people's race, ethnic group, nationality or religious belief is prohibited,
- Be courteous and avoid acts of provocation towards other people,
- Keep the premises clean by depositing all garbage into the litter bins,
- Speak only English or French while in school premises,

All staff shall consult and cooperate with the Head of the school on all disciplinary matters.

A teacher shall promptly report to the head any behaviour, attitude or incident which is an infraction of any school rules and which is outside the usual classroom management rules.

A teacher shall not beat, hit or in any way subject a student to any form of abuse or violence, physical or verbal. A teacher shall not retaliate against a student, but may defend him/ herself against abuse or violence/assault.

#### **E. DRUGS**

Any students found under the influence of non-prescribed drugs and any illegal drugs, any students found using illegal drugs on school campus or at school activities shall be subject to disciplinary actions and possible expulsion from the school. Alcohol will be treated in the same manner.

#### **F. TOBACCO**

Tobacco in any form is forbidden on the school premises and at all school activities. Students using or possessing tobacco in any form shall be subject to disciplinary action.

#### **G. POSSESSION OF WEAPONS**

Weapons are not allowed in the school. Any student found possessing, displaying, using or threatening to use any weapon or any instrument classified as a weapon will be subject to disciplinary actions including expulsion.

***NOTE: Please read the merit and demerit table at the back of the handbook.***

### **7.5 Student Activities/Participation Policy**

Students are expected to take part in all sports and physical activities. Where a student's participation in such activities will pose any threat to their health or cause physical harm, their parents are expected to provide the school with a medical certificate or statement signed by the student's doctor stating the student's physical/ health condition incapacitating him/ her to perform in sportive/ physical activities. Failure to provide proof of such medical documents (from medical doctors) will qualify the student to take part in any sport or physical activities relevant to him/ her. When such documents are submitted to the administration of the school the parent/ guardian should request for acknowledgment of receipt of such.

## A. Physical Activities

Every term the school takes students for excursions/field trips. Excursions are educational trips and are treated as extracurricular activities. The number of compulsory or optional activities varies depending on the section of the school.

- **In the Nursery and Day Care:** Excursions are compulsory, except for the Day Care. All other extra-curricular activities are optional. These include swimming, martial arts and choreography.
- **In the Junior School:** excursions and gymnastics are compulsory for all, martial arts for boys and choreography for girls. Students can choose either martial arts or choreography. Swimming is optional for all.
- **In the High School:** excursions and gymnastics are compulsory for all, martial arts for boys and choreography for girls. Students can choose either martial arts or choreography. Swimming is optional for all. Forms 4 to 6 students should compulsorily opt for at least one extracurricular activity.

## 7.6 School Uniform

To help create an environment conducive to learning, students at **SBEC** are required to wear the uniform of the school. It is our belief that students should be dressed appropriately. Students' dress and appearance, along with conduct, have a definite influence on class discipline and achievement. This policy is designed to permit students to focus their attention on academics and on those aspects of their personalities that are truly important. SBEC International dress code adopted by the Management and Executive Committees includes:

**Tops: Golden shirt and wine waist coat** for the Day Care, Nursery and Junior; **white shirt and wine waist coat** for the High School up to Form 5. The school badge is embroidered on the left hand side on the waist coat below breast level. The collar of the shirt is open. Shirts must be tucked into pants/shorts/skirts.

**Bottoms: Wine shorts** for the Day Care, Nursery and Junior and **wine trousers** for the High School up to form 5 for boys. Girls wear a **wine skirt** from the Day Care to Form 5 in the High School. All uniforms are purchased from the school.

**Belts:** Belts must be worn by all High School male students and they should be in basic colors (black or brown). Buckles should be plain.

**Shoes:** Black or brown full shoes and shoelaces. No heels, wheels or flashing lights on shoes.

**Socks:** Socks should be solid white with no patterns.

SBEC sports uniform may be worn **on Fridays only** by Day Care and Nursery students. All other students wear it only during their sporting activities (except martial arts lessons).

