



The Childville

# Student Handbook



## **NURSERY & PRIMARY**

### **Mission Statement**

Our mission is to exceed the expectations of our pupils, inspire and reward them and gain complete confidence of the parents who entrust us with the upbringing of their children.

### **Vision**

Childville Schools will be excellent institutions of learning, providing a conducive environment for children ages 2-11 to reach their full potentials intellectually, socially, morally and physically. Childville Schools will be known for excellent and all round academic achievement and will therefore become a parent's first choice in early learning and primary education. Our commitment is to the child. Our orientation is the child.

## **CHILDVILLE SENIOR**

### **Mission Statement**

- To develop excellence in every aspect of our students' lives: academically, mentally, physically, emotionally, socially and spiritually
- To educate our students holistically in an environment that will allow them to reach their full potential.
- To encourage our students to be proud Nigerian citizens with a love for God and country

### **Vision**

Educating the future of Nigeria in a school that will continue a tradition of excellence in every facet of our students' lives

### **Core Values**

- Faith – In God, ourselves and others
- Accountability – Responsibility of our actions that influence the lives of all around us □
- Integrity – To act with integrity, even when nobody is watching.
- Tenacity – To overcome our difficulties with a can-do attitude.
- Health – To live a lifestyle that involves good eating, exercise and rest.
- Honesty – To tell the truth despite the outcome
- Efficiency – Being efficient and effective in our approach to all aspects of school □
- Leadership – The courage to lead from the front and shape the future.
- Passion – Putting our hearts and minds into our work to get the best.
- Safety – Ensuring the safety of all at all times.

## **SCHOOL HOURS FOR NURSERY**

### **Nursery School**

#### **□ Resumption Time**

- 7.45 a.m.

#### **• Closing Times**

- Normal closing time: 1p.m.
- 2p.m. if your child is doing an extra-curricular activity

#### **• Break Time**

- 10 a.m. - 11 a.m.

#### **• Physical Education**

- Play-group and Pre-nursery: Monday
- Nursery 1 and 2: Thursday
- All pupils must wear the complete school P.E. uniform.

#### **• Activity day:**

- Friday

All pupils are to wear jeans and a t-shirt on activity day.

#### **• Extra-curricular Activities**

- 1-2p.m.

Begins one week after resumption for each term.

There are no extra-curricular activities during exams.

#### **• ASSEMBLY DAYS / TIME**

Monday and Wednesday - 7.45 am - 8.00 am

Friday - 8.00 am - 8.30 am

## **SCHOOL HOURS FOR PRIMARY**

- **Resumption Time**
    - 7.45 a.m.
  - **Closing Times**
    - Normal closing time: 2.30 p.m.
    - 3.30 p.m. - if your child is doing an extra-curricular activity
  - **Extra-curricular Activities**
    - 2.30 p.m. - 3.30 p.m.
    - Begins one week after resumption for each term.
    - There are no extra-curricular activities during exams.
  - **Break Time**
    - 10.30 - 11.30 a.m. AND 12.30 - 12.45 p.m.
  - **Physical Education**
    - Year 1 - Monday
    - Year 2 - Wednesday
    - Year 3 - Monday
    - Year 4 - Friday
    - Year 5 - Monday
    - Year 6 - Friday
- All pupils must wear the complete school P.E. uniform.**
- **Extra Sports Day**
    - All classes - Thursday
  - **ASSEMBLY DAYS / TIME**
    - Monday and Wednesday - 7.45 am - 8.00 am
    - Friday - 8.00 am - 8.30 am

## **SCHOOL HOURS FOR SECONDARY**

- **Resumption Time**
  - 7.45 a.m. on all days except 7:30 a.m. on Tuesdays
- **Closing Times**
  - Normal closing time: 3 p.m. or 3:30 p.m.
  - 4 p.m. or 4:30 p.m. if your child is doing an extra-curricular activity
- **Extra-curricular Activities**
  - Mondays and Wednesdays: 3p.m. – 4 p.m.
  - Tuesdays, Thursdays and Fridays: 3:30pm – 4:30 pm
  - Extra-curricular activities on Thursdays and Fridays are optional - Extra-curricular activities on Mondays to Wednesdays are compulsory - Begin one week after resumption for each term.
  - There are no extra-curricular activities during exams.
- **Break Time**
  - Mondays and Wednesdays: 10.00 a.m. – 10.30 a.m. (First Break)
  - Mondays, Wednesdays: 1.10 a.m. – 1.40 p.m. (Second Break)
  - Tuesdays: 10.40 a.m. – 11.00 a.m. (First Break)
  - Tuesdays: 1.40 p.m. – 2.10 p.m. (Second Break)
  - Thursdays: 9.15 a.m. – 11.30am (Long Break/Extra Subjects classes/Support)
  - Fridays: 10:30 a.m. – 11:00a.m. (First Break)
  - Fridays: 1:40 p.m. – 2:10p.m. (Second Break)
- **Physical Education (P.E.) Days**
  - Year 7 - Fridays
  - Year 8 - Thursdays
  - Year 9 - Wednesdays
  - Year 10 - Mondays
  - Year 11 - Tuesdays
  - Year 12 - Tuesdays
- **Inter-house Sports Day**
  - All classes - Tuesday

