



PARENTS HANDBOOK

Review Date: August, 2022

Next Review Date: August, 2023

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WELCOME TO START-RITE SCHOOLS

Start-Rite Schools is a vibrant, happy, international learning community that offers excellent value-based education for children. In pursuit of developing confident, well-rounded, global citizens and leaders, Start-Rite Schools provides an engaging academic curriculum that offers a variety of learning opportunities and enhances cross-cultural understanding through collaborations with schools around the world.

Situated in a serene neighbourhood, Start-Rite Schools was born out of a burning desire to better the nation through improved educational standards. Setup to compete favourably with quality schools internationally and also give children necessary life skills for a sure footing in our world, the mission to accomplish this powerful vision began in January 2008. Start-Rite Schools has since proven to be one of the leading educational institutions in Abuja, Nigeria. With activities to develop excellent social, emotional, literacy and numeracy skills, the students are nurtured to be not just participants, but thinkers and problem solvers.

We provide a rich learning environment where children are inspired, motivated to explore, challenged to learn and driven to academic excellence. Start-Rite Schools prides herself in the number of experienced teachers who are locally and internationally certified to provide an unparalleled level of interaction by individually nurturing each child. All children are entitled to an education that meets their specific needs. Understanding the uniqueness of every child helps ensure each child gets the best educational experience designed to support the child's development socially, physically, emotionally and intellectually from the Early Years School through to the Secondary School.

The school year consists of three terms, and fees are paid in full before the new term commences. All fees and charges are payable upon admission, but before resumption of class activities for the child.

In this handbook, you will find important information about our policies, procedures, and expectations. We encourage you to take the time to review it carefully to ensure that you have a clear understanding of our school's operations. We also invite you to reach out to our staff if you have any questions or concerns.

School Hours

Early Years: 7.30 a.m. to 1.00 p.m. (Mondays to Fridays)

Lower Primary (Years 1 – 3): 7.30 a.m. to 2.15 p.m. (Mondays to Thursdays; 1 p.m. on Fridays)

Upper Primary (Years 4 – 6): 7.30 a.m. to 3.15 p.m. (Mondays to Thursdays; 1 p.m. on Fridays)

Secondary School: 7.30 a.m. to 3.30 p.m. (Mondays to Thursdays; 1.30 p.m. on Fridays)

Contact Details

Early Years and Primary

Phone Numbers: 08106334006; 08182643930

Email: info@startriteschools.com.ng

Secondary School

Phone Number: 07065636067

Email: admin@startriteschools.com.ng

Connect with Us

Website: www.startriteschools.com.ng

Instagram: www.instagram.com/startriteschool

Facebook: www.facebook.com/startriteschools

Twitter: www.twitter.com/startriteschool

YouTube: www.youtube.com/user/startriteschools

Google Business: <https://startriteschools.business.site/>

LinkedIn: <https://www.linkedin.com/company/srsabuja/>

SCHOOL VALUES

Our **Vision** is:

To ensure that students learn the necessary life skills for a sure footing in our ever-challenging world and develop a sense of service to themselves and others.

Our **Mission** is to create:

- To create an environment where children will be treated with love, kindness, patience and courtesy.
- A place where a child's individuality is respected and cherished.
- An environment where each child learns to respect the individuality of others.
- An environment where learning is fun.
- An environment where the virtues of duty and service to others, the nation and humanity are inculcated.

Our **Core Values**

Start-Rite's core values are Professionalism, Responsibility, Integrity, Diligence and Excellence. These values define how we conduct ourselves and our operations, and help us to add value to parents, students and our organisation as a whole.

Professionalism: We are driven by our passion for children with an understanding of what it takes to work with them. To this end, we fully accept the challenge of facilitating learning with the use of respect as a touchstone for our actions. Because we are aware that our students are watching, we deliberately model values we expect them to imbibe and ensure that they feel loved, cared for and supported always.

Responsibility: We hold the belief that we have an obligation to students, their families, and the school community as a whole. As a school, our commitment to ensuring students are nurtured to flourish to their full potential is not in doubt. At every level, resources needed for the growth and development of students are deployed and properly utilised.

Integrity: At Start-Rite Schools, our word is our bond. We have strong internal guiding principles that we do not compromise. Integrity is reflected in our thinking, attitudes, and actions. When we say we can offer the best educational service, you can trust us to keep our word.

Diligence: We believe that anything worth doing at all is worth doing well and because the way we do our work is a reflection of who we are, attention to details is key. Furthermore, we have a fantastic school climate and the cordial student-teacher/school-family relationships come from mutual respect and trust.

Excellence: There is no room for mediocrity. Excellence is our signature.

Our **Promise** to you:

- We promise to honour your role as a parent and will partner with you in the care and development of your child.
- We promise you will feel completely confident and reassured when you leave your child with us.
- We promise you will know that we value your child as a unique individual to be nurtured, protected and respected at all times.
- We promise you will know that committed and dedicated educators are caring for your child.
- We promise you will watch your child develop a love of learning and a rich imagination.
- We promise you will see your child develop strong bonds with our teachers and other children.
- We promise you will share in the joy of your child's experiences in our school through regular communication.
- We promise you will be treated as an important and valued member of our family.
- We promise you can expect us to listen carefully and respond quickly to any questions or concerns you may have.
- We promise you will know that it is a privilege to serve your family.

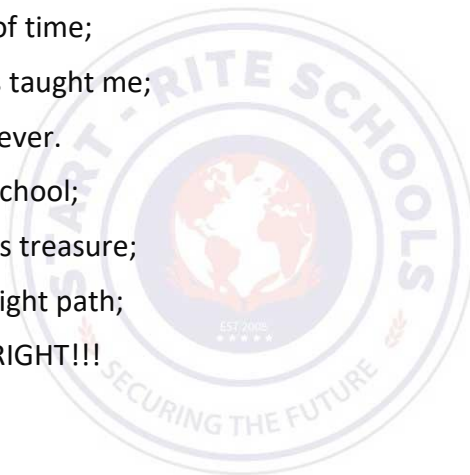
School Anthem

I believe in Start-Rite School
Where future leaders are raised
I believe in the Start-Rite rules
For they guide me to excellence

I believe in you Start-Rite School
Thy loving bond will I always treasure
Setting my feet on the right path
And helping me start right!

