

FRANTEES HOME SCHOOL (MONTESSORI) SCHOOL POLICIES

(You can reach the school on 08143791815)

FHS..... we make stars shine better

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These policies have been designed as an all inclusive strategic management approach to seamlessly put all Frantees Home School stakeholders (comprising of our adorable Pupils, Parents and management) through individual roles-expectations and obligations aimed at achieving the school's set mission and vision.

VISION:

FRANTEES HOME SCHOOL MONTESSORI focuses at developing global citizens with passion for leadership, creativity, and righteousness from a tender age.

MISSION:

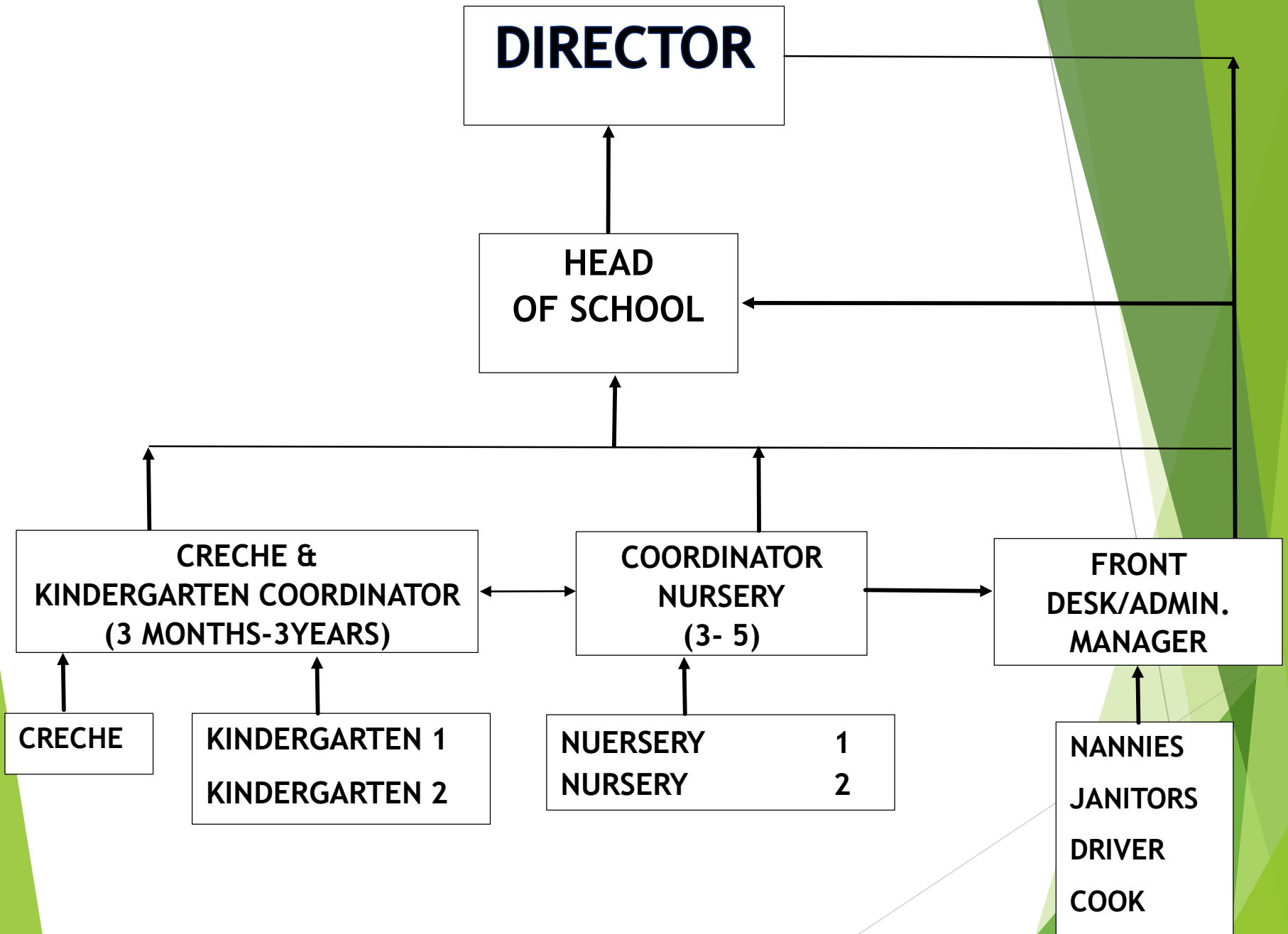
To promotes a Montessori blended curriculum in a conducive, creative and motivating enviroment with a vies of producing global leaders.

