

1.0 Introduction

Golden Angels School (GAS) is a private Christian School established in the public system of education under the Ghana Education Service.

GAS provide Christian and Formal education for students from Pre-School through Junior High School.

The management of Golden Angels School in the spirit of our motto to lay the **The Right Foundation** for our pupils and in a solemn declaration and affirmation of our commitment to quality education and good moral upbringing of our students do hereby adopt these rules and regulations- **THE SCHOOL RULES AND REGULATIONS.**

These rules and regulations guide the conduct and behavior of Parents and students in order to maintain discipline and order necessary for success and ensuring a conducive learning environment in the school.

2.0 DROP OFF AND PICK UP POLICY

- i. Drop off time is 6:15am – 8:00 am. Pick up time is 3:00pm – 5:00pm.
- ii. When dropping off their wards, Parents/Guardians should hand over their wards to the Teacher/Staff designated by the school.
- iii. Parents/Guardians should provide the names and identity of persons authorized to drop off and pick up their wards on their behalf.
- iv. Parents/Guardians are to ensure that their wards are in school by 7:30am to partake in silence hour. The school gates will be closed at 8:00am. Learners who come after 8:10 am would be deemed late and will not be allowed to enter the school premises.
- v. Under no circumstance should a child be dropped outside the school gates

3.0 ATTENDANCE AND PUNCTUALITY.

- i. Pupils must never absent themselves from school without permission or due notice to the school.
- ii. Pupils must be punctual for school. Every pupil must be in school latest by **7:30 am** and be picked up by **3:00 pm**.
- iii. Silence hour begins from **7:30 am** to **7:50 am** and must be observed by all pupils.
- iv. Do not **loiter** around during **school hours**.

4.0 GENERAL CONDUCT

- i. All pupils are to make good use of platforms created for their development.
- ii. All pupils are to be polite and courteous at all time.
- iii. Pupils must be prepared for class for every day.
- iv. Pupils must participate fully in all academic and extra-curricular activities of the school.
- v. Pupils must show respect to parents, teachers and staff.
- vi. Pupils must greet all members of staff whenever they meet them.
- vii. Pupils must exhibit exemplary conduct at all times.
- viii. Pupils must avoid the use of foul language or curse words.
- ix. Littering of the school compound will not be tolerated.
- x. Pupils must pick up rubbish anytime they see. Do not pass by rubbish.
- xi. Pupils must take good care of all school property by not engaging in activities such as Peeling off paint from the walls, writing on walls., Breaking tables and chairs, destroying the louvre blades and many more. Any students who engages in any of the above sated actions will be sanctioned.
- xii. Show consideration to others by keeping the noise level low.

- xiii. Do not bring electronic gadgets such as mobile phones, laptops, tablets, MP3 Players and many more to school. This is prohibited and if brought to school the gadgets will be seized by the school authorities.
- xiv. Pupils must not have in their possession any weapons like knives, catapults or any item that inflicts injury is strictly prohibited.
- xv. Avoid running along the verandas, walkways and staircase to prevent collision
- xvi. Chewing of gum is not allowed anywhere in the school.
- xvii. Bullying as well as extorting items from people is strictly prohibited.
- xviii. Narcotic drugs and alcohol use is not permitted and its possession is strictly prohibited
- xix. Any of activities of stealing or theft is strictly frowned upon on the school campus.
- xx. Students must not be engage in any actions of sexual misconduct which include kissing, fondling etc.
- xxi. All prescribed medications must be given to the teacher upon arrival at the school.
- xxii. Bullying, Cyber Bullying is strictly prohibited inside the school premises and no such act will go unnoticed or unpunished.

5.0. ACADEMICS AND CLASSROOM CONDUCT

- i. Pupils are to work diligently on assigned daily class work, homework and projects.
- ii. Homework must be done at home and signed by the parent in the homework journals. Pupils who fail to submit their homework on time will be sanctioned.
- iii. Pupils must not to leave the classroom without permission from teachers.
- iv. Silence hour begins at 7:30am and must be observed by all students.
- v. There should be no movement from one class to the other during classes except a class prefect who is sent.
- vi. Pupils should be quiet and pay attention to Teachers during classes.