School Creed

I believe in Start-Rite School
The cradle of future leaders.
I believe in the Start-Rite rules;
On the path to excellence, they guide me.
I believe in the virtues of love, fairness and service;
I believe in the virtues of responsibility and hard work;
Virtues that stand the test of time;
Virtues my great school has taught me;
Virtues I pledge to keep forever.
I believe in you Start-Rite School;
Thy loving bond will I always treasure;
For setting my feet on the right path;
And for helping me START RIGHT!!!



Student's Declaration

I declare that as an ambassador of Start-Rite Schools
I will uphold the school rules and make sensible choices
I will confidently say No to negative voices
I will carry myself with dignity and grace
I will be an example, one who sets the pace
I will be respectful, responsible and fair to all
Until at last, I am able to stand tall.

School Rules

Discipline Policy

At Start-Rite Schools, we strongly believe that students need to learn appropriate behaviour and that there is a difference between right and wrong, **BUT** aggressive discipline imposed on

the students is counterproductive. We, therefore, do not believe in beating or intimidating our students because learning is not worth anything when courage and joy are lost along the way. The use of positive reinforcement is our preference. The school also has rules which are to be adhered to. All members of staff enforce rules, and the rules are in harmony with the needs of the students.

Bearing in mind our values-based curriculum and emphasis on character building, we believe in the importance of high personal standards and seek to encourage students of all ages to make responsible decisions about how to behave. We expect our students to be well-behaved at all times, and through their positive behaviour to promote the mirror image of Start-Rite Schools, Abuja.

Aims:

- To encourage good behaviour through our system of Merits and Rewards for students of all ages and abilities, and not simply to punish bad behaviour.
- To make known to students the difference between minor and major misdemeanour and explain clearly the range of sanctions that will follow.
- To treat problems when they occur in a caring and sympathetic manner in order to achieve a permanent improvement in behaviour.
- To encourage firmness and fairness in handling students' misconduct.

School Rules

- Students must be well behaved and display good manners at all times.
- Fighting is not allowed.
- Students are not allowed to bully other students. Bullying is not tolerated.
- Students are not allowed to be rude, or interrupt adults talking.
- Students must call attention by saying "Excuse me please".
- Students are not allowed to walk between talking adults.
- Students must take turns during play or work activities.
- Students are not allowed to run inside the building.
- Students must look after classroom and school property. Students will be punished for acts of vandalism.

- Students must put their chairs under the table when standing up.
- Students must not speak out of turn; they must raise their hands to indicate their wish to speak in class.
- They must keep the noise level low by speaking in good classroom tones.
- Disruptive behaviour in class or at assembly is frowned upon. Students must always conduct themselves well.
- Students must take permission from the Teacher before they leave their class.
- Students must respect other people's personal space and privacy.
- Students must respect other people's right to privacy when using the toilet and in the changing rooms.
- Dropping litter around school is not allowed. Students found dropping litter will be required to pick up litter found around school.
- Students must never chew gum at school.
- Students must close doors behind themselves quietly.
- Students are not allowed to loiter during class hours.
- Students must arrive on time for school (7.30am). The gate is locked at 8.30 am after which late-comers will not be allowed in as this disrupts lessons already in session.
- Students are not allowed to talk whilst eating.
- Students must always pack their homework bags after copying their homework into the Homework/ Communication booklet.
- They must also do their homework by themselves in the comfort of their homes and Parents are to supervise the homework.
- Homework must be completed and submitted as and when due.
- Visitors are not allowed into the classroom areas during school hours.
- Parents are not allowed to engage school staff in Private Home Lessons.
- If Parents have concerns, they are encouraged to discuss such concerns with the Principal.

Disciplinary Measures

S/N	Conduct	Consequences	Others
1.	Homework or class work not done	The student scores no mark.	
2.	Unexplained late submission of homework	Writes an apology letter and loses some points on the work for late submission.	

3.	Incomplete homework or class work	The student completes the homework or class work in school during recess or lunch break, supervised by the teacher.	
4.	Lack of equipment in class: books, stationery (not supplied by the school), PE kits	The student must present the material to the teacher the next day. A repeat offender will write an apology letter.	
5.	Loss of Communication Book or Homework Diary	The parents buy a new one immediately.	
6.	Use of inappropriate language and swearing, including verbal abuse	Student writes an apology letter. A repeat offender writes lines promising to desist from practicing these behaviours.	In more severe cases, student may be suspended.
7.	Vandalism	Parents are informed by the Principal, and will be required to pay for replacement/repairs before the student returns to school.	Repeated or major destruction of school property may lead to suspension or expulsion from school.
8.	Inappropriate uniform (not properly dressed, inappropriate haircuts, use of jewellery, looped earrings, high-heel shoes, scruffiness, socks and excessive fashion). Girls may not wear attachments more than 2 inches longer than their hair for safety concerns. (Students are inspected to see if they are dressed correctly at <u>welcome duty</u> and at assembly. Hair accessories, shoes, stockings, clean nails, proper hairdo are looked out for)	Students are sent back home at the gate if they are dressed incorrectly. Thereafter, the student will be required to present himself/herself in full and proper school uniform to the Principal for the next two school days.	Parents are contacted and asked to collect the student.
9.	Disruptive behaviour (in class or at assembly)	A detention supervised by the duty teacher. Apology letter issued. If the student persists, he/she is placed on 'Report' and parents are informed.	Continuous destructive/disruptive behaviour may lead to suspension or expulsion.
10.	Use of personal electronic gadgets, e.g. mobile phones, MP3 player, portable game consoles unless approved by the school	Item will be confiscated from student. Student will write an apology letter.	

11.	Lateness to school without a genuine reason. Each student has a 3-time pardon for lateness, should they exceed the stipulated number of pardons, they will not be allowed entry into the school gate after it is locked at 8.30 am.	Student is not allowed into school, and sent back home.	
12.	General absenteeism without a genuine reason		Parent will be informed and discussion will occur on whether the child will remain in the school.
13.	Dropping litter	Student will be required to pick up litter around school. Persistent offending will result in service labour.	
14.	Chewing gum in school	The student is asked to remove the gum and put it in the bin.	Persistent offender may be suspended as this will be considered as defiant refusal.
15.	Examination malpractice/misconduct e.g. cheating	The student's exam paper will be cancelled and the score of zero recorded for the student.	On second offence, parents will be invited to review the student's status at school.
16.	Serious breaches of discipline: fighting, bullying, theft, possession of drugs, possession of a knife or any other dangerous material, physical or sexual abuse of the opposite or same sex.	Student will be given a warning letter, and his parents invited to school for a meeting with the School Management. The child may or may not be suspended depending on the given circumstance. However, a reoccurrence of the offence will attract expulsion from the school.	Parent and student meet with Principal and Vice-Principal Operations.