CORE VALUES

F: Faith in God

H: Honesty

S: Self Reliant



STAKE HOLDERS

Mr Owolabi



Mrs Owolabi, Bolanle

TEACHING AND LEARNING POLICY

The teaching and learning policy centres around Montessori method of Education. This is a method that is based on self directed activity, hands-on learning, and collaborative play. It offers children opportunities to develop their own capabilities. The core values are Freedom, Exploration and Respect for self and others.

The Montessori curriculum areas are:

1. Practical life
2. Sensrial
3. Language
4. Mathematics
5. Cultural

These help the child to develop his/her unique interest and freedom to seek out new knowledge themselves.

In Kindergarten and Nursery classes between 18months – 5 years, the children are taught largely through the Montessori method. The Montessori philosophy encourages children from age 3 years of age to be independent, and to learn through a carefully professionally prepared enviroment. This education is designed to meet the needs of the child, allowing them to develop at their own pace, and build an awareness of others. It is murturing the “whole child” in a structured approach, with total child centered teaching.

Within the classroom, children acquire independence, social awareness, Practical life skills, Sensorial, Language and Cultural awareness as well as Science, Mathematics and Art. Adopting our specialised Montessori method, produces not only happy, but children who love to come to school, make decisions and are also attentive to others.

STAGES IN PRE-SCHOOL

- FREESIA - 3 months to 18 months - Creche
- DAISY - 18 months to 2 years - Kindergarten 1
- JASMINE - 2 years to 3 years - Kindergarten 2
- EMERALD - 3 years to 4 years - Nursery 1
- LANTANA - 4 years to 5 years - Nursery 2

EXPECTATIONS ACROSS ALL FHS PRE-SCHOOL CLASSES; FREESIA/CRECHE (3 months - 18 months)

- Must be able to

DAISY/KINDERGARTEN 1 (18 months-2 years)

- Learn to colour (anyhow they like)
- Finger trace numbers and vowels
- Identify simple objects.
- Potty trained
- Develop their social and interaction skills
- Develop their language skills.

JASMINE/ KINDERGARTEN 2 (2-3 years)

- Colour neatly and finger trace numbers and letters.
- Introduction of colours
- Identify and write numbers 1-10 (also concept of zero)
- Identify and write at least letters a-f.
- Animals around us.

EMERALD/NURSERY 1 (3-4 years)

- Colour neatly and finger trace numbers and letters.
- Identify the beginning sounds in words
- Identify and write numbers 1-100
- Identify and write letters a-z
- Introduction to Capital letters A-Z
- Read sight words and blend three letter words.
- My body and my family.
- Story telling and rhymes to develop their language.

LANTANA/NURSERY 2 (4-5 years)

- Colour using two or three colours neatly.
- Identify and write numbers 1-200
- Write small and capital letters a-z & A-Z
- Introduction to nouns, verbs and articles
- They make and write simple sentences
- Read short stories with four or five letters words
- Learn to write from the board using their finger spacing
- Learn about senses, country, the world around me e.t.c.

AREAS OF LEARNING AND DEVELOPMENT OF A CHILD AT FRANTEES HOME SCHOOL (MONTESSORI)

Children progress in a natural sequence from one level to the next but each child grows and gains skills at their own pace. Therefore, the expected timelines at the end of Preschool at Frantees Home School are:

- The child has knowledge of the sounds and letter names of the English Alphabets.
- The child would have developed a strong and effective language and communication skills with peers and adults about their needs.

- The child has a rich vocabulary bank ranging from information about self to things around the school, home, on the road e.t.c.
- The child has the ability to answer questions intelligently, can read and write simple sentences, listens to and follows instructions.
- The child can differentiate between emotions and has developed a strong personal, social and emotional skill which helps the child communicate appropriately.
- The child can dress and undress independently and take care of their personal needs like clearing, washing, sweeping, wearing shoes and clothes, e.t.c.
- The child can count and write numbers up to 500 including the mastery of the terminals and do variety of activities with numbers.
- The child has understanding of mathematical concepts such as shapes, sizes, patterns, distance and positions and can grade objects according to sizes and weight.
- The child has enough information about the immediate environment, the State, the Nation, and can identify the different continents on the map.
- The child can appreciate any work of art by being able to identify and compare patterns as well as primary and secondary colours.
- The child can recognise simple songs, sing and demonstrate rhymes.
- The child can understand the basic concept of time, take turns and share.

