

SAYS INTERNATIONAL SCHOOL
Susan Enclave – No. 1 Selorm crescent
Dunkonah Behind West Hills Mall Ghana
Tel +233 208 999408 | +233 302 9477154 | +233 208 998 716
saysinternationalschool.com



SCHOOL POLICY STATEMENT

The Management of Says International School developed this policy statement to address every information Parents/Guardians would need to know before enrollment of their ward. We outline these policies and other guidelines for a smooth enrollment of every student. The development of this document is based on the belief of our core responsibility as an academic institution to build the knowledge of leaders through our well-trained teachers and facilities. Our statement is informed by the knowledge we want to achieve as a school. Influence and integrity must be the well-being of every student of Says International School.

SCHOOL FEES Policy – Terms & Conditions

- All school fees are paid on or before reopening of the term.
- However, consideration can be made for parents to pay at least 50% at the beginning of the term and the balance 50% paid latest by the end of the 4th week of the term.
- Arrears from one term shall not be carried over and into the ensuing term. All fees of the previous term should be paid before a student is allowed to partake in the following term activities.
- School fees must be paid directly into the School's Bank Account. The relevant account details can be obtained from the school's accounts office. Parents should submit a copy of the pay-in slip to the Accounts office as evidence that fees have been paid. Fees can also be paid at the school's account office.
- All dishonored cheque payments by the Bank will be charged a 20% penalty.
- Three months written notice is required prior to the withdrawal of any student. If no notice is received, a term's fees must be paid in lieu thereof.
- Students will not be granted any internally endorsed documentation for external parties or other, until all School fees are completed.
- The School Management in consultation with key stakeholders reserve the right to review fees during the course of the school year and to increase the amount of fees should an increase be deemed necessary for continued operation of the school.

- All children have a right to good Education. Some children may have unique medical conditions which may require unplanned medical care. The school in its efforts to provide valued service to its stakeholders is willing to take on the care of all its students. As such for certain medical situations, Parents/Guardians may be required to pay a deposit for medical care.

BUS FEES

- The bus service is optional. It is made available where road conditions and routes permit the service to be provided in a safe manner. Parents must ensure that students are picked up and dropped off at the designated location.
- The cost of the bus service is GHC600 per term (both pick-up and drop-off) and GHC400 (only pick-up/only drop-off).
- The cost of the bus service is GHC800 per semester (both pick-up and drop-off) and GHC600 (only pick-up/drop-off).
- Fees must be paid on or before the term starts. However, consideration can be made for parents to pay at least 50% at the beginning of the term and the balance 50% paid latest by the end of the 4th week of the term.

ATTENDANCE:

Parents/Guardians are to ensure that their children/wards attend school every school day in order not to miss lessons. Lessons start at 8.00am for the secondary, primary and pre-school departments. Where a child is not able to attend school for any reason, a written permission (in some cases verbal permission) should be sought from your ward's Principal.

- Parents / Guardians are advised to bring their children/wards to school and pick them up from school by themselves.
- Where Parents / Guardians are unable to bring / pick up their children / wards themselves, this can be done on their behalf by persons previously introduced to and positively identified by management and staff of the school, or better still, they can choose to register with the school's bussing service.
- Parents are to take note that, under no circumstance will a child/ward be released by the school to any strange person(s) not previously introduced to the school's authorities.
- The school opens at 6.30am every day. Classes end at 3.00pm. Parents / Guardians who have difficulty picking their wards before 5pm would have to enter into an arrangement with the management of the school. There is an after-school arrangement for parents who cannot pick their ward(s) by 5pm. Parents can register for this at an agreed fee.

FEEDING:

- In order to prevent our children from eating cold/way-side food, which may be unhealthy, the school provides healthy Breakfast (**at a fee**) and Lunch prepared under hygienic conditions to all pupils. However, Parents of children below 1 year are to provide their wards with food, cup, spoon, bowl and bibs. All other children are to bring their plates/bowls and spoons for their lunch.

HEALTH:

In order to promote good health at the school, the following measures are taken:

- Parents must ensure that their wards are in good health before bringing them to school.
- Children who fall sick at school will be given the necessary first aid.
- Should sick children require emergency medical treatment / care, they will be sent to the nearest hospital at the expense of parent / guardians.
- Parents / Guardians must ensure that their children's/ward's finger nails are trimmed regularly.
- Children on medication needing assistance to take them must bring specific written administration instructions so they can be assisted to take such medication accordingly.
- All children up to age 4 are required to bring spare changing clothes, face towels (flannel) and aprons to school every day.

HAIR CARE:

- Girls' hair should be kept clean and neatly done at all times. Girl's hair should either be braided (Corn roll) or cut short. No **BEADS** should be added to girls' hair.
- Boys' hair must be cut short and kept low at all times. Boys are not allowed to keep facial hairs of any form.