NB: In matters of serious offences, affected Parents are invited to school for a meeting with the Management and students are either suspended or expelled.

Notes:

- Students on suspension will not be allowed into the school compound. The period of suspension is determined by the Disciplinary Committee.
- Two suspensions in a session may lead to expulsion
- Serious breaches of discipline will remain in the student file and may be referred to in references.
- The Disciplinary Committee keeps a record of events concerning students' discipline.
- In the Early Years School, the use of the 'thinking chair' or 'time out' is primarily to have the child think through what he has done and what the outcome of his actions could possibly be. The teacher spends time talking with the child to help him see what inappropriate behaviour is and why.
- When there has been the use of the 'thinking chair' and 'time out', in order to ensure co-operation with the parents and continuity the information is noted in the Communication Book.

Dressing

All students except those in the Playgroup must be dressed to school in nicely ironed school uniform, clean socks or tights for girls and well-polished black shoes. Girls should come with nice cornrows, plaits or threaded hair; if attachment is used, it should be the same colour as the natural hair and not more than 2 inches longer than the hair. Girls may not wear nail extensions, nail polish, makeup or jewellery with the exception of appropriate earrings. Girls may adorn their hair with white and blue coloured beads only. Afros are not allowed. Boys hair should be cut very short; Mohawks are not allowed. Boys may not wear jewellery or hair extensions to school. Parents must ensure that the finger nails of their children are always kept short. Henna is also not allowed.

Accessories

The use of personal electronic gadgets, e.g. smart watches, GSM mobile phones, MP3 players, portable game consoles in school is prohibited. Students are also not allowed to come to school with fashion accessories, toys or money.

Swimming Pool Rules

While in the swimming pool, students are supervised at all times. The following rules apply to all students if they must use the swimming pool.

- Students are not allowed to enter the pool with open wounds
- Students should use the toilet and take a shower before entering the pool
- Students must avoid eating 2 hours before swimming
- Students must not run, push or jump around the swimming pool
- Students must wear protective goggles and swimming caps
- Students must line up their slippers before entering the pool
- Pool area is off limits to all students except instructors and participants at a given time
- Instructors/teachers will always enter the pool area first and be the last to leave
- Pool equipment must be returned to the storeroom after the use
- Parents are not allowed in the swimming pool area.

SCHOOL ORGANISATION

School Advisory Board

The School Advisory Board is a consultative body to the Principal acting on behalf of Start-Rite Schools community. As a volunteer-based group, the Board assists in reviewing policies formulated by the Principal offering recommendations in the overall operation and functioning of the school. Members include:

- Senator Victor Ndoma-Egba *OFR, CON, SAN* (Chairman)
- Mrs. Aisha Sanusi Daggash (Member)
- Hon. Justice Folashade Ojo *JCA* (Member)
- Mrs. Loretta Akpoke (Member)
- Mrs. Nelly Oburo (Member)
- Mrs. Zainab Ibrahim Kana (Member)
- Mrs. Helen Oru (Member)
- Mrs. Maryam Ibrahim (Member)
- Mr. Chris Aluta (Member)
- Mr. Philip Reynolds (Member)
- Mr. Femi Akinlade (Scribe)

Aims and Objectives

Early Years and Primary

At whatever age a child begins school, he or she would have had various experiences and would have learnt a whole lot, particularly from the family. The child would also have varied interests and skills. Constantly, young children encounter new experiences and try to understand them. They develop their skills, confidence and build on what they already know. Children learn in different ways and deepen their understanding by playing, talking, observing, planning, questioning, experimenting, testing, repeating, reflecting and responding to adults and each other. Our aim is to give planned learning experiences, taking into consideration the child's needs and achievements.

The curriculum aims to meet each child's needs in the following areas:

- **Personal, social and emotional well-being:** Ensuring that the child's experiences are pleasant and providing opportunities for each child to develop self-image and self-esteem.
- **Positive attitudes and dispositions towards their learning:** Encouraging enthusiasm for knowledge and learning.
- **Social skills:** Enabling each child to learn to cooperate and work harmoniously together with, or alongside each other. Also encouraging students to listen to each other.
- **Attention skills and persistence:** Developing each child's ability to concentrate on their own work, play or on group tasks.
- **Language and communication:** Providing opportunities for all students to talk and communicate in a wide range of situations and responding to the teacher/each other. Also practicing and extending vocabulary, communication and listening skills.
- **Reading and writing:** Exposing the students to opportunities to explore, enjoy, use words and text in a broad range of contexts and to experience a rich variety of books.

Secondary School

Though STEM subjects open many doors in our ever-changing world, value and appreciation of the Arts in all their forms can enrich our lives and inspire us. Therefore, rather than teach STEM we teach STEAM (Science, Technology, Engineering, Arts and Mathematics). Our overarching objective is to develop the whole student, building moral, ethical and hardworking

leaders capable of facing the challenges of the 21st Century successfully by training the head, hand, and heart. A primary focus is that of Character and Leadership Education. This is provided to assist the students in developing good moral attributes and excellent ethical values. When students appreciate and demonstrate these pillars of character, they affect the school ethos and build a favourable climate that will enhance students learning.

To complement classroom learning, we have a variety of field trips and leadership training. Our aim in education is to produce a fully rounded person, someone who not only gets excellent grades, but has them upheld by the best values and can implement them through their self-confidence and the ability to lead and inspire others, and who will go on to become an exceptional individual.

Registration Arrangements

New students are expected to have the following in their files as part of the registration process:

- Photocopy of Birth Certificate (Original must be presented with the copy for sighting)
- Photocopy of International Passport (Original must be presented with the copy for sighting)
- 2 Passport-sized photos (name, date and signature on the reverse)
- Photocopy of the child(s) up-to-date immunisation record
- Photocopy of child(s) last school report (The original must be presented with the copy for sighting)
- A copy of the issued admission letter

Induction Arrangements

New students are given a warm welcome at Start-Rite Schools. An induction programme is organised to help them connect with members of our happy learning community and inculcate in them the vision, mission and culture of Start-Rite Schools. This enables them build bonds with other students and faculty members.

Activities

At Start-Rite Schools there are fun-filled activities and events for both parents and students such as: National Day, Sallah Assembly, United Nations Day, Colour Days and Christmas Carol Concert in the First Term. Charity Week, Swimming Competition and Biannual Inter-House Sports Day usually take place in the Second Term. Excursions, Teacher's Day Off, Prize Giving day and End of School Year Party take place in the Third Term.

