



Parents' Handbook 2020

CROWN IMPERIAL SCHOOL

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WELCOME

A Very Warm Welcome to Crown Imperial School

We would like to take this opportunity to welcome you and your child to Crown Imperial School. We very much look forward to getting to know you and to working in close partnership in order to ensure your child settles happily, enjoys school life and fulfils his or her full potential. We hope that this booklet contains useful information to support your introduction to Crown Imperial School but if you have any other queries, please do not hesitate to contact your Class teacher, the office or myself.

With Best Wishes

Mrs Luyindula Falonne
Head of School

CONTACT DETAILS

School Address:	Crown Imperial School 9, Jim Adeosun Street, Off Sanni Balogun street, New Oko Oba Abule Egba Lagos.
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Email:	crownimperialschool@gmail.com
Website:	www.crownimperialschools.com
Facebook:	http://crownimperialschool
Twitter:	@schoolcrown
Instagram:	crownimperialschool.

OUR VISION ,MISSION AND VALUES

1.VISION

Raising leaders, well rounded and completely defined in God.

2.MISSION

We provide every Pupil of Crown Imperial School with sound and cutting edge educational services of global standards by;

- A . Engaging qualified, highly experienced well trained teaching and Non teaching staff
- B. Promoting and teaching Godly values
- C. Promoting curricular and co-curricular activities in order to develop a social and balanced life style
- D. Promoting and encouraging children responsiveness to their community and environment by inspiring them to take actions to change their local and global community.
- E. Teaching and connecting children with international royal practices.
- F. Continuous Mentoring Programme

CROWN IMPERIAL VALUES

-CHRIST

We understand that it is through Christ we can achieve all our aspirations. Through Christ we build a foundation of Godliness and Love

EXCELLENCE

We are excellence driven in all we do by engaging qualified and highly experienced teaching and non teaching staff with our broad based curriculum.

INTEGRITY

-Our words are our bond. We keep to all our promises made to our esteemed parent and also teach our children to be integrity driven

RESPONSIBILITY

-As part of our vision to nurture leaders, we engage our pupil to be responsible to their local and global community through co-operate social interactions and responsibilities.

POISE

-We are graceful and Charming.

Our School day (Nursery Section)

1	Students' arrival time	7.30a.m.
2	Morning Devotion/ Assembly	8.00a.m.
3	Classes begin at;	8.30a.m.
4	Morning break	10.00 – 10.45 a.m.
5	Lunch break	12.15 p.m.
6	Closing time	1.30p.m. – 2.00p.m
7	Afternoon lesson	2.30p.m-3:30pm
8	After School begins at:	4.00pm
9	Latest pick up time:	6.00p.m.

Our School day (Primary Section)

1	Students' arrival time	7.30a.m.
2	Morning Devotion/ Assembly	8.00a.m.
3	Classes begin at;	8.30a.m.
4	Morning break	10.00 – 10.45 a.m.
5	Lunch break	12.15 p.m.
6	Closing time	3.30p.m
8	School Lesson	3.30pm-4:30pm
9	Latest pick up time:	4:30pm

DROPOFF AND PICKUPARRANGEMENTS

Morning

Parents and carers arriving by car are asked to park in the parents' car park or the front of the school,

Resumption Time

All Pupils are expected to be in school by 7:30am. Pupils are expected to start arriving in school from 7.30 a.m. Should parents have to drop off their children earlier than 7.30a.m, a prior arrangement for morning child- minding has to be made with the school management.

Lining Up

When the bell goes up at 8.00am children should line up with their class. Parents are asked not to stand near their child's line after the bell has gone or within the assembly ground as this causes distraction and prevents the class teacher from having a clear view of the class.

Late Arrivals

Children arriving after 8.00am will be registered for late arrival by the class teacher at the school office.

End of School day

Parents and carers are asked to collect children from the area outside their child's classroom at the end of the school day. Parents are asked to wait for the class teacher or class assistant to bring the children outside. Parents are not allowed into the classroom to pick their child.

Late Collections

Parents and carers are asked to inform the school office if they are going to be late for collecting their child after school.Children who are waiting for parents who are late, will be asked to wait in the office or pick up area. The latest pick up time is 2p.m,3:30pm and 4:30pm as applicable. After these times, there will be a charge of N2,000.00 . Please make advance arrangements if your child has to be in school after closing time.

