



# FAMBISAI CHRISTIAN ACADEMY

## PRIMARY SCHOOL

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Zimbabwe

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### GENERAL SCHOOL PROCEDURE AND POLICIES

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- 2.0 Disciplinary procedures
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## INTRODUCTION

Fambisai Christian Academy is committed to providing a friendly environment for the delivery of quality teaching by the teaching staff and quality learning by learners guided by the Code of Conduct. The school code of conduct applies to all learners while they are on the school premises and when they are away from the school premises representing the school or attending a school function.

### THE SCHOOL CODE OF CONDUCT IS RESPONSIBLE FOR:

- i) Guide lining the learners at the school.*
- ii) Modifying unsuitable behavior.*
- iii) Developing norms and values of the learner as well as the institution. iv) Ethics/ tone establishment.*
- v) Promoting the rights of all learners, teachers and parents.*

## SECTION A: SCHOOL RULES

### **1.0 OPERATIONS OF THE SCHOOL**

*1.1 Departments:* i) Infant (ECD A - Grade 2)

ii) Junior (Grades 3 – 7)

*1.2 Operation Hours*

1.2.1 School opens from Monday to Friday.

1.2.2 Arrival time for day scholars is **7.15 am** and dispatch time is **16.00pm**.

1.2.3 Lessons begin at 7.30am

1.2.4 Office hours are from 7.30 am – 16.00 pm.

1.2.5 **Friday** is a half day for all learners including the schools' staff members.

1.2.5 School closes on public holidays and over the weekend except for boarders.

## **2.0 TRANSFER AND WITHDRAWAL OF LEARNERS**

- 2.0.1 Parents to inform the admin at least a full calendar month before for any withdrawal of students.
- 2.0.2 All arrears are to be paid before withdrawal of a learner.
- 2.0.3 Parents are required to settle any debts by the end of the term including books, uniforms, damaged property etc.

## **2.1 DISTRIBUTION OF LITERATURE**

- 2.1.2 Institution will provide basic literature such as text books.
- 2.1.1 Parents may augment the school by providing extra reading material.

## **3.0 HEALTH INFORMATION**

- 3.1 Parents to provide student's profile e.g., chronic illnesses or any other medical records.
- 3.1 Health/Medical record(s) should be attached on the admission form.
- 3.2 A copy of recent medical reports should also be attached on the submission form.
- 3.3 Serious injuries or medical conditions to be handled by qualified personnel.

## **4.0 CIVICS AND OFFICIAL SCHOOL FUNCTIONS**

- 4.1 All children are required to attend the special days of the school on the school calendar e.g., professional day, new year/term ceremony, speech and prize giving day etc.
- 4.2 Learners are required to participate in religious practices and attend religious functions organized by the school authorities that relate to the core values and beliefs of the school.

## **5.0 COMMUNICATION**

- 5.1 Partnership implies communication.
- 5.2 We communicate through newsletters, information sheets/ brochures.
- 5.3 Parents may also phone to the office whenever they want (during office hours) to pass certain messages, present queries or report issues.
- 5.4 Parents without children at the school are allowed to pass new ideas.
- 5.5 Language that is as discriminatory, offensive or racist is prohibited.
- 5.6 Disruptive, rude or offensive behavior will not be tolerated.

## **6.0 PERSONAL ITEMS**

- 6.1 All clothing items to be marked in a child's full names to avoid confusion including books and any child's belongings.
- 6.2 Lost and found items to be brought to the office.

## **7.0 TRANSPORT**

### *7.1 School vehicle Log Book*

- 7.1.1 School vehicle should have a log book that shows mileage, service record, journey record and the amount of fuel used.
- 7.1.2 School vehicle should have a sticker or parking disk.
- 7.1.3 Parents' vehicles to be given a sticker or parking disk and park on areas specifically designed for this purpose.
- 7.1.4 New cars to check in when entering the school premises.
- 7.1.5 Bus leaves for collection of students from their designated pick-up points at 6:30am.

