



STARVILLE SCHOOL

POLICY HANDBOOK

PRE-SCHOOL/ELEMENTARY

STARVILLE SCHOOL POLICY

This document is a summary of Starville School rules, regulations, procedures and protocols. All of these are necessary to guide acceptable behavior and ensure that the school environment is safe for pupils, teachers and school staff in a bid to create a productive learning environment.

You are advised to read through this document carefully before signing the “Acceptance Form” attached on the last page.

DISCLAIMER

STARVILLE SCHOOL takes reasonable steps to ensure that the information contained herein is accurate and up to date.

STARVILLE SCHOOL may amend, add, replace, or remove sections on this document without notice.

ROLES AND RESPONSIBILITIES OF PARENTS & CARERS

- To ensure their child attends every class unless they are unwell.
- To avoid making appointments for their child during school time.
- To inform the school by telephone on the first day if a child is absent because of illness and again at regular intervals if the illness is prolonged.
- To inform the school if their child is going to be absent and to give the reason for the absence
- To write the Head teacher and obtain written permission for holidays during the term.
- To bring and collect their children promptly.
- To ensure that children are brought and collected by a responsible adult, over the age of 18.
- To ensure that the school is informed every time someone different will be collecting their child and that a photograph of that person has been provided in advance.

RESPONSIBILITY OF STAFF (ADMINISTRATOR, TEACHERS AND SUPPORT STAFF)

- To monitor children’s attendance and punctuality and ensure a reason is obtained every time a child is absent from school by making contact with the family in the event that no reason for absence has been provided.
- To ensure that registers are accurately completed with late marks and reason codes for every absence.

- To mark a child as being late if they arrive after 8:00am.
- To provide positive messages to parents/carers about the importance of punctuality and good attendance.

ATTENDANCE

Good attendance is a major factor in a pupil's success at school. Please make every effort to have pupils at school and on time every day that he/she is well enough to attend. Every child must attain 98% attendance per term to be eligible to take the terms examination.

Tardiness

A pupil is tardy when he/she arrives in school after the beginning of the official school day or is not in the assigned class at the beginning of the class period. To promote good work and learning habits, we ask that you organize your children's schedule so that they arrive at school on time. All pupils should be in class by 8:00 a.m. each morning. Parents must walk tardy pupils into the building and sign them in at the front office.

Official School hours

Pre-school: 7:30am - 2:00pm (Monday-Thursday)
1:00pm (Friday)

Elementary: 7:30am - 2:30pm (Monday & Wednesday)
7:30am - 3:00pm (Tuesday & Thursday)
1:00pm (Friday)

Arrival and Closing Routines

Pupils are dropped at the gate upon resumption under the watchful eyes of security personnel and are taken to their classes by staff on duty.

Parents that would want to know their children's classes are to please do so on the day of induction and open house.

Pick up

To ease traffic, parents are expected to pick up their children/wards immediately after the close of school. Children with older siblings can be picked up at the close of the older sibling's classes.

Parents are not allowed access to classrooms during school hours. Parents can check their children's classrooms during Open Days, Open House and at the close of school.

Emergency/Planned Absence

Except for cases beyond parental control, we expect all pupils in school. However if need arises for parents to take their children out of school for reasons other than illness and family emergencies, they should inform the school via a phone call.

School holidays are provided for in our school calendar; family holidays that go beyond these days are highly discouraged.

Excused Absences

A pupil's absence from school or class will be considered excused when it is due to any of the following circumstances.

- Personal illness of the student or a death in the immediate family.
- Attendance at school would be detrimental to the health of the students or others.
- Observance of recognized religious holidays, necessitating absence from school.
- Other absences may be excused by the school, but only if the absence has been pre-approved by the school.

Notification in the Event of Illness or Other Absence

Please note: pupils who are absent must have a written explanation from the parent that they submit to the office or the parent must phone the school. The written excuse must include the date, reason, and parent's signature. Parents should call or message the office between 7:30 and 7:50 a.m. if the child will be absent that day. If the child will be absent because of a prolonged illness, immediate contact should be made with the school. A letter from a doctor or hospital is required upon return to school.

