

NADI SANGAM PRIMARY SCHOOL

IN HOUSE POLICY

1.0 TIME

- i. The arrival time for **T.O.D** is **7.30 a.m.** **AHT** is **7.15a.m** and other teachers **BEFORE 7:45 a.m.** and departure time is **3.30PM**.
- ii. Arrival **AFTER 8.00a.m** and departure before **3.30pm** should be entered in red ink in the school time book with reason in the remarks column.

2.0 TEACHING TIME

- i. **The using of mobile phone and lap tops is strictly prohibited during teaching hours.** However if need arises seek permission from **HT**. In this situation the mobile phone is to be used outside of the classroom. Teachers are not allowed to use ear phone or Facebook during school hours.
- ii. If a teacher is leaving his/her class for some purpose, please inform the teacher of the immediate class for supervision.
 - iii. Teachers are **not allowed** to converse in the corridor during the teaching hours.
 - iv. No teacher is to disturb any other during the time of teaching .Only enter the classroom of another teacher for important matters. Except the HT or AHT for assessment purposes.
 - v. No teacher is allowed to inflict any kind of corporal punishment to any student at any time.
 - vi. No teacher is allowed to read newspaper or written materials that are not related to teaching nor do Distance Flexible Learning from any tertiary institution during teaching time, if caught action shall be taken.
 - vii. Teachers are encouraged not to sit and teach. It is important that teachers take active role when teaching.
 - viii. Teachers are not allowed to use laptops during teaching hours.
 - ix. Supervision is paramount at all times. Supervised duties shall be carried out. [AHT to supervise all duties in and out of the classroom.
 - x. Teaching should be constructive. HT shall supervise if need arises.

3.0 RELATIONSHIP

- i. Teachers should always maintain cordial relation among staff and staff community.
- ii. Teachers are not to indulge in any form of village gossips.
- iii. Personal issues of staff should be treated as confidential.
- iv. Grievances and complaints against teachers and students should be directed to HT and recorded in the grievance and complaint file.

4.0 STAFF SECRET ACT

- i. No teacher is allowed to discuss any matter related to the school with any member of school board (management/trustees) or the community .However teachers are encouraged to discuss student's performances with parent at their free will.
- ii. Teachers are not allowed to disclose issues discussed in staff meeting to any person not on staff.
- iii. Teachers are not to indulge with the management board for personal favours. Any issues that need to be discussed with management should go through the HT in written.

HOMEWORK POLICY

It is the School procedure that homework is given to student on regular basis. Because we believe the responsibility for ensuring the best possible education is shared between the school and the parents, the following re guidance for parents. We ask for co-operation and assistance from parents to support their child's/children learning. The school is going to strictly follow the Homework Policy thus each student, teacher and parent should be aware of the contents of the policy.

Teachers provide homework to students according to their homework timetable .Homework given to the students is marked by the teachers and all the recording are done including the names of students who fail to do the homework .Parents of those student who frequently fail to do the homework will be called to school to discuss the matter.

Students should see that they complete their homework as per the timetable. It is very important that the homework is done by the students and not parents. Parents can guide or assist them but not actually doing the writing.

Parents should assist their children in managing a schedule, which allows time for both homework and other activities. It is important that children have a well – lighted and quiet area designated for study. Encourage your child to complete homework or assignments, given to them. Parents are requested to ensure that homework is completed on time and they can even put their initial/signature on completion of their children's homework.

The following are purpose of students doing homework;

- It provides feedback to teachers on effectiveness of a particular instructional strategy. In this sense it is giving as a formative evaluation technique.
- Reinforce main ideas or concepts through carefully set activities relating to the concepts.
- Correct errors in understanding and provides revision work.
- Keeps students busy and focuses them on academic work at home rather than wasting their time at home.

THE EDUCATIONAL PURPOSE AND GENERAL GOALS

1.0 EDUCATIONAL OBJECTIVES

- To provide highly effective teaching from Years 1-8
- To provide for emotional, intellectual, physical, social, aesthetic and cultural needs of each student.
- To maintain an environment conducive to learning, safety and high self-esteem.
- To involve parents in the educational process of their children both at school home.
- To maintain essential partnership, collaborations, and relationships with the community who help to provide expertise and competencies needed to achieve our mission and ensure successful learning outcomes for each student.

2.0 SCHOOL VISION

- That the children of Nadi Sangam Primary School are educated holistically for a peaceful and prosperous Fiji.
- That the children of Nadi Sangam Primary School acquire firm foundation of basic competencies that will help them to cope with the demand and challenges in multicultural societies.
- That the children of N.S.S grow into educated, healthy ,happy, discipline society, well adjusted ,well behaved respectful, adaptable ,and innovative people who are of good characters who are independent thinkers ,who can make wise decision ,who work hard, who can earn a good living ,who can contribute economically ,socially, intellectually and spiritually in the affairs of the community who will be dutiful to and considerate of their old parents and who will raise good family at their own.
- That the children of N.S.S excel in academic performance.