## **8.0 ATTENDENCY PROCEDURE**

- 8.0.1 Learners to attend all lessons punctually.
- 8.0.2 Absence to be avoided as much as possible at any cost.
- 8.0.3 Should this happen (absence), It must be reported to the authorities.
- 8.0.4 Learners to be at the campus during all school hours.
- 8.0.5 Learners should only leave the school campus at dismiss time by 16.00 pm or when dismissed by the authorities.
- 8.0.6 Late arrivals at school should report to the office and a late arrival form should be filled in for record.
- 8.0.7 Early departures or early release form should be filled in for the child's safety.
- 8.0.8 Attendance of all practices compulsory.
- 8.0.9 Teacher must keep an accurate register file of learner's attendance and must keep all records.

### **8.1 ABSENTISM**

- 8.1.1 Parents to write a letter explaining why the child is absent.
- 8.1.2 Similarly, when the child is sick, a doctor's letter is required.
- 8.1.3 Should the child feel ill at school he/she to be brought to the office and parents immediately notified or informed to collect the child, where the parents can not immediately come to collect the child, the school shall act in loco-parentis.
- 8.1.4 In the interest of other learners, seriously ill people should not be sent to school.
- 8.1.5 Should a learner be absent from school for more than 3 days, the absence must be submitted by a letter from a medical doctor or guardian.
- 8.1.6 Teacher to report absence of student in written form to the Principal or parent of student.

## **9.0 FOOD**

- 9.1 School to provide tea break, lunch and afternoon snacks for children.
- 9.2 Nutritious and standard meals provided at school.
- 9.3 Children are not allowed to bring food to school unless the child has a special condition which is shown by proof of a medical record.

9.4 Children with special diets or children who require certain specific meals to be registered at the matron's office.

#### **10. USE OF ELECTRONIC GADGETS AND CELLPHONES AT SCHOOL**

10.1 Cellphones may not be used unless authorized by the administration.

10.2 Any child with a cellphone should submit his/her cellphone at the matron's office.

10.3 Learners are not allowed to bring any electronic devices to school and should avoid bringing large sums of money and valuables to school.

10.4 If learner brings cell phone to school, he/she must carry a written request from the parent and will only use the cell phone under the direct supervision of the school authorities.

#### **11. SCHOOL ASSEMBLY**

11.1 Assembly meetings are held twice a week on **Mondays** and **Fridays**.

11.2 Every child **must** be in complete school attire for assembly.

11.3 It's a must for every child to attend the school assembly including the staff teachers.

11.4 Special announcements and future programs for the week should be announced during assemblies.

11.5 Learners to attend assembly for the full duration thereof.

#### **12. FIELD TRIPS**

12.1 Learners enjoy outside trips e.g. sporting day, touring, exchange programs and any other activities including local activities, outside trips broaden the child's learning.

12.2 **Tuesdays** and **Thursdays** are sporting days and every child **must** be in complete sporting attire.

12.3 Parents are required to complete indemnity forms for all their children's trips on or before these visits amends.

12.4 Learners going on field trips are expected to adopt the correct etiquette pertaining to the specific activity at all times.

12.5 Learners travelling or visiting faraway places will travel in full school uniform unless different arrangements have been made

#### **13. PHOTOGRAPHY**

13.1 Child's profile to include his/her photo.

13.2 School may allow students to be photographed termly, during school events, with their parents, class photos etc.

13.3 Parents/guardians profile also to include passport size photos.

#### **14. UNIFORMS**

14.1 School to supply school wear, sportswear, school shoes and socks at a cost.

14.2 No jewelry, accessories, colored contacts or visible tattoos are allowed at school.

14.3 Every child should have school wear for certain school functions.

- 14.4 No coloring of hair is allowed as well as hair extensions that cover the ears and face.
- 14.4 Shirts should always be tucked in and collars should always be fixed.
- 14.5 Learners are expected to wear the official school uniform and appear neat and tidy all the time.
- 14.6 No additions on the official school uniform that are not authorized by the school authorities shall be allowed.

