



RIDGE CHURCH SCHOOL

PROSPECTUS, RULES & REGULATIONS

NOT ONLY WITH OUR LIPS BUT IN OUR LIVES



RIDGE CHURCH SCHOOL

PROSPECTUS



1. HISTORY OF THE SCHOOL

Proposals to establish the Ridge Church School were accepted by the congregation of the Accra Ridge Church at the Annual General Meeting on 23rd January 1955 and the Constitution of the church was amended to enable the Church Council to establish a school and to be responsible for its Management. An appeal for funds was launched and the generous response of members of the business community, the congregation and the services of honorary architects, quantity surveyors, consulting engineers and many other helpers enabled the council to build and open a school within two years.

The foundation stone was laid on 26th October 1956 by the Rev. Arthur Collin Russell, C.M.G, the then Chairman of the Council and the School opened for the first time on 7th January 1957 with Mrs Ellen Stronge as Headmistress. To start with, there were only thirty three (33) children but numbers increased rapidly. The original buildings were extended in 1959, in 1961 and in 1966. A third stream was added in 1978 and the junior secondary school programme was initiated in 1987.

The School started running the Kindergarten Two (KG 2) programme in September 2011

learners



2. SCHOOL SITE AND BUILDINGS

The School is situated on a quiet and shady site adjoining the Ridge Church at the junction of Gamel Abdul Nasser Avenue and Guinea Bissau Road. While conveniently close to one of the main approaches to Accra from the North and East, it is far enough from main roads to be free from the noise and the danger of motor traffic to children.

The School buildings are of modern design and provide classrooms, a sick bay, a school counsellor's office, toilets, caretaker's quarters and an Administrative block. This block houses offices for the Accounts Department, the Assistant Head (KG & Lower Primary) and the Headmistress. There is also an office for the Assistant Head (JHS), Assistant Head (Upper Primary) an Administrative office and an office for the Guidance and Counselling Coordinator.

Two blocks constructed in 1961 and 1966 respectively are specially designed for the youngest children and have their own toilets and play area separate from the other school buildings. In 1987, another block was completed and occupied by classes two and three. A new JSS block was built when the 9 years Basic Education course was initiated and was first occupied in October 1990. A two storey Multi-Purpose Block comprising of an Assembly hall a library, a computer laboratory and a classroom was also commissioned in April 2006.

In line with the long term development of the school as well as making the school able to admit KG 2 learners, the school started restructuring of some of its existing facilities in 2010. This involved the construction of an additional storey to the:

- a. block housing classes two to four. This was handed over to the school in February 2011.
- b. Sick bay and old Class one block. This was handed over to the school in September 2011 and is currently the KG department.



The new class one block (ie old class 2 block) was converted into a two storey building and handed over to the school in February 2018. The block also houses a Junior ICT laboratory, a Junior Science laboratory, a Language classroom and an office for the School Chaplain.

A walkway linking the KG block to the JHS block was constructed and handed over to the school in March 2012.

A new Pre-Technical skills workshop was also constructed and handed over to the school in December 2012.

An astro turf was constructed and handed over to the school in May 2019. The changing rooms and an adjoining security post have also been completed.

3. MISSION, VISION AND EDUCATIONAL OBJECTIVES

A. VISION

To be a leading respected Christian institution providing holistic education.

B. MISSION.

To promote high quality all-round education using world-class teaching and learning methods to raise disciplined, dedicated, God fearing and responsible individuals based on strong Christian principles for Church and Country.

C. MOTTO

Not only with our lips but in our lives. (Matthew 5:16) KJV



A. EDUCATIONAL OBJECTIVES

1. Academic Excellence- To develop, promote and maintain premium educational experience that:

- Offers world class curriculum based on modern trends in teaching and learning
- Challenges learners to achieve fullest potential with enquiring minds and critical thinking
- Encourages active involvement in varied co-curricular activities
- Provides continued professional advancement and opportunities for staff development
- Develops evaluation processes to reflect changing expectation of teachers in the twenty-first century

2. Responsible Christian living- To cultivate and maintain personal values that:

- Prepare learners to apply Biblical principles as the foundation for moral and spiritual living.
- Develop and maintain informed Biblical worldview to shape lifestyle choices.
- Foster Christ-like living as a way of life
- Shape minds of learners towards respect for one another.