Dates for these events and all holidays in Start-Rite Schools are included in the Calendar, which is issued by the school at the beginning of the term. We will also keep you regularly informed of all events and activities through our regular correspondence, bulk SMS and newsletters.

At Start-Rite Schools, we try to make learning as much fun and as interesting as possible, while still adhering to the Curriculum. We invite you to take part in all school activities and hope that you and your child will enjoy them.

Extracurricular Activities

With regard to extra-curricular activities, a list of clubs is published on the notice board and will be made available for you and your child to choose from. Extracurricular activities at Start-Rite Schools promote intellectual curiosity, creativity, compassion, and a strong work ethic among other things. By doing extracurricular activities, your child can expand his/her social circle, develop new skills, and become a better problem solver. In choosing extracurricular activities for your child, consider his/her interest and evaluate his/her strengths and weaknesses. Also do well not to overschedule your child with extracurricular activities. This is to afford the child some free time to relax and recharge.

Communication

You can keep abreast of your child's progress at Start-Rite Schools through the **Homework/Communication Book**. It is sent in a book folder, along with your child's homework daily with reminders, remarks or requests from the school regarding your child and his/her work.

Please feel free to send any remarks, comments or questions you may have, and any information you may wish to convey in this file for the attention of the teacher. The School Principal and other Principal Officers are also available to see you in person for any observations or concerns you may have. Please do not hesitate to do so, as your concerns are also our concerns.

SITE SAFETY AND ADMINISTRATION

Drop Off

- The school gate will be open from 7:00 a.m. when there are members of staff at the school gate waiting to welcome students to school. Kindly bear in mind that school activities commence at 7.30 a.m. prompt every morning. Students are therefore expected to be at school by 7.30 a.m. every day. The school gate will be locked unconditionally at **8.30 a.m.**, and students who are late for school will be barred entry into the premises. Each student has a 3-time pardon for lateness, should they exceed the stipulated number of pardons, they will not be allowed entry into the school gate after it is locked at **8.30 a.m.** If students are ill, they are expected to be kept at home. Appeals to management for students to be allowed entry into the premises when late, will not be entertained. Parents who decide to go into the premises in the morning, to settle administrative matters, or see the class teacher must be sure to leave the premises before the school gate is locked at **8.30 a.m.**
- Please be guided by the guards when parking.

Collection

- Every family after admission is issued a pickup card. Persons designated to pick up the students are therefore expected to come along with the cards visibly displayed. Please be informed that **the school will only allow adults with the cards to pick up students from the school.** The pickup card is the responsibility of the parent/s. **Kindly ensure that the cards are given only to persons you can absolutely trust to pick up your children.**
- Start-Rite Schools will not be liable for accidents that occur after adults who have presented the pickup cards, have collected a child(ren).

- The school day ends for the Early Years students at 1.00 p.m. For the Primary Years students, it ends at 2.15 p.m. (Lower Primary) and 3:15 p.m. (Upper Primary). For Secondary, school ends at 3.30 p.m. Parents are expected to pick up their children at the appropriate time.

Absence

Parents are required to inform the school in writing as to when their child is going on leave with them or is leaving the school permanently. All students must be present in class before half term.

Student Attendance and Punctuality

Regular attendance and a good record of punctuality are essential foundations for an effective learning and teaching environment in which every student can thrive. Good attendance is fundamental to sound academic and social progress and development. Not surprisingly, educational research shows a close correlation between good attendance and attainment. In an increasingly competitive world of work, the school values attendance as well as punctuality, as it develops patterns of behaviour important for personal and professional success later in life. Whilst we would like to expect a 100% attendance rate, the school recognises that on occasion, a child will be absent for medical reasons or other exceptional circumstances such as family illness or bereavement.

- Non-school sporting absences will be authorised with the appropriate supporting documentation. However, these still count as an absence against attendance.
- School sporting absences and Nigerian National exams (and those examinations recognised formally by other countries' governments) will be marked as offsite education. However, no prior study leave will be granted for examination revision purposes. Attendance at or below 94.99% will result in a letter home and parents may be asked to come in for a meeting to discuss ways in which we can improve attendance.
- Students whose attendance levels drop below 90% will not be authorised to take additional time off school for non-compulsory travel or family commitments. Any absence not sanctioned by the school will be recorded as an unauthorised absence.

Prayers

- At Start-Rite School, we believe it is important that students are nurtured to have a sense and belief in a Higher Power. We will therefore pray every morning at Assembly. We also believe in building strong patriots; so the students will also sing the National Anthem and recite the pledge every morning at assembly.

Emergencies

- In the event of an emergency, students whose parents consent to the school taking their children to the nearest certified hospital will be rushed there by our School Clinic.
- All sick students **MUST** be kept at home and not brought to school.

School Cancellation

In the event of emergency closure, the school will contact all parents by bulk (SMS) text and/or e-mail. This information will also be displayed on our school website home page.

Parent-Teacher Meetings and Reports

Parents are always welcome to arrange meetings at school, and likewise, the school may initiate a meeting with parents at any time during the year. It is requested that 24 hours' notice be given when making appointments. There are two parent-teacher meetings for each year group throughout the year as well as grade and written reports. As part of our Home School Agreement, it is the expectation that parents attend parent-teacher meetings.

School Policy on Birthdays

Parents may wish to celebrate their child's birthday at school, but are under no compulsion to do so. If Parents so decide to celebrate the day, the celebration must be limited to the given student's class.

Party packs are not allowed, but Parents may make provision only for a Birthday cake and non-fizzy, non-bottled drinks, which will be shared only during the break period by the student and his/her classmates. The duration of the break period is thirty minutes long; and all class pictures will be taken then. It's a special day for the birthday child, so he/she is allowed to wear a birthday dress on the given day. **Students are also encouraged to donate a book to the class library on their birthdays.**

NB: All items for the party must be brought in the morning when the student is dropped off, to avoid disrupting regular school activities.

If you wish to have pictures taken, please remember to leave a camera with the teacher or you can book the School Photographer in advance (Miss Ada: 07066882375).

The school DOES NOT allow:

- External photographers
- Siblings from outside the school.
- Play equipment, decorations, special toys or entertainment brought to the school

Photography Policy

From time to time we may take photographs of school activities which may involve students (and parents) at our school. These images may be used on our school website, school yearbook, in other printed publications that we produce, or on project display boards in school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

Occasionally our school may be visited by the media who will take photographs or film footage of events, or to celebrate a particular achievement. Students (and parents) will often appear in these images, which may appear on social media, the school website and other traditional media (newspapers/television).