We appreciate the traffic challenges of Lagos but we encourage parents to make every effort to ensure a prompt and early start to the day. Lateness (especially when it is consistent) could cause major gaps in your child's learning as the morning lessons are often the most valuable lessons especially for young children.

School Safety

The gates are locked between 8. 30 am and 4.30 pm each day to ensure children's safety. No dogs or smoking on the school site please. The School cannot be held responsible for children playing on the playground equipment after

school. Please ensure that your children are supervised after school while on the playground.

We take great care to ensure the safety of the children and our school environment. Therefore we request that only persons designated to pick up the children as indicated in writing to us are sent to pick up the child. Please fill the attached child pick up form, include passport photographs, sign and send back to us. **We will release your child to only the persons indicated in this form duly signed by you, upon presentation of a pick-up tag issued for each child by the school.** Should there be any need to send someone else, we expect you to inform us ahead in writing. We will not release your child except we hear from you under any circumstances. We will also start to apply child-minding charges at N2,000.00 (two thousand naira) per hour after 4.00pm and 4:30pm as applicable.

In addition, we greatly object to having drivers pick up any child, but if you are comfortable with the arrangement, the driver's name, passport photograph must be included in the child pick-up form. The fact that your child recognizes the driver is not enough reason to release the child to him.

Please note that parents of children in our school are not allowed into the classroom and the childcare centre particularly during learning period. All other visitors must report to the School office even when they are sent by a parent. Also if any parent needs to pick up a child early, the child can only be released from the administration office, and not directly from the classrooms.

School Academic Year

Each school academic year consists of three (3) terms;

Christmas Term	September – December
Easter Term	January – March/April (depending on when Easter falls)
Summer Term	March/April – July

Curriculum in Use

Crown Imperial School uses an integrated curriculum principally based on the British National Curriculum but with a Nigerian flavor. The pupils' stages of progression is based on Key Stages and for the Pre-school and Nursery, we use the Early Years Foundation Stage (EYFS) curriculum. This curriculum has six basic strands, which are;

1. Physical, Social and emotional Development
2. Communication, Language and Literacy,
3. Problem Solving, Reasoning and Numeracy
4. Knowledge and Understanding of the world
5. Physical Development
6. Creative Development

Our method of instruction, resources and materials are based on the British Curriculum. The Nigerian element ties in the areas of current affairs, social studies and Numeracy.

Term Goals

Within the first two weeks of each term, your child's teacher will give you a document called a "Term Goals". This document highlights the theme for the term and all the topics that the children will cover during that term, for all subject areas. This is to give you an idea of what your child will be doing to enable you complement our efforts in school by reinforcing his/her learning at home.

Homework and Communication Diaries

We will provide each student with a communication book. These will be filled in daily by class teachers to inform parents of events during that day. Homework will be written down also with dates of completion indicated clearly. Parents may also use them to keep in touch with their child's teacher. Parents are to ensure that their child's communication book is duly signed as required and returned to school daily.

Homework Policy at Crown Imperial School

We take homework very seriously at Crown Imperial School. We are committed to building lifelong habits in our children, as early in life as possible. Developing a serious attitude about homework helps children develop a sense of responsibility and self-motivation, important attributes that will remain beneficial to them throughout their lives. We will of course ensure that homework given is not burdensome and excessive. Our policy is to give homework in the core subjects. We therefore implore you to support our effort by ensuring that your child completes assigned homework on time and correctly. Please see homework time as bonding time with your child, they are not too young for homework.

We will keep homework records and this will form part of their assessment at the end of the academic session. We will invite parents of children who consistently do not complete homework for a discussion.

Parent/Teacher Conferences (Open Day)

Open day is scheduled to hold once a term and is a time for you, the parent, to come in to discuss with your child's class teacher about his/her progress, as well as an opportunity to express any concerns and complaints you may have about your child's school work directly with the teacher. Your child's work will also be showcased and the teachers will use this opportunity to explain your child's progress and also any concerns and observations he/she might have.

However assessment in Crown Imperial School will always be formative and as such our teachers are encouraged not to wait till open day to express any concerns or observations they have made about your child. Should there be need to discuss your child's progress at anytime during the term, the teacher, following approved channels of communication, will definitely do so.

