

TRINITY SCHOOL OF EXCELLENCE
Fear God, Study well to serve humanity



TRISCOE

TRINITY MIEVE SCHOOL OF EXCELLENCE

Motto: Fear God, Study well to serve humanity

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Tel: 0208734983/0279662578

Location : JEI RIVER - KOFAI ESTATE, KASOA

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ARRIVAL

- *When you bring your child to Trinity MIEVE School of Excellence, an adult over the age of 18 must accompany your child to reception and sign your child in on the attendance sheet at the reception.*
- *Children are not allowed to write anything or sign in/out for parents on attendance sheets.*
- *Under no circumstances should a child be dropped off outside. Trinity MIEVE School of Excellence assumes no responsibility of your child until the child is signed in; accompanied by appropriate persons or their representatives.*
- *Our utmost concern is the safety of your child. If you are unable to pick up your child, we will only release your child to those for which you have authorized on your enrolment form.*

- *Any person picking up your child besides the parent(s) will be required to show a picture ID and sign your child out before your child will be released. The ID number will be recorded on the attendance sheet and will be kept on file for a minimum of 3 months.*
- *Children will not be permitted to leave with **ANYONE** except those persons listed on the enrolment form. Any change in authorized pick-ups must be in writing and dully endorsed by parent/guardian.*
- *Lessons commence at exactly 7:00am and complete at exactly 3:00pm. Pupils can arrive thirty minutes before the commencement of lessons and must depart within thirty minutes after close of school.*
- *A grace period of one hour after close of school shall be allowed for late pick up of pupils after school. Any pupil still within the school after 4:00pm is deemed to be enrolled for our evening school; parents/guardians shall be required to pay for those services.*

BIRTHDAYS AND HOLIDAYS

- *Some holidays are beyond the understanding of your children. When we celebrate a holiday at Trinity MIEVE School of Excellence, we design concepts and activities that give the children more experience with the understanding of the holiday. We will notify the parents of the times and formats of the celebrations.*

- *We feel it is important for our young children to become familiar with the values, beliefs and cultural traditions of different people and the ways they celebrate special occasions. From time to time we will provide such opportunities. We would appreciate knowing if and how any of the parents could assist us.*
- *The most important occasion for a child is his/her own birthday. We will honour the child at this time by doing something special. A special activity or snack will be fine. Parents who wish to bring a snack at this time should notify the administrator.*
- *Children's birthday may be celebrated by bringing cupcakes or cookies to serve the children during the morning snack (no alcoholic beverage please).*
- *If your child is planning a home birthday party and wishes to invite his/her classmates, please send the invitations to the administrative office for parents to be fully notified as other children who may not get invited will feel left out and may not understand why they are not invited.*

MEALS AND SNACKS

- *It is the responsibility of the parent to provide a healthy breakfast and snacks for their children. The school has a spacious dining area for pupils to eat their packaged breakfast and snacks before the commencement of lessons.*

- *Trinity MIEVE School of Excellence encourages healthy snacks and meals for your child. Therefore, please do not send any candy, chips, chocolates, sodas or other unhealthy choices as your child's meals.*
- *The school runs an effective catering service where a variety hot meals and snacks are sold to meet the nutritional needs of your wards. A signed statement from your child's physician must indicate any information regarding special dietary needs and/or food allergies.*
- *Lunch is compulsory for all pupils at Trinity MIEVE School of Excellence. Pupils are allowed to choose from a variety of healthy and very nutritious meals in the school's menu for each day. Lunch fees can be paid for on daily/weekly/termly basis at the accounts office.*
- *It is the firm belief of the school that food plays a very important role in the physical and mental development of your child, hence our caterers give off their best to prepare the best meal for your ward.*

OUTDOOR POLICY

- *Outdoor play is important to all developmental domains of development, particularly physical gross motor development. Children will be provided with at least one hour a day of outside time, weather permitting.*
- *Should the weather prevent us from taking the children outdoors, we will provide alternate indoor movement activities (playroom).*

- *Outdoor play restrictions for a child must be in writing and accompanied by a doctor's medical statement noting the reason for the restriction.*
- *Our weekly Friday Keep Fit Program is designed to provide an opportunity for all students to exercise their bodies under the tutelage of an expert keep fit instructor. Pupils are required to arrive in their customized sports kits provided for by the school for this special program.*
- *In addition, the school organizes a variety of sports programs from time-to-time as part of our Fun Friday Programs.*

