

	<p>Green Acres Private School</p> <p>P O Box 14024 Eenhana</p> <p>Cell: 0814460694 Email: greenacresps55@gmail.com</p>
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GREEN ACRES PRIVATE SCHOOL CODE OF CONDUCT AND SCHOOL POLICY VISION

To be the leading provider of inclusive quality education for socio-economic transformation, and produce well rounded learner capable of contributing meaningfully to the development of the country while leading a fulfilling and happy life.

BEHAVIOUR EXPECTED FROM ALL LEARNERS

Learners at Green Acres Private School are expected to uphold the values associated with the school culture.

A-GENERAL BEHAVIOUR

Learners are expected to demonstrate respect for themselves and others as well as be responsible citizens. They are expected to: within the school premises, well as be responsible.

1. To walk in an orderly manner within the school premises, well as be responsible
2. Treat everyone in the school community with respect.
3. Respect and follow the rules and regulations of the school,
4. Refrain from inappropriate of intimacy,
5. Arrive at school on time (7:45)
6. Be punctual at their bus designated bus pick up points.
7. Be punctual for all classes and activities.
8. Absenteeism should be avoided at all costs, unless the child sick and proof should be brought to school. A learner who is absent for total of 21 days in a year without any proper reason will be required to repeat the year or advised to enroll in another school.

9. Inform the class teacher or Principal if they expect to be absent.
10. Parents to make arrangement with class teacher to find out about lessons completed during learner's absence.
11. Be responsible for their personal belongings and keep valuables.
12. Maintain the cleanliness of their own class and common areas in the school, like toilets and playground.
13. Refrain from running along the corridors and behind the buildings.
14. Greet adult members of the school community and visiting guests with respect.

B. BEHAVIOUR ON SCHOOL BUSES

Bus service is an optional privilege for learners. The school ensures the safety and security for all learners. As such, learners are expected to:

1. Maintain the cleanliness of the school bus.
2. Refrain from changing their assigned seats on the bus.
3. Respect all the rules that apply to school behaviour.
4. Refrain from bringing dangerous objects on boarding the bus.
5. Remain seated at all times throughout the journey, regardless of whether the bus is moving or stationary.
6. Respect the authority of the bus teachers, drivers and other adults on the bus.
7. Obtain written approval from their parents to leave school early or take a different transport not belonging to school.
8. Obtain permission from the office before making a change to their bus routes to and from school.
9. Do not use bad language.

Where behaviour on bus is concerned, the following consequences will follow the learner who fail to respect the guideline.

First offence	Verbal warning
Second offence	Two-day suspension of bus privileges
Third offence	Seven-day suspension of bus privileges
Fourth offence	Two weeks suspension of bus privileges

C. MOBILE PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

Learners are not allowed to bring mobile phones, MP3/4 players, portable CD players, radio,' etc, at Green Acres Private School premises unless permission is granted by the teachers for the use of such items for a specific purpose.

Learner In possession of these items during the school day will have them confiscated. Items will be returned at the discretion of Senior Management. Green Acres private School will not be held responsible for the loss, theft damage of the devices in school.

D. SERIOUS OFFENCE

Some actions are not allowed and are considered to be serious offences. This list provides examples of the types of offences that are regarded as serious. This list is not exhaustive.

- 1.Theft
2. Fraud
3. Cheating in examination/assessment settings.
4. Bullying or physical violence
5. Being violent or threatening others
6. Gross disrespect towards students and staff
7. Possessing dangerous items
8. Deliberate damage to school property or the property of others
9. Racist abuse assault

10. smoking
11. Alcohol
12. Surfing pornographic sites
13. Playing with electrical appliances and sockets around the school
14. Experimenting starting any machinery without an adult supervision.
15. Possessing pornographic material
16. Possessing illegal narcotics
17. Missing school frequently without an adequate excuse
18. Cyber mischief

E. DRESS CODE

1. Wear proper school attire.
2. Be neat and tidy.
3. Girls should have a tie-back or push back style and no extension, beads colourful ribbon, girls who stay in hostel must cut their hairs short and neat.
4. Boys maintain very short hair.

NB: children who come untidy or inappropriately dressed will be sent back home to dress properly.

LEARNERS' DISCIPLINARY PROCEDURE

Learners who do not follow the above guidelines will receive counselling and they may:

- Be required to give a verbal and / or written apology countersigned by the parent/guardian.
- Be placed on weekly behavioural monitoring system by teachers and counsellor.

NB: All disciplinary matters will be handled by the principal and school management and if not solved will be taken by school board.