## 8. Dress Code

All students must come to school in SBEC uniform. Additional guidelines for the dress code are as follows:

### 8.1 Day-Care/Nursery

Girls	Boys
Black/Brown closed toe shoes, No sports shoes except on Fridays, No sandals/slippers/flip-flops, Plain white socks, Blouses to be tucked in, No dangling earrings, No expensive jewelry, No make-up	Black/Brown closed toe shoes, No sports shoes except on Friday, No sandals/slippers/flip-flops, Plain white socks, Shirts to be tucked in, No unusual/patterned haircut, No sagging of trousers/shorts

## **8.2 Junior School**

Girls	Boys
Black/Brown closed toe shoes, No sports shoes except during P.E, No sandals/slippers/flip-flops, No high heel shoes or boots, Plain white socks, Blouses to be tucked in, Black/brown tights allowed (knee level), No dangling earrings, No expensive jewelry, No necklace, No make-up, no hair extension, No nail vanish, No bleaching, No tattoos, Decent/non-revealing swimming costumes to be worn during swimming lessons, Shoes laces must be the predominant colour of the shoe	Black/Brown closed toe shoes, No sports shoes except during P.E, No sandals/slippers/flip-flops, Plain white socks, Shirts to be tucked in, No unusual/patterned haircut, No jewelry including neck chain, No sagging of trousers/shorts, No tattoos, No braids, No caps, Shoes laces must be the predominant colour of the shoe, Belts are required where pants have belt loops

## **8.3 High School (up to Form 5)**

Girls	Boys
Black/Brown closed toe shoes, No sports shoes except during P.E, No sandals/slippers/flip-flops, No high heel shoes or boots, Plain white socks, Blouses to be tucked in, Black/brown tights allowed (knee level), No dangling earrings, No expensive jewellery, No necklace, No make-up, No hair extension, No nail vanish, No sunglasses, No bleaching, No tattoos, Decent/non-revealing swimming costumes to be worn during swimming lessons, Shoes laces must be the predominant colour of the shoe	Black/Brown closed toe shoes, No sports shoes except during P.E, No sandals/slippers/flip-flops, Plain white socks, Shirts to be tucked in, No unusual/patterned haircut, No jewellery including neck chain, No sagging of trousers/shorts, No tattoos, No braids, No caps, No sunglasses, Shoes laces must be the predominant colour of the shoe, Belts are required where pants have belt loops

**Other details:** Students are to present a neat appearance and clothing may not have holes or tears. All uniform items should be an appropriate size for the individual. Students are not permitted to wear caps or make-up inside the building. Students are allowed a maximum of one earring per ear. No other piercing jewelry will be allowed. Rings should not be a distraction and may need to be removed for safety during some activities. The school is not liable for any losses.

Items not covered above, but considered inappropriate, unsafe, or a distraction from the learning environment can be confiscated by the administration or teachers and handed over to the Head of School.

The administration of the school together with teachers will determine if a student's dress is distracting or not in compliance with the dress code. A student may be sent home to change and return to class or the parents asked to bring an appropriate change of clothes to school for the student in addition to the demerit mark. Consistent offenders will face more severe disciplinary measures. Compliance is expected.

## **9. Hours of Operation**

SBEC Administration works all year round from 8 am to 4 pm from Monday to Thursday, and 8 am to 1pm on Friday. However during weekends and holidays it is advisable to make an appointment.

## 10. Academic Schedules

A School calendar detailing mid-term breaks, all observed holidays and other school fixtures will be available for parents. It is liable to review and parents will be duly informed whenever such changes occur. Only State observed/ decreed holidays are compulsorily observed by the school with or without notification.

