

INFORMATION FOR GUIDANCE

Dear Parent/Guidance,

We sincerely appreciate you for trusting us enough, hence your decision to put your child/ward under our care. We therefore promise to uphold your trust in us by giving your child a sound foundational education. We will also do our best to inculcate in him/her the discipline that will stand him/her out among the peers in this present generation.

We however need your cooperation in the areas noted below; to achieve our goals:

1. School fees should be paid on or before resumption day. As pupils who do not pay their fees for the term can have adverse effect on the psychology of the child and sending the child home is even worse.

2. To compliment what we do in school, parents/guardian are kindly requested to pay attention to their wards/children in the following areas:

- ❖ Make sure the child/ward does his/her homework daily.
- ❖ Scold your child on consistent failure and poor grades.
- ❖ Advise your child to improve if you notice he has bad handwriting
- ❖ Report on any mistake by our teachers, that affects your child.
- ❖ Monitor the "Friends" and "peers" your children keep: at home and in school.
- ❖ Always ensure they go to bed early and comes to school the next day neat as we will not hesitate to send untidy pupils back home.
- ❖ Report any case of indiscipline by your child at home or in school that you have observed and want us to correct.
- ❖ When need be we may take commiserate disciplinary measures to correct our children, please bear with us.

3. Unless for extreme medical reasons, parents/guardian should not deny their children/ward full participation in all our activities including sports and lessons.

4. Stealing or pilfering, lying and cheating by your child/ward could result from your delaying or not giving him/her what he/she needs, or what is requested of him by the school.

COMPLAINTS/SUGGESTIONS:

Parents/Guardian should call or send detailed SMS to 08039696238 for secondary and 08057652557 for primary to register their complaints on their children's curricular issues or make suggestions on how best such challenges can be better tackled. Such complaints/suggestion will be professionally handled in Confidentiality.

UNIFORM: every child is to wear a pair of white socks with a black shoe on Monday, Tuesday, Thursday and Friday of every week while sport wear on every **Wednesday** with white canvas and white socks. Parents are to be informed that uniforms with our badge attached on it must be bought from the school to ensure uniformity in style, colour etc. Uniform bought elsewhere will not be accepted by the School Authority to help their wards maintain high level of discipline and appearance.

5. The school gate closes by 8:00am, always encourage your wards to be in school on time to avoid been locked out of the school

6. 1:35pm is the normal school closing time and lessons commences till 2:30pm from Monday to Thursday while on Friday is 12: 15pm.

Signed

Director of studies

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