3. Stimulate sound environment- To develop and maintain a physical environment that will:

- Offer a healthy, safe and sustainable surroundings to impact on social, intellectual, emotional and physical well-being of learners
- Nurture on continual basis, a character of cleanliness and respect for the environment



4. Development of life-long competencies- Our learners will be sensitized to develop a Christ-centred basic skills for life-long, active learning that include these core competencies:

- Accountability (Romans 14:12)
- Adaptability (Romans 12:2)
- Critical thinking/Problem solving (Philippians 4:13)
- Communication
- Creativity/Thinking outside the box (Proverbs 22:2)
- Collaboration/Teamwork (Ecclesiastics 4:9)
- Cultural Awareness (Acts 22:3)
- Independence (Galatians 5:1)
- Organizational skills (1 Corinthians 14:40)
- Physical fitness (1 Timothy 4:8)
- Punctuality

5. Our values: We will develop in our learners fundamental Christian values such as:

- Fear of God (Proverbs 9:10)
- Forgiving one another (Ephesians 4:32)
- Glorifying God in all activities (Proverbs 3:6)
- Generosity (Hebrews 13:16)
- Honesty (Ephesians 4:25)
- Integrity (James 1:12)
- Perseverance (James 1.12)
- Pursuing excellence always (Daniel 6:3)
- Self-Discipline (Corinthians 9:2)
- Showing respect to all (1 Peter 2;17)
- Humility (Matthew 23: 12)

through the holistic integration of these values in all the programmes in the school.



5. MANAGEMENT

The Accra Ridge Church Council has delegated responsibilities of running the School to a Board of Governors which reports regularly to the Council of the general progress of the School and submits an audited statement of the School's accounts annually.

6. STAFF

The School is run by a Head appointed by the Church Council in collaboration with the Board of Governors, three Assistant Heads: one for Pre-School and Lower Primary, another for Upper Primary and the other for the J.H.S. Department. All teachers are suitably qualified.

7. PARENT-TEACHER ASSOCIATION

A Parent-Teacher Association was inaugurated in 1958. The association has its own elected executive members and plays a useful role in the life of the school. A financial contribution determined by the PTA Executive from time to time is payable termly.

8. ADMISSION

Admission is entirely at the discretion of the School Administration, which reserves the right to accept or refuse any child without explanation. Admission takes place at the beginning of the school year.

Admission to kindergarten two is from the age of five (5) years and to class one, six (6) years. To qualify, entrants must be able to speak English to a standard sufficient enough to enable them to be taught in English. A registration form is completed by the parents and the entrants should pass an interview conducted by the School.



The Head requires a Health record to accompany a child on first admission. **On admission, it will be assumed that the parents have read this prospectus, accepted the arrangements set out in them and have signed the Acceptance form.**

MID-STREAM ADMISSIONS

The School admits learners mid stream but this is subject to availability of a vacancy in the class needed. However, should there be space for admission, the child is made to write an entrance exam for the class he/she is seeking.

9. LEAVING

Whenever it becomes necessary for a child to leave the School, a written note of withdrawal from the parent or guardian would be required. Upon the payment of a term's fees, a learner may be temporarily withdrawn for a period **up to one** academic year and will be re-admitted provided the period stated above is not exceeded.

10. ACADEMIC PROGRAMME

10.1 The Curriculum:

The Ridge Church School (RCS) curriculum is the Ghana Education Service (G.E.S) prescribed with a few innovations to meet current global trends. Computer Studies is pursued to introduce our children to the challenges of Information Communication Technology (ICT).

10.11: Kindergarten 2

The subjects taught are:

- a. Literacy
- b. Numeracy
- c. Our World our People
- d. Creativity



10.1.1 **Primary Department.**

In the Primary Department the following subjects are taught:

* Lower Primary

- a. English Language
- b. Mathematics
- c. History
- d. Our World Our People
- e. Science
- f. Ghanaian Language (Ga/Twi)
- g. ICT
- h. French
- i. Creative Arts
- j. RME

* Upper Primary

1. English Language
2. Ghanaian Language & Culture (Ga/ Akuapim Twi)
3. French
4. Mathematics
5. Integrated Science
6. Religious and Moral Education (RME)
7. I. C. T.
8. Creative Arts.
9. Our World Our People
10. History

10.1.2 - **Junior High School Department:**

At the Junior High School level, ten (10) main subjects are studied, out of which nine (9) are examined at the Basic Education Certificate Examination (B.E.C.E).