ASSIGNMENTS:

- It is part of the curriculum and mandatory for pupils/students to complete written assignments and carry out basic project works, both in school and at home. Failure to carry out assignments and on schedule is a punishable offence up to complete withdrawal from the school.

SCHOOL UNIFORMS:

- Children are expected to turn up at school in their clean and neatly ironed prescribed uniform with black shoes and white/school socks.

PARENT/GUARDIAN RESPONSIBILITIES:

SAYS International School recognizes the importance and value of a mutually supportive relationship between the school and parents. The education of a child is best served when the school and parents share a commitment to collaboration, open lines of communication, mutual respect, and when roles, responsibilities, and expectations are clearly defined. The school reserves the prerogative to enroll students and families who fully embrace the mission, vision, policies, and procedures adopted by the school, including our commitment to diversity, respect for individual differences, and Christ centeredness. It is a further expectation that parents will address any concerns in a positive and supportive manner, avoiding public actions or criticism detrimental to the school or its employees. The addendum to this code of conduct further clarifies expectations intended to ensure an orderly, respectful, and secure educational environment.

Addendum

The specifics referred to in this addendum to the Parent Code of Conduct, are representative of, but not limited to, conduct expectations for parents:

- Recognize that the education of each child is the joint responsibility of the parent, student, school and school community.
- Demonstrate that both parents and the school work cooperatively in the best interest of the child.
- Treat members of the SAYS International School (SIS), staff, security personnel and others employed by the school, in a professional and respectful manner.
- Exhibit a good example for students in their conduct, language and behavior while on campus or at school sponsored activities.

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- Refrain from negative gossip or unsubstantiated criticism that disparages the reputation of the school or its employees, including on WhatsApp, Facebook, twitter and other social media handles.
- Refrain from using social media to fuel discontent or criticism of individual school employees, other parents, students, or school programs or services.
- Seek to clarify a child's version of events with the school's view in order to avoid misunderstanding and to bring about a successful resolution to any dispute
- Contact the school directly when you have a question or need clarification of a school matter rather than depending upon the interpretation of parents or other non-official school sources.
- Ensure that children attend school regularly and arrive to and are picked up on time - May not threaten or approach any student or staff member in an abusive or intimidating manner.
- Refuse to comply with any demand either monetary or non-monetary from a school employee in the performance of his/her duties.
- Assist students in understanding safety rules and encourage them to abide by them.
- Recognize their responsibilities for the actions of their children in the school.
- Support discipline efforts by the school to assist in the proper upbringing of the students.
- Participate in all School functions and events
- Anyone not respecting the above guidelines may be asked to leave school premises or in some cases, may be prohibited from accessing the school.

CONDUCT

- All without exception are expected to be polite, courteous and considerate towards others. Use of impolite, insulting, swearing or vulgar language and

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attitude is prohibited and will attract sanctions up to withdrawal from the school.

- Bullying of any kind and form will not be tolerated as such anyone found culpable will be dismissed with immediate effect. All who fall victim to abuse of any kind must report to teacher for redress.

DAMAGES

- Furniture and other school properties damaged by a child accordingly will be billed for.

Parents are required to attach a copy of the child's immunization records to this form

PREVIOUS SCHOOL(S) ATTENDED (where applicable)		
School	Date	Reason(s) for Leaving
Child/Ward's last class (please attach previous academic records)		
Class seeking admission for		
PERSONAL MEDICAL INFORMATION		
How would you describe your child/ward's general health? (Tick as appropriate)	a. Generally healthy, healthy	b. satisfactory
	c. delicate state of health	d. other (please specify)

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Does your child/ward have any eye problems?	a. Difficulty seeing frequently reddened or watery eyes other (please specify)	b. crossed eyes	c. d.
Does your child/ward wear spectacles/contact lenses?	a. Yes	b. No	
Does your child/ward have any ear or hearing problems?	a. frequent earaches hearing loss	b. partial hearing loss	c. complete hearing loss d. other (please specify)
Does your child/ward use a hearing aid?	a. Yes	b. No	
Does your child/ward have any speech problems?	a. delayed speech developments stammering c. other (please specify)	b.	
Does your child/ward have any allergies?	a. food (please specify) b. drug (please specify) c. other (please specify, e.g., pollen, weeds, grass, etc.)		
Does your ward have any specific illness, disability or other limiting condition? (yes / no) If yes to the above please give details e.g., sickle cell, heart condition, epilepsy, seizures, anemia, diabetes, asthma, other (please specify)			
Does the condition specified above (where applicable) require any special care in school? (yes / no)			
Please use this space to tell us about any concerns you might have about your child/ward's behavior or emotional well-being.			

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Are there any other health related issues not captured above but which the school need to know about? (Please give details)

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