Lessons begin at 8:30am – Monday to Friday and all students are expected to be seated by 8:15am for registration. Students coming after registration are considered late and will receive demerit points. The school does not guarantee adult supervision for children until **7:30 a.m.** School closes for the day at 3:30pm from Monday to Thursday, and 1.00pm on Fridays. However extra lessons, fast track programme and student clubs start from 4-pm to 5:30pm on certain days. Such days will be communicated to parents.

There are two breaks within the school day except on Fridays. These are the Snack and Lunch breaks, which are as follows:

Day	Day care & Nursery School		Primary & High School	
	Snack Break	Lunch Break	Snack Break	Lunch Break
Mon – Thurs.	10.00 am – 10.30 am	12.25 pm – 1.00 pm	10.30 am - 11.00 am	13.00 pm – 13.30 pm
Friday	10.30 am - 11.00 am		10.30 am - 11.00 am	

At the end of each school day, students remain in the school premises to wait until they are picked by parents or their proxies. A security staff is assigned the responsibility to look after the Junior school students until all of them are picked. Parents who fail to pick their children after 4.45pm from Monday to Thursday and after 2.45pm on Fridays shall pay a late fee which is currently D50 (fifty) dalasi per child per hour. This also applies to the Day care/Nursery where a nanny takes care of the children whose parents come late for picking up.

For security reasons, parents who are unable to pick their children should notify the administration of the school about alternative arrangements (in the Nursery and Day Care parents must write and sign a letter which they will send to the head together with a copy of their ID cards), failing which the child will not be released to anyone.

## 11. Attendance

Students are expected to attend every school day because regular school attendance is essential. A teacher cannot teach a student who is not present.

## 12. Tardiness

Lessons at **SBEC** begin at **8:30 AM**, and it is critical that all students are prepared to begin lessons on time. Therefore, students must arrive at school by **8:15 a.m.** A student who is late misses valuable instructional time and conveys an unacceptable lack of regard for the school.

**The parent must accompany any student who arrives after 8:30 a.m. to the office before proceeding to the classroom.** The student will be considered tardy and the incident will be recorded. If a student is tardy four times, the problem will be regarded as chronic, and it will be reported. In addition, no child will be dismissed early, unless for special circumstances. Being at school on time in the morning and staying in school until the end of the school day is central to receiving a good education. If a child is picked up early more than four times, this will be regarded as chronic and will be handled in the same manner as chronic tardiness.

## **13. Early Dismissal**

### **Release of Student before end of school day**

If it is necessary for a student to leave the school before the end of the school day, parents must notify the school the day before the early release except in cases of an emergency. In such cases, parents must inform the school of the specific time that the child will be picked-up and the person who will come for the child. In the Day Care and Nursery, Only adults who are listed in the school's records as being authorized will be allowed to take students from the school. Otherwise the parents must write and sign a letter which he/she will take to the head together with a copy of his/ her ID card.

## **14. Absences**

As a general rule, absences should occur only as a result of personal illness or serious illness in the family, injury, doctor's appointments, death in the family or force majeure. In such cases, parents are expected to notify the school through a phone call. When students are absent from school, they should make up for the missed lessons within a reasonable length of time. When an absence is planned and justified, parents should send a written notification to the Head of School indicating the date and length of the absence and the reason, prior to the absence. The Administration will assess the justification provided. Unjustified/ unexcused absences attract demerit points.

## **15. Student Health, Wellbeing and Safety**

### **15.1 Illness/ Accidents**

A student who is ill must report to the administrative office and the Head teacher will call the parents of such student to pick them from school. If the ailment requires urgent attention, the student will be sent by the school to the nearest hospital. Parents will then be informed to take responsibility from that point. Parents who wish to have their children sent only to their family doctor in the event of emergency, must indicate so on the form during the admission process.