The school recognized the role of parents in the discipline of the learners. Where appropriate, parents will be notified and may be required to meet the teachers.

There are normally four stages to the student Disciplinary Procedure:

Stage 1: First written warning

Stage 2: Second written warning + 1 day suspension

Stage 3: Third and Final written Warning + 2 days suspension

Stage 4: Serious misconduct leading to two days of suspension.

All learners will go through each stage of the learners Disciplinary Procedure.

FINANCE AND ADMINISTRATION POLICY FEES

FEES POLICIES AND PROCEDURES

Application and registration fee

A non-refundable application and registration fee for new learners is required. The fees will be communicated by the management at the beginning of each year.

School fees are approved annually, and changes will take effect whenever the board of directors approves the need increase the fees and brochure with the fees list published.

Extra curriculum activities and trip fees

Learners will pay for extra curriculum activities such as karate, swimming classes, airport trips etc, if they are offered by an external trainer or if the activity involves large sums of money or places outside School premises. Some activities will be compulsory to certain groups of learners or the whole school while others will be voluntary. A complete listing of activities will be available at the beginning of the year and changes will be communicated to parents in time.

Transport fees

Transport fee is charged per area depending on the distance from the school. The school buses are not compulsory therefore the parent can choose to use their own transport the school bus. If they choose to use the school bus they must comply with the pickup points and times as well as the fees for that area. The payment is due by 7th of each month (Pay for service before you use)

Stationery fees

Each learner will pay specified amount of stationery fees at the beginning of each term. The stationery fees due by 7th of the first month of each term.

School uniforms

School uniforms are sold at the school.

Payment of school fees

Fee Deadlines

Fees are to be paid at the beginning of every month by the 7th of each month from January to November. Parents may opt to pay for more than one month.

Late payment fee

It is the parents' responsibility to pay the fees on time.

Payment methods

Direct payment

Payment may be made via online banking or cash deposit. We will no longer accept cash payments at school.

Sponsorship

If fee is paid by a sponsoring agency, a fully completed and authorized 'Sponsor Agency Approval for Fees' form must be submitted by the fee payment deadline, it is the parent's responsibility to obtain a valid sponsorship before the term commences.

School fee refunds

- To receive a refund, parents must officially withdraw the learner(s) according to the following timelines:
- Parents must officially Withdraw the learner before attending any class. Fees will be refunded less 10% Cash handling fees.
- Uniform money and stationeries fees are non-refundable once the learner have been registered at school.

Other functions

- Each learner will be requested from time to time to pay an amount specified by the organizing member for any other functions arranged by the school. Some functions will be compulsory while others will be voluntary, the deadline for ad hoc functions will be communicated as they are arranged.

SCHOOL BOARD

i) Establishment of the board

School board comprises of the School Principal (Secretary), two parents (one parent from lower primary and second learner from upper primary), one teacher, one institutional worker, one learner from grade seven, one school director, all board members will serve for 2 years.

ii) Nomination of board members

The election of the board members will be done by general parents meeting held the end of two years term. No member of the board shall serve two consecutive terms except the school principal who serves as a secretary. However, a member who in previous terms can be re-elected to serve in a board after two years in-between.

iii) Functions of the board

- Review and approve school policy and code of conduct of the school.
- Advice on any disciplinary issues brought the board by the management team.
- Participate in school events such as graduation, cultural events, national events and sport.
- Support school by providing linkages between school and community, sponsors, government, NGOs for betterment of the learning environment.

Chairperson of the board

The chairperson of the board will be voted by board members and will be responsible to oversee the board fulfilling its mandate including chairing of the meetings.

SCHOOL MANAGEMENT

i) Establishment of school management

The management team at Green Acres Private School comprises of Directors, school principal, school administrator and school accountant.

ii) Functions of the school management

- Make sure there is adequate financial provision for the smooth running of the school.
- To hire teachers with sufficient qualification for delivery of quality education.
- Subject the Namibia Labour Act no 11 of 2007, the power recruit, transfer dismiss teachers to or from posts of the school establishment is vested in the school management.
- To make sure that the school provides and maintain education not inferior to the standard of government schools.
- To maintain admission of learners not based on colour, gender, ethnicity, or disability.
- To make sure that school does not impose restriction of whatever nature in respect to recruitment of staff based on ethnic origin, colour, gender and race.
- To receive complaints from workers, learners and parents and resolve them, if the management fails to resolve the matter should refer such to the school board.

Agreement to support the Green Acres Private School code of conduct and policy for my child.

I..... agree to read and explain to my child to abide by these school policies.

Parent name:.....

Date:...../...../.....

Green Acres Private School