SAFETY

- *Our main concern and basic commitment at the school is the safety of your child. We ask that parents closely supervise the children in the parking lot. It is recommended that children be offered a hand to hold when exiting from cars.*
- *When departing from the school, please resist having children run to the car while the parent signs them out.*
- *Please be cautious not to allow children to run around in the parking areas for safety reasons.*
- *Please do not park in neighbour's parking lots.*
- *Cars are not babysitters. Please do not leave children in the cars at any time.*

GUIDANCE AND DISCIPLINE

The goal of Trinity MIEVE School of Excellence is to help your child become self-reliant and internalize rules of behaviour. Children are encouraged to take appropriate responsibility for their own behaviour and generate ideas for solving social conflict problems (e.g. how to share a toy).

- Discipline will be constructive in nature and include techniques such as: Using limits that are fair, consistent and appropriate for the child's developmental level.*
- Providing children with reasons for limits.*
- Giving positively worded directions.*
- Modelling and redirecting children towards acceptable behaviour.*
- Helping children to constructively express their feelings and frustrations to resolve conflict.*
- Arranging the classroom environment in a way that promotes desirable behaviour.*
- Brief, supervised separation or time out from the group, when appropriate for the child's age and development, limited to no more than one minute per year of child's age.*

The following techniques are prohibited by Trinity MIEVE School of Excellence and under no circumstances will be used on your child:

- 1. Corporal punishment or threats of corporal punishment.*
- 2. Punishment associated with food, naps or toilet training.*
- 3. Pinching, shaking or biting a child.*
- 4. Hitting a child with a hand or instrument.*
- 5. Putting anything in or on a child's mouth.*
- 6. Humiliating, ridiculing, rejecting or yelling at a child.*
- 7. Subjecting a child to harsh, abusive or profane language.*
- 8. Placing a child in a locked or dark room, bathroom or closet with the door closed.*
- 9. Requiring a child to remain silent or inactive for inappropriately long periods of time.*

Staff members who punish children in a prohibited manner or who do not first apply proactive, rather than reactive techniques will jeopardize their employment at Trinity MIEVE School of Excellence. A staff member found using any of the above listed "prohibited Punishments" will be dismissed. Any infractions of this discipline policy reported by parents/guardians or other staff members will be investigated.

If a child does not respond to positive guidance and redirection, and is posing an emotional problem for him/herself or others, or is a physical threat to others, the following steps are taken

- 1. The child is warned that repeating the behaviour will result in his/her separation from the group. Alternatives are suggested to the child.*
- 2. If the child repeats the action, he/she is removed from the group to a private place within sight of a teacher. The teacher tells the child he/she will return to discuss the situation when the child has calmed down.*
- 3. In a few minutes (not more than one minute per age) the teacher returns the child to discuss what happened, why it was unacceptable and what the child must do to control his/her behaviour.*
- 4. The child is invited to return to the group when he/she is ready. If the child needs or wants more time alone, he/she may take it. Children under the age of 3 will not be removed from the group.*
- 5. When the child returns to the group, the teacher welcomes him/her back to the group and tries to make the transition as smooth as possible.*

Parents will be notified if any behavioural issues of concern and the staff at Trinity MIEVE School of Excellence will work with the parent to resolve any behaviour issues outside normal child development. Should the child's behaviour cause a continued threat to him/herself and/or others, the Head of School will discuss with the parents, alternative group child care arrangements that may better benefit the child.

PROCEDURES FOR CRITICAL ILLNESSES AND INJURIES

- *If critical illness or injury requires immediate professional care (emergency), staff will rush the pupil to the nearest health post or administer first aid or parents will be notified immediately*
- *In case of a minor injury or accident, staff will administer basic first aid and CPR. All injuries or illnesses not required immediate parental notification will be informed when the child is picked up at the end of the day. We call parents to inform incidents and keep the incident report ready to sign at the end of the day.*

MEDICATION ADMINISTRATION

In order to administer any medications to your child, the following guidelines must be followed:

- 1. Parents must sign an authorization and include times for staff to administer each medication according to the label directions*
- 2. The medication must be in the original container labelled with the child's full name and the date brought to the school*
- 3. Staff can only administer the medication in amounts according to the label directions or as amended by a physician*
- 4. Staff can only administer the medication to the child for whom it is intended*

5. *Staff cannot administer the medication after expiration date*
6. *We cannot give over-the-counter medications*
7. *If your child has a periodic and recurring medical problem, such as headaches, asthma attacks or allergic reactions, the parent or the child's health-care professional may sign a medication authorization allowing staff to administer the medication when symptoms occur for up to a six-month period. The authorization must include information on symptoms to watch for. Parents will be notified immediately after administering the medication.*

