



## Parent Handbook

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### **1. Age of Admission**

Queen Jolade Preparatory School is from children Age 3. Parents are asked to produce their child's birth certificate when accepting a place at the School.

### **2. Parents as Partners**

Queen Jolade Preparatory School works together with parents in ensuring that quality care is provided for their children.

Parents have access to their child's records and are consulted in respect of the care provided.

Information concerning school activities and any events is regularly distributed in our end of term report so that all parents are up to date with the daily running of the school.

A suggestion system is in operation, usually through their School Management Board representatives.

Parent Teachers Consultation meetings are held twice a year. Parents are able to discuss their child's progress with their child's Teachers during those meetings.

Parents are encouraged to take part in regular organized activities i.e. club and career day, pool party, creative afternoon. Open days are organized so that parents can go through their child's folders and have informal chats with their child's Teachers

Parents are expected to select representative who collects the ideas of other parents and shares these with the School Management Board.

### **3. Schedule of Activities**

#### **Resumption Time**

- 7:30 am

#### **Closing Time**

- Normal Closing Time 2:30pm
  - Extra- curricular activity 3:30pm
- Fridays 1:10pm

#### **Break Time–**

- 11:00 am – 11:40 am (For Preparatory)
- 11: 10am – 11: 50 am (For Grade School and College)

#### **Sport Day**

- Every Wednesday
- All pupils must wear the complete school sport wear uniform.

#### **Extra – curricular Activities**

- 2:30pm - 3:30pm
- Begins one week after resumption for each term.
- There are no extra – curricular activities during exams.

#### **Assembly Days/ Time**

- Monday, Wednesday and Friday – 7:45am - 8:00am

Please telephone the school before **10:00 am** if your child is to be absent for any period of time. It is important we know how many children are going to be in the building at any given time. Children will be denied entry after 8:00am.

The latest time for collection is **4:00 pm**.

Parents are requested to adhere to these times strictly.

If any person other than a parent is calling for a child, we must be informed who that person is in writing on a consent form, and where possible, we ask to be introduced to the person before collection is made. If not a photograph is required to help us identify the person who will be collecting your child.

### **Arrival and Departure Procedures**

Parents are asked to bring their children into the School, hand them to authorized person, say 'Good Bye' and collect them by 3:30 pm.

All pupils and students are to be in school by 7:30am. **The school gate will be locked at exactly 8:00am**, any child left outside the school by parents will not be allowed in school and the school management is not responsible for that child or children.

The school closes at 3:30pm and parents are expected to be in school at this time for pick up.

Please note that your child will **NOT** be allowed out of the school unless he or she has finished the day's work.

### **4. Absences**

It is important that the School is notified if your child is to be absent. Calling the school before 10:00 am can do this. If your child is absent then the full fees must be paid.

### **5. Holidays**

The School is open throughout the term except for public holidays.

### **6. Fees**

It is imperative that school collects fees payment in a timely manner in order to pay its bills and to maintain its reputation of fiscal responsibility. Failure on the part of parents to stay current with tuition/fees or other payments could slow down the full function of the school.

A registration fee of N7,000 is also required when you register your child at the School. If your child is absent, full fees must be paid. There will be no reduction for any 'part weeks' your child might be absent.

Fees may be paid by deposit in to our bank account, or online transfer.

As stated before, there is no refund.

### **7. Sickness and Accident**

Any child suffering from a doubtful rash, sore, discharge from the eyes or nose, sickness or diarrhea or high temperature, should be kept at home until a doctor has verified that the symptoms have disappeared.

A Doctor's note is required on return to the school. Should a child become sick at the School, every effort will be made to contact the parents. A child illness report will be

filled in and the child will need to be symptom free for 48 hours. Please ensure that you indicate where you can be contacted during School hours.

Medicines are not administered at the school unless prescribed by the Doctor. The child has to be kept home for 24 hours if he or she has been prescribed medication by the doctor. The child's guardian is to complete written instructions for the drug, dose and timings required.

In case of emergency, the Program Director has a right to take the child to the hospital. If a child has to be taken to hospital, one member of staff will accompany the child at all times. Another member of staff will notify our assigned clinic and the parents. The child may be moved in an ambulance if required.

We ask you to please inform us of any accidents that your child may have outside the School as we will inform you of any accident your child may have whilst at the School.