3.0 SCHOOL MISSION

- To provide promote and facilitate a quality and compulsory education from classes 1-8 for all the children of this society. This would be obtained through the best effort of the students, the teachers and the parents of this locality.
- To provide a secure, caring, learn in environment and opportunities to lead meaningful lives.
- To achieve academic excellence in a progressive and systemic manner.

4.0 SCHOOL VALUES

All educational provision at Nadi Sangam Primary School is based upon a core of intrinsic and enduring values. These are:

- Human rights and Human dignity.
- Honesty, fineness and respect for truth and justice.
- Integrity.
- Responsibility
- Compassion.
- Sense of family and community.
- Faith and Civil Pride.
- Cultural understanding and Tolerance.

5.0 SCHOOL MOTTO:

GO FORTH TO SERVE

6.0 SCHOOL PRAYER

The school prayer shall be sung by the student during the following time:

- During assemblies on Fridays.
- 8:15am on Tuesday, Wednesday and Thursday s.

7.0 Role of Students, Teachers and Parents/Guardians

7.1 Student.

As a student it is important that I take responsibility for my education and work to the best of my ability I shall:

- Attend school regularly, arriving on time
- Come to school each day with pens, pencils ,paper, and necessary tool for learning
- Work hard to do my best in class and classwork
- Ask for help when I need it
- Respect and cooperate with other student and adults
- Be responsible for my own behaviour.
- Help to keep m school safe by following all safety rules.
- Complete and return homework assignment on time
- Return corrected work to my parent(s)/guardians(s)
- Observe regular study hours
- Respect the cultural differences of others

7.2 Teacher.

As a teacher I understand the importance of the school experience to every student and my role as an educator and model. I agree to carry out the following responsibility to the best of my abilities.

- Welcome parents to participate in an effective parent – school partnership on behalf of the child.
- Teach class level skill and concept to students before homework is assigned.
- Communicate with parents regularly regarding their students' progress ,homework, and classroom expectations
- Provide a safe ,positive ,and healthy learning environment
- Correct and return appropriate work in a timely manner
- Respect the cultural differences of students and their families
- Show that I care about all students
- Have high expectations for myself ,students and other staff
- Respond in a timely manner to parental request for information about progress at school.
- Help student to learn to resolve conflicts in positive ways.

7.3 Parents/Guardian

As parent/guardian I recognize that my participation in my child's education will help his or her achievement and attitude toward learning .I agree to carry out the following responsibility to the best of my ability;

- Help my child attend school regularly and be on line over my child's assignment with his/her
- Find a quiet place for my child t study
- Encourage my child to complete his/her homework
- Monitor my child's progress regularly
- Share reading experience with my child daily.
- Attend to Parents Day, Annual Prize Giving Day and other important school event requested by the school administrator.
- Review all school communication and return information promptly
- Make sure my child gets adequate sleep and has a healthy diet
- Support the school ,Homework and OHS policies
- Volunteer at the school site as I am able
- Help my child learn to resolve conflict in positive ways.
- Communicate and work with teachers and school staff to support and challenge my child
- Respect school staff and the cultural differences of others.

8.0 Assembles

We have assembly twice a week on Monday and Friday or as need arises. On Monday we have assembly at 8:00am on Friday as well, flag ceremony is performed with National Anthem Song being sung. (English, Hindi, ITaukei)

9.0 Absences

In all cases, when a student is absent from school a note must be sent to school on the day the student returns, explaining the reason for the absence. The note must show the date and parents signature. Parents are kindly requested not to send their child/children to school if they are unwell. Absences are excused for illness or bereave only.

10.0 Behaviour/Discipline

To show good behaviour student should:

- Display positive behaviour and actions which show respect for teachers ,other adults ,and fellow students
- Refrain from yelling, hitting, kicking, or other harmful behaviours.
- Try their best in class and on the playground
- Be responsible and accountable for their actions.
- Not chew gum in classrooms
- Not bring electronic signalling devices such as mobile except that such a device is determined by a license physician to be essential for the health of the student.
- Not bring radios, tape recorders and compact disc players or cameras to school without prior consent of the teacher or administrator.
- No toys are allowed at school unless previously arranged with the classroom teacher.

11.0 Uniform

All students should come to school in their school uniform:

- Girls should wear purple dress with white collar and white belt.
- Boys should wear white shirt and brown trousers.

Everyone should have the monogram on their uniform.

No item of jewellery, accessories (including buttons and design on backpacks or any other surface) or any item carrying to school may display negative picture or theme. Negative picture or themes include item that contain inappropriate language, depict, vulgar, racist, obscene or sexist subject matter.

All clothing shall be school appropriate (no see through clothing with negative pictures)

- No artificial nails, make up or coloured hair
- All underwear must be covered at all times.
- Boys need to wear leather belt, Girls will wear white cloth belt. Nothing may hang from belts or pants (chains, key chains etc.)
- Students should always wear shoes for safety measures.

12.0 VISITORS DRESS CODE

- Any visitors including parents should dress in a professional manner when visiting school.
- Hats are not to be worn in the school compound.
- No sun glasses except for medical reasons.
- No tools e.g. Knife to be carried inside the school compound.
- Horses are not allowed inside or near the school gate.