PHOTOGRAPHS

1. *Photos taken of the children will be done with a school owned camera, and will only be used in our program purposes.*
2. *If parents choose to take pictures of events held at our programs (birthdays and celebrations), they may only photograph their own child. During certain events, such as graduation, end of the year program, photographs may be taken.*
3. *Trinity MIEVE School of Excellence has a website and Facebook page. We from time to time update the website and Facebook page with children's projects, and photographs/videos of special programs with permission from parents.*

BITING

- *Biting is a common issue in early child development. The best way to deal with biting is consistency between providers and parents. Biting could occur for multiple reasons.*
- *Trinity MIEVE School of Excellence will work with parents when biting becomes a problem. We will make every effort to solve the problem as soon as possible.*

TELEPHONE COMMUNICATION

*If you want to contact Trinity MIEVE School of Excellence for any reason, feel free to contact ****0542414408** *0208734983** **0279662578****. If we are unable to get to the phone, we do check messages regularly and return calls as soon as we get a chance.*

DAILY SCHEDULES

- *Every classroom has their daily routine posted on the bulletin board.*
- *Parents shall be furnished with the time table and any other information pertaining to the daily routine of their wards*

SIBLING DISCOUNTS

- *Families with three or more children enrolled full time at Trinity MIEVE School of Excellence are eligible for a discount to be applied to the total.*
- *The amount and nature of the discount shall be communicated to parents/guardians by the administrator at the time of admission.*

SUSPENSION AND EXPULSION

We at Trinity MIEVE School of Excellence focus on prevention, developing and communicating clear behavioural expectations and ensuring fairness and continuous improvement, can and should be applied across classrooms where children learn.

We want to work toward a goal of ensuring that all children's special, emotional, and behavioural health are fostered in an appropriate and high-quality program, working toward eventually eliminating expulsion and suspension practices across classrooms.

Our staff is adequately trained, supported, and prepared to help all children excel. This is a key strategy in limiting and eventually eliminating early expulsion and suspension.

If a child appears to have difficulty with following classroom schedule, teachers will begin to record written observation of behaviour by addressing how, when and where the behaviour takes place and efforts teachers have made to assist the child's needs.

If a behaviour is of immediate attention and the child continues to have difficulty, the teachers will bring their concerns to the Head of School. A conference with parents will be arranged in order to share observations and discuss behaviour issues. Parents, teachers and the director will come to a plan of action. Follow-up meeting will be arranged. If the behaviour or concern has not improved, it will be determined if a child's doctor should be consulted for additional support.

School may terminate the enrolment of a child if the child's needs cannot be met, the safety/care of other children. Parents will be notified of the reasons of expulsion and suspension of a child. We will work with parents until they take care of the situation. However, if the reason of termination is serious, termination can be immediate.

If a child is ill with a contagious disease, parents have to let the teachers know so that other parents at the school may be informed. We send a note home with all the children's type of communicable disease, symptoms and precautionary measure that will be taken in case of highly contagious illnesses, child could return to school with a doctor's note.

COMPLAINTS

Our goal at Trinity MIEVE School of Excellence is to provide you and your child with a beneficial and memorable learning experience.

- *If a parent/guardian has a question or concern regarding the care provided at the school, the parent is requested to speak first with the administrator of the school.*
- *A complaint form shall be provided for the parent/guardian to fill out in order to commence the process of solving the problem immediately.*
- *All complaints shall be dealt with within a minimum of one working day or a maximum of three working days.*
- *If the problem cannot be resolved by the administrator and/or the staffer within the stipulated time, the matter shall then be referred to the office of the head of school for appropriate steps to be taken in finding a resolution for the problem.*

PERSONAL ITEMS FROM HOME

Please DO NOT allow your child to bring any of the following to school

- *Small toys that are potentially a choking hazard*
- *Jewellery of any kind*
- *Candy or chewing gum*

. Personal electronic games or devices

Please watch for any small articles, which your child may bring home in his/her pocket. For example, small cubes, cylinders, beads accidentally placed in their pockets. We strive in providing high quality materials for your child and these items may be difficult to replace.