## **8. Clothing and Personal Property**

### **Mode of Dressing**

#### **Boys**

- Dressing shall be the approved school uniform.
- All boys are to ensure that their shirts are tucked in at all times.
- Hair should be neatly cut and kept short.
- Boys are not to stand with their hands in their pockets.
- Boys may not wear jewelry of any kind to school.
- Only black shoes, sneakers (Wednesday) and black socks is allowed.

#### **Girls**

- Dressing shall be the approved school uniform.
- All girls are to ensure that their hair is neatly braided at all times. Permed hair, use of hair colors, hair extension and loud adornment shall not be allowed in the school.
- Girls may not wear jewelry of any kind to school. Only one set of earrings may be worn and they are to be small studs or loophole.
- Only low - heeled black shoes, sneakers (Wednesday) and black socks or black pop socks is allowed.

## **College**

### **Boys**

- All boys are to have their shirt tucked in at all times.
- No extreme hairstyle will be accepted.
- Sideburns may only extend half way down the ear. Boys are to be cleanly shaven every day.
- Belts are a compulsory part of the school uniform.
- Boys must not leave their trouser sag in any way.
- No jewelry of any of any kind may be worn to school.
- Nails are not to be grown beyond the fingertips. Any nails visible above the fingertip when the palm is facing outward, will need to be cut.

### **Girls**

- All girls are to have their shirt tucked in all times.
- All girls are to ensure that their hair is neatly braided at all times. Permed hair, use of hair colors, hair extension and loud adornment shall NOT be allowed in the school.
- No extreme hairstyles will be accepted.
- Girls may not wear jewelry of any kind to school. Only one set of earrings may be worn and they are to be small studs or loophole.
- No make up of any kind may be worn to school. This includes nail varnish.
- Nails are not to be grown beyond the fingertips. Any nails visible above the fingertip when the palm is facing outward, will need to be cut.
- Only low - heeled black shoes, sneakers (Wednesday) and black socks or pop socks is allowed

All belongings must be marked with your child's name.

**THIS IS VERY IMPORTANT.**

Articles are left at the School at the owner's own risk. Parents are asked to provide authorized clothing (school uniform) during school hours. Please wash and iron your children's school uniforms daily.

Children are involved in activities throughout the day and it is the responsibility of the parents to provide protective clothing for their child. Queen Jolade Schools will not be responsible for any damaged or missing clothes.

## School Uniform

Nursery	Primary	Secondary
<b>Girls</b> <ul style="list-style-type: none"> <li>One Burgundy Check Dress (<i>to be worn on Mondays and Tuesdays</i>)</li> <li>One Burgundy Polo Shirt (<i>to be worn on Thursdays and Fridays</i>)</li> <li>One Burgundy Sweat Shirt</li> <li>One Grey Skirt (<i>to be worn on Thursdays and Fridays</i>)</li> <li>One Sport Wear (<i>to be worn on Wednesdays</i>)</li> </ul>	<b>Girls</b> <ul style="list-style-type: none"> <li>One Navy Blue Check Dress (<i>to be worn on Mondays and Tuesdays</i>)</li> <li>One Navy Blue Polo Shirt (<i>to be worn on Thursdays and Fridays</i>)</li> <li>One Navy Blue Sweat Shirt</li> <li>One Grey Skirt (<i>to be worn on Thursdays and Fridays</i>)</li> <li>One Sport Wear (<i>to be worn on Wednesdays</i>)</li> </ul>	<b>Girls</b> <ul style="list-style-type: none"> <li>Two Sky Blue Shirts</li> <li>Two Grey Skirts</li> <li>One Blazer (<i>Ceremonial</i>)</li> <li>One Sweat Shirt</li> <li>One Tie</li> <li>One Sport Wear (<i>to be worn on Wednesdays</i>)</li> </ul>
<b>Boys</b> <ul style="list-style-type: none"> <li>One Burgundy Check Shirt (<i>to be worn on Mondays and Tuesdays</i>)</li> <li>One Burgundy Polo Shirt (<i>to be worn on Thursdays and Fridays</i>)</li> <li>One Burgundy Sweat Shirt</li> <li>One Grey Trouser (<i>to be worn on Mondays and Tuesdays</i>)</li> <li>One Grey Short (<i>to be worn on Thursdays and Fridays</i>)</li> <li>One Sport Wear (<i>to be worn on Wednesdays</i>)</li> </ul>	<b>Boys</b> <ul style="list-style-type: none"> <li>One Navy Blue Check Shirt (<i>to be worn on Mondays and Tuesdays</i>)</li> <li>One Navy Blue Polo Shirt (<i>to be worn on Thursdays and Fridays</i>)</li> <li>One Navy Blue Sweat Shirt</li> <li>One Grey Short (<i>to be worn on Thursdays and Fridays</i>)</li> <li>One Sport Wear (<i>to be worn on Wednesdays</i>)</li> </ul>	<b>Boys</b> <ul style="list-style-type: none"> <li>Two Sky Blue Shirts</li> <li>Two Grey Trousers</li> <li>One Blazer (<i>Ceremonial</i>)</li> <li>One Sweat Shirt</li> <li>One Tie</li> <li>One Sport Wear (<i>to be worn on Wednesdays</i>)</li> </ul>