As you know photography is a powerful learning tool and forms an exciting record of work and events. We use photographs for assessment purposes and students are also encouraged to take digital images for special projects and ICT work.

Start-Rite Schools Photography Policy is as follows:

- The school does not allow private photographers on the school premises. Only the school photographers or approved media partners may take photographs and videos.

- Photographs/video footage may be used in the School Yearbook, on the school website, on the school's social media pages, for promotional materials and other printed or media productions for the school.
- Parents should be aware that other parents may take photographs at school events which may include their children.
- The school will not include personal addresses, e-mail addresses or telephone numbers on video, on our website, in our school prospectus or in other printed publications.
- We may include pictures of students and teachers that have been drawn by students.
- We may use group or class photographs or footage with very general labels, such as 'a science lesson'.
- We will only use images of students who are suitably dressed.
- Embarrassing or distressing images will not be used.
- The school regularly reviews its archives and deletes unwanted images/video footage.

E-Safety and Social Media Conduct

Start-Rite recognises that access to technology in school gives students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship.

To this end, Start-Rite Schools expects parents to behave in a civilised nature online and will not tolerate any of the following behaviour online:

- Posting defamatory comments about fellow parents, students, any member of staff or Start-Rite Schools.
- Complaining about Start-Rite's values and methods on social media.
- Parents must obtain permission before posting pictures that contain other parents their children, or staff of Start-Rite unless sharing or liking a post from the School's official social media account.
- Parents must respect Start-Rite's brand, trademark, copyright information and/or images(if applicable).

- Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying.
- If parents become aware of the inappropriate use of social media by other parents or school staff, they should inform the school so that steps can be taken to remedy the situation.

Start-Rite Schools has a complaints procedure policy in place to avoid parents broadcasting grievances online. In the event that illegal, defamatory, or discriminatory content is published by a parent, Start-Rite reserves the right to request any damaging material to be removed from social media platforms or take legal action.

Online Messaging

At Start-Rite we expect staff, parents and other school community members to use messaging apps, such as WhatsApp as a way to connect with others, keep up to date with school activities, share educational resources, create and curate educational content, and enhance the classroom experience.

Start-Rite will however not accept any of the following behaviour:

- Sending abusive messages to fellow parents
- Sending abusive messages to or about members of staff, parents, students or the school
- Sharing confidential or sensitive information about members of staff, parents, students or the school
- Bringing the school or its staff into disrepute
- Communicating on behalf of the school or sending messages about Start-Rite as though a voice of authority.

Should any problems arise from contact over messaging apps, the school will straight way contact parents involved to quell such issues. Start-Rite can request a meeting with parents if any misconduct, such as sending abusive messages or posting defamatory content, occurs online. The Principal can, with the permission of the parent involved, view messages sent between parents to deal with problems expeditiously. The Principal can also request that 'group chats' be closed should any problems continue between parents.

According to Nigerian Laws, a child remains a child until he/she is 18 years of age. At Start-Rite Schools, we believe that except where a parent approves, a child should not be allowed to own and manage a social media account until he/she becomes an adult. With this in mind, no student is allowed to have social media accounts. Parents who approve must take full responsibility for its safe and appropriate use.

Children's E-Safety

Bearing in mind the need for children and young people's safety online, Start-Rite Schools will provide digital citizenship and online safety education. Parents/guardians are expected to ensure that they have conversations with their children about their use of the internet and social media. Where you are aware and approve the use of social media, please follow the guidelines below to help your child(ren) stay safe and behave responsibly.

- **Show me - Ask your child to show you the sites they use.** Show an interest, take note of the sites your children visit, and re-visit them later when you are alone. Find out how to set the safety features and how to report any issues straight way to the site.
- **Low profile - Ask your child to set profile settings to private.** Since children use social media sites to share just about everything they do, setting their profile to private can help protect them against photos, personal information, or even location in the real world ending up in the wrong hands.
- **Just ask - Ask your child about their online friends.** Help your children understand that people can create fake identities online and lie about who they are. They should only give out personal information and be "friends" with people they know and trust in the real world.
- **Photo check - Ask your child to only share photos that they wouldn't mind showing you first!** Talk to your child about the images they send, the sites and apps they use to share them, and who they are sending them to.
- **Don't worry - Ask your child to tell you if they are worried about something online.** By talking to your child about the internet, their favourite sites, and the risks they may encounter, they are more likely to turn to you if they get into situations online where they don't feel comfortable or see something they don't want to see.

First Aid Policy

The aims of our First Aid Policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and management are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Legislation and Guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on First Aid in Schools and Health and Safety in Schools, and the following International legislation for best practice:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to assess the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, plan to implement necessary measures, and arrange for appropriate information and training.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013,
- We must report any unscheduled dangers or occurrences to local authorities for the safety of all.
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

Roles and responsibilities

At Start-Rite Schools, we have qualified First Aiders (trained by the Red Cross Society) on all trips and in school sessions. We run a Medical Centre, with full time Nurses (appointed person).

Appointed person(s) and First Aiders

The school's appointed person is the Nurse. The Nurse is responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate, as well as on stand-by at sports tournaments. It is the Physical Education Department's responsibility to inform the Nurse of such tournaments.

First aiders are externally trained and qualified to carry out their role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment.
- Sending pupils to the medical centre to recover, or in the absence of the Nurse, with the agreement of Heads of School, ringing parents to collect students, where necessary.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident. These forms are available in the Medical Office as well as secretarial offices.
- Keeping their contact details up to date.

Our school's appointed persons (The Nurse) and names of other First Aiders will be displayed prominently around the school. The Advisory Board has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the Principal and Health and Safety Committee. Day to day operational matters and day-to-day tasks are the responsibility of Heads of school and in fact all staff members.

The Principal

The Principal and Heads of School are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times students are present
- Ensuring that first aiders have appropriate qualifications, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures

- Ensuring appropriate risk assessments are completed and measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the Authorities when necessary (e.g., outbreaks of infectious diseases)

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called, or is unable to attend for any reason
- Informing the headteacher or their manager of any specific health conditions, "near misses" or first aid needs

First Aid procedures

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of the Nurse or a qualified first aider, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents and provide them with a copy of the accident or incident report.
- If emergency services are called, the Nurse or Principal/delegate (usually the relationship manager), will contact parents immediately.
- The first aider/relevant member of staff who saw the injury / incident, will complete an accident report form on the same day, or as soon as is reasonably practical after an incident resulting in an injury.