## **15. CURRICULUM**

- 15.1 School offers both Zimsec and Cambridge.
- 15.2 At the end of every term there is a learner's assessment test which is written and a school report issued.
- 15.3 **Monday** afternoon is for afternoon study (remedial and any extra lessons that might be needed).
- 15.4 All homework to be done by learners not parents.
- 15.5 Parents should only endorse their signatures.
- 15.6 Purpose of homework is:
  - i) to capture and re-enforce a day's work learned in class
  - ii) for the child to take responsibility for his/her own work
  - iii) for homework to enforce learner's self-discipline
  - iv) for the child to learn to work individually and neatly
  - v) to make the learner to be proud of his/her work
  - vi) for parents to be informed of what is taught in the child's classroom

## **SECTION B: DISCIPLINARY SYSTEM**

### **1.0 EXPECTATIONS**

- 1.1 Always be dressed properly and in good behavior
- 1.2 Arrive for classes prepared for the day's work with all learning material and stationery ready
- 1.3 Attend school and extra mural activities at all designated times.
- 1.4 Contribute to the nature of our buildings by not littering or making the building walls dirty
- 1.5 Avoid use of foul language
- 1.6 Handle all personal belongings carefully and with respect
- 1.7 No chewing gums at school

- 1.8 No unnecessary noise, it's a learning institute
- 1.9 Absence from a class without the permission of the school authority, subject or class teacher is prohibited.
- 1.10 NO BULLYING, be polite and respect all elders and others

**2.0 DISCIPLINARY PROCEDURES**

- 2.1 Progressive discipline will be applied to promote positive behavior.
- 2.2 Serious misconducts will be managed with serious steps!

**3.0 DISCIPLINARY INTERVENTION**

- 3.1 Disciplinary hearing
- 3.2 Guiding and counselling
- 3.3 Withdrawal of privileges
- 3.4 Punishment
- 3.5 Verbal warning
- 3.6 Written warning
- 3.7 Final written warning

**SECTION C – BOARDING REQUIREMENTS.**

**General requirements**

Toiletry bag with all necessities
Monarch
Single blankets x2
Bedsheets
Bedspread x2
Pillow x 1
2 pairs of school shoes
2 pairs of sports shoes
Slippers
Pajamas x 3
Morning shoes
Bucket
Mosquito net
School satchel
Mattress protector if bed wetting
Torch/ solar light



Laundry bag
Coat hangers
Raincoat/ umbrella

**Food items**

Food trunk
Loose biscuits 2kg
Maputi 1 pack
Chips 1 box
Tomato source
5L drink/ 1 case buttermilk
Sweets/chocolates 1 pack

General requirements for laundry to be submitted to the hostel warden include:

Washing powder x 2kg
Washing soaps x 2 bars

**N.B Laundry is done for school uniforms only by the laundry staff and all school uniforms are to be clearly labeled with visible name tags for easy identification.**

**Pocket money for all the juniors is kept by the hostel warden and is given to the student upon request**

**PROHIBITED ITEMS**

**Please note the school the school doesn't allow electric gadgets e.g., electric jugs/ irons/ water heaters& devices e.g. cellphones, tablets, earphones in the school premises**

**We strongly discourage borders from bringing expensive toys or dolls which can be broken or cause conflict among the learners. Any form of knife/ guns or any article deemed dangerous.**

**Phone calls can be made to the house warden on specified dates, time and minutes agreed upon by the school**

**N. B Boarding rules and routine for the learners will be clearly indicated on the house noticeboard**

**PLEASE CALL OUR OFFICE NUMBERS FOR INQUIRIES ON:**

**07721008383/ 0788613125 or Email on:  
[fcaprimary@gmail.com](mailto:fcaprimary@gmail.com)/[fcasenioradd@gmail.com](mailto:fcasenioradd@gmail.com) cv**

**Signed By:**

**1.) Name: A.J MADYEMBWA (ACADEMIC COMMITTEE HEAD)**

**Tel: 0773897256 2.) Name: P DZINOTIZEI (ADMINISTRATOR)**

**Tel: 0772100838 3.) Name: A.J TERERAI (SCHOOL PRINCIPAL)**

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