Attendance and absence from school

Please call the school Admin/secretary to inform the school about any absences due to sickness. If any child is going to be absent for any reason other than illness or for a protracted period of time (over two weeks), the parent must inform the school in writing preferably in advance.

Please we encourage parents to structure family vacations during school holidays. This is to avoid having your child missing out on a lot of schoolwork, which may affect the overall outcome of his/her performance. It is often difficult and an unnecessary burden on a child when he/she has to catch up on school work arising as a result of avoidable absences from school during the term.

School Uniform and Sports Wear

All children in the School are required to wear the school's approved uniform, which can only be purchased from the school. Payments for school uniform, Cardigans and sport wears are usually invoiced in the first term's bill.

The school also provides sport wear for Physical Education, which comprises of a polo neck T-shirt and a pair of shorts. The children are required to wear their sports wear on sport days-WEDNESDAYS as well as white canvas and white socks.

During the Easter term, a second set of sports wear will be invoiced as part of the school bill for that term to provide new PE gear for each child to turn out in for the school's Sports Day programme.

Please note that only small studded or very small loop earrings are allowed for the girls. No expensive jewellery or ornaments like necklaces, bangles, and bracelets will be allowed in the school, as we will not be held responsible for the loss of any such items.

Food and Grooming Policy

Your child is expected to bring in a packed lunch and two snacks to school everyday. He/she should also bring to school drinking water in a leak-proof water bottle, fruit and a juice pack (optional). In the alternative, arrangements can be made with the school to provide lunch for your child at an extra cost. This option must be registered for at the beginning of the term and the required payments made for the term along with the school fees.

Students are not allowed to bring or take sweetened drinks and snacks in school on Wednesdays. We will continue to discourage the microwaving of food for children. Not only does the whole process take a lot of time, keeping staff away from the care of the children for extended period of time everyday, microwaved food is really not healthy for the children and we strongly encourage parents to keep it at the barest minimum. Valuable nutrients are killed especially when microwaved for too long. It is also difficult to monitor the length of time each child's food is microwaved (will vary according to type of food and condition of food – frozen etc.) Please make arrangements to keep cooked food warm enough for your child by using a good vacuum flask.

Mid-Morning Snack

As mentioned earlier, children will have a mid-morning break at 10.00 a.m everyday. At this time they will have a light snack and then a few minutes of “**own**” time when they are free to relax and play as they like before the next period starts.

At Crown Imperial School we want to ensure that our children grow up with healthy eating habits. We plan to model this as teachers and caregivers and request that you complement our efforts by planning to provide your children with at least one healthy snack (fruits, vegetables) daily to eat during the short break time in the morning.

Supplies for your child

Please ensure that you bring in enough of all supplies needed for the care of your child (diapers, wipes, change of clothes etc. for reception children who are not fully potty trained) each day, in a bag bearing your child's name for easy identification. Should there be a swimming activity, the swimming gear should be labelled with the child's name. It is also advisable to include a plastic bag inside so that the wet items can be put in the plastic bag before putting them in the swimming bag.

Should you observe that any item belonging to your child is missing please report immediately to his/her class teacher. We strongly encourage you to ensure that all your child's belongings are properly labeled to minimize losses and misplacements.

House Systems

There are three (4) houses at Crown Imperial School;



All children are assigned to houses and they remain in the same house for the duration of their stay at Crown Imperial School. Each house is assigned a Head of House (a member of staff) as well as a house captain (Primary Class Pupil)

While we strive to ensure equality in the number of students in each house, it sometimes could be a challenge, which often becomes more apparent during sports events and house-related competitions. We crave your understanding and request that you encourage your child's development of the spirit of sportsmanship.

School Activities (Christmas Concert, Sports Day, Fun Day, Graduation and End of Year Activities)

We usually have three major school events during each academic session; a Christmas Concert/Party (Christmas term), Sports day and Fun day (Easter term) and the Graduation ceremony and end of year activities at the end of the school year. We will communicate the dates in advance. Pupils will be required to dress in the costume as announced by the school prior to the event.

We should have Pupils/Class presentation at the end of every school year. This event will hold as part of the pupils' graduation and Price Giving day ceremony in the school premises or otherwise as deemed it fit.