All pupils must wear the complete school P.E. uniform on P.E. and Inter-house Sport Days
- **ASSEMBLY DAYS / TIME**
  - Tuesdays: 7.30 am – 7.45 am      ○
  - Fridays: 7:45 am – 8:00am

## **Aftercare Service**

We have an official Aftercare Service on our school premises. This service is available to all who wish to make use of it at a cost of ₦30 000 per term. The service will include a disciplined environment within a classroom setting. Homework can be done until collection time. Please take note of the times for after school care start and collection times

Monday to Friday (normal school hours) – 15h30 to 17h00 Monday to Friday (exam time) – 15h00 to 16h30

Please note that if your child has not been collected by 16h00 during normal school hours and 15h00 during exam sessions and they are not registered for the aftercare, they will be transferred to the aftercare classroom for their own safety and security, attracting a fee of ₦1000 per hour or any part thereof. Such parents will be billed as they come to pick up the child

## **Attendance/Absence**

It is essential that your child is present every school day and arrives on time to take part in all of the various activities. If your child is going to be absent, please inform the head of the section – Nursery, Primary or Secondary.

## **Assessments**

Assessment is an integral part of learning and teaching. It helps to provide a picture of a child's progress and achievements and to identify next steps in learning. Teachers will use a range of assessments to assess the different types of achievement across the curriculum. All assessments provide information about pupil progress and the effectiveness of learning and teaching, and help to inform future planning.

## **Code of Conduct**

- No foul language is to be used by pupils.
- Pupils are always to give right of way to teachers and adults at all times.
- No bullying or unruly behaviour will be tolerated.
- Pupils are required to greet all visitors and offer them assistance if needed.
- The chewing of gum is prohibited.
- No pupil may leave the school premises without the Head's permission.
- Absentee notes must be brought when a pupil is absent from school.
- No eating or drinking during class time is allowed.
- Full school uniform must be worn neatly at all times.
- No dangerous weapons may be brought to school.
- No undesirable literature is permissible on school premises.
- Vandalism of any kind will not be tolerated.
- Theft or the unauthorised removal of school or other people's property will not be tolerated.
- Pupils are to behave with the same decorum when off the school compound.
- Report any strangers loitering around the compound.

- No mobile phones or electronic devices are allowed at school.
- Pupils are to stand when addressing teachers or other adults and boys are to refrain from having their hands in their pockets.
- The Head of Schools or her proxy reserves the right to expel, suspend or punish a pupil who violates the code of conduct after a thorough investigation.

## **Communication**

Communication between the school and parents is fundamental to your child achieving success at school. We understand the importance of regular communication and aim to keep in contact with you in a number of ways:

- Reports on your child's attainment, effort and progress.
- Reading records (which are issued to all pupils) where comments are written.
- Parent consultation meetings, which are a vital part of keeping you informed, as well as to help us learn more about your child from you.
- Regular information on our website, including reminders of important dates
- Facebook, Instagram and Twitter pages which are regularly updated
- Text messages (which are sent out as reminders)
- Parent/Teacher meetings

Although there are many 'organised' ways of us keeping you informed, we know that parents often wish to contact the school at other times. We welcome this and are proud of our reputation for being readily available to all parents. Please speak to your child's class teacher directly or speak to any of the Heads. Our doors are ALWAYS open.

## **Complaints**

Any complaint made by parents or others will be taken seriously, investigated and dealt with.

## **Damage**

Damage to School property is chargeable to the pupil who is found to have caused it. The scale of payments chargeable is published by the maintenance department of the school.

## **Discipline**

It is the School's policy to encourage good behaviour at all times, and promote mutual respect and good manners amongst all those who live and work on the School site. To emphasize this all pupils are expected to abide by the following rules:

- Pupils are expected to be quiet while entering the hall for assemblies. There is to be no talking during assembly time. Pupils who talk will be pulled out of their row and made to stand facing the wall for the duration of the assembly.
- No late coming of any kind will be tolerated. School begins at 07h45. Pupils arriving after 08h00 will be asked to wait outside and will not be permitted to join the assembly. Their names will be written in the Late Arrivals book and parents will be contacted should punctuality not improve.