### **15.2 Dispensation of Medication**

Staff of the school is not allowed to give any medication to students. Where a student needs to take prescribed drugs during school hours, the parent must fill the Medical Authorisation Form developed by the school or provide written authority and instructions for administration of the medication, to the school Head. Medication is held in a locked cabinet and administered by the administration of the school or the class teacher. Medication must be in the original container and information provided by the parents must include the following:

- Name of the student;
- Name of the medication;
- Directions for use including dosage, times and duration;
- Name, phone number and address of the pharmacy;
- Date of the prescription (if applicable);
- Name of the physician ;
- Potential side effects;
- Emergency number for parents or close relations (please specify).

**Note:** No staff of SBEC is authorized to prescribe, dispense or treat any student with any drugs outside the above conditions.

### **15.3 Accidents during school hours**

A student who becomes injured during school hours will be taken to Administration for the necessary attention. Parents will be notified immediately.

### **15.4 Communicable and Infectious Diseases**

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, conjunctivitis, measles and chicken pox.

In order to prevent communicable disease at school, the following guidelines have been developed. Please keep children at home if they have any symptoms of illness. This will assist in preventing the spread of infections and contagious diseases as well as help improve attendance in general.

These guidelines should be used to help determine if you should send your child to school:

- Diarrhea – don't send a child to school who has had episodes of diarrhea or vomiting in the last 12 hours.
- Don't send a child to school who has a suspected or confirmed communicable disease.
- Sore throat for longer than 2 days, especially if it is associated with swollen nodes or a rash
- Red, inflamed, swollen or discharging eyes; sores with drainage or other lesions, like impetigo, until under treatment.
- A persistent rash that is not allergy related.
- A child diagnosed with strep throat must stay home until 24 hours after treatment has been instituted.
- All students at school will be expected to go outside for recess. Special arrangements need to be made for the very rare circumstances which would require a student to stay inside for health reasons.

### **15.5 Swimming Pool**

Swimming pool entrances are locked at all times and students are strictly advised not to go to the pool area without a teacher. Students must not eat within 30 minutes of their swimming lessons as this may cause vomiting.

### **15.6 Fire Safety**

Fire extinguishers and exit signs are placed in strategic locations within the school. The school has specially trained staff to deal with cases of fire. Students are however expected to follow fire safety instructions at all times.

### **15.7 Child Protection**

SBEC recognizes with highest regard, the UN Convention on the Rights of the Child and the African Charter on the Rights and Welfare of the Child. We agree, observe and honour that every child is entitled to all the rights and freedom recognized and guaranteed therein, without discrimination on the basis of race, ethnic group, colour, gender, religion, national and social origin.

SBEC notes with great concern that the situation of most children remains critical due to many factors including their socio-economic, cultural, traditional and developmental circumstances. A child in SBEC is one of the saf-

est children and occupies a unique and privileged position in our school society. Our students are educated on their rights to be treated with respect, not to be abused, shouted at or dealt with in a harsh way; to be listened to and to be guided where necessary. We also instill in them a sense of responsibility and altruism. Through the school's guidance and counselling unit, the school is able to identify and address possible cases of abuse and exploitation. Students experiencing any form of abuse should report the matter to the school's Guidance and Counselling Officer immediately. The Guidance and Counselling Officer will:

1. Protect the identity of the child.
2. Carry out an investigation confidentially.
3. Organise a meeting with relevant parties where possible.
4. Continuously monitor the student for any possible recurrence of the abuse.
5. Forward the matter to the relevant Child Protection authorities in cases of serious or continuous abuse.

## **16. Student Records**

Standard records are kept by the school with regard to students' grades, attendance, disciplinary records, contact information and other details, and the systems in place prevent unauthorized access. School transcripts, certificates, end of term reports, statement of results and other information about academic records of students are kept by the school and procedures require parents to access such information upon receipt of written request by the school. Parents must sign acknowledging receipt of any student records received.

## **17. Student Locker Policy**

SBEC International always strives to ensure the security of people and property within the school premises. To that effect the school has provided lockers for students to secure their property. In order to implement the school's policy concerning student lockers, the following rules and regulations will be adopted:

### **17.1 OWNERSHIP**

All lockers made available for student use on the school premises are the property of the school. These lockers are made available for student use in storing school supplies and personal items necessary for use in school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. Students are charged a minimal rental fee per term for the maintenance and upkeep to the lockers.