1. English Language
2. Mathematics
3. Science
4. Social Studies
5. Basic Technology and Design (Life Skills / Graphic Design/Pre-Technical Skills)
6. Ghanaian Language & Culture (The School offers either Akuapem Twi or Ga).
7. French
8. I.C.T
9. Religious and Moral Education (RME)
10. P.E (This subject is internally examined)



10.1.3 Physical Education:

Physical Education is compulsory and every child is expected to take part in it.

Children are granted exemption only under a medically written report by a doctor.

10.1.4 Homework

Homework is very important in the academic work of the School. It is another means of evaluating the child's work in class.

In the Lower Primary Department, homework is given daily and every learner is expected to do the work which is to be signed by the parent (s) before it is handed in to the teacher the next day.

At the Upper primary and Junior High School Department subject teachers give homework daily according to a timetable. Parents must ensure that their children do their homework and that they sign it before they hand them in on the due date.

Parents should check with the school if their child persistently says she/he has no homework. If a child is unable to do his/her homework, a letter from a parent should be submitted stating the reason.

Sometimes, homework is given in the form of project work and a period is given for its submission.

10.1.5 Learners' Assessment

To qualify to write termly exams, the learner should have an attendance record of at least 70% of the term's teaching time.

Learners who fail to meet this requirement will not be allowed to write the exams.

i. Reports

Learners are given reports based on their performance at the end of each term. These reports cover the term's performance, grades in class work, homework / projects, class tests, midterm examinations and end of term examination marks.



ii. Open Day

Open days are organised for Parents / Guardians to collect reports and discuss with teachers and the Administration, issues pertaining to their children's / ward's academic progress. Open day is scheduled as follows:

Advent term: Friday after vacation date

Lent term : Friday after vacation date

Trinity term : Friday after vacation date.

iii. Grading System

The following are the grading system adopted for the School:

<u>Primary</u>		<u>Junior High School</u>	
<u>Score</u>	<u>Grade</u>	<u>Score</u>	<u>Grade</u>
95-100	Excellent	90-100	A+ 1 Excellent (STAR)
85-94	Very good	80-89	A 1 Very Good
75-84	Good	70-79	B+ 2 Good
60-74	Pass	65-69	B 3 Credit
50-59	Weak	60-64	C+ 4 Satisfactory
0-49	Fail	55-59	C 5 Weak
		50-54	D 6 Very weak
		0-49	Fail

10.2 Extended School Hours

The contact hours between child and teacher has been extended from 2.00pm to 3:30p.m. to give teachers and learner more time to complete their work. In view of this, private tuition **is not allowed** anywhere on the compound where learners are charged extra fees.

10.3 Extra Curricula Activities

Clubs are organised every Thursday from 2.20pm to 3.20 pm. Every child is expected to belong to a club. He / She is allowed to change the club only at the end of one academic year. The following are the Clubs operating in the School:



- | | | | |
|-----------------|----------------------|------------|----------------|
| a.. Girl Guides | e. Investment | i. Reading | m. Chess Club |
| b. Good News | f. Agogo Sports Club | j. French | n. Cadet Corps |
| c. Red Cross | g. Science | k. Music | d. Boys Scout |
| h Drama | l. Art | | |

Fee paying clubs include Ballet, Tennis and Photography,

10.4 Books

Parents are to provide textbooks listed on class book lists and also provide a book bag or satchel for their wards. Textbooks, which are provided by the School, remain the property of the School and learners are to take proper care of them. Parents will be surcharged for damaged or missing textbooks or library books.

10.5 Promotions / Repetitions

10.5.1 Primary Department

To qualify for promotion to the next class, a learner must satisfy at least one of the following conditions:

- Must obtain an average of sixty percent (60%) of work done in all three terms.
- Must obtain an average of sixty percent (60%) of work done for two terms in the year; one of which must be the Trinity term.
- Primary six learners must pass an externally assessed examination conducted by the School.

Learners are allowed to repeat once in either the Primary or the Junior High. A child who fails a second time is asked to leave the school. However, each case on promotion shall be determined on its own merit.

10.5.2 Junior High School Department

- JHS 2 pupils must pass an internally assessed examination conducted by the School in the Trinity term.



- b. To qualify for promotion to the next class, a student must obtain seventy percent (70%) in the four (4) core BECE subjects offered in the School. Subject to satisfactory conduct, students who fail to meet the above requirements are allowed to repeat for another academic year.

