

SPRINGSVILLE INTERNATIONAL SCHOOL

CHRÉCHE, EARLY YEARS, PRIMARY

PARENTS/ GUARDIAN HANDBOOK

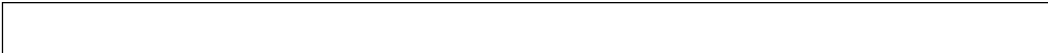
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Springsville International School

TABLE OF CONTENTS

1.	PREAMBLE	3
2.	SERVICES	4
3.	ADMISSION/ REGISTRATION	5
4.	PAYMENT OF FEES	6
5.	OUTINGS/ EXCURSIONS	7
6.	ABSENTEEISM	7
7.	ILLNESS AND EMERGENCIES	7
8.	RESTRICTIONS	8
9.	GRIEVANCE PROCEDURE	8
10.	DISCIPLINE	8
11.	ATTESTATION	9



Springsville International School

1.0 PREAMBLE

1.1 Springsville International School is currently located on its permanent site at No. 10 Mahatma Ghandi Street, Asokoro, Abuja.

1.2 The school has the following facilities among others:

A Tastefully furnished classrooms that befit the age/developmental stage of the child,

B A well stocked library,

C A well equipped ICT lab, Home economics lab, and functional musical Equipment,

D Segregated toilets for girls and boys,

E A multipurpose school hall,

F An impressive playground,

G A mini sports pavilion and

Sp.H School bus.

2.0 SERVICES

2.1 Springsville International School currently offers the following educational services

- Crèche
- Nursery
- Primary

2.2 The school curriculum is in line with Nigerian Government policy, which allows a combination of Nigerian and British curricular that it offers.

2.3 The school runs three (3) terms in a session, which are generally within the following periods:

- 1st term – September to December
- 2nd term – January to March
- 3rd term – April to June

The school calendar for a term is always issued at the beginning of the term.

2.4 School days and hours conform to statutory requirements and government pronouncements. Currently they are Mondays to Fridays, 8:00 a.m. to 3:00 p.m., except on government-declared non-working days

2.5 For administrative issues, the school is open Mondays to Fridays, 10:00 am to 1:00pm throughout the year, except on government declared non-working days.

2.6 The school provides uniforms, cardigans and sportswear to pupils, the costs of which are included in the fee schedule. Parents are not allowed to provide these for their children.

2.7 The school runs an optional bus service for pupils. Interested parents are required to register and pay for the service, details of which are available from the School Manager. Parents that do not subscribe to this service are expected to transport their children to the school by 7:45 a.m.

2.8 The school runs a child-care service from 4:00 p.m. to 6:00 p.m. interested parents are required to register and pay for the service, details of which are available from the School Manager.

Parents that have not registered for this service are required to pick up their children by 4:00 p.m. failing which they will automatically be charged hourly for the child-care service.

If by 6:00 p.m. a child is not picked up, the school will take them home, and the parent shall be charged appropriately.

Pickup of children from school must be by parents or a person they have designated in writing to the School Manager.

- 2.9 The school provides meals for pupils as an optional service. Interested parents are required to register and pay for the service, details of which are available from the School Manager.

Children not registered for this service are expected to come with their breakfast and/or lunch. Meals are taken only at break time. Therefore Parents should ensure that their children are brought to school with their meals, although lunch may be delayed until later in the day, but delivered timely.

- 2.10 The school regularly communicates reminders, alterations to planned programs, and other information to parents free of charge. These will be posted on the school website. In addition, parents are required to maintain current and functional mobile numbers and e-mail addresses with the School Manager for ease of communications.

- 2.11 The school allows parents to organize birthday parties in the school premises for their children. If required, this should be discussed and arranged with the School Manager.

3.0 ADMISSION/ REGISTRATION

- 3.1 All new entrants are required to sit and pass a placement test. Their performance determines the level into which they will be accepted into the school.

- 3.2 Registration forms are required to be filled by parents/guardians of successful candidates, and submitted to the School Manager. The following may be required to be submitted along with the registration forms:

- BIRTH CERTIFICATE OR AN ACCEPTABLE SUBSTITUTE
- TRANSFER CERTIFICATE (in case of transfers)
- 2 PASSPORT-SIZE PHOTOGRAPHS EACH OF PARENT AND PUPIL
- RECORDS OF IMMUNISATION
- MEDICAL CERTIFICATE OF FITNESS
- SIGNED ATTESTATION PAGE OF PARENTS HANDBOOK

Should the need arise, additional documents may be required.