Make-Up Work

When a pupil has been absent, the following make-up work procedures apply:

- a) Make-up assignments from the teachers are given and should be completed within the allotted number of days.

b) One school day to complete make-up work to a maximum of five days is allowed for each day that was missed.

c) If the absence is due to a pre-planned activity, work that is due on the day of departure should be turned in prior to leaving.

d) Pupils should be prepared to complete any work scheduled prior to the absence immediately upon their return to school. Essays/papers assigned in advance of the absence are due on the assigned due date, regardless of whether the pupil is in school on the due date.

e) If work missed as a result of a school-sponsored activity is not made up within the allotted number of days, the student may not be eligible for future school-sponsored activities during the academic year.

RELIGION

STARVILLE SCHOOL is a private Christian school open to male and female children of diverse backgrounds and abilities. Starville School exists to provide quality education based on Christian values and principles. We however offer admission without regards to religion, race or nationality.

The school will not provide places of worship for other faiths.

HOMEWORK

Homework contributes to the educational growth of students and supports the schools goal of promoting excellence in academic performance by:

- Developing organizational and study skills
- Accommodating varying learning styles
- Promoting effective time management

Homework is not used to extend the school day, provide busy work or punish a pupil for misbehavior.

Examples of Homework/Assignments include:

1. Work not completed in class
2. Review of work undertaken in class such as spelling lists, number facts, preparation for tests
3. Completion of projects
4. Home reading programs

UNIFORM

All pupils are required to appear fully dressed in the appropriate and approved school uniform, which includes black school shoes, white canvas/sneakers on sports day, Starville School branded socks, tie and cardigan, and the rest of the uniform as it applies. No outer jackets are to be worn during school hours. Please note that on special days of activities like the colour/toy day activities notice will be sent home on the prescribed outfit to be worn on the day.

NOTE: Cloned uniforms are prohibited.

Any form of cloning of our uniform or badge is a breach of the copyright laws of Nigeria and will attract prosecution.

Dress Code

Students should be smartly dressed at all times. Uniform should be worn correctly. Students must tuck their shirts at all times; bring a Starville branded sweater if they are cold.

- It is compulsory that school uniforms be worn on outings and special occasions.
- All clothing, including shoes and other personal possessions should be clearly marked with student's name.
- Throughout the school day, Mondays to Fridays, pupils should be in appropriate uniform i.e. full school uniform or particular sports kit (Starville School branded). With permission of the school, pupils may wear special sports kit/uniform part earned through official recognition and selection.
- Flashy jewellery must not be worn with school uniform. Medic alert bracelets may be worn and female pupils may wear one pair of earrings and wristwatches may be worn by both male and female pupils.
- Female pupils are advised that make-up or nail varnish should not be worn.
- Shoes should be black leather and of standard style, not trainers (except for the days when they have sports).
- Only Starville School branded socks are allowed.

Hairdo and hair cut

Hairstyles should be suitable and tidy.

Girls' hair should be neat and long hair should be tied back off the face. Beads, hair extensions and single braids are not allowed. Hair bands should be plain white, blue or black.

Boys should wear a very low haircut. No patterns or Afro hairstyles. Hair colour should be natural.

The school wishes to project a professional image and so will not allow exotic and attention seeking hairstyles.

Therefore unconventional layering, excessive steps and attachments/extensions and dreadlocks are unacceptable.

DISCIPLINE POLICY

STARVILLE seeks to promote positive behaviour in children and help them learn self-control, which is the ultimate goal of discipline. We want to teach our children to make better choices. All discipline actions will be positive in nature.

As a matter of policy, the following is a general framework for discipline.

- Separate the child from the behavior
- Redirect the child's behavior
- Give acceptable choices
- Use positive language

Teachers will explain to the child why the behavior is inappropriate and suggesting if the behavior happens again, he/she will have to sit quietly alone and regroup or calm down.

For children over the age of three, a brief time-out is advised. Usually, for children of any age, a quiet minute by themselves removed from the situation is all it takes for the child to get it together.

If the unacceptable behavior continues, parents may receive a note about the child's behavior in order to work together on a plan with the teachers and/or the director.

At no time will any form of corporal punishment be threatened, encouraged, or used. If the child's behavior becomes threatening to the other children, to the staff, or when previous strategies have failed to produce the desired results, Starville may recommend the parents seek the help of a behavioral therapist or mental health professional.

Prohibited behaviors by anyone (staff, parents, or caregivers):

- Any corporal punishment, including handling a child roughly, spanking, shaking, pushing, shoving, pinching, slapping, biting, or kicking.