### **17.2 CONTROL**

The student's use of the locker does not diminish the school's ownership or control of the locker. The school retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials such as books, school bags or weapons, or any other material forbidden by school rules like weapons, illegal drugs or alcohol.

### **17.3 LOCKS**

The school will retain access to student lockers by keeping a master list of combinations or retaining a master key. Students cannot use their own locks to prevent access to lockers by school officials and any unauthorized locks will be removed without notice and destroyed. In the event a student loses his/hers, a replacement fee will be charged.

### **17.4 USE OF LOCKERS**

Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which are forbidden by school rules, such as drugs (other than medicine for which a student has current prescription or common cold or headache medicine sold over the counter), drug paraphernalia, beverage, food, weapon, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or tobacco products that are banned by school rules/regulations and laws of The Gambia. Students will be expected to keep their lockers in a clean and orderly manner. Any student found wanting will pay a fine in addition to the appropriate disciplinary action contained in the school behaviour policy. *(Any form of misuse of the lockers can attract demerit points ranging from 25 to suspension and/ or expulsion.)An appropriate decision shall be taken by the school depending on the case.*

### **17.5 AUTHORITY TO INSPECT**

The school retains the right to inspect lockers to ensure they are being maintained in accordance with the conditions highlighted in section 19.2. All inspections of student's lockers shall be conducted by the Head, his/her designee, or a member of the administrative staff designated in writing by the Head.

### **17.6 INSPECTION OF INDIVIDUAL STUDENT'S LOCKERS**

Beside regular spot checks, the inspection of a particular student's locker will not be conducted unless the Head or his/her designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function, which are forbidden by school rules, or which pose an imminent and serious threat to health and safety, necessitating the general search of part or all of the lockers, as set forth in Section 19.5 of this policy.

Before a particular student's locker is inspected, the student if present on the school premises, shall where practicable, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the Head or his/her designee shall notify the student of such inspection as soon as practicable thereafter.

### **17.7 INSPECTION OF ALL LOCKERS**

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the Head or Administrator reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of:

- An interference with school purposes or an educational function,
- A physical injury or illness to any person,
- Damage to personal or school property, or
- A violation of school rules.

Examples of circumstances justifying a general inspection of a number of lockers are:

- When the school receives a threat of any form of explosives
- When evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use;
- At mid-term, end of grading period, before school holidays to check for missing library books, or laboratory chemicals, text and exercise books or school equipment;

- When there is a reasonable belief that weapons are stored in the lockers.

If a general inspection of a number of lockers is necessary, then ALL lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

### **17.8 STUDENT MATERIAL**

When conducting an inspection pursuant to these rules, the inspector shall take care to avoid disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition to written materials, the inspection will be kept to the minimum level necessary to determine that such material is not in itself a contraband or being used to conceal a contraband.

### **17.9 DISPOSAL OF CONFISCATED CONTRABAND.**

All contraband confiscated from lockers may be disposed of by the Head or his/her designee as he or she deems appropriate, including:

- Return to the proper owner or place, unless it poses a threat to health or safety;
- Use as evidence in a student disciplinary proceeding if possession of the contraband constitutes a ground for suspension or expulsion.
- Delivery to the appropriate law enforcement officials (i.e. the Disciplinary Committee) for prosecution purposes if possession of the contraband constitutes evidence of a crime; or destruction.

### **17.10 Involvement of Law Enforcement Officials**

The Head and Administrator may request the assistance of law enforcement officials to assist the school in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:

- to identify substances which may be found in the lockers; or
- to protect the health and safety of persons or property, such as to aid in the discovery and disarming of weapons which may be located in the lockers.

The Head may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contain contraband.