3.3 Successful candidates that report late will be accepted only subject to space availability.

4.0 PAYMENT OF FEES

4.1 Fees payable are determined at the beginning of each academic session. However, the fees may be modified during the course of the session if circumstances so warrant, in which case parents will be given a minimum of a term's notice.

4.2 Fee increases when they are necessarily made, shall apply to outstanding payments only on a prorated basis. Parents are therefore encouraged to make payments in full at the beginning of a session in order not to be affected by unavoidable fee increases.

4.3 Fees are payable in advance, in any of the following schedules:

- At the beginning of the session, in full
- Twice in a session, in two equal installments at the beginning and by the middle of the session

Springville International School

- At the beginning of each term, in not more than three equal installments. If desired, alternative payment schedules can be discussed with the school.

4.4 All payments in favour of the school are made into designated bank accounts. Tellers for effecting payments are obtainable ONLY from the School Manager. The school does not accept liability for any payments not made in this manner.

4.5 Fees paid are not refundable or transferable.

4.7 A schedule of all items to be paid for is attached to the payment teller. Parents are required to tick the items they have paid for.

4.8 On making payment, parents are required to submit a photocopy (or the original if agreeable) of the payment teller along with the filled schedule of payment to the School Manager. After confirmation of payment, the School Manager retrieves the original payment teller and issues a receipt.

4.8 All payments must be made within two weeks of falling due. If for any reason this is not done, a written explanation must be made immediately to the school for consideration, failing which appropriate action may be taken.

- 4.9 Full tuition fees for the term are payable irrespective of the time of registration of a pupil.
- 5.0 The school has a discount policy on fees depending on number of children and other circumstances of parents. Details can be obtained from the School Manager.

5.0 OUTINGS/ EXCURSIONS

- 5.1 Excursions are organized for pupils from time to time both as a social outing and to acquire real life experiences. Parents are advised when their wards are part of a scheduled excursion. Such parents must give a WRITTEN OBJECTION to the School Manager before the date of the excursion, failing which CONSENT shall be assumed to have been given by them.
- 5.2 Parents are advised of arrangements made to ensure pupils' safety and security during excursions. The school observes all care and diligence in making the arrangements, but shall not be liable for (God forbid) any unfortunate incidents.

6.0 ABSENTEEISM

- 6.1 Absenteeism and lateness are seriously discouraged. If a pupil has to be unavoidably absent during school hours, parents are required to give advance notice to the School Manager. Parents must inform the School Manager before 8:30 a.m. if their child will be late to school.
- 6.2 Visiting children during school hours must be discussed and arranged with the School Manager.

7.0 ILLNESSESS AND EMERGENCIES

- 7.1 In the event that a child contracts an infectious/contagious illness, parents are required to present to the School Manager a medical statement to that effect, after which the child would be excused from school. The child may resume school only after a subsequent medical statement confirming full recovery.
- 7.2 If a child manifests any condition which the school suspects is a sign of a contagious/infectious illness, the School Manager shall immediately return the child home with an appropriate recommendation.

7.3 In the event of an emergency in the form of a severe illness or an accident, the school arranges immediate medical attention. Parents are subsequently informed, and it shall be their responsibility to settle all resulting costs.

8.0 RESTRICTIONS

8.1 There are restrictions with regards to certain items being brought to school by pupils. A list of such items is issued to parents from time to time, and it is their responsibility to ensure compliance. In the event of any violation by a pupil, the restricted item shall be confiscated and forfeited.

9.0 GRIEVANCE PROCEDURE

9.1 All grievances should be directed to the School Manager in the first instance. The school has adequate mechanisms for resolving grievances presented through this channel. If for any reason the grievance is not resolved to the satisfaction of the concerned parent, they may then make an official complaint to the Head Teacher.

9.2 In the very rare case where even the Head Teacher does not satisfactorily resolve grievances, parents may do a petition to The Chairman, Management Board, through the Head Teacher, who is mandatorily required to pass on the petition un-censored.

Springsvloe International School

10.0 DISCIPLINE

10.1 SIS reserves the right to terminate services to a child that presents a serious behavioral problem, after all possible solutions have been applied without success.

10.2 The School Manager, in collaboration with the Head Teacher, will communicate with parents or guardians of affected child when the rules of the school are not respected. If no improvement is noted, a notice will be forwarded to the Management Board for final decision.

10.3 All decisions made by the Management Board are final.

11.0 ATTESTATION

I attest to have read the contents of the Parent/Guardian handbook and agree to abide by its contents.

(Parents Name)

(Parent's signature) Date

To be signed and submitted to the School Manager along with registration form.

WELCOME TO SIS! ☺

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