Birthday Policy

We request that children celebrating their birthdays should come to school as usual dressed in their birthday dress or Muffy. Parents of the Celebrant are to send a very clear and clean photograph of the celebrant. This should be sent to the Class whatsapp platform. Also, each class teacher, in close consultation with the

celebrant will design and make a special art object (hats, flower etc.) for the celebrant to wear to commemorate the day.

Birthday celebrants can bring along a birthday cake and moderate party/goody bag and drinks to share with their classmates. Please be advised that parents must drop off everything they have brought for their child's birthday with the Head of School/Teacher. Please ensure that the components of the party packs are age-appropriate toys and party favours (no cooked food and no swallowable objects etc.).

Parents are strongly advised to ensure that all edible items like sweets, cookies, chocolates included in the party packs are not expired.

Candles and matches are not permitted for safety reasons. Parents coming with a camera man are welcome to celebrate with their child only during the lunch break time but must leave as soon as the celebrations are over in order not to disrupt the activities of the rest of the day.

We would also encourage every celebrant to bring in a small story or picture book (or any gift/donation that Parents deemed fit and beneficial to learning in the school) to be donated to the school library in commemoration of his/her birthday. A commemorative message will be written in the book /gift accordingly. Please note that although this is recommended, it is not mandatory.

SCHOOL LUNCH

Lunch time

Parents that requires their Children to be served lunch by the school will have registered with the management. The school lunch menu is published online and is updated termly. Visit our school website and click on the 'school lunches' section for further information. You may wish to discuss school lunch options with your child prior to the school day.

Children may bring a packed lunch. Our school supports the Healthy School Campaign and we would therefore ask that there are no sweets, chocolate bars or fizzy drinks included within the packed lunch. **NO NUTS** OF ANY KIND are allowed (including Nutella and peanut butter).

Children are encouraged, not forced to eat the savory food first and to eat a reasonable (**based on what they can take in**) proportion of their food. Children are not allowed to swap or try food from anyone else's lunch box. Any food not eaten from packed lunch boxes will be brought home so that you are able to see what is being eaten. If staff are concerned about a child's eating habits, we will inform you.

Payment

Parents are to get the cost of the lunch from the school office. All payments are to be made through the school's payment system before resumption.

Fruits

Children are to bring a piece of fruit to the school. Pupils are to come to school with Fruits on Wednesdays.

Water Bottles

Children are encouraged to bring in water bottles to drink during the day. These should only contain water and children will not be permitted to drink anything other than water during lesson times. Children are also able to access a drink of water during the school day from the water dispenser.

CROWN IMPERIAL SCHOOL UNIFORM LIST

Uniform

Reception 1

5 coloured T-Shirts

Blue Jeans (To be provided by Parent)

Canvas and white socks (to be provided by parent)

Reception 2-Year 6

Shirts

-Sunflower Yellow

-Blue

-Pink

Grey Cardigan

Tie (Navy blue with ash colour)

Navy Blue Pinafore for Girls

Navy Blue Nicker for boys

Navy blue Socks for boys, girls

Black covered shoe **(to be provided by Parent)**

PE Kit

Sport Wear

White Canvas and white sock. - (To be provided by Parent)

Jewellery and Hair

Children are not permitted to wear jewellery in school other than, stud earrings and an age appropriate wristwatch. Jewellery or any other accessories for religious or personal reasons are not allowed.

Children are encouraged to tie long hair back for practical, health and safety reasons. Hair bands should be plain; novelty hair bands are not permitted.

Children are not permitted to wear make-up during the school day for any reason. The wearing of nail varnish is discouraged and parents are asked to remove nail varnish as soon as practical, if their child has had their nails painted for a special occasion.

Children hair must be properly groomed. Inappropriate or excessive hair parting are NOT allowed.

What your child needs-at a glance

- School uniform
- PE kit
- Outdoor Learning Clothes (we will advise you when your child need these clothes)
- Lunchbox for packed lunch
- Break time snack (Fruits inclusive)
- Bottle of water (spill proof bottle)

Label All Items of Clothing and Belongings

Please make sure all your child's clothes and items of belongings are clearly/permanently named and that your child knows where to look for their name. A lost property trolley operates in the entrance near the office of the head of school.

Uniform Purchasing

The following items are available from school: School uniform, cardigan, Sport wear, Please ask at the office for prices. All purchases of uniform are made via the Uniform Shop, which is found on our school website. Once payment is received you will receive a text letting you know items purchased are available to collect from the school office.

