

SCHOOL RULES

1. **SCHOOL HOURS:**

- ❖ Nursery Classes will run from 8:00a.m. - 1:00 p.m.
- ❖ Primary Classes will run from 8:00a.m. - 2:00p.m.

The school gate will be locked at 8:30a.m. daily.

2a. Persons not known by the class teacher and security man are to tender the child's **COLLECTION CARD** before he/she can collect any child in the school. In addition, it is recommended that the parent make a phone call to the school or visit the school to inform the Head Teacher of a change in the person who usually collects the child.

2b. Parents should endeavour to label pupils belongings e.g. school bag, water bottle, etc with their names and class; and a name tag on the first day of resumption for identification.

3.

- ❖ School uniforms and books are obtainable **only** from the School Administrative Office.
- ❖ Girls are not allowed to wear hair attachments. The use of beads or weave-ons are not permitted.
- ❖ Unusual hair cuts on Boys will not be permitted
- ❖ School uniforms must be worn except on P.E. and Club days. Pupils are however allowed to wear party clothes on their birthdays.
- ❖ Only black shoes and white socks can be worn.
- ❖ Only the official school cardigan should be worn on cold days.

4. Only cakes and drinks are allowed for birthday celebrations. These will be shared during break. Drinks must not be taken out of the class of the celebrant.

5. Lost items can be retrieved from the "**Lost But Found Box**". The contents of the box will be on display on open days.

6. Pupils are expected to be courteous by greeting all adults they meet in the school premises.

7. All litters must be thrown into the rubbish bin.

8. Pupils are not to run around the compound in order to avoid accidents.

9. Pupils should keep hands off the wall.
10. Pupils must keep to the **right** when ascending or descending the staircase.
11. Pupils must not fail to do their home-work daily.
12. If a pupil do not maintain good behaviour and good grades, he/she will be made to repeat present class or advised to withdraw from the school.
13. Parents are not allowed into the classroom during school.
14. Fortnightly tests are conducted and must be taken seriously as they constitute the 40% of the child's total scores for the term.
15. The use of mobile phones by pupils and teachers while in class is strictly prohibited.
16. Pupils **must** not pick up or throw stones.
17. The school has an in-house NURSE to take care of minor ailments and offers first aid treatment while cases which cannot be handled in-house are referred to an hospital where the school maintains a retainership.
18. A child who is seriously ill or has any communicable diseases (e.g. small-pox, mumps, etc) should be kept at home and the school informed of such.
19. Any medication to be given to pupil during school hours should be handed over to the School Nurse.
20. Parents should please respond promptly to Parents/Teachers Communiques. The communication book is for the teachers and parents.
21. Cash payment for fees due are to be made on pre-numbered Bank Tellers issued by the school directly to designated Banks, while Bank Drafts can be paid to the school Admin Office. No staff is authorized to collect cash on behalf of the school.
22. When fees are paid to the Banks, tellers should be returned to the school office in exchange for a school receipt and clearance card. Parents must obtain school official receipts for all payments to the school. Any payment to the school without official receipt must be reported to the Head Teacher or Education Director.
23. Fees must be paid on time for pupils to have all the books necessary for classroom work.

24. All parents are to sign an undertaking (on the admission form) to abide with the school rules and regulations. Where a parent choose not to keep to the school rules and regulations, the Management has the right to draw the attention of the parent concerned to the rules and where it persists, a request can be made to the parent to withdraw such child/children from the school and all unutilized fees refunded.
25. Complaints about any Teacher must be directed to the Supervisor in charge or the Head Teacher.
26. Parents are advised to make use of SUGGESTION BOXES for any idea which will be of immense use to the school authorities. Management will welcome objective criticism of its policies and/or rules.
27. Complaints about Teaching Methods, Pupils Written Work, Marking, Home Work and academic related matters must be directed to either the Head Teacher or the Education Director.
28. Parents must obey the security men and traffic marshal of the school in relation to parking of their cars on the road.
29. Parents of pupil who damaged school properties will be made to pay for such.

MIND BUILDERS SCHOOL.

PLOTS 175 & 219, LOLA HOLLOWAY STREET, OMOLE PHASE 1 ESTATE, IKEJA, LAGOS. PHONE: 01-7740961

September 29, 2005.

Dear Parents,

We are delighted to use this medium to welcome you and your child/children to the Happy Mind Builders Family and we hope you will find the period of your association with the school worthwhile in the coming years.

We take this opportunity to brief you of the school rules, regulations and policies on the attached. Please create time to go through and in case of any grey areas, do not hesitate to contact either the Director or the Head Teacher.

We wish to request for your co-operation, in all aspects, in our efforts to ensure that we lay a solid foundation for the future of the children.

Thank you for your patronage and God Bless.

B. FALORE (MRS).
for: Management.