FINANCIAL DOCUMENTS

The Books of the School are audited on yearly/sessional basis with an Audit Report submitted to the Board.

JOB DESCRIPTION

The Staff strength is Twenty-One (22) of different cadres/grades. The jobs are as stated below while the job descriptions are as stated/enunciated in the appendix.

Head teacher

Teacher

Class Assistant

Janitor

Cook

Admin Manager

Assistant teacher

Care giver

Driver

Security

TIME TABLE FOR ALL CLASSES

FREESIA (Creche 3months - 18 months)

| Time/ Day | 6:30 a.m. - 8:00 a.m. | 8:00 a.m. - 8:50 a.m. | 9:00 a.m. - 9:30 a.m. | 9:30 a.m. - 11:00 a.m. | 11:00 a.m. - 11:45 a.m. | 11:45 a.m. - 12:00 p.m. | 12:00 p.m. - 12:45 p.m. | 12:45 p.m. - 1:00 p.m. | 1:00 p.m. - 1:30 p.m. | 1:30 p.m. - 3:00 p.m. | 3:00p.m. - 3:30 p.m. | 3:30 p.m. - 4:30 p.m. | 4:30 p.m. - 5:30 p.m. | 5:30 p.m. - 6:00 p.m. |
|--------------|------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|-------------------------|-------------------------|------------------------|-----------------------|-----------------------|----------------------|-----------------------|-----------------------|-----------------------|
| Monday | Arrival/ Health check/ Free Period | FEEDING | CIRCLE TIME | WORK PERIOD | OUTDOOR PLAY | CLEAN UP | LUNCH | CLEAN UP | STORY TIME | WORK PERIOD | OUTDOOR PLAY | FREE PERIOD | MEAL TIME | TIDY UP/ GOING HOME |
| Tuesday | | | | | | | | | | | | | | |
| Wednesday | | | | | | | | | | | | | | |
| Thursday | | | | | | | | | | | | | | |
| Friday | | | | | | | | | | | | | | |

DAISY (Kindergarten 1, (18 months - 2 years))

| Time / Day | 8:00 a.m. - 8:30 a.m. | 8:10 a.m. - 9:10 a.m. | 9:10 a.m. - 9:50 a.m. | 9:50 a.m. - 10:30 a.m. | 10:30 a.m.- 11:00 a.m. | 11:10 a.m.- 12:10 p.m. | 12:10 p.m.- 1:30p.m. | 1:30p.m. - 2:00p.m. |
|------------|-----------------------|-----------------------|-----------------------|------------------------|------------------------|------------------------|-------------------------|---------------------|
| Monday | Assembly | Literacy | Numeracy | P.L.E. | Outdoor play | LUNCH | Art & Craft | Tidying up |
| Tuesday | Circle Time | Numeracy | Literacy | Sensorial | Outdoor play | | Story time | Tidying up |
| Wednesday | | Literacy | P.L.E | Cultural | Outdoor play | | Art & Craft | Tidying up |
| Thursday | Assembly | P.H.E | Literacy | Numeracy | Outdoor play | | Story time | Tidying up |
| Time/Day | 8:00 a.m.- 8:30 a.m. | 8:30 a.m. - 9:00 a.m. | 9:00 a.m. - 9:30 a.m. | 9:30 a.m.- 9:40 a.m. | 9:40 a.m. - 10:10 a.m. | 10:10 a.m.- 11:10 a.m. | 11:10 a.m. - 12:30 p.m. | 12:30 p.m. - 1:00pm |
| Friday | Circle Time | Arts & Craft | | Tidying up | Outdoor play | Lunch | Story time | Tidying up |

CRICLE TIME ACTIVITIES

| | | | |
|-----------|----------------------------|-----------------------|-------------------------------|
| Monday | News Reading | Story | Sharing of ground rules |
| Tuesday | Current Issues Rhymes | Reading Story reading | Reinforcement of ground rules |
| Wednesday | Walking on the Line Rhymes | Rhymes | Reinforcement of ground rules |
| Thursday | Rhymes | Story reading | Reinforcement of ground rules |

SUBJECT ANALYSIS

| | |
|--------------------|----------------------|
| Numeracy – 3 | Cultural Studies – 1 |
| PHE – 1 | Out door - 5 |
| Practical Life – 2 | Literacy – 4 |
| Story time- 3 | Sensorial – 1 |
| Art& Craft – 4 | |