### **17.11 Locker Cleaning**

Nothing in these rules shall affect members of the custodial staff, who at the direction of a supervisor, clean out lockers from time to time in accordance with a general housekeeping schedule, or the locker of the student no longer enrolled in the school.

## **18. Publication of Rules**

A copy of these rules shall be provided to each student and his parents or guardian at the start of each school year or as soon as practicable after the student's enrolment in the school. Copies of the rules shall be posted in the Head's office and other prominent places generally used for announcements to students.

## **19. Cell Phones**

SBEC students are strongly discouraged from bringing cell phones to school unless special circumstances demand such and permission is sought and granted by administration. Any child bringing a phone will have it confiscated.

## **20. Parties/ Invitations**

No invitation may be distributed in a class at school, unless all boys and girls in that class are invited and the Head Teacher is aware of the party.

Anyone who promotes an event (party, dance etc) not organized by the school cannot associate it with the school in any manner. They are not allowed to describe such event as a class event or use any designation related to the school. They cannot advertise at the school, sell tickets at school or make reservations at school.

## **21. Doing Business in the School**

No student or parent is allowed to sell anything (stationery, food etc.) in the school. The public is also forbidden from selling food in any form in the school premises without authority. Private business people (photographers, promoters etc.) are forbidden from advertising or putting up posters in the school without authority.

Photographers, private or commercial are not allowed to take photos in the school. They cannot print photos and sell them to students without permission from administration. When the school has a programme such photographers must seek permission from administration

## **22. Scholastic Achievements/ Student Promotion Policy**

The purpose of this policy is to provide standards and guidelines for the promotion and retention of students. In providing these guidelines, the school administration demonstrates its commitment to several key objectives:

- Promoting high educational standards for students;
- Ensuring there is consistency in the educational opportunities provided to all students;
- Early identification of at-risk students and the implementation of systematic academic intervention as the most effective method to help all children achieve success in school and avoid grade retention;
- Ensuring that the school's educational objectives are met in a fair and non-discriminatory manner.
- Proper matching of ability/development stage to grade level.

### **22.1 Definitions**

- Benchmark Grades*** – The School's benchmark grades are Grade 3, 6, Form 3 (Grade 9) and Form 4. The performance of students on these grades will be assessed at the end of the academic year for promotion or otherwise. Allowing mass promotion at these grades, regardless of performance levels of students, could have serious negative implications at higher levels of the student's education.
- National Assessment Test (NAT):** This is a nationwide examination organized by the Ministry of Basic and Secondary Education (MoBSE) for students in Grades 3 and 5. Students are assessed in English language, (with particular emphasis on grammar), Mathematics, Science and Social & Environmental studies.
- Cambridge Primary Examination** – This is a UK-based examination where Grade 6 students are assessed in English, Maths and Science, using the Cambridge/British curriculum as a guide. As an international school, the Cambridge Primary Examination enables SBEC to compare students' performance against international standards. Examination papers are marked in UK for objectivity and proper benchmarking.

- d) Checkpoint Assessment – This is another Cambridge assessment programme that allows international schools to assess the level of preparedness of students for the International General Certificate of Secondary Education (IGCSE) examinations.
- e) End-of-Year Assessment – This is an internal examination carried out by the school for all grades. It assesses what students have learnt during the academic year in all subject areas. For the Primary School, the UK optional test papers for Maths, English and Science are used for all End-of -Year assessments .

## **22.2 Policy Framework**

Students in the benchmark grades will be promoted to the next grade if they possess the knowledge and skills appropriate to their grade levels as demonstrated on multiple measurements by their academic performance.

### ***Achievement Levels***

The achievements of students in the benchmark grades will determine promotion based on the following criteria:

## **22.3 Academic Performance**

### **A. Grade 3**

1. Cambridge assessment score of Grade E or better or
2. NAT pass rate of 50% in English, Maths and Science.

### **B. Grade 6**

1. **Cambridge** – Performance Grade D or better in Maths, English and Science

### **C. Form 3 (Grade 9)**

1. Checkpoint – Average Checkpoint score of 2.0 OR  
End-of-Year Examination Results - A PASS in eight subjects including at least two core subjects (English, French & Maths) with a grade not below 'D'.