HOME-SCHOOL COMMUNICATION

We greatly value the link between home and school and have found that the education of children is even more successful where this link is strong. We are delighted to involve parents in the life of our school and do so in the following ways:

- Your class teachers are available to meet you at the end of the day should you have anything you wish to discuss. For a longer discussion parents are asked to make an appointment through the office of the head of School.
- The school office is able to pass on any communication to the class teacher at the start of the day.
- All updates with what is happening in school will be emailed to you.
- There is a termly welcome class **Virtual** meeting for parents and carers to cover useful class information. Information about this meeting will be in the school newsletter nearer the time.
- Parents' consultation meeting take place once in each term.
- Teachers can not attend to Parent during learning hours.
- There are information meeting on various aspects of the curriculum and children welfare held throughout the year.
- The school website offers a wealth of information and is frequently updated.
- Parents are able to request a Home School communication book where it is felt that this is necessary.
- Parents are invited into a special mentions assembly on a Friday afternoon if their child has been chosen for a special mention. You will be informed by text if your child has been chosen.

We strongly believe that two way communication is vital in supporting your child's school experience. We would like to take this opportunity to request that you inform us of any factors that may affect your child's performance or well-being in school. Thank you.

SPONSORS

We very much appreciate parental support in the school. If you would like to help in any way at all please let us know. A Sponsor pack can be obtained from the school office. We are happy to accept regular sponsorship.

POSITIVE BEHAVIOUR MANAGEMENT

At Crown Imperial School we have a clear positive behaviour management system based on a shared set of aims and values and an agreed understanding of rights and responsibilities. At its core are two principles:

- Encouraging and rewarding good behaviour through setting clear expectations and regularly celebrating success
- Minimizing unacceptable behaviour through establishing a clear code of conduct and a consistent and fair hierarchy of consequences.

The children are encouraged to follow the Golden Rules:

- We listen
- We are honest
- We are gentle
- We work hard
- We are kind and helpful
- We look after property

Children are rewarded through House Points which contribute to a personal Star Award scheme, as well as going towards each House. Individual classes also run a variety of collaborative class rewards. At the end of each week, 1 child from each class receives a special mentions 'Well Done' for a specific reason in our whole school assembly.

Our Behaviour Expectations

At Crown Imperial school we have clear Behaviour Expectations which identify "Wow behaviour", "Good behaviour", "Wobbly behaviour" and "Unacceptable behaviour".

Children who demonstrate "Wow behaviour" receive a certificate and parents are informed by a text home. Children who demonstrate "Unacceptable behaviour" lose playtime and/or school fun activities as a consequence and parents are informed.

Parents will be invited where a serious incident occurs, or when there is an accumulation of unacceptable behaviour.

Our whole school behaviour policy is available from the school office and on the school website.

Super Learners

At Crown Imperial School, we encourage children to be "Super Learners" by focusing on positive attitudes to learning. Our "Super Learner" behaviours are:

Concentrating
Don't give up
Co-Operate
Have a go
Keep Improving
Enjoy Learning

Crown Imperial School Values

Crown Imperial School focuses on 5 key values which support our Behaviour Expectations and Super Learners. These are taught through assemblies and class teaching. Our values are:

Christ
Integrity
Excellence
Responsibility
Poise

EDUCATIONAL VISITS

School trips and in-school visits are an essential part of your child's learning and development. During the academic year, your child will be undertaking a number of trips. In order for your child to participate in these activities, you will be asked to give your permission by signing and returning a trip consent form. Once Payment is made, your Child will be registered.

You will always be advised of any major trips in advance. We warmly welcome parents, guardians or grandparents to cheer us as we embark on our trips. Please come and talk to us nearer the time, if you are interested in helping on any of our trips.

After School Clubs and Child-minding

After school club commence at 3.30p.m - 6.00p.m for pre-registered children who are not picked up when the school closes. Professionals from outside the school will be invited to run after school clubs, making them more valuable and engaging for the children.

We will offer dance, Boys brigade, girls guild, arts and crafts etc. for an additional fee (note the clubs will only hold if we have at least Ten children who sign up). Our regular afterschool clubs for reading and music will continue at no additional charge other than the existing fees. Should you require after-school services, do register your child and fees are due at the beginning of each term.