13.0 EARLY LEAVERS

Parents wishing to take their children before finishing time (3:00pm) must write a letter to the teachers concerned or Head Teacher or if possible pick the children from the school themselves.

14.0 CULTURE

We have culture for 30 minutes every Friday's. Also school based celebrations for various religions are held where by guest speakers come and talk on the theme of the festivals.

15.0 SCHOOL RULES

School rules are designed to ensure a safe and friendly environment for all students.

1. Uniforms. Boys should wear white short sleeve shirt with khaki shorts. Black belts. Shirt should be tucked in neatly. Girls should have purple dress white colour and belt. The dress should be knee length.
2. Hair. Boy's hair should be short and well combed while the girls should have plaited hair with white ribbons.
3. Brown or black sandals may be worn. Wearing of flip-flop is not permitted.
4. School arrival time is 7:50am and departure time is 3:00pm. No one to leave the compound between 7:50am to 3:00pm without prior permission.
5. Children going out for lunch shall need permission.
6. Children to walk in single file when walking to or away from school.

7. Water taps to be turned off after use.
8. Do not pick fruits or flower from trees without permission.
9. Do not play during recess, lunch and wet days.
10. Do not play or run on the corridors or around the building.
11. All rubbish to be thrown in the rubbish bins\heap.
12. The seeds under the tree to be well for.
13. Do not go to the teacher's quarters unless you are asked to do so.
14. Do not enter other classrooms without permission.
15. Do not damage any school property.
16. Do not cross or step into the flower gardens.
17. Keep your classroom clean at all times.
18. All children must put on the school monogram on their school uniform.
19. All children to bring lunch to school and have it in the school. No pork or beef meet is allowed.
20. All children must respect all teachers in the school.
21. No cheating telling lies, bringing home stories to school, bullying or swearing in the school.
22. Follow all O.H.S rules and regulations of the school.
23. All complaints or breaking of the school rules must be brought to the notice of the Head Teacher.
24. No children are allowed to go to the shop in school uniform either in morning or in the afternoon. Permission must be taken from T.O.D Assistant Head Teacher.

ALL THE SCHOOL RULES MUST BE FOLLOWED STRICTLY.

16.0 COMPLAINT PROCEDURES

Please make an appointment to discuss a situation first with the Head Teacher Before approaching any staff member or student.

17.0 EMERGENCIES

In case of emergencies, parents (or the contact source you provided in the Students Information Forms) will be contacted as soon as possible via phone.

18.0 TRANSPORTATION

Travelling by Bus

Students travelling by bus need to take extreme care. School shall not liable/responsible if there is any mishap or accident while the students are on board.

Travelling by Private Vehicle

Students travelling by their parent's private vehicle also need to take extreme care. School will not liable/responsible if there is any mishap or accident while the students are travelling. If students are travelling on their relatives vehicles than parental consent should be made in writing. A copy of the consent should be in student's profile.

19.0 RELIGIOUS FUNCTIONS

All religious function are organised in the school and celebrated as school based programmes (SBP). Briefing children on the above could be followed by refreshment given by respective groups. Refreshment to be bought from the shop.

20.0 SPORTS

Internal sports are held on Fridays, even week of the term. Sport Teachers are in charge of making a sport calendar for the year. Consent forms are to be signed by parents.

21.0 HEALTH & SAFETY

Health Team Visit

The Health Department ensures that child has obtained immunizations. The nurses check the general health including the cleanliness of the students every year. For this parental consent forms are sent to the parents to allow or disallow the health team to examine their children.

Medical Team Visit

The Medical Team also visits this school annually to carry out free check-up of students teeth. For this parental consent forms are sent to the parents to allow or disallow the health team to examine their children.

Accidents

If a child is injured at school we will make him or her comfortable and call the parents as soon as possible. All injuries are recorded and if need arise the students will also be taken to the hospital on parental consent. Any child getting injured due to unsupervised circumstances the class teacher or teacher concerned shall be liable for it and bear the cost and expenses. In this extreme case the HT or the school will not be liable.

Hygiene

Parents are always encouraged to provide nutrition lunch to their daily. They must see that students always wear clean uniforms, have short finger nails and carry a handkerchief or clear cloth every day.

21.0 Brushing

Every day all students have to brush their teeth in school after lunch. It is therefore important that every child has;

- A brush
- A water bottle
- Handkerchief

22.0 VALUES EDUCATION

Nadi Sangam Primary School teaches values prepared by M.O.E that support what you are teaching at home. A theme is taken per week where by children are taught to practice the theme throughout the week.

These values are integrity, excellence, respect, responsibility, cooperation, care, fairness and democracy.

As a result, your child will gain;

- A love of learning, high standards and a pursuit of excellence.

- Care and respect of self, for families and local community.
- A respect for work.
- A commitment to fairness and social justice and
- An appreciation of Fiji's history and its inclusive and cohesive society.

23.0 PARENTS/TEACHERS CONTACT:

Every effort is made to keep parents informed of the work, progress and activities of their children through:

1. Parents/teacher interviews.
2. Newsletters
3. Exam Reports.

24.0 FEES

Admission Fees. --- None except for international students.