### **2. Form 4 (Grade 10)**

End-of-Year Examination Results - A students must have a PASS in eight subjects including at least two core subjects (English, French & Maths) with a grade not below 'D'.

Those students who meet all Academic Performance criteria noted above shall automatically be promoted to the next grade level. Students who fail to meet all academic performance criteria noted above shall be promoted to the next grade only upon satisfactory completion of summer school programme (for Primary School only)

## **22.4 PROMOTION FROM FORM 3 TO FORM 4**

- a) A student must score a minimum of 2.0 at checkpoint OR
- b) A student must pass 8 out of the 11 examinable subjects with NO GRADE BELOW D including English and Maths. However a student who passes 6 or 7 subjects shall be considered failed but to be promoted on trial.
- c) For a student to be accepted in the Science class in form 4, the student must score at least 3.0 in Checkpoint Science and 3.5 in Checkpoint Mathematics.
- d) For a student to be accepted in the Arts class in form 4, the student must score at least 3.0 in Checkpoint English and 2.0 in Maths.

e) For a student to be admitted in the Commerce class in form 4, the student must score at least 2.5 in Checkpoint Mathematics and 3.0 in Checkpoint English.

**Note that a student failing in 6 subjects with grades below D shall be asked TO REPEAT FORM THREE.**

#### **22.5 NEW ADMISSIONS INTO FORM 4.**

- a) The candidate must have scored an average of 3.0 in his/her Checkpoint examination. OR
- b) The candidate must take the school's entrance examination and must score at least 50% in two out of the three subjects; English, Mathematics and French.
- c) The candidate must produce his/her end of year examination result.
- d) The candidate must produce a testimonial from his/her previous school.
- e) A student who has attempted the I.G.C.S.E. but was unsuccessful may be granted admission into form 4 or 5 depending on the grades obtained in the first attempt.

#### **22.6 PROMOTION FROM FORM 4 TO FORM 5**

##### **A. PROMOTION TO FORM 5 SCIENCE**

Student must score **A – D** in any **six** subjects including any two of the core subjects ( English, Mathematics, French) **and No Grade Below D in 2 Science Subjects** ( i.e. Physics, Chemistry, AND Biology)

##### **B. PROMOTION TO FORM 5 COMMERCE**

A student must score **A – D** in any **6** subjects including any two of the core subjects (English, Mathematics, French) **and NO Grade Below D in 2 Commerce subjects** ( i.e. Economics, Accounts, Business Studies)

##### **C. PROMOTION TO FORM 5 ARTS**

A student must score **A – D** in any **six** subjects including any two of the core subjects ( English Language, Mathematics, French) **and No Grade Below D in 2 Arts subjects** ( i.e. Literature, History, and Sociology)

**Note that a student failing in 6 subjects with grades below D shall be asked to repeat form 4.**

#### **22.7 ADMISSION TO FORM 6**

Admission into Form 6 requires that the students should pass 5 subjects (A to C) in IGCSE or WASSCE including English and Maths. These 5 subjects must include the 3 subjects the student wishes to offer in form 6. In addition, a student offering Maths must have a credit in additional or further Maths.

### **23. Review of Academic Performance/ Promotion Status**

The performance of all benchmark grade students shall be reviewed at the end of the academic year prior to releasing the results to students and parents. Immediately after the Examination committee receives NAT, Cambridge Primary exams, Check-point or End of Year Assessment results, designated officials shall identify the

Achievement Level status of all benchmark grade students. If a student's results are incomplete or inaccessible through no fault of the student, the School shall make a promotion determination using the best available data consistent with the standards described in this Policy.