- Should a pupil fail to submit their homework to teachers on three (3) occasions, that pupil will serve a detention on Friday after school.
- Pupils who are found guilty of bullying, hitting, kicking or verbal attack of another pupil, will serve detention on Friday.
- Any pupil guilty of lying or slandering will receive a detention.
- No running on the corridors or within the school building is allowed.
- Any cheating during test or exam sessions will be treated with great severity and if a pupil is found guilty after investigation they could be suspended or excluded from Childville School.
- Pupils who are found guilty of continual misconduct will serve a punishment according to the nature and severity of such misconduct. In all cases the Head of Schools will decide upon punishment and parents will be notified of the final decision.
- The class teacher will decide upon individual punishments for misconduct within the class. Pupils may be made to kneel for a period of time should they disobey a direct instruction or display unruly behaviour.

From time to time, new rules may be added to the existing set.

## **DRESS CODE**

### **Nursery & Primary**

#### **Boys**

- All boys are to wear their ties at all times.
- All boys are to ensure that their shirts are tucked in at all times.
- Hair is to be neatly cut and kept short.
- Boys are not to stand with their hands in their pockets.
- Boys may not wear jewellery of any kind to school.

#### **Girls**

- All girls are to wear their ties at all times.
- All girls are to ensure that their hair is neatly braided or pulled back at all times. No excessive beading will be allowed. Beads put into the hair may only be red, white and blue - our school colours.
- Girls may not wear jewellery of any kind to school. Only one set of earrings may be worn and they are to be small studs or sleepers. No dangling earrings are allowed.
- No make-up may be worn to school under any circumstances. This includes the wearing of any kind of nail varnish or henna.



## **Childville Senior**

### **Boys**

- All boys are to have their shirts tucked in at all times.
- All boys are to wear their ties to school every day.
- No extreme hairstyles will be accepted.
- Sideburns may only extend half way down the ear. Boys are to be cleanly shaven every day.
- Belts are a compulsory part of the school uniform.
- Boys may not let their trousers sag in any way.
- No jewellery of any kind may be worn to school.
- Blazers are to be worn to school every day without exception. They may be removed in class with permission from the teacher.
- Nails are not to be grown beyond the fingertips. Any nails visible above the fingertip when the palm is facing outward, will need to be cut.

### **Girls**

- All girls are to have their shirts tucked in at all times.
- Hair is to be neatly pulled back, away from the face. No extreme hairstyles will be accepted. Beads are NOT allowed for the secondary school pupils.
- All girls are to wear their ties to school every day.
- No extreme hairstyles will be accepted.
- Girls may not roll their skirts nor wear the skirt on the hips.
- No jewellery of any kind may be worn to school. Only one set of earrings may be worn in the bottom hole and they may only be studs or sleepers.
- No make-up of any kind may be worn to school. This includes nail varnish.
- Nails are not to be grown beyond the fingertips. Any nails visible above the fingertip when the palm is facing outward, will need to be cut.
- Socks are to be folded or pulled up. They must never be rolled.
- Blazers are to be worn to school every day without exception. They may be removed in class with permission from the teacher.

## **Emergency Contact**

It is vitally important that we are able to make contact with parents or other named persons in cases of emergency, illness or school closure. Please make sure that we have up-to-date contact information. Every attempt will be made to contact you by telephone, email and text message. Also, please let us know about changes at home that may have a bearing on your child's education and wellbeing

## **Extra-curricular**

There are many extra-curricular activities available at The Childville. Students are encouraged to participate in at least one activity to enrich their total school experience. Extra-curricular activities are defined as those activities not falling within the scope of the regular curriculum (i.e. dance, art & craft, drama, football club, ballet, taekwondo etc.). A timetable of all the activities is available at the front office.

As important as extracurricular activities are, they should not take the place of academic pursuits. Should a case arise where a pupil requires remedial classes, they might be asked to reduce the number of extra-curricular activities or stop completely for a set period of time.

## **Homework**

Homework tasks may cover a broad variety of activities including reading, research, spelling, tables/number practice, maths, writing, etc. Homework is not given without prior teaching or explanation in class. We value homework as an opportunity for parents to work in partnership with the school and take an active role in their child's learning.

## **Homework Diary/Communication Book**

Please check the communication book regularly as they could contain important notices and messages for you. If confidential information is to be shared, please send a separate note or email the teacher directly.

## **Office hours**

The school office is open from 08:00 to 3:30 (Monday –Friday). If you need to visit/telephone the office, please do so between these times.

## **Open Days**

These are opportunities for parents to come into the school during a normal school day to observe their child and participate in the learning activities.

## **Parents/Teachers Forum**

At Childville, we hold Parents/teachers meetings throughout the year to discuss various topics. The aim of this is to seek the views of parents on a variety of issues and improve the relationship between the school and our families. The agenda items are set in conjunction with the school and parents, and this is an open forum to suggest ideas of improvements and provide feedback on changes and different aspects of school life.