10.6 Prizes/Awards

Learners who excel academically are recognised and awarded with prizes at the end of the academic year.

Learners who have also served in various capacities as prefects and have worked diligently are also awarded.

Learners who excel in sports and other disciplines are also awarded with medals.

10.6.1 Subject Prizes

This is awarded to the learner who obtains the highest average for all the three terms' work in a particular subject and in all the three streams of that class.

10.6.2 Outstanding performance

The first position (Outstanding prize) is awarded to the learner who obtains the highest average for the three terms' work in all classes. There are two runners up in this category.

10.6.3 Hewson Prize

This is awarded to the learner who obtains Grade One in all the subjects in the B.E.C.E.

10.6.4 “Stars”

JHS learners who score 90% (ninety) and above in a subject at the end of each term's examination are given certificates of merit.

10.6.5 Other Prizes

- i. Good conduct.
- ii. Academic progress.
- iii. Best Girls in Maths and Science

10.7. Swimming Policy

All learners in Class 3 compulsorily have swimming lessons for a fee.



11. HEALTH

Pupils are to have valid certificates of vaccination against small pox. It is recommended that subject to medical advice, they should also be vaccinated against poliomyelitis as well as the other four child killer diseases. It is advisable for parents to keep a child at home and notify the School immediately if it becomes known that the child has contacted any of the infectious diseases such as measles, mumps, chicken pox, cough or cold.

12. FEES

Fees are determined from time to time by the Board of Governors and should be paid promptly. **Parents/Guardians who fail to pay their children's / wards fees by the end of any term will be asked to withdraw their children.**

13. CODE OF CONDUCT

The purpose of this code of conduct is to guide pupils as to the acceptable behaviour in the school.

- 13.1. Learners are courteous at all times to staff and fellow pupils.
- 13.2. Learners greet teachers and the non-teaching staff on the compound.
- 13.3. Learners avoid running especially along verandas stairways and walkways to prevent collision with others.
- 13.4. Learners make way for staff and pupils on the stairways, verandas and walkways instead of blocking their paths.
- 13.5. Learners say thank you to staff and other pupils who help or give them presents or rewards.
- 13.6. Learners avoid making others miserable by teasing them.
- 13.7. Learners keep quiet and listen attentively whilst teaching is in progress.
- 13.8. Learners raise their hands if they wish to speak and wait till they are given



permission to do so.

- 13.9. Learners do not talk nor pass notes round whilst lessons are going on.
- 13.10. Learners must be present at Assembly on every school day.
- 13.11. Learners must not drop litter anywhere on the compound except in the bins provided.
- 13.12. Learners should not use language or gesture which could be regarded as obscene or otherwise objectionable.
- 13.13. Fighting is prohibited. Any learner who is provoked must report the incident to their class teacher/Form master or mistress or any available prefect or teacher.
- 13.14. Bullying, of all kinds, is not allowed. This includes verbal and emotional bullying. The excuse 'I was only teasing' will not be accepted. Bullying by a prefect, in addition to the sanctions approved, may result in the prefect being stripped of his/her status.
- 13.15. The display of sexual intimacy such as kissing, fondling, being in compromising positions, etc, on the school premises is prohibited.
- 13.16. Children are not to receive visitors during school hours unless permission is sought from the office. Visiting former students should seek permission to remain on the school premises during school hours.
- 13.17. Possession and/or use of alcohol, tobacco or illegal substances on the school premises or in the vicinity of the school is prohibited.
- 13.18. Possession of knives, guns, or any offensive weapon is prohibited even if they are toys.
- 13.19. Learners must be punctual to school. The latest reporting time is 7:45a.m. Pupils who report late to school (between 8.00 and 8.20am) must sign the Late Book at the Administrator's office. **Gates will be closed at 8.20am to all pupils.**
- 13.20. Learners must not steal. Permission must always be sought before other people's property is borrowed.



- 13.21 Chewing of gum is not permitted on the school premises.
- 13.22 Toys/electronic devices (walkmans, discmans, stereos, gameboys, mobile phones, etc). should not be brought to school.
- 13.23 Valuable items should not be brought to school. The school will not be held responsible for loss or damage in any circumstances.
- 13.24 Learners must not cheat or attempt to cheat during tests and examinations.
- 13.25 Extortion of items such as money, equipment, textbooks, stationery is not allowed.
- 13.26. Buying across the fence is not allowed in the school.
- 13.27. Learners must stay in school till close of school day.