## **9. Items of Value**

Children are not to wear jewelry, money or other valuables to the School as we cannot accept responsibility for their safekeeping.

## **10. Damages**

Damage to school property is chargeable to the pupil/students who is found to have caused it. The scale of payment chargeable will be determined by the school maintenance board.

## **11. Meals and Diet**

We accept mid-morning and after school snack. We expect each child to bring his or her snacks with them.

## **12. Equal Opportunities**

Queen Jolade Schools operate within a multi-cultural multi-Tribal setting and we support equal opportunities. We believe that no child or adult should be disadvantaged or be subject to discrimination due to race, tribe, ethnic group, gender, creed or ability.

We encourage positive images through play and resource use. We promote anti-sexism and tribalism by challenging stereotypes.

## **13. Behaviour Management Policy**

### **CODE OF CONDUCT**

- No foul language is to be used by pupils.
- Pupils are always to give right of way to teachers and adults at all times.
- No bullying or unruly behaviour will be tolerated.
- Pupils are required to greet all visitors and offer them assistance if needed.
- The chewing of gum is prohibited.
- No eating or drinking during class time is allowed.
- Writing on the wall is not allowed.
- Full school uniform must be worn neatly all the times.
- No dangerous weapon may be brought to school.
- No undesirable literature is permissible on school premises.
- Vandalism of any kind will not be tolerated.
- Theft or the unauthorized removal of school or other people's property will not be tolerated.

- Pupils are to behave with the same decorum when off the school compound.
- Report any strangers loitering around the compound.
- No mobile phone or electronics devices are allowed at school.
- Pupils are to stand when addressing teachers or other adults and boys are to refrain from having their hands in their pockets.
- Pupils/Students should not take another person's things.
- Loitering and wandering aimlessly during regular class periods shall not be allowed.

Our focus is on positive discipline which builds on a child's desire to please adults who are important to them. We reinforce 'GOOD' behaviour by praise, approval and hugs, rather than trying to make children 'good' by punishing them when they misbehave.

#### **14. Home Work**

Homework tasks may cover a board variety of activities including reading, research, spelling, tables/number practice, maths writing, etc. Homework is not given without prior teaching or explanation in class. We value homework as an opportunity for parents to work in partnership with the school and take an active role in their child's learning. Therefore all pupils/students should do their homework regularly and turn it in at the appropriate time.

#### **15. Termination of Agreement**

If for any reason the school or the parents wish to terminate the agreement, the basis of which is the signed prospectus, either party may do so, giving two months written notice to the other. In the case of the parents wishing to terminate the agreement, they are still expected to pay full tuition that term.

In exceptional circumstances, the school may terminate the agreement immediately if you or any person who has responsibility for your child is abusive towards or acts in an inappropriate manner towards or in front of any other child or member of our staff.

Examples of such circumstances are persistent late payment or non-payment of fees, or where the staff deems a child totally unsuited to the school for whatever reason.

We are concerned for the happiness of your child. If after a reasonable period it is clear that your child is not settled, the Program Director may advise that he or she be removed from the school. The child may be readmitted at a later date.



## **16. Complaints Procedure**

1. If you have a complaint about the service that the school provides, please discuss it with the Program Director. We will look into it and work out an acceptable solution with you.

If you feel that we have not satisfactorily dealt with any issue, we shall investigate all complaints in detail and endeavour to reach a satisfactory solution in the best interest of the children under our care.