- Any form of emotional punishment, including rejection, terrorizing, ignoring, isolating, or corrupting a child.
- Any form of humiliation or threats of physical punishment.
- Any form of isolation, including locked rooms, closets, or separation from staff.
- Any other discipline that is not age appropriate or is excessive in time or duration.
- Any withdrawal of food, rest, or toileting.

Other prohibited actions:

- No child will be disciplined for lapses in toilet training.
- No child will be disciplined for not sleeping during rest time.
- No child will discipline any other child.

HEALTH CARE

The school's nurse administers only first aid to care for minor injuries or mild illnesses of pupils and notifies parents when pick - up is necessary.

Pupils should not come to school with a fever, cloudy discharge from the nose, goopy red eyes, and ear ache, rashes on skin or stomach /intestinal distress. Children must be free of vomiting and/or fever for 24 hours before returning to school.

When returning to school following an absence due to illness, parents must send a written, signed note, explaining the illness or injury that requires immediate medical attention. Please be sure the school has your current number so you can be reached in case of an emergency.

Illness

A pupil should not report to school if he/she has had a fever within 24 hours or if s/he has had vomiting or diarrhea within the past 24 hours.

OTHERS

Promotion criteria

A cumulative average of 50% must be attained for promotion to the next class.

Textbook Policy

When a pupil loses or damages a book his/her parent is responsible for paying for the replacement.

Clubs

Clubs are compulsory at Starville School for pupils and students above Nursery 2. They are aimed at making our students/pupils well-grounded in extracurricular activities.

Clubs are divided into sports and non-sports. All pupils must pick one from each group based on their interest. A club selection form will normally be sent home for parents to help with the selection.

Language Use

English is the official language of the school and the language of instruction. Pupils are required to speak proper English at all times in class unless teacher instruction (Nigerian language or French) requires otherwise. An exception is made for those pupils who arrive without English skills so they can communicate while they are learning the language. They are encouraged, however, to use English as much as possible as this will speed their learning of the language.

Bullying

Aggressive and abusive behaviours such as bullying, pushing and fighting are not acceptable. Bullying outside of the normal school hours is also not acceptable as it interferes with the safety and well-being of members of the School community.

Such incidents will be treated seriously, investigated thoroughly and appropriate disciplinary measure taken if necessary.

TRANSPORTATION

Bus Guidelines

Each pupil is responsible for adhering to the bus guidelines in order to maintain the privilege of riding the bus. Pupils who ride the bus should follow four basic rules:

- Remain seated and facing the front of the bus at all times
- Keep your hands and feet to yourself
- Talk to your neighbor using an appropriate noise level
- Do not use a cell phone while riding on the bus

- Children may not save places for others on the bus
- Fighting, profane language, name-calling, and destruction of property cannot be tolerated. Such behaviour will result in immediate action and probable loss of the bus privilege
- No food or drink may be consumed on the bus
- Pupils are to board and depart only at their assigned bus stop and only at the assigned times
- Pupils, who do not have an adult present at a designated stop, may be returned to school, and the parent will be called to pick up the child from school.

Bus Conduct

Each parent is responsible for supervising his/her children immediately after drop off. Inappropriate behaviour on the bus will be reported to the parent and school administrators.

If bus misconduct is serious and needs immediate action or persists after parent notification, the bus assistant will complete a formal disciplinary referral. A school administrator will investigate the report and take appropriate disciplinary action. Bus privilege may be lost for serious or persistent cases of inappropriate behaviour without refund. Serious behaviour infractions such as fighting may result in a school suspension.

School bus

Pupils on school bus are expected to follow the instructions of the driver and to conduct themselves in a way that assures their safety and the safety of the other passengers and driver. Pupils could receive school consequences for their misbehavior on the bus. Only those pupils assigned to a school bus will be permitted to ride that bus.

LOST AND FOUND

Name-tags should be placed on all clothing, book bags, lunch boxes, and other items that are brought to school. Unlabeled or unclaimed property is given to the local charity several times during the school year. We encourage parents to check the lost and found for clothing, eye glasses and other things that children lose.

VALUABLES/CELL PHONES/COMPUTER GAMES, ETC

Pupils should not bring **money** or items of value to school. MP3 players, IPODS, I-watches, electronic game systems, and sport equipment are not permitted. The only time pupils are permitted to bring a toy or a game to school is at a direct request of the teacher. Students are not allowed to carry cell phones. If cells phones are seen, they will be taken and kept in the main office for the parent to pick up at the end of the session. The school will not take responsibility for lost or stolen items. If you must reach a pupil, you must call the front office or class teacher.