PARENTS INVOLVEMENT

We encourage parents to join their child for the following programs when the time is convenient for them:

- *Arts and Cultural Day Celebration*
- *Career Day Celebration*
- *Open Day*
- *Science and Art Exhibition*
- *Speech and Prize-Giving Day*
- *Graduation Day Celebration*
- *Carols Night*
- *Other important celebrations*

PARENT-TEACHER CONFERENCE

- *Trinity MIEVE School of Excellence offer parents an opportunity to attend a parent/teacher conference at least once per trimester.*
- *Such a conference shall be organized under the auspices of the Parent-Teacher Association (PTA) of the school. Membership and attendance of PTA meeting is compulsory for all parents and teachers of Trinity MIEVE School of Excellence*
- *It is also important to note that a parent may schedule a meeting at any time with their child's teacher under the supervision of the administrator. Likewise, a teacher may schedule a supervised meeting with parents if he/she has concerns or issues with a child. The staff strives to keep open communication with all parents under the supervision of school authorities.*
- *Once every trimester, the school organizes an Open Day program to allow parents and guardians to access every inch of our facility to familiarize themselves with the physical infrastructure of the school. In addition, parents and guardians are allowed to go through exercises books, project works, creative works and any other material that sheds light on the academic performance of their wards. We encouraged all parents and guardians to actively participate in this enormously important endeavour.*

SICK CHILDREN

To ensure the health of all the children, your child must not come to Trinity MIEVE School of Excellence if any of the following guidelines apply.

- 1. The illness prevents the child from participating comfortably in school activities including outdoor play*
- 2. The illness results in greater need for care than the teacher can provide without compromising the health, safety and supervision of the other children in care*
- 3. The child has one of the following:*
 - o Oral temperature of 38 degrees Celsius or greater, accompanied by behaviour changes or other signs or symptoms of illness*
 - o Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhoea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behaviour changes or other signs that the child may be severely ill*
 - o A healthcare professional has diagnosed the child with a communicable disease*
 - o The child does not have medical documentation to indicate that the child is no longer contagious*

*Please check your child for signs of illness or communicable disease before sending him/her to school. Please call the school at **0542414408***

*****0208734983**0279662578.** and notify the office that your child is ill and when you*

think they can return. In case of a communicable disease, we then can monitor to see if the disease has been transmitted to the other children in the class. Children with communicable disease cannot return to class until a doctor has agreed to the return.

If your child is ill, please keep him/her at home.

Should your child become ill at Trinity MIEVE School of Excellence, your child will be isolated from other children and you will be notified and you or your designated release person will be required to pick up your child immediately or within one hour of notification. If the parents cannot be reached, the person listed on the enrolment form will be contacted. The school reserves the right to terminate care if parents continue to be unreachable in the event of an illness. There will be no reduction in fees because of absence due to illness.

TERMINATION OF SERVICES

Termination of a child will only be made with staff recommendation, appropriate documentation and outside consultation, which would result in action to be in the best interest of the child. Trinity MIEVE School of Excellence may terminate enrolment for the following reasons:

- If the parent/guardian fails to follow correct admission requirements, especially as they relate to submission of required forms and departure procedures.*

- *If the actions and inactions of parent/guardian threatens the safety and security of students, teachers, and other workers of the school*
- *If retention of the child would be detrimental to the health and safety of the other children in the school, the staff or the child him/herself due to exceptional needs for special treatment. It is noted here that the staff at Trinity MIEVE School of Excellence will make reasonable attempts to alleviate the situation before recommending termination*
- *If the parent/guardian fails to pay fees and other agreed payments; according to policy.*
- *If parent habitually brings a sick child to the school*
- *If there is proof of failure to receive parental support and help when a child is found to have a learning or behaviour problem. This includes failure to attend parent conferences and to follow through with medical and/or educational specialists.*
- *If the parent spreads rumours and untruths about the school; with the sole aim of making the school unpopular. The school is a business entity which would not survive the impact of bad press orchestrated to tarnish its hard-worn image.*

In the case of a school termination, a two-week, written, dated notice will be given to the parent/guardian. All outstanding tuition must be made according to contract until the ending date. This policy does not apply if termination is due to non-payment, abuse to the school policies on illness and/or continual late payments.