JASMINE (Kindergarten 2, (2-3 years))

| Time / Day | 8:00 a.m. - 8:30 a.m. | 8:30 a.m. - 9:10 a.m. | 9:10 a.m.- 9:50 a.m. | 9:50 a.m.- 10:30 a.m. | 10:35 a.m. - 10:55 a.m. | 10:40 a.m.- 11:15 a.m. | 11:15 a.m.- 11:50 a.m. | 11:50 a.m. - 12:40 p.m. | 12:40 p.m. - 1:10 p.m. | 1:10 p.m.- 1:40 p.m. | 1:40 p.m.- 2:00 p.m. |
|------------|-----------------------|-----------------------|----------------------|-----------------------|-------------------------|-------------------------|------------------------|-------------------------|-------------------------|-----------------------|----------------------|
| Monday | Assembly | Literacy | | Numeracy | LUNCH | Practical life | | LUNCH | Cultural | Theme | Snack Break |
| Tuesday | Circle Time | Numeracy | | Diction | | Cultural | | | Ballet | Library/ Story time | Snack Break |
| Wednesday | | Music | Literacy | | | Practical Life | | | Cultural | Theme | Snack Break |
| Thursday | Assembly | P.H.E | Numeracy | | | Sensorial | | | Litercay | Extension Activities | Snack Break |
| DAY/TIME | 8:00 a.m. - 8:30 a.m. | 8:30 a.m. - 9:00 a.m. | 9:00 a.m.- 9:30 a.m. | 9:30 a.m.- 10:10 a.m. | 10:10 a.m.- 10:30 a.m. | 10:30 a.m. - 11:10 a.m. | | 11:10 a.m. - 11:40 a.m. | 11:40 a.m. - 12:40 p.m. | 12:40 p.m.- 1:00 p.m. | |
| Friday | Circle Time | Arts & Crafts | | Sensorial | Out door play | Story Telling & Morals | | Poise & Etiquette | LUNCH | Tidying up | |

CRICLE TIME ACTIVITIES

| | | | |
|-----------|---------------------|---------------|-------------------------------|
| Monday | News Reading | Story | Sharing of ground rules |
| Tuesday | Current Issues | Reading | |
| | Rhymes | Story reading | Reinforcement of ground rules |
| Wednesday | Walking on the Line | Rhymes | Reinforcement of ground rules |
| | Rhymes | | |
| Thursday | Rhymes | Story reading | Reinforcement of ground rules |

SUBJECT ANALYSIS

| | |
|--------------------------|-----------------------|
| Numeracy – 5 | Cultural Studies – 3 |
| Thematic – 2 | Music – 1 |
| Literacy – 5 | Practical Life – 3 |
| P. H. E – 1 | Poise & Etiquette – 1 |
| Ballet – 1 | Library – 1 |
| Rhymes – 2 | Sensorial – 3 |
| Arts & Craft – 1 | Diction – 1 |
| Extension Activities – 1 | Theme – 2 |

EMERALD (Nursery 1 (3-4 years))

| Time / Day | 8:00 a.m. - 8:30 a.m. | 8:30 a.m. - 9:10 a.m. | 9:10 a.m. - 9:50 a.m. | 9:50 a.m. - 10:30 a.m. | 10:30 a.m.- 11:00 a.m. | 11:00 a.m.- 11:20 a.m. | 11:50 a.m. - 12:50 p.m. | | 12:40 a.m. - 1:10 p.m. | 1:10 a.m.- 1:40 p.m. | 1:40 p.m.- 2:00 p.m. |
|------------|---------------------------|-----------------------|-----------------------|------------------------|-------------------------|------------------------|-------------------------|-------------------------|------------------------|----------------------|----------------------|
| Monday | Assembly | Numeracy | | Literacy | Hand writing | OUTDOOR PLAY | Grammar / Diction | LUNCH | Chess | Theme | Snack Break |
| Tuesday | Circle Time | Literacy | | Sensorial | | | P.L.E | | Ballet | Hand writing | Snack Break |
| Wednesday | | Music | Numeracy | | Story Telling/ Morals | | Library | | Practical Life | | Snack Break |
| Thursday | | Assembly | P. H. E | Literacy | | | Cultural | | Cultural | Sensorial | Grammar/ Diction |
| TIME/DAY | 8:00 a.m.- -9:00 a.m. | | 9:00 a.m.- 9:40 a.m. | 9:40 a.m.- 10:10 a.m. | 10:10 a.m. - 10:40 a.m. | 10:40- a.m. 11:00 a.m. | 11:10 a.m.- 11:50 a.m. | 11:50 a.m. - 12:50 p.m. | 12:50 p.m.- 1:00 p.m. | | |
| Friday | Circle Time (Show & Tell) | | Numeracy | Cultural | Arts & Craft | Outdoor Play | Poise & Etiquette | LUNCH | Tidying Up | | |

CIRCLE TIME ACTIVITIES

MONDAY ASSEMBLY: News Sharing, Sharing Ground Rules

TUESDAY: Rhymes, Story Telling, Thematic.