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

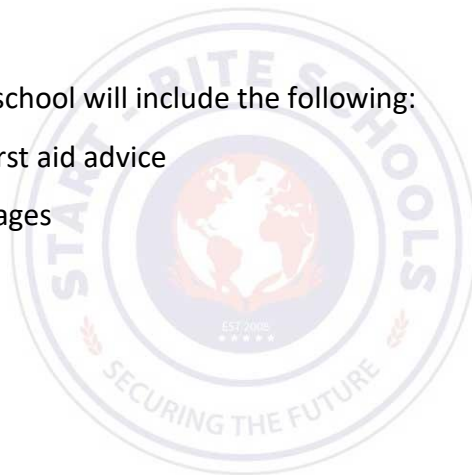
- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils (copies available from the Nurse)
- Parents' up-to-date contact details, with additional emergency contact number

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises, (or request that the company / host provides such risk assessment if no pre-visit can be made (e.g. overseas cultural trip))

First Aid Equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings



No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Security
- Reception (at the desk)

- Boiler and generator rooms, along with maintenance area
- All science labs
- Early Years
- The school kitchens
- School vehicles
- PE Centre
- Main Secretarial offices

Record-keeping and reporting

First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form
- A copy of the accident report form should be handed to the relevant Section Leader or Head of Key Stage, for inclusion in the pupil's educational record by the medical office (as well as logging a copy).
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with best practice and UK guidance.

Reporting to External Bodies as Required

The Nurse and Principal will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) or Nigerian national Law (if different), within 10 days of the incident, or as stipulated by any changes in Nigerian law. Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs, and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight

- Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
 - Where an accident leads to someone being taken to hospital
 - Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Notifying parents

The Nurse or a member of admin will inform parents of any accident or injury sustained by a student as well as notification of any first aid treatment given, on the same day, and as soon as possible. The Nurse must always inform the relevant School Section Head as well as Principal, of Head injuries and anything necessitating that a child goes home, or to an office/hospital.

Reporting to Internal Child Protection Leads, Outside Agencies and possibly child protection agencies

The Nurse will notify the relevant Ministry/Authorities of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable. If there are any suspicious circumstances of an injury in school or at home, please contact the relevant child protection Lead.

The Principal will also notify the all relevant parties of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

Designated School staff are able to take first aid training. This includes practical courses in Abuja, as well as Educare refresher courses (and other providers by negotiation).

Staff are encouraged to renew their first aid training when it is no longer valid.

Monitoring Arrangements

This policy will be reviewed by the Health and Safety Committee every year, in the light of any changes in Nigerian law, or International best Practice.

Storage of Medicines

This will be only in the Nurse's office. Any other arrangements must be with full Parental authorisation and in the Nurse's full knowledge after consultation with the respective family. As a general rule, all medicines must be stored in the office, and dispensed by the Nurse.

Spare EpiPens

The School Nurse will make sure that EpiPens are available and staff trained to use them.

SAFEGUARDING

Start-Rite Schools Child Protection Policy Statement

Start Rite Schools is committed to protecting children from harm, promoting their wellbeing and ensuring a healthy and safe environment for them. All staff share this commitment and actively promote the wellbeing of the students. Our Child Protection Policy lays out our guidelines to:

- Protect children from abuse.
- Create an environment where children can thrive.

This policy is in line with the rights of a child according to the Constitution of the Federal Republic of Nigeria 1999 Chapter IV and the Child Rights Act 2003. Start-Rite also endorses the *United Nations Convention on the Rights of the Child*, to which Nigeria, is a signatory.

This policy applies to all staff, volunteers and contract staff working in the school.

START-RITE SCHOOLS CHILD PROTECTION POLICY STATEMENT

Start Rite Schools is committed to protecting children from harm and promoting their wellbeing. All staff are expected to share this commitment and actively promote the wellbeing of pupils.

- All staff should be conversant with this Child Protection Policy and should know the procedures for identifying and responding to any concerns about individual children.
- All staff and volunteers should be aware of the designated Child Protection Officer in the school, **Mr Philip Reynolds**. In the absence of Mr Reynolds, **Mr Femi Akinlade** will deputise in Secondary, **Mrs Christy Ekanem**, in Primary and Early Years.
- We will minimise risk to the children while on the school premises and on school trips in accordance with the school's Health and Safety Policy, Bullying and Recruitment Policy.
- Absences from school of more than one day will be investigated and recorded in the School Absence Book.
- We will regularly update our database with accurate, up-to-date information about pupils by sending update forms to parents for them to update the following details:
 - Name and address of parents/guardians.
 - Emergency contact details.
 - Medical information.
 - Details of people permitted to collect child from school.
 - Name and contact details of child's doctor/hospital.

Information given will remain confidential and only be shared with staff who need it in order to support the child.

- Staff will expect good behaviour from pupils and will deal with misbehaviour in line with the school's disciplinary measures. No physical response to misconduct will be tolerated unless the pupil's behaviour has caused an immediate and serious threat to the well-being of others. In such cases a written report will be submitted to the Child Protection Officer, and the pupil's parents informed.
- Bullying will not be tolerated in the school and any reports of bullying and/or intolerance will be taken very seriously.
- Children will be kept safe online in accordance with the school's Internet Use Policy and Acceptable Use Policy.
- All staff will receive Child Protection training during their induction and every 3 years thereafter.
- Start-Rite Schools will carry out checks during the recruitment procedure to ensure that all adults working in the school are safe to do so.
- If a child raises a concern all members of staff should know how to:
 - Listen to what the child is saying without interrupting or asking leading questions (questions that suggest an answer).
 - Respect the child's right to privacy but not promise confidentiality.
 - Reassure the child that he/she has done the right thing in telling.
 - Explain to the child that in order to keep him/her safe from harm the information shared must be passed on.
 - Report what has been said to the Child Protection Officer.
 - Make a written record, as soon as possible and preserve any evidence (e.g. scribbled notes, text messages). The record should be signed, dated and kept securely by the Child Protection Officer.
- If a concern is raised, the Child Protection Officer should:
 - Assess any urgent medical needs of the child.
 - Assess whether the child has suffered or is at risk of significant harm.
 - Make a decision whether the matter should be discussed with the child's parents and whether a child protection referral is required.
 - Keep a full written record of all the information received and detail reasons for any decisions made or any actions taken.