The school welcomes any feedback on what is working well at Childville, as well as any suggestions you may have for improvement. If you have an item you would like to raise prior the next meeting, please do not wait until then. Kindly come and see us - we find that face-to-face conversations are always the easiest, and therefore encourage parents not to wait for the meetings to discuss their issue. However, we understand that some parents will be unable to attend some meetings, which is why we invite email comments as well.

Meetings throughout the year are held at different times and on different days in order to enable a wider range of parents to attend. At Childville, we are constantly striving to be the best that we can be, so we would love to hear your thoughts!

## **Reporting**

Parents will get regular information about their children's strengths, progress and achievements and be informed about any gaps in their children's progress and ways that they can help. Reports will focus on how well the child is progressing in terms of levels and becoming secure in their learning. Reports will include brief qualitative comments about planned learning across the curriculum areas and in different contexts. Parents are welcome at any time to discuss their child's progress; it is best to make an appointment in advance, although it is often possible to chat informally to a teacher at the beginning or end of the school day.

## **Security**

Access to the school is only possible through the main entrance. All visitors are requested to report to the office upon arrival to sign in using the School Security system located at the foyer. All visitors are issued a badge that must be worn at all times whilst on school premises.

**ID Cards:** As part of our effort to promote security and welfare of our students, every parent and authorized pick-up person MUST have registered with our School Security system. It is imperative that you register anyone you would like to have the authority to pick up your child. Should a case arise where registration has not been completed, a manual voucher would be issued.

## **School Bus Run**

The School Bus currently runs in the local area near the school, and around its axis. Should you require this service, kindly make a request at the front office. Otherwise we ask parents to bring their child to arrive school no later than 7.45am and pick them up at the close of school.

## **School Fees**

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

## **School Food**

It is the policy of The Childville to provide nutritious meals for our students for lunch, in a cheerful environment. Our goal is to offer food that is tasty and appealing so that students are likely to eat it. This service is provided for a fee, please contact the front office if you want your child to eat school food.

We ask for parents who do not request for School food to support in our school's efforts by providing healthy, balanced meals and snacks for their kids to come to school with.

We have also made provision for some snacks that are sold on the school premises. Should you want your child to purchase any, kindly provide them with a token amount of no more than N500 a week to purchase a voucher at the front office. Otherwise parents are allowed to purchase the vouchers for them from the front office.

## School Uniform

Nursery	Primary	Secondary School
<u>Girls</u> <ul style="list-style-type: none"> <li>• Light Blue Blouse</li> <li>• Navy Pinafore</li> <li>• Navy Sweater (When Needed)</li> <li>• Navy Socks And Black Shoes</li> </ul> <u>Boys</u> <ul style="list-style-type: none"> <li>• Navy Shorts</li> <li>• Light Blue Shirt</li> <li>• School Tie</li> <li>• Navy Socks And Black Shoes</li> </ul> <b>(Except Fridays: Pupils Come To School In Play Clothes For Arts And Crafts &amp; More)</b>	<u>Girls</u> <ul style="list-style-type: none"> <li>• Light Blue Blouse</li> <li>• Navy Pinafore</li> <li>• School Tie</li> <li>• Navy Sweater (When Needed)</li> <li>• Navy Socks And Black Shoes</li> <li>• School Badge</li> </ul> <u>Boys</u> <ul style="list-style-type: none"> <li>• Navy Shorts</li> <li>• Light Blue Shirt</li> <li>• School Tie</li> <li>• Navy Socks And Black Shoes</li> <li>• School Badge</li> </ul>	<u>Girls</u> <ul style="list-style-type: none"> <li>• Light Blue Shirt</li> <li>• White Shirt (Year 12)</li> <li>• Grey Pleated Skirt</li> <li>• School Tie</li> <li>• Navy Blazer</li> <li>• Navy Socks And Black Shoes</li> <li>• School Badge</li> </ul> <u>Boys</u> <ul style="list-style-type: none"> <li>• Light Blue Shirt</li> <li>• White Shirt (Year 12)</li> <li>• Grey Trousers</li> <li>• School Tie</li> <li>• Navy Blazer</li> <li>• Navy Socks And Black Shoes</li> <li>• School Badge</li> <li>• Plain Black Belt</li> </ul>

## Visiting During School

Please note that it is strictly forbidden for parents or anyone collecting their child to go to the classroom before the end of the school day at 14h30 (Primary) and 15h30 (Secondary). Should you wish to see a teacher or your child during school hours you should report to the reception and this will be arranged for you. We would appreciate your full co-operation in this matter to avoid class time distraction.