WEDNESDAY: Rhymes, Classified cards, Reinforcement of Ground Rules.

FRIDAY: Rhymes, Walking on the line, Reinforcement of Ground Rules.

SUBJECT ANALYSIS

Numeracy – 5

Literacy – 5

Hand writing – 2

Grammar/Diction – 2

Chess – 1

P. L. E – 3

Ballet – 1

Music – 1

Cultural – 3

Arts & Craft - 2

Show & Tell – 2

P. H. E – 1

Sensorial – 3

Theme – 1

Story Telling/Morals – 2

Poise & Etiquette – 1

LANTANA (Nursery 2 (4-5 years))

| Time / Day | 8:00 a.m. - 8:30 a.m. | 8:30 a.m. - 9:10 a.m. | 9:10 a.m. - 9:50 a.m. | 9:50 a.m. - 10:30 a.m. | 10:30 a.m.- 11:00 a.m. | 11:00 a.m.- 11:30 a.m. | 11:35 a.m. - 11: 55 a.m. | 12:00 p.m. - 12:50 p.m. | 12:50 a.m. - 1:30 p.m. | 1:30 a.m.- 1:50 p.m. | 1:50 p.m.- 2:00 p.m. |
|------------|---------------------------|-----------------------|-----------------------|------------------------|-------------------------|------------------------|--------------------------|-------------------------|-------------------------|-----------------------|----------------------|
| Monday | Assembly | Numeracy | | Literacy | Hand writing | Grammar/ Diction | OUTDOOR PLAY | LUNCH | Chess | Theme | Snack Break |
| Tuesday | Circle Time | Literacy | | Sensorial | | P.L.E | | | Ballet | Hand writing | Snack Break |
| Wednesday | | Music | Numeracy | | Story Telling/ Morals | Library | | | Practical Life | | Snack Break |
| Thursday | | Assembly | P. H. E | Literacy | | Cultural | | | Sensorial | Grammar/ Diction | Snack Break |
| TIME/DAY | 8:00 a.m. - 9:00 a.m. | | 9:00 a.m.- 9:40 a.m. | 9:40 a.m.- 10:10 a.m. | 10:10 a.m. - 10:40 a.m. | 10:40 a.m.- 11:00 a.m. | 11:05- a.m. 11:25 a.m. | 11:30 a.m.- 12:10 p.m. | 12:10 p.m. - 12:50 p.m. | 12:50 p.m.- 1:00 p.m. | |
| Friday | Circle Time (Show & Tell) | | Numeracy | Cultural | Arts & Craft | Cultural | Outdoor Play | Poise & Etiquette | LUNCH | Tidying Up | |

CIRCLE TIME ACTIVITIES

MONDAY ASSEMBLY: News Sharing, Sharing Ground Rules

TUESDAY: Rhymes, Story Telling, Thematic.

WEDNESDAY: Rhymes, Classified cards, Reinforcement of Ground Rules.

FRIDAY: Rhymes, Walking on the line, Reinforcement of Ground Rules.

SUBJECT ANALYSIS

Numeracy – 5

Literacy – 5

Hand writing – 2

Grammar/Diction – 2

P. H. E – 1

Sensorial – 3

Theme – 1

Story Telling/Morals – 2

Poise & Etiquette – 1

Cultural – 3

Arts & Craft - 2

Show & Tell – 2

Chess – 1

P. L. E – 3

Ballet – 1

Music – 1

ROLES AND RESPONSIBILITIES

The delivery of quality teaching and learning is a collective responsibility. The following sections outlines the roles and responsibilities of individuals and groups within the school community.

THE SCHOOL MANAGEMENT:

1. The Head Teacher will ensure that the teaching and learning policy is disseminated and implemented fully to ensure and sustain high quality teaching and learning throughout the school.
2. He/She will ensure that the school will keep up to date the latest research and recommendations in relation to teaching and learning.
3. He/She will support and hold to account all teaching staff in carrying out their responsibilities.
4. He/She will report the quality of teaching and learning to the School Director.
5. He/She will provide suitable resources and training to support the vision of the school.
6. Our pupils pictures will be posted on the social media handles of the school.