During after school ,the children will be kept busy but there will be no structured activities. Please ensure that your child has adequate food, snacks and drinks if they will be staying in school till 6.00p.m.

Crown Imperial School will also offer after school club and child minding services for children who are not pupils of the school. Registration will be required for the service in addition to payment of the required fees, at the beginning of the term.

PARENTS OF CROWN IMPERIAL SCHOOL

The school has a very much valued 'Parents Forum'. The Parents Forum offers a positive means by which parents can contribute to the school and help to provide some "extras" for the children. We regard ALL our Parents as Stakeholders.

All parents are automatically members of the Forum. The Parents forum has executives that coordinates the activities of the forum. Meetings are held once in a term and only Parents/Guardian are expected to attend this meeting. Third Party representative are not allowed to attend this meeting. A PTA levy is paid at the beginning of the session by all the pupil in the school.

The Parents and Teachers forum holds their meeting once in a term.

For more information please speak to our school representative on Parents and Teachers Forum.

Medical Policy

Should you observe any signs of illness (fever, cough, skin infection or rashes etc.) in your child over night, we request that you keep him/her at home until the exact nature of the illness is diagnosed. We will require a medical report from the child's physician before the child will be accepted back into the school, following the appearance of any suspicious symptoms.

At the point of registration of new pupil, Parent will be required to present the medical record of their child and update same in the course of the first year or as applicable.

We request that you provide us with a copy of your child's most recent general check-up report (eyes, ears, nose, throat tests, allergies, any peculiar ailments etc.) at least once a year, as well as a medical report indicating your child's blood group, genotype (one time only, if this has not been submitted already). Also provide us with the details of your child's hospital and the contact details of his/her physician. Please contact the school office for the details of our registered hospital, in case of an emergency.

Emergency telephone contact numbers must be provided – home, work, friend etc. Please remember to notify school immediately of any change in address or telephone number.

Drug Administration

Please provide the School nurse (or the class teacher, in the absence of the school nurse) with specific instructions in **writing**, regarding the dosage and frequency of any medication to be administered to your child. This instruction must be based on the written prescription of the child's physician, a copy of which should also be given to the school nurse or class teacher. The School will not administer drugs for pupils with infectious or contagious ailments.

Please note: Drugs will not be administered to any pupil in the absence of a medical report.

Immunization Day

Please make advance arrangements to keep your child at home on immunization days. This is to ensure that he/she is closely monitored in case of any reactions and side effects that may occur as a result of the vaccinations

Injury Policy

While we will take great care to ensure the safety of your child while in school, we do recognize that minor scratches, scrapes and injuries might occur from time to time. These are all part of the developmental challenges your child will face as he/she engages in social play and interacts with his/her mates.

We request your understanding of this fact and assure you that such incidences will be kept at the barest minimum to the best of our abilities. Should such incidents occur, we will provide full disclosure of the circumstances surrounding the occurrence and an injury report will be filled out for your review and signature.

Annual Health Checks

We are planning to organize the following medical checks for the nursery school children every year;

The de-worming exercise which is carried out at least three (3) times in a year.(Optional)

The Eye screening in November/December annually

The Hearing test in February/March annually

The Dental check in May/June annually.

Qualified healthcare professionals (audiologist, dentist, optician/optometrist) will carry out, all these tests with the consent of parents, within the school premises. Consent forms, with details of the charge for each service, will be sent out to parents for each medical test well in advance. These health checks are not compulsory but are recommended in order to closely monitor your child's development and to identify potential red-flags as early intervention is always the best.

Please note that we will only be able to carry out these tests at discounted rates if we have a good number of students interested. We will advise you accordingly when the time comes. We will also communicate to you in case of any other medical test needs to be conducted as deemed fit.

School Fees, Enrolment, Withdrawal

All school fees payment, including after school and child minding, must be made directly to our designated banks (Access Bank PLC) and tellers or payment evidence be made available to the school management for issue of an official receipt.

Payment of school fees **must** be made in advance of your child's resumption to school and we request that payment of the next terms fees be made before the exhaustion of the last one. **Please be reminded that school fees payment is non-refundable**, even when parents decide to take an early vacation or withdraw their child for any other reason. Also be advised that any child whose fees are not paid on time might not be admitted into school after a specified grace period. If any parent is having difficulty with fees, please discuss this with the Head of school as soon as possible.