## **24. Parent Notification**

The parent(s)/guardian(s) of students who cannot be promoted shall be invited to a meeting and also informed that in order for the student to be promoted to the next grade in September, their child (ren) must:

- Attend and successfully complete summer school/program (Primary School only)
- Receive the achievement levels highlighted above in the areas of concern.(Primary School only)

## **25. Parent Appeal**

For students in benchmark grades, at the end of summer school, parents/guardians will receive a promotion determination notice identifying whether their child satisfies all the requirements for promotion (for Parent School only). Parents/guardians shall have five calendar days following the receipt of the promotion determination notice to submit in writing to the Head Teacher or designee an appeal to review their children's academic performance. As part of the appeal the parent/guardian may provide any additional information regarding their child that would justify waiving the requirements set forth in this policy and promoting the students to the next grade.

## **26. Promotion of Students with Disabilities**

Students with disabilities (including children with learning difficulties) are expected to meet the same promotion criteria as their able-bodied peers. For standardized testing, students with disabilities must be provided the accommodations/modifications as appropriate.

### **NB: Incoming Students**

Students who were previously enrolled in other schools must be evaluated for appropriate grade placement. Once they are in the appropriate grades the policy becomes applicable to them.

## **27. Retention**

### **27.1 Basis for Retention**

Students in grades 1-6 and Form 1 and 2 can be retained in a grade for a second year **only once during the following grade cycles: 1-3, 4-6 and Form 1 and 2**. Students in the benchmark grades who are required to attend summer school and do not attend satisfactorily will be retained in the grade they were in the previous year if holding them back would constitute a first retention. However, if retaining a student would be a second retention, the student shall, upon completion of summer school be promoted to the next grade or requested to transfer to another school due to under performance. Kindergarten students are exempted from this policy.

### **27.2 Personal Learning Plan**

The school shall develop a personal learning plan for each retained student that may include, as appropriate, in-school, after-school, year-round components and other interventions developed with the Head Teacher, teacher and parent(s) that target the student's assessed learning deficiencies. Each retained student shall participate in a personal learning plan.

### **27.3 Parental Notifications during the School Year**

All students and parents will be notified in writing of the promotion policy of the school. Head Teachers shall notify parents in writing on a quarterly basis if their child is in danger of receiving a failing grade, and parents

should respond to such notifications failure of which the school will not be held accountable for the child's poor performance.

Student assistance may be provided at the earliest point the child is identified as being at risk of obtaining a failing grade. If the student receives a failing grade and the parent or guardian does not attend the meeting organized by the school to discuss the performance of the student, notification must be sent to the parent. Notification shall include the likelihood of the student attending summer, being retained for continued lack of academic achievement.

## **28. Complaints/ Grievances**

We believe that a school setting like any social setting cannot operate without any conflict arising from the various stakeholders. We also strongly believe that our common objective is the holistic development of all students attending SBEC International School hence our vision, *To Be The Leading School In Shaping World Changers*. As our valued stakeholders we relate to both parents and students with respect expecting this treatment to be reciprocated. In this process conflicts are inherent and sometimes unavoidable. They occur between students, students and staff, students and the Administration, parents and staff/Administration . In line with our open door policy, students are encouraged to report any incident, complaints or matters of concern to their teachers or to the administration where applicable. To avoid open confrontation and lesson disruption, parents are urged to channel their complaints or matters of concern to the Administration (Director, Head of Administration, and Heads of Schools) verbally or in writing. It is incumbent on the Administration of the School to embark on a conflict resolution process to ensure both parties involved are brought to a peaceful reconciliation.

When an issue is reported:

1. a fact finding exercise is carried out
2. a meeting/meetings follow to make sure a solution is reached.
3. A parent has the right to appeal a decision that he/she considers prejudicial/unfair. In such cases he/she must appeal to the school Executive Committee through the PTA Chairperson, within 5 school days of receiving the decision.

We urge aggrieved parents and students to exercise reasonable patience to allow the relevant authorities to solve problems arising from our relationships.