- vii. Pupils should keep the classroom clean and neat at all times.
- viii. Keep the classroom clean and neat at all times.

6.0 SANITATION AND HYGIENE

- i. Pupils must wash hands after using the washrooms.
- ii. The washrooms must be left in an acceptable condition after use. Flash the toilets after use. Place used toilet roll into the toilet bins and not on the floor. Do not place sanitary pads or other foreign materials into the toilet bowls. Should there be a stain in the toilet bowl after use, use the toilet brush provided to scrub the stain and flash after.
- iii. Keep all corridors tidy.
- iv. Pupils must come to school every day with face mask, hand sanitizers and two handkerchiefs.
- v. Pupils must come with a large napkin to cover their tables during snack and lunch time.
- vi. Pupils must come along with their own bowls, spoons and cups for snack and lunch breaks and **500ml or 750 ml** bottled water.

7.0. BIRTHDAY CELEBRATIONS

Celebrations of birthdays are not allowed in the **Primary and JHS Department**.

8.0 SCHOOL FEES

- i. All School Fees shall be paid in full in advance for the school term. Alternatively, at least 50% shall be paid at re-opening of the term. The balance shall be paid not later than six weeks after re-opening.
- ii. Students who default in payment will not be admitted to the school after the Grace Period. (Six weeks after re-opening).
- iii. Fees for Lunch and Transport Services shall be paid either in advance for the term or weekly on Mondays of the week.

- iv. Fees shall not be paid to any Teacher/Staff. Payment shall be made to the Cashier or an Officer authorized to do so.
- v. Fees shall be reviewed periodically.
- vi. All Fees paid are not refundable.

9.0 DRESS CODE

- i. All pupils must wear the prescribed uniforms as stated in the table below;

Creche & Nursery pupils;

DAY	ATTIRE	FOOTWEAR
<i>Monday</i>	School uniform	Black shoes with white socks
<i>Tuesday</i>	School uniform	Black shoes with white socks
<i>Wednesday</i>	School uniform	Black shoes with white socks
<i>Thursday</i>	Anniversary Lacoste w/black skirts/black shorts or trousers(boys)	Black shoes with white socks Black or brown sandals
<i>Friday</i>	P.E Kit	Sneakers with white socks

Kindergarten 1 & 2 pupils;

DAY	ATTIRE	FOOTWEAR
<i>Monday</i>	School uniform	Black shoes with white socks
<i>Tuesday</i>	School uniform	Black shoes with white socks
<i>Wednesday</i>	School uniform	Black shoes with white socks
<i>Thursday</i>	Anniversary Lacoste with black skirt/black shorts or trousers(boys)	Black shoes with white socks Black or brown sandals
<i>Friday</i>	P.E Kit	Sneakers with white socks

Primary pupils;

DAY	ATTIRE	FOOTWEAR
<i>Monday</i>	School uniforms	Black shoes with white socks
<i>Tuesday</i>	School uniforms	Black shoes with white socks
<i>Wednesday</i>	School uniform	Black shoes with white socks
<i>Thursday</i>	Anniversary Lacoste with black skirts/black shorts or trousers(boys)	Black shoes with white socks Black or brown sandals
<i>Friday</i>	Sectional Lacoste with school skirt/shorts	Sneakers with white socks

Junior High School pupils;

DAY	ATTIRE	FOOTWEAR
<i>Monday</i>	School uniforms	Black shoes with white socks
<i>Tuesday</i>	School uniforms	Black shoes with white socks
<i>Wednesday</i>	School uniform	Black shoes with white socks
<i>Thursday</i>	Anniversary Lacoste with black skirts/black shorts or trousers(boys)	Black shoes with white socks Black or brown sandals
<i>Friday</i>	Sectional Lacoste wear with school skirt or short	Sneakers with white socks

- ii. Pupils must not grow long nails, nor wear colored polished nails, face powder, lipstick, decorative beads and jewelry. Small earrings are however allowed.
- iii. Female pupils must keep their hair neat with modest hairstyles. Hair attachments in the form of wigs or beads are not allowed.
- iv. Male pupils are not permitted to plait their hair or keep their hair in dreadlocks.
- v. Male pupils are not permitted to dye their hair into any colour apart from their natural hair color or black.