TEACHING STAFF

1. The teaching staff will ensure they have familiarized themselves with all the policies of the school.
2. They will implement curriculum with dexterity and good knowledge of subject matter.
3. They will consult the management for support in carrying out their responsibilities
4. They will create an avenue for intervening for any pupil who might not be moving at the expected pace of the class.
5. Make learning a rewarding and enjoyable experience for all the pupils in their care.

PUPILS

Our pupils must:

1. Recognize themselves to be Super Stars within and outside the school community.
2. Aspire to learn new things everyday
3. Try to be better than their best when learning
4. Lead a happy and rewarding life through their learning experience in the school.

PARENTS/GUARDIANS

it is part of the strategic plan of the school to encourage our parents to play fundamental role in the development of our pupils. At F.H.S, we believe that when parents and school work together for the good of a child, we see positive outcomes in both behavior and learning is assured.

Parents are informed about the progress of their children's learning by:

1. Holding regular teacher/parent conference meeting termly.
2. Sending termly reports to parents explaining the progress made by their children and indicating areas of improvement.
3. Explaining to parents how they can support with homework
4. Sending information to parents at the start of each term on target and expectations for the term.
5. Ensuring our social media outfits are updated regularly on changes to the school calendar, programmes and curriculum.
6. Keeping parents informed of a pupil's progress on a more regular basis as appropriate.

MEANS OF COMMUNICATION

The means of Communication in Frantees Home School are as follow:

A. COMMUNICATION DIARY/BOOK

All vital information concerning school work and occasions will be sent home through this medium. It is important that parents read the communication book everyday and sign or write remarks or complaints, as the need arises. (Communication book will accompany all homework for parents' acknowledgement).

B. SCHOOL REPORTS

All pupils will receive three reports during the school year. A progress report will be issued at the end of each term:- December, April and in July. Reports will include attainment and effort grades as well as class teacher's comments which will offer comments on performance and targets for improvement.

C. PARENT TEACHER CONFERENCE (PTC)

Parents Teacher forum are scheduled for once in a term, with a total of three in a year. We are grateful for your support in taking advantage of this important opportunity to discuss the progress of your son/daughter with each of the class teachers. The dates for the PTC are in the school calendar.

D. THE SCHOOL NEWSLETTER

The school newsletter is sent by email and posted on all our social media handles. The aim of the newsletter is to keep parents informed about activities, events, and achievements of the school. The newsletter includes notices of what is ahead.

E. THE SCHOOL WEBSITE: www.franteeshomeschool.com

The school calendar, news updates, handbooks and a wide range of the other information about the school is on the school website which is updated regularly.

F. SOCIAL MEDIA

The school's Social Media pages are regularly updated with activities of the children and school events. You are encouraged to follow us on Facebook, Instagram and Twitter. You will be automatically added to our whatsapp group once you join us. Please avail yourself of our social media handles:

Instagram: franteeshomeschoolmontessori

Facebook: Frantees Home School

Whatsapp: 08143791815

In order that a safe and secure environment is available to all children attending Frantees Home School in and outside the premises, it is important Parents/Guardians consent to the terms of administration.

1. ADMISSION

- ❖ Pupils will be admitted into Frantees Home School (Montessori) on the basis of age classification listed below:

PREPARATORY COMMUNITY: 3 months to 18 months

TODDLER COMMUNITY: 18 months to 3 years

CHILDREN'S HOUSE: 3 years to 5 years

- ❖ Entrance Tests will be conducted for pupils of 2 years – 5 years before admission, in order to fix them appropriately into classes.
- ❖ The school will not admit pupils above the class population limit for space and comfortability reasons.

- ❖ Frantees will not admit pupils into Pre-School 2 by the 2nd term of the session.
- ❖ All school fees payment should be made before resumption. Please find out the school fees details from the Front Desk/Admin Mgr. (08143791814).

2. DAILY RESUMPTION

- ▶ The children are to resume on or before 8:20am daily. Please inform the school if there would be a reason for lateness.
- ▶ The children should take their breakfast before resuming school at 8:20am.
- ▶ Children taking breakfast in school should resume school from 7:45am. Any child that resumes school at 8:20am is assumed to have taken breakfast at home and will **NOT** be fed during lessons
- ▶ Parents are not allowed into the classroom while instructions are going on to avoid distractions. You can enter the classroom after the close of school or in the morning at 8:00am.