14. DRESS CODE

Uniforms are provided by the School at a cost to parents. Three kinds of uniforms are available as follows:

- Regular uniforms to be worn on Mondays, Tuesdays and Fridays only.
- Ceremonial uniforms to be worn on Wednesdays only and at all school organised functions.
- Polo shorts to be worn over the ceremonial skirts or shorts to be worn on Thursdays only.

Learners must wear the prescribed uniform at school and at all school organised functions.

14.5 Footwear

- **Black shoes or sandals** with straps around the heel.
- **White canvas** shoes are also allowed for PE only.
- Heels must not be more than 1 (one) inch high.



14.6. Hairstyles

- i. All boys must wear their hair short and neatly combed.
- ii. All girls in **Kindergarten and Primary School** may either wear their hair short and neatly combed or **braid it in corn rolls to the back.**
- iii. No wigs and attachments are allowed for girls who braid their hair.
- iv. All girls in the JHS Department are to wear their hair short.
- v. Permed and fancy hair cuts and styles are not permitted.
- vi. Parents and their children are to note that if they do not obey the rules concerning the hair styles, the School Administration will give a letter to have the child's hair cut.
- vii. Learners who persistently refuse to follow the dress code will be suspended or expelled from the school.



Braided hair

14.7. P. E. Uniform

Only P.E uniforms in House colours with gym shoes are to be worn for P.E and on Sports Day. New learners should obtain uniforms as soon as they are assigned to Houses from the Storekeeper.

14.9. Cosmetics

Nail varnish, lipstick and facial make-up are not allowed.



15. ABSENCE FROM SCHOOL OR LESSONS

- I. Learners who are absent from school must bring a note to their form teacher from their parents/guardians on the day they return.
- ii. Learners who wish to leave school during classes due to illness or any other cause should first report to the class/form teacher who would further seek permission.
- iii. Once in school, pupils must attend all their classes.
- iv. Learners must not present forged documents to staff including signing their own or friends' homework and replying letters on behalf of their parents.
- v. Parents who want to pick their children from school during school hours must give the School prior notice

16. VISITS TO THE SCHOOL

Parents and Guardians are not permitted to visit the classrooms **except** at the following times:

- a. Before school starts at 7.45am.
- b. During the long break time which is from 1.20 to 2.20pm and
- c. Closing time.
- d. Open Days

All complaints / reports and requests from parents on issues concerning their children, teachers or the School in general must be addressed to the Headmistress or Assistant Heads who will take the necessary action.



17. CLOSING:

Adequate arrangements should be made to collect children after school closes (not later than 5.10pm.). The School will not be responsible for the safety of children of Primary and JHS after school hours.

Parents who pick their children after 5.30pm will be made to pay a penalty.



GUIDELINES FOR PUNISHING OFFENDERS

OFFENCE	OCCURRENCE	PRE-SCHOOL AND LOWER PRIMARY (KG -P3)	UPPER PRIMARY TO JHS (P4-JHS 3)
Lateness (after 8.00am)	1 st occurrence in a week	Child signs late book.	- do -
	4 or more days in 2 weeks	Written warning & Child signs late book.	
	9 or more days in 3 weeks	Parents are called.	
	12 th occurrence in 4 weeks	Parents are advised to withdraw child from the School.	
Littering on school compound /classroom.	1 or more times	Pick litter and sweep	Pick litter & sweep classroom or a part of the school compound for one day.
Using obscene language or gestures.	1	Apology & counselling Parents informed.	Apology & writing of lines signed by parents & Counselling.
	2	Sweeping of classroom for 2 days and referral to counsellor.	Sweep classroom for 3 days and referral to Counsellor.
	3	-do-	A day's internal punishment doing grounds work.
Physical abuse: Hitting, biting, kicking tripping Rock/stone throwing etc.	1	Strong warning, paying for damage if any & counselling.	Internal suspension & paying for damage if any plus counselling.
	2	A day's internal suspension.	Suspension.
	3	Suspension.	Dismissal.
Fighting	1	Detention & writing of lines to be signed by parents.	Internal Suspension.
	2	Internal suspension	Suspension
	3	Internal Suspension	Dismissal