Male pupils are to ensure that their hair is neatly cut and well groomed.

10.0 GENERAL CONDUCT/RESPONSIBILITIES OF PARENTS.

- i. Parents should ensure that their children come to the school in neat and clean school uniform.
- ii. Parents must ensure that their wards wear the prescribed and appropriate footwear to school.
- iii. Parents must inform their wards teachers or school administration, if they wish their child to go home with a servant or any other person who is not his/her usual escort.
- iv. Parents must supervise and sign their ward's homework and ensure they are submitted on time. Students who fail to submit their homework on time will be sanctioned.
- v. Notices sent to the parents from time to time must be read properly, and the instruction given there in should be complied with.
- vi. Each child must bring a water bottle, bowls, cutlery, napkin and a clean handkerchief daily to the school.
- vii. All books and notebooks must be kept properly with the name and section of the child pasted on the outer cover of each book and notebook.
- viii. Parents must monitor the neatness of handwriting and completion of homework of their child on a regular basis.
- ix. Parents are required to co-operate with the school in its attempt to orient the child by paying attention to their regularity, punctuality and discipline and by taking interest in their child's work.
- x. Parents should check their ward's bag every day for the home-work or for any other instruction given. Parents are also advised to check their ward's bag to see if any circular, invitation etc. has been issued.
- xi. Parents are required to timely inform the school, if there be any change in their address / telephone numbers or Bus route.
- xii. Children, when sick should not be sent to school and parents should inform administration of their ward's infirmity.
- xiii. Parents should avoid open confrontation with Teachers/Staff. Parents shall use the Grievances Procedure of the school to seek redress.

- xiv. Parents should ensure that their ward does not bring any objectionable reading material which include pornographic materials, books on sorcery etc., except for the school books and the note-books to school.
- xv. Parents should ensure that their wards do not bring MOBILE PHONE or other electronic gadgets to school. These prohibited gadgets will be ceased by the school Authorities and forfeited by students.
- xvi. Important Communication from the school is sent through the PTA WhatsApp platform on the given mobile number of the parent/guardian. It is obligatory on the part of the parent/guardian to inform the school regarding any change in their mobile number.
- xvii. Parents must keep a check, be observant and keep themselves informed about the T.V. programs and Websites their children visit.
- xviii. Parents shall participate in Parent-Teacher Conferences held twice every term during which Parents/Guardians get the opportunity to sit down with teachers and students to discuss progress, set targets as well as plan for the future.
- xix. Parents/Guardians are encouraged to call upon teachers anytime they have concerns.

11.0 PARENT TEACHER ASSOCIATION (P.T.A) MEMBERSHIP

Parents/Guardians who enroll their wards at Golden Angels School are automatically members of the Parents Teacher Association (P.T.A) and shall be subject to the constitution, rules and regulations of the P.T.A.

12.0 GRIEVANCES PROCEDURE

- i. Parents/Guardians should show utmost respect and courtesy to Teachers/Staff.
- ii. Parents/Guardians shall not instruct teachers/staff.
- iii. Parents/Guardians shall make complaints/grievances directly to the Director of the school or to the Headteachers/School Administrator in her absence.
- iv. Suggestions/Comments shall be in written form and shall be deposited in the suggestion box.
- v. The PTA and the Board of Governors serve as Appellate Bodies if Grievances are not resolved satisfactorily by the School Management.

13.0 SANCTIONS / PUNISHMENT

In accordance with Ghana Education Service Guidelines, the following sanctions and penalties shall apply if a student breaks any of the School Rules and Regulation.

- I. Oral /written warning.
- II. Writing large number of lines
- III. Suspension from attending classes/school for a specified period.
- IV. Withholding or cancelling the results.
- V. Caning by the Director/Headteacher in the presence of the whole school.
- VI. Expulsion /rustication from school in rarest of rare cases.