3. DRESSING

UNIFORMS:

- ▶ Parents must ensure their children are equipped for school with the correct Sports and School uniforms except on Fridays, Birthdays or when stated otherwise.
- ▶ Monday-Wednesday: The Pupils are to wear any of the following school coloured crested tops (Green, Pink, Yellow, Red and Blue) on a long black or blue trousers or skirt (Jean or Pants) with white socks on black shoes.
- ▶ Thursday: The Pupils are to wear their Sports uniform with white socks and trainers (No multi-coloured shoes are allowed).
- ▶ Friday: The Pupils are allowed to adorn traditional outfits or any other casual wears comfortable for the weather.

HAIRSTYLES

Boys: No stylish hair cut or plaiting is allowed. Low cut is the school hairstyle for boys.

Girls: Use of coloured attachments, extra long hair, beads and untidy hair are not allowed. You can use coloured rubber bands. Beads are not allowed for safety reasons.

4. BIRTHDAYS

- ❖ For birthday celebrations, pupils may bring birthday cake, party packs and drinks to celebrate with others in his/her class.
- ❖ The celebrant is also encouraged to donate a minimum of one book to the school library in honour of the day.
- ❖ The celebrant may put on mufti to celebrate his/her birthday.

5. HEALTH

The health and safety of our children are of paramount importance to us at Frantees Home School. Our staff are available to monitor the children in the classroom, playground and school bus. However, in case of any unforeseen circumstance, please refer to this policy.

- ▶ Frantees Home School is affiliated with Gifted Hands hospital but, should you prefer the use of another hospital, please inform the school ahead.
- ▶ There is a sick bay in the school for minor ailments and cuts which gives First Aid treatment only. If your child shows signs of sickness before coming to school, we request that you keep him or her at home and inform the school.
- ▶ You are expected to provide a phone number and preferred hospital to use in case of emergency.
- ▶ The school medical consent form is available at the front desk, this must be filled and signed by Parents before our staff administers medications to pupils.

6. PARENTS' RESPONSIBILITIES

We believe that parents have the responsibility to support their children and the school in implementing school policies. Hence, we would like parents to:

- ▶ Have a positive attitude towards the school and learning.
- ▶ Support and work with the school policies.
- ▶ Report any grievances with other parents and staff to the school management. Please do not attack anyone within or around the school premises.
- ▶ Support their children with their homework and implement ground rules at home.
- ▶ Desist from defamatory words and actions about the school. Remember, whatever happens to the school happens to your child.
- ▶ Dress properly when dropping or picking up the children because we are role models to them.
- ▶ Desist from making unknown arrangement with school staff. Carry the school management along on any change of plans.
- ▶ Feed your child with fruits daily. This will improve their health.
- ▶ Make school fee payments every first week of resumption. (first week of the month for the crèche).

7. DISCIPLINE

For effective teaching and learning, positive behavior of school life based on clear behavioral expectations is necessary.

- ▶ Every member of staff and pupils are to be treated with respect.
- ▶ Pupils who flaunt our appearance policy will be sent back home to dress properly.
- ▶ Materials broken or damaged by pupils will be replaced by parents.
- ▶ Frantees Home School does not make use of corporal punishment. However, other methods of discipline are endorsed e.g, restricted to the naughty corner, non-issuance of reward stickers.
- ▶ On no account should a parent insult or accurse another parent or school staff. Report all grievances to the school manager, HOS or School Director and they matters will be resolved appropriately.
- ▶ On no account should a parent request a paid service of a school staff outside the school premises without the prior notice of the school.
- ▶ All flaunted policies will attract fines and appropriate actions as stated in each policy statement.

8. TRANSPORTATION

The Frantees Home School has provided a School Bus with a driver to ease daily travel to and from School. This Policy has been developed to promote safety and it requires cooperation on the part of all stake holders (Parents, Pupils, Driver and Chaperone).

- ❖ The bus leaves the parking location at approximately 6:30am.
- ❖ The bus is accompanied by a female chaperone. The school will never send a bus driver or chaperone alone to pick up your child.
- ❖ The bus departs the school premises for afternoon drop off at 2:00pm and 4:30pm.
- ❖ Bus chaperone will make a flash call to you prior their arrival to notify you.
- ❖ Always get your child ready by 7am for pick up.
- ❖ The School Bus will wait **NOT** more than 5 minutes at any location.
- ❖ The bus chaperone will **NOT** come into your premises. She must be at the door of the bus to keep an eye on other pupils seated in the bus.