OFFENCE	OCCURRENCE	LOWER PRIMARY (P1-P3)	UPPER PRIMARY TO JHS (P4 – JS3)
Immoral behaviour such as sexual intimacy and possession of pornographic materials	1	Counselling & writing of lines	Internal suspension with counselling.
	2	Internal Suspension & counselling.	Suspension.
	3	Suspension	Dismissal
Possession and use of drugs	1	Parents called and counselling.	Suspension & counselling.
	2	Dismissal .	Dismissal.
Possession of knives, guns (even if they are toys)	1	Confiscation of items & parents called.	Confiscation of items & internal suspension.
	2	Suspension	Suspension.
	3	Dismissal.	Dismissal.
Stealing	1	Return of stolen items, & apology & counselling.	Return of stolen items, grounds work & counselling.
	2	Return of stolen item grounds work & counselling.	Suspension.
	3	Internal Suspension.	Dismissal.
Extortion-of money /textbooks etc.	1	Strong warning. Child to be counselled by class teacher and item(s) returned to owner.	-do
	2	Internal Suspension for 2 days. Items returned to owner.	Suspension for 3 days. Items returned to owner. counselling.
Possession of electronic devices such as disc man, mobile phones walkman, toys.	1	Confiscation till end of term.	- do -
	2	Confiscation till end of year.	- do -
	3	Confiscation till end of course.	- do -



OFFENCE	OCCURRENCE	LOWER PRIMARY (P1-P3)	UPPER PRIMARY TO JHS (P4 – JS3)
Flouting authority	1	Warning /asked to obey the order / apology (verbal & written).	Warning / asked to obey the order / apology (verbal & written).
	2	Parents called plus one above.	Counselling plus one above.
	3	Internal Suspension.	Suspension.
Assault on Staff	1	Dismissal	Dismissal
Failure to do homework	1	Child scores zero on that homework and made to do the work before going to class.	Child scores zero and in addition to doing the work, writes lines to be signed by parents
	2	Same as one but in addition parents called for a discussion.	Parents called for a discussion & grounds work.
	3	Child taken home to complete the homework.	Child taken home to complete the homework.
Leaving school without permission	1	Warning & parents called.	-do -
	2	Detention & parents called.	Internal suspension.
	3	Internal suspension.	- do -
Misuse / loss of school property		Warning & replacement of item.	- do -
Excessive noise making eg. Shouting/screaming		Warning Collection of litter Sweep classroom / writing of lines.	- do -
Failure to respond to bells	1	Write lines / cleaning classroom or compound	-do-
	2		
Loitering during class hours.		Detention at break to write lines.	-do-
Disturbing during silence hour.		Write and submit lines by close of day.	-do-

OFFENCE	OCCURRENCE	LOWER PRIMARY (P1-P3)	UPPER PRIMARY TO JHS (P4 – JS3)
Graffiti.	1	Warning & cleaning / Payment of cost of repainting.	-do-
	2	Payment of cost of repainting & grounds work.	
	3	Dismissal.	
Chewing gum in class / school.	1	Warning & throwing gum away + writing lines.	-do-
	2	Sweeping classroom for 3 days.	
Failure to write examinations	1	To score Zero in the paper or exam & parents called.	-do-
Cheating during tests / examinations	1	Child to score zero for the paper & counselled.	-do -
	2	Internal Suspension plus the above.	To score zero and be suspended for 2-5 days.
	3	-do-	Dismissal
Misbehaving during assembly/worship service.		Detention to write lines during break to be signed by parents & counselling.	-do-
Buying from unauthorized vendors during school hours.	1	Item seized & writing of lines to be signed by parents.	-do-
	2	Sweeping of classroom for 3 days.	Sweeping of classroom for 5 days
	3	Internal Suspension.	- do -
Tale-bearing / telling lies.	1	Counselling and apology to those affected and recorded in the disciplinary book.	-do-
	2	Grounds work.	
Improper dressing		Child to dress properly if possible or parents called to pick the child to dress him/her properly.	-do-

- Any record of late-coming will be recorded on the termly report sheet of the child.
- No second option of suspension is allowed.
- Any child who goes on suspension is counselled on his/her return to School
- Parents are informed if a child is referred to the Counsellor.
- The above are guidelines and the School Administration reserves the right to determine the final punishment for any offence.
- These guidelines are subject to review from time to time.



P. O. BOX 2316, ACCRA