For Pupils in the exit classes or common entrance classes in the Primary section, they will be required to pay at the commencement of the session the total session fees and this can be paid once or twice only.

If you plan to be away for a protracted period of time (above a month) you will be required to notify the school in advance and to make a payment of 50% of the fees to ensure that your child's space is reserved. Please note that at least one-day attendance in a term requires full payment of the termly fees.

School fees Discount

The following is the discount that parents are entitled to;

- i. Payment of school fees one year in advance – 5% on tuition fees only
(Please note that even when school fees has been paid one year in advance, parents will be expected to pay the difference in fees should the school decide to review the fees within the year)
- ii. Sibling Discount – 5% discount on tuition fees alone will be applied for each additional sibling enrolled in the school.

In addition, the fees payable is based on a twelve month enrolment period and we will not prorate our fees if your child will not be in school during the holidays. Our staff members are paid on a full time basis so we will not be able to prorate our fees. You can also decide to withdraw your child and re-enroll the child after the holidays. Should this be your preference, please note that you will be required to pay the joining fees all over again and acceptance of your child will be subject to availability of spaces.

If you plan to be away for a protracted period of time (above a month) you will be required to notify the school in advance and to make a payment of 50% of the fees to ensure that your child's space is reserved. A review of this requirement is entirely at the discretion of the School Board/Head of School, who will put into consideration factors such as how late into the term the child is enrolled into the centre. However should a discount be given, payment for the entire month of enrolment, irrespective of when in the month the child is enrolled, will be expected.

Please be reminded that school fees payment is non-refundable, even when parents decide to take an early vacation or withdraw their child for any other reason. ***Also note that at least one-day attendance in a term requires full payment of the termly fees.***

Complaints, Suggestions

We at Crown Imperial School welcome constructive complaints and suggestions geared towards improving our practice and helping us meet (or even surpass) your expectations. We encourage you to channel all complaints and suggestions about any issue regarding the care of your child to the teacher/supervisor, or the conduct of any member staff to the head of School. Be assured that your concerns and suggestions will be promptly and satisfactorily dealt with.

However, should you still feel that your concerns have not been adequately addressed, please feel free to bring up any such issues with the Head of School at any time. Public outrage by Parents within the school premises or its environs is not allowed. We advise Parents explore ALL avenues to register their respective complaints.

Please be advised that members of staff have the right to be addressed and treated with respect and fairness. We commit to conducting ourselves professionally and will accord our parents the highest level of regard and respect in our interactions with them. We humbly request that the same gesture be accorded us as staff of the school. Crown Imperial School however reserves the right to request that a child be withdrawn from the school due to misconduct, physical assault or disciplinary issues by parents or their staff/ relatives towards any member of staff without any refund of fees and levies paid.

Holidays

Requests for absences during term time will only be considered in exceptional circumstances. A family holiday does not constitute exceptional circumstances and will not be authorised by the Head of school. Parents are reminded that they should not take children out of school during term time.

RESPONSIBLE USE OF THE INTERNET

Mindful of the possibility of children gaining access to undesirable materials on the internet, School has taken steps to prevent this.

Our Internet access is secured and has a filtering system that restricts access to sites containing inappropriate content. As an additional measure of protection, we have ensured that all our IT devices are in public view and an adult is present to supervise use.

The following rules will help protect pupils, staff and the school by clearly stating what is acceptable and what is not.

- Access must only be made via the user's authorised account and password, which must not be given to any other person.
- School computer and internet use must be appropriate to the pupil's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- The use of public chat rooms is not allowed.
- Irresponsible use may result in the loss of internet access.

DATA PROTECTION

Kindly be informed that the data supplied by you, or your child, in relation to your involvement with this school, both now and in the future, will be processed in line with our Data Protection Policy. The information you provide will be used for the purposes of maintaining accurate records with regard to registration and contact details. Also statistical information required by Ministry of Education.

Acceptance

Kindly indicate your understanding and acceptance of these terms and your willingness to abide by them in the space provided below;

We have thoroughly read the attached school admission policy and hereby confirm that the terms detailed in the said policy are fully understood and are acceptable to us:

Father's name _____

Contact tel. # _____ Email _____

Father's signature _____

Date _____

Mother's name _____

Contact tel. # _____

Mother's signature _____

Date _____

Mother's name _____

Contact tel. # _____ Email _____