WEATHER AND EMERGENCY PROCEDURES

- *Trinity MIEVE School of Excellence follows the Ghana Education Service directives regarding bad weather.*
- *If Trinity MIEVE School of Excellence closes due to bad weather, parents will be notified that the child is being dismissed.*
- *The school shall keep and safeguard unclaimed pupils until such time that the bad weather abates and respective parents are able to pick up their wards.*
- *In case of bad weather occurring before the start of lessons, we will make a decision to delay the starting time for the program line up for the day, close or proceed as normal.*
- *We practice monthly fire and severe weather drill so your child will not be traumatized by any unexpected emergencies. Emergency preparedness plan and emergency evacuation plan available in each classroom and also posted by the front door.*
- *In case of bad weather or any emergency, please call any of the following emergency numbers of the school: **0542414408 **0208734983**0279662578.***

BREAST FEEDING

Trinity MIEVE School of Excellence support and understand breastfeeding is an important way for mothers to bond with their children. We create a quiet, comfortable space for nursing mothers in our Montessori School.

HEALTH CHECK

- *Health check is a quick evaluation of a child's body, mood, behaviour, bruises, cuts, scrapes, burns, any fluid coming from a child's eyes or nose, any scratching on the head, body, unusual behaviour (sad, sleepy, irritable and lack of appetite), listen for cough, wheezing or stuffy nose and feel the child's skin for fever.*
- *We document health check information and save documentation for at least 30 days.*

DRESS CODE:

- *Wearing a uniform is a sign of identification with the school community of Trinity MIEVE School of Excellence. By wearing a uniform, pupils show pride in their school and exhibit respect for their person by dressing in a dignified manner. The uniform also helps to reduce competition in dress as a result of contemporary styles. Pupils should arrive at school and leave school in full uniform.*
- *All hair must be kept clean and neat. Fashioned or engraved hairstyles are not permitted. Only simple hair styles will be allowed.*
- *Foot wear – black shoes / snickers properly laced or leather sandals with white socks*
- *Jewellery is not permitted; expect that girls may wear one pair of post earrings, no hoops or dangles.*

BILLS AND PROSPECTUS

CLASS	ADMISSION FEES	TUITION FEES	UNIFORM (Mon-Tues)	WEDNESDAY WEAR	THURSDAY WEAR (Lacoste)	FRIDAY WEAR	CHANGE WEAR	FEEDING FEES	STATIONERY
CRECHE	50	356	125	125	40	50	35	4	100
NURSERY 1	50	360	135	135	40	50	35	4	100
NURSERY 2	50	360	135	135	40	50	35	4	100
K.G 1	50	410	140	140	40	50	***	4	100
K.G 2	50	410	140	140	40	50	***	4	100
BASIC 1	50	465	165	165	45	60	***	5	160
BASIC 2	50	465	165	165	45	60	***	5	160
BASIC 3	50	465	245	245	45	60	***	5	160
BASIC 4	50	565	245	245	45	60	***	5	180
BASIC 5	50	565	280	280	45	60	***	5	180
BASIC 6	50	565	280	280	45	60	***	5	180
JHS 1	50	620	280	280	50	65	***	5	205
JHS 2	50	620	280	280	50	65	***	5	205
JHS 3	50	620	280	280	50	65	***	5	205

Note: *Parents and guardians who wish to sew the uniform on their own can purchase the material from the school at a lower price and pick up the style from the administrative office of the school*

ACCOMPANYING ITEMS TO BE BROUGHT ON ADMISSION

CRECHE/ NURSERY

Bowl
Cup
Spoon
Alphabet Mat
Face Towels
Soap
Disinfectant (Dettol/ Camel)
A Pack Of Toilet Roll
Tissue Paper(Jumbo)
Water Bottle

K.G TO JHS

A Pack Of Toilet Roll
Disinfectant (Dettol/ Camel)
Soap (2)
Tissue Paper
Bowl
Spoon