TYPES AND SIGNS OF ABUSE

Abuse is the maltreatment of a child. Abuse can be carried out by an adult or adults or by a child or children. Staff should be alert for any physical, emotional or behavioural signs of abuse. There are four types of abuse as detailed below:

Physical Abuse

Hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing bodily harm, deliberate fabrication or induction of illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child which can adversely affect the child's emotional development, including making a child feel worthless, unloved or unvalued. It may also include, age or developmentally inappropriate expectations, causing children to frequently feel frightened or not allowing a child to express his/her views. It is often an indicator of other types of abuse but can also occur alone.

Sexual Abuse

Sexual abuse is forcing a child to take part in sexual activities whether or not the child is aware of what is happening. This involves contact and non-contact activities, including exposing children to pornographic materials.

Neglect

Neglect is the persistent failure to meet a child's basic physical or psychological needs likely resulting in serious impairment of the child's health or development. It includes failing to provide adequate food, shelter or clothing and failing to keep children safe from physical and emotional harm. It also includes unresponsiveness to a child's basic emotional needs

Signs of Abuse

The following may be signs of abuse (but do not always mean a child is being abused):

Unexplained injuries, fabricated or induced illness, fear of returning home, aggression/bullying, running away, significant change in behaviour without explanation,

deterioration in work or attitude, unexplained absences from school, self-harm, compulsive stealing, social isolation, eating disorders, depression/withdrawal, low self-esteem, poor social skills, inappropriate sexualised conduct, constant tiredness, being constantly hungry, untreated medical problems, poor personal hygiene.

ALLEGATIONS AGAINST STAFF

Allegations against staff/volunteers/contractors should go straight to the School Principal. If the allegation involves the School Principal, the allegation should go to the Chairman of the Advisory Board. The school may contact the local authority to assist in the investigation.

All staff should be aware of their duty to raise genuine concerns about any actions of their colleagues that are harmful to children.

All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable that work with children or meetings with parents are conducted in view of other adults.

If an allegation is shown to be deliberately invented or malicious, the Principal will consider disciplinary action against the pupil who made it, or whether the Police should be asked to consider taking action against the person responsible if he/she was not a pupil.

ALLEGATIONS AGAINST PUPILS

If an allegation of abuse is made against a pupil, the pupil may be suspended from school during the investigations in accordance with the school's Disciplinary Measures.

MONITORING AND REVIEW

The Child Protection Officer will monitor the implementation of this policy. The School Management will regularly evaluate the effectiveness of this policy and review it annually.

POLICIES AND PROCEDURES

Data Protection Policy

Start-Rite Schools is committed to protecting all personal and sensitive information relating to staff, pupils, parents and governors. This document is a statement of the aims and principles of the School, for ensuring the confidentiality of sensitive information relating to all stakeholders in our institution.

Start-Rite Schools collects pertinent information about all stakeholders in order to measure important performance metrics such as assessment, achievements, health & safety. This data protection policy ensures that all information collection and processing comply with the data protection principles set by the Nigerian Personal Information and Data Protection Bill 2008.

Data Protection Principles

The Data Protection Bill 2008 establishes eight principles that must be adhered to at all times. In summary, the Data protection act stipulates that all personal data must:

1. Be processed fairly and lawfully;
2. Obtained only for one or more specified and lawful purpose;
3. Adequate, relevant and not excessive;
4. Personal data shall be accurate and where necessary, kept up to date;
5. Processed in accordance with the rights of data subject under the Data Protection Act 1998;
6. kept secure from unauthorized access, protected by an appropriate degree of security;
7. Not be transferred to a country or territory outside Nigeria, unless that country or territory ensures an adequate level of data protection.

Status of the Policy

In order to ensure that all staff involved in the collection and processing of data adhere to the principles of the data protection act, Start-Rite Schools has developed this Data Protection Policy. This policy does not form part of the contract of employment for staff, but it is a condition of employment that employees will abide by the rules and policies made by the school from time to time. Any failures to follow the policy can therefore result in disciplinary proceedings in accordance with the staff disciplinary policy.

The Data Controller and the Designated Data Controllers

The School has two Designated Data Controllers: They are the Principal and the appointed Data Manager.

Any member of staff, parent or other individual who considers that the Policy has not been followed in respect of personal data about himself or herself or their child should raise the matter with the appropriate Designated Data Controller – the Principal.

Responsibilities of Staff

All staff are responsible for:

- i. Ensuring that all information they provided in regards to their employment is accurate and up-to-date.
- ii. Update the School of any changes to information that they have provided, e.g. change of address, either at the time of appointment or subsequently. The School cannot be held responsible for any errors unless the staff member has informed the School of such changes.
- iii. Handling all personal data (e.g. – pupil attainment data) with reference to this policy.

Data Security

All staff are responsible for ensuring that:

- i. Any personal data under their protection are securely kept.
- ii. Personal information is not disclosed either orally or in writing or via Web pages or by any other means, accidentally or otherwise, to any unauthorized third party. Staff should note that unauthorized disclosure will usually be a disciplinary matter, and may be considered gross misconduct in some cases.

Personal information should:

- i. Be kept in a locked filing cabinet, drawer, or safe; or
- ii. coded, encrypted or password protected both on a local hard drive and on a network drive that is regularly backed up
- iii. be kept on removable storage media, which media must itself be kept in a locked filing cabinet, drawer, or safe.

Processing Sensitive Information

All sensitive information such as health or criminal records about a pupil or a staff must be processed in order to ensure that the school is a safe place for everyone. The school reserves the right to withdraw offers of employment if an individual refuses to consent to this without good reason.

Publication of School Information

In order to meet the legitimate needs of parents and enquirers interested in the school, certain generic personal information relating to School staff will be made available on the schools' website.

Retention of Data

The School has a duty to retain some staff and student personal data for a period of time following their departure from the School, mainly for legal reasons, but also for other purposes such as being able to provide references or academic transcripts. Different categories of data will be retained for different time and purpose.

Complaints

Complaints will be dealt with in accordance with the school's complaints policy.

Conclusion

In compliance with the Data Protection Bill 2008, any deliberate breach of the Data Protection Policy may lead to disciplinary action being taken, or even to a criminal prosecution.

Technology Acceptable Use Policy

Overview

Start-Rite Schools provides ICT facilities (including internet access) and educational resources to staff for educational purposes, research and to enhance student learning. Students also have access to ICT facilities, educational resources and at specific times, the internet under supervision of staff.

This policy outlines for students and staff of Start-Rite Schools, acceptable use of these facilities/resources which include but is not limited to computers, printers, projectors, scanners, multimedia equipment (and other electronics), books (in classrooms, staff rooms, laboratories and the library) and other educational resources.