- ❖ There must always be a designated adult to release and receive your child.
- ❖ The school bus chaperone will **NOT** release your child/children if the designated adult is absent. Kindly inform the school if there would be changes.
- ❖ Always make sure to sign when releasing and picking your child .
- ❖ The school bus will not drop the children at other locations without prior arrangements with the school.
- ❖ Kindly report all changes in the transport schedule of your child.
- ❖ Kindly forward all grievances to the school via the front desk/Admin manager or the HOS.
- ❖ On no account is any parent allowed to assault or insult the school bus driver or chaperone.
- ❖ Violation of the school bus policy will result in penalties deem fit by the school management.
- ❖ No refund of transport fee for travelling, withdrawn or suspended pupil.

9. LUNCH

- ▶ Parents who are interested in school lunch should inform the school management before resumption for proper preparation. (Please find out the lunch fee from the front desk).
- ▶ You can request for the lunch timetable from the front desk.
- ▶ Please note that the school does not serve fruits. Fruits should be brought from home or taken at home.
- ▶ Parents are to provide feeding aprons and cutleries for their children so that they don't mess their uniforms up.

10. AFTER SCHOOL CARE & LESSON

- ▶ The school closes at 2:00pm from Monday to Thursday and 1:00pm on Friday.
- ▶ A grace of 1 hour is given for late pick up. Parents whose children are still within the school premises at 3:00pm and are not on the after school programme will be fined N1,000 daily for late pick up.
- ▶ Afterschool care commences from 3:00pm till 6:00pm daily. Late pick up for after school care starts 6:15pm. A fine of N1,000 is charged to cover the cost of keeping behind the staff who will supervise his/her activities in the premises.
- ▶ Afterschool lesson commences from 2:30pm to 4:00pm on Monday to Thursday.
- ▶ Please forward all cash fine payments to the front desk/administrative manager or to the security personnel and sign the register.

11. SCHOOL CLUBS & ENRICHMENT

- ▶ Frantees Home School offers extra curricular activities (at a fee) which are referred to as school clubs and listed below with their age appropriations.
- ▶ BALLET: 3 years and above (Tuesday)
- ▶ MUSIC: 3 years and above (Wednesday)
- ▶ ETIQUETTE: 3 years and above (Friday)
- ▶ CHESS: 4 years and above (Monday)

NOTE:

- ▶ Parents are advised to get their child's preferred musical instrument for practice at home to assist their mastery.
- ▶ The teachers for each school clubs run their classes once a week as stated above.
- ▶ All School clubs requests should be sent before resumption and payments along with school fees.

12. STAFF POLICY

STAFF ENGAGEMENT

The staff engagement policy requires that staff must possess SSCE, NCE, B.sc, M.sc, P.hd e.t.c

JOB DESCRIPTION

Category of Staff in Frantees Home School

Head teacher

Admin Manager

Teacher

Assistant teacher

Class Assistant

Care giver

Janitor

Driver

Cook

Security

APPRAISAL

All staff (Teaching and Non-teaching) are appraised termly and sessionally. The Frantees Home School uses both the Peer and Self assessment method for teachers and class assistants. The Head Teacher is assessed by an external assessor who would have observed her during the term and session.

PROMOTION.

Promotion will be subject to available vacancies after three years of engagement, good behaviour and outstanding contribution. Promotion could be in cash, training or letter of appreciation and increment in salary.

STAFF WELFARE.

The welfare amount will be deducted from staff salary as savings for staff and shall be paid when an officer is leaving the school.

TRAINING

After due training assessment, members of staff will be trained in their areas of need. There will be occasional in house training for staff as the need arises.

STAFF APPRECIATION

- ▶ Members of staff will be recognised for long service, punctuality, innovativeness, best dressing. Only the first, second and third winners will be recognised and rewarded.
- ▶ Staff who have worked for 5 years in Frantees Home School will be publicly recognized for their work and be entitled to N500,000.00 loan payable over a period of 5 years and without interest.

- Staff who have worked for 5 years in Frantees Home School will be entitled to a car/land loan of N1,000,000.00 payable without interest.
- Staff children are entitled to free tuition while other services will be paid for.
- Staff who has served for 5 years and above will have additional 50% of their welfare contribution at the point of disengagement.

STAFF DISENGAGEMENT.

- Staff may be dismissed for act of misconduct such as; constant absenteeism, dishonesty, conflict of interest, inadequate supervision of children, alcohol and drug use, teaching outside curriculum, sharing inappropriate materials without permission breach of confidentiality, inadequate lesson planning, forcing personal beliefs, abuse of authority, unprofessional language, theft, inappropriate dressing, absconment.
- Staff can only resign at the end of the term or session.