BOOKLIST FOR SCHOOL STORE

<p><u>CRECHE</u> A1===12 D1===5 G===3 Pencil =10 Crayola=2 Eraser = 5 Sharpener = 5 Amount === Gh¢95.00</p>	<p><u>NURSERY</u> A1===8 D1===8 G===5 Pencil =10 Crayola=2 Eraser = 5 Sharpener = 10 Amount === Gh¢102.00</p>	<p><u>KINDERGARTEN</u> A1===10 D1===10 G===5 Pencil =10 Crayola=1 Eraser = 10 Sharpener = 10 Poster Color = 1 Ruler = 2 Amount === Gh¢110.00</p>
<p><u>GRADE 1</u> Note 1 = 21 D1 === 4 Sketch Book = 1 Pencil = 10 Eraser = 10 Sharpener = 10 Poster Color = 1 Crayola = 1 Small Ruler = 2 Amount === Gh¢117.00</p>	<p><u>GRADE 2</u> Note 1 = 25 Sketch Book = 1 Pencil = 10 Eraser = 10 Sharpener = 5 Poster Color = 1 Crayola = 1 Ruler = 2 Amount === Gh¢115.00</p>	<p><u>GRADE 3</u> Note 1 = 30 Sketch Book = 1 Pencil = 5 Eraser = 5 Sharpener = 5 Poster Color = 1 Crayola = 1 Ruler = 1 Red Pen= 5 Blue Pen= 5 Amount === Gh¢140.00</p>
<p><u>GRADE 4</u> Note 1 = 30 Sketch Book = 1 Pencil = 5 Eraser = 5 Sharpener = 5 Big Poster Color = 1 Crayola = 1 Ruler = 2 Red Pen= 5 Blue Pen= 5 Color Pencil = 1 Pack Amount === Gh¢145.00</p>	<p><u>GRADE 5</u> Note 1 = 30 Sketch Book = 1 Pencil = 5 Eraser = 5 Sharpener = 5 Big Poster Color = 1 Crayola = 1 Ruler = 2 Red Pen= 5 Blue Pen= 5 Color Pencil = 1 Pack Amount === Gh¢145.00</p>	<p><u>GRADE 6</u> Note 1 = 30 Sketch Book = 1 Pencil = 5 Eraser = 5 Sharpener = 5 Big Poster Color = 1 Crayola = 1 Ruler = 2 Red Pen= 5 Blue Pen= 5 Color Pencil = 1 Pack Math Set = 1 Amount === Gh¢155.00</p>



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Motto: Fear God, Study well to serve humanity

E-mail: triscoe.edu.gh@gmail.com

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Location : JEI RIVER - KOFAI ESTATE, KASOA

Affix
recent passport-size
colour photograph

ADMISSION FORM

Class in which admission is sought for:..... Department.....

1. (a) Full name of the Child (in capital letters):
- (b) NHIS Card No. : Blood Group..... Allergies/Medical Conditions.....
- (c) Gender: Male Female
2. Date of Birth : Day Month Year
- In words
- Age of the student as at the time of admission
3. Hobbies/Special interests/Talents
4. (a) Languages studied in previous school.....
- (b) Favorite subjects of student.....
- (c) Academic strengths of student.....
- (d) Academic weaknesses of student.....
5. Details of parents:

Details of Mother/Father	Mother	Father
i) Name (in capital letters)		
ii) Nationality		
iii) Occupation		
iv) Name of the office & full address with Telephone No.		
iv) Full residential address with telephone no.		
v) Permanent Address		
vi) Religion		

6. Name & Address of local guardian (if any):.....
-
7. Name & Address of the previous School with Class:
-

8. (a) Result of entrance examination [TOTAL MARK]..... (b) Percentage.....
 Subjects and Marks Obtained: 1..... 2..... 3.....
 4..... 5..... 6..... 7.....
9. Whether the transfer certificate or cumulative record book is attached: YES/NO:
10. Mother tongue:..... Home town:.....

DECLARATION BY THE PARENTS

I hereby declare that the above information furnished by me is correct to the best of my knowledge & belief, if any information or document supplied by me found to be incorrect, I will be responsible for the same. I shall abide by the rules of the Trinity Mieve School of Excellence (TRISCOE)

Date:..... Signature of parent/Guardian _____

FOR THE OFFICE USE ONLY

1. I certify that I have checked the application form and the relevant papers are found in order. Administrator: _____
2. Please admit to Class Department.....after checking the relevant papers and realize the dues.

Date:..... PRINCIPAL _____

Admitted to Class..... Department..... Fee Receipt No.....

Dated issued.

Details of amount received:

Admission Fee	-
Tuition Fee	-
Any other Fee	-

Total	-
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Name has been entered in the Class Attendance Register (✓) Yes No

Date:..... Administrator _____

Admission considered by the school is in accordance with the provisions of the Board & approved.

Date:..... Sign. of Principal/Official Seal _____

Welcome To Our School





OUR DINING HALL





OUR PRESCHOOL DEPARTMENT







OUR DAY-CARE CENTRE







OUR MONTESSORI-STYLE SYSTEM OF LEARNING THROUGH PLAY





OUR BOARDING SYSTEM





OUR COMPUTER LABORATORY









OUR LIBRARY





OUR READING AND WRITING PROGRAMME







OUR SCIENCE LABORATORY





OUR CLASSROOMS









OUR COMMUNITY





OUR SCHOOL BUILDING







OUR BASKETBALL COURT





OUR PRESCHOOL PLAY AREA





OUR FOOTBALL PITCH



OUR BUSES