Aims

Start-Rite Schools Technology Acceptable Use Policy is designed to:

- guide students and staff on acceptable use of ICT facilities (including internet access) and educational resources;
- ensure that students and staff be responsible users and stay safe while using the internet and other communications technologies for educational, recreational or personal use;
- safeguard the school from inappropriate use of ICT facilities (including internet access) and educational resources; and
- put in place, a line of action to follow in case anyone is in breach of this policy.

Statement of Acceptable Use (for Start-Rite Students)

- Adequate care must be taken in handling of ICT facilities, electronics, books, and other educational resources.
- Students will only use computer systems and the internet for those activities which they have been given permission to and under supervision of staff.
- Students will not download and use material or copy and paste content which is copyrighted. Guidelines on how to cite publications and make references will be provided by staff.
- No personal device (including phones, tablets, I-pad, laptops) will be brought to and used in school without consent of parents/guardians.
- No personal USB stick should be used on any of the systems in the school without first been scanned for viruses by supervising staff.
- Under no circumstances should students attempt to look up, view, upload or download any content or material that is not child-friendly or unacceptable in the school.
- Only appropriate words and images will be used, viewed or heard at Start-Rite. Any material appropriate to show to a grandparent, parent, principal or a child is a good sign

of appropriateness. If inappropriate materials are viewed or received, it is the responsibility of the recipient to inform an adult. Students will immediately report to staff if they encounter undesired material in using the Internet.

- During Skype Meetings or Google Hangouts, students will have the opportunity to communicate with fellow students of partner schools (local or international) based on an agreed topic of discussion. In doing this, they must be kind enough to remember that the rights and feelings of others are to be respected at all times.

Policy Enforcement and Sanctions

1. All members of Start-Rite community are expected to assist in the enforcement of this policy. Persons in violation of this policy are subject to a full range of sanctions, including, but not limited to, confiscation of computer, loss of network access privileges, disciplinary action, and dismissal or termination from the school. Some violations may constitute criminal offenses as defined by local, state and federal laws, and the school may initiate or assist in the prosecution of any such violations to the full extent of the law.
2. Any suspected violation of this policy should be reported immediately to the Principal and IT Department, as well as to the Vice-Principal (if the suspected violator is a student of the Secondary School), the Vice-Principal Operations and Head of Academics (if the suspected violator is a student of the Primary School, or the Head of Admin/Human Resources (if the suspected violator is a staff member).

Please note that this policy is geared towards protecting students, staff and the organisation from illegal or damaging actions by individuals, either knowingly or unknowingly. Start-Rite Schools maintains an established culture of openness, trust and integrity. It is therefore important not to consider this as unnecessary restrictions. Feel free to contact the management for queries or questions regarding this policy.

Learning Continuity Policy

Goal

The goal of this policy is to ensure that learning continues in the event of school closures. Where school is in session and a student will be unavoidably absent due to illness or out of state travels, online learning opportunities will be made available in the best educational interest of the student.

It is important to note that while this ensures continuity of learning for the student, it does not necessarily replicate a traditional school day.

Online Learning Model

Asynchronous

Learning experiences and resources for students to engage with **at their own pace** (videos, discussion boards, shared documents, online resources, and more).

Tools

Google Classroom, Google Meet, Zoom and other content creation tools.

Synchronous

Time when the teachers and students are online in live video conferences (checking-in, reviewing learning and goals, making connections, clarifying follow-up, building community).

Tools

Zoom, Google Meets.

Office Hours

Time designated for teachers to respond to emails and schedule virtual meetings.

Tools

Email, Chat (WhatsApp).

Continuous Assessments and Exams

All assessments/exams will be done in school physically to ensure academic integrity and achievement of learning objectives. Where this is impossible due to extended school closures or isolation as a result of illness, the online assessment option will be explored.

Roles and Responsibilities

School Leadership Team

- Establish clear channels of communications between faculty, staff, families and students in the event that learning has to continue online.
- Support staff, students and families to transition to online learning.
- Help teachers ensure high-quality learning experiences for all students.

Teachers

- Teachers must ensure that all students have been added to Google Classrooms.
- Daily schedule should be posted in the classroom to help the students stay organised (and keep parents in the loop).
- Student attendance must be tracked on a daily basis.
- Lessons should vary in content, delivery and style in order to effectively engage students.
- Where learning is asynchronous or requires self-direction, course content must be prepared ahead of time and posted in the Classroom no later than 5 minutes before the commencement of the class. Clear instruction on what students is supposed to be doing must be published.
- Where teachers are going to engage synchronously via Zoom or Google Meet, links must be posted in in good time. The meeting must start 5 minutes before scheduled time to enable students join in and settle down. Students must be reminded of the rules of engagement.
- Teachers should respond to student communication as quickly as possible — ideally in no more than two working days. If a student’s concern requires more than two days to resolve, teachers must ensure that an acknowledgement email is sent.
- Teachers should provide regular (timely) feedback to students in response to questions asked in Google Classroom (or via email), especially as it relates to the course content, class tasks, assignments, or assessments.
- Since online students are not able to meet with teachers physically in the staff room, virtual office hours can be arranged by appointment if need be.
- Students who are struggling academically during online learning should be reported to the Principal, Vice-Principal, Vice-Principal Operations, or Head of Academics (Primary) for guidance.
- Students struggling with turning in their work (cheating or receiving too much at-home assistance) should be invited for a learning conference with their families, the teacher, Principal, Vice-Principal, Vice-Principal Operations, Head of Academics (Primary).

- A teacher who suspects a student of plagiarism or some form of academic dishonesty should report the suspicion to the Vice-Principal and any other officer that may be qualified to carry out proper plagiarism tests.
- Internet downtimes are inevitable, where this happens, teachers must quickly report to the IT Department for support and be ready to support the students as the need arises to ensure learning has taken place.

Parents

- Establish routines and expectations.
- Define the physical space for child's study.
- Take an active role in helping the children process their learning.
- Presume positive intention in the tone of written communication.
- Establish times for quiet and reflection.
- Encourage physical activity and/or exercise.
- Remain mindful of your child's stress or worry.
- Monitor how much time your child is spending online.
- Provide feedback or reach out to the school for support if need be.

Once again, welcome to Start-Rite Schools. We are excited to have you join our community and look forward to working with you to help your child achieve their full potential.

Welcome to Start-Rite Schools, Abuja, Nigeria