PROPERTY DAMAGE

Pupils are expected to respect the property of the school, as well as the property of other students and adults. Parents are held financially responsible for repair or replacement costs for any malicious breakage, destruction, or defacing of property.

FINANCIAL PAYMENT POLICIES AND PROCEDURES**Payment Schedule**

For tuition payment purposes, the school year is divided into three terms. Each term's payment is due in full, five working days before the start of the term for returning students and 3 weeks to the start of the term for all new intakes. Students enrolling after commencement of the term will pay for the full term.

Tuition for New Students

All newly admitted students must pay at least the first terms fee and all related fees as stipulated in the notification of admission and admission letter. Full payment of the amount must be made before he/she may attend class. If full payment is not made within the agreed period, the offer of admission will be withdrawn.

Tuition for Returning Students:

To guarantee placement for the following academic year, parents of returning students are required to pay for the first term fee for that year. If payment is not made by the first day of resumption the student will be removed from the class list and the space becomes open. However, if space is still available, the returning

student will be readmitted once full payment is made. The student will not be allowed to attend class until full payment has been made.

Tuition Discount

- I. A 5% discount on tuition payment will be given to families with three or more children in the same household who pays fee at least five working days before the first day of school for **FIRST TERM ONLY**. This discount is not applicable to second and third term
- II. A 5% discount on tuition (three terms) payment will be given to families who pay **FULL ANNUAL (THREE TERMS) FEE** at least five working days before the first day of school. This discount is applicable on all three terms.

Guidelines for Fee Payment

1. New students enrolling any time during a term will pay the full fee for that term before they are allowed to resume.
2. Parents whose fees are paid by an organization must follow up with their organization to ensure that full fees are paid before resumption.
3. All fees are payable in Naira only.
4. For payments made by bank draft if the amount received by STARVILLE SCHOOL is less than the actual school fees, as a result of bank charges, the parent will be required to pay the balance to STARVILLE SCHOOL.

Methods for Fee Payment

1. **BANK DRAFT**; Payable to STARVILLE SCHOOLS. It can be purchased and processed at any bank of your choice.
2. **Point of Sale (POS) terminal**; This is available at the school for any other payment apart from the school fee. *Eg. School bus shuttle, After school care, Feeding program, etc.*

PLEASE NOTE:

- All school fees must be paid on or before resumption and in full for the whole term before any student would be allowed into school.
- School fees are **NOT TRANSFERABLE**.
- School fees are paid termly, not daily, monthly or half-termly.
- School fees would not be received in installments.

SCHOOL FEES ARE NON-REFUNDABLE AFTER PAYMENT.

COMMUNICATION

The school communicates vital information to parents through the following media:

1. **COMMUNICATION BOOK:** Endeavour to look into this book daily and communicate any concerns through it to the class teacher.
2. **E-MAIL:** Please ensure you read our mails as they most often contain vital information. If you do not receive e-mails from us kindly send an email to starvilleschoolabj@gmail.com with the name and class of your child.
3. **WEBSITE:** Visit our website for:

UPCOMING EVENTS: www.starvilleschool.com

NEWSLETTERS: www.starvilleschool.com/newsletters

PROSPECTUS: www.starvilleschool.com/prospectus-forms

Follow us on **Facebook and Instagram** @ starvilleschool

Contact us: 08154805384, 09093864978, starvilleschoolabj@gmail.com

ACCEPTANCE FORM

Kindly Print and sign the Acceptance form at the next page and upload on the school's portal.

Click the link for directions <https://www.starvilleschool.com/upload>



STARVILLE SCHOOL

ACCEPTANCE FORM (PRE-SCHOOL/ELEMENTARY)

(To be read by Parent and explained to pupil)

I, _____
(Parents name)

hereby acknowledge that I have carefully read the School Policy document and understand that the policy contained therein is for my child/wards benefit and improvement. I also understand that if he/she fails to comply with these terms; he/she would be liable to suitable action as per Starville School rules.

I undertake that he/she would strictly abide by the provisions of the School policy.

Signature of Parent

Phone Number: _____

E-mail address: _____

OFFICIAL USE ONLY

Signature: _____ Date: _____