

# ROYAL FAMILY ACADEMY

## PUPIL'S HANDBOOK



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## **WELCOME TO ROYAL FAMILY ACADEMY!**

Dear parents,

Welcome to Royal Family Academy, and thank you for choosing our school. Our purpose is to serve families who desire more than a private education by offering a distinctively Christian Education especially to those who are supportive of our philosophy, objectives, standards of education, and whose children meet our enrolment criteria.

The Pupils' Handbook will introduce you to many of the school's policies, procedures, and expectations for both parents and pupils. The first few pages of the handbook explain our religious purpose, mission, and beliefs. RFA unashamedly believes, teaches, and practices a literal interpretation of the Word of God from a biblical worldview. Biblical principles are integrated into every subject taught at our school. Staff members are committed to academic excellence as well as teaching pupils how to apply the truths of God's Word to every aspect of life. We respect your desire to place your child in the best possible learning environment, but if you are not in full agreement with our biblical mission, beliefs, and ideals, RFA may not be the right choice of school for your family.

If you are in agreement with the Bible, RFA will complement the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate your child in God's truth. We wish you and your ward a pleasant stay in RFA.

God bless you,

Ms Bunmi Ayeni,  
Head Teacher,  
RFA, Nursery & Primary

## **RFA FOUNDATION STATEMENT**

### **School Motto**

Raising Distinguished Leaders

### **Vision**

To raise dynamic, distinguished, and innovative Christian leaders that impact society thereby fulfilling 2Tim. 3:17: “That the child of God may be perfect, thoroughly furnished unto all good works.”

### **Mission**

To take each child through an educational programme using a systematic application of the Word of God and an integrated educational curriculum to impact society

### **Philosophy of Education**

As a Christian school, Royal Family Academy has two distinct educational approaches that are interwoven to form an educational philosophy. While academic excellence is important, spiritual formation is what distinguishes the mission of our school from secular schools.

We believe the Bible to be the inspired and only infallible authoritative word of God through which every aspect of reality should be taught. We believe that there is one God, externally existent in three Persons: Father, Son, Holy Spirit and the deity of our Lord Jesus Christ.

We believe that our pupils and students are God’s special gifts to humanity and we are called as His stewards to nurture them into instruments of reconciliation and healing in our society as well as wherever God leads. Our specialised and unique kind of education is designed to develop the spirit, mind, and body of young people in preparation for adult life in a dynamic world.

### **Core Values**

Our core value is Leadership anchored on:

- Excellence,
- Hard work,
- Integrity,
- Innovation,
- Discipline.

**Leadership:** It is our strong belief that leadership is the avenue through which God influences society and solves the problems of nations by the application of Godly principles in every sphere of life. We, therefore, seek to develop in our students the consciousness that God needs them as channels through which He will bring positive influence, order, and direction wherever they find themselves. It is equally critical to our mission that we raise our students with the capacity to identify needs, rally resources, build collaborations, and communicate effectively in order to stimulate requisite actions that will achieve best possible outcomes from varied circumstances.

**Excellence:** It is fundamental to our philosophy that we provide a learning environment where students are challenged to optimise their potentials and attain the highest level of their ability. The teachers, therefore, provide instructions that are comprehensive, competitive, inspiring, and creative. The classrooms and laboratories are places of scholarship and discovery. We strive to give our best and teach our students to aim at nothing short of excellence in everything.

**Hard work:** We are convinced that we must train our students to work hard in order to attain excellence and that those who work hard receive blessings from God.

**Integrity:** We believe in the need to be above reproach in all things. We, therefore, inculcate in our student's high moral values and principles, including honesty, transparency, sincerity, and accountability.

**Innovation:** It is our conviction that the human mind is an awesome gift from God with unimaginable capacity to produce amazing ideas and innovative solutions to the numerous challenges facing our world. We, therefore, intentionally create learning experiences and project tasks that are engaging enough to stimulate in our students the mind-set which approaches problem-solving in an imaginative, efficient, timely, and sustainable manner. We employ project-based learning to steer the creative minds of our learners towards finding and developing safer, less costly, and faster alternative solutions to the challenges around us.

**Discipline:** We believe that discipline is a vital factor that determines the direction a person's life goes, and results in either failure or success. We, therefore, strive to instil in our students the strength of character to live and conduct their affairs in manners that mirror Godly conduct and acceptable norms at all times. This we do through the deliberate

integration of Biblical principles and other spiritual formation exercises aimed at our students' character development.

### **School's Goals**

We aim to develop:

#### **Students/Pupils who –**

- a. are knowledgeable and proficient in all areas of learning;
- b. possess a Biblical world-view consistent with our faith;
- c. function with high levels of intellectual, social and leadership skills;
- d. possess a heart of service and stewardship.

#### **Faculty who -**

- a. are highly motivated and skilled to instil knowledge;
- b. possess appropriate qualifications and certifications for teaching;
- c. are consistently improved through professional development opportunities;
- d. utilise adequate and up to date learning resources;
- e. model a Christ-like character in words and deeds.

#### **Curriculum that -**

- a. integrates high standards of knowledge, skills, and Biblical values;
- b. encourages the use of teaching pedagogy that meets global best practices.

#### **Learning environment that –**

- a. provides adequate facilities and resources for effective teaching and learning
- b. is well-maintained and safe for teaching, learning, and recreation;
- c. is aesthetically welcoming and demonstrative of God's creativity and diversity.

#### **Parents who –**

- a. participate actively in the learning process of their children;
- b. are satisfied with services rendered by the school;
- c. volunteer with enthusiasm in school programs and events;
- d. recommend the school to others.

## **School's Confession**

I am healthy;

I am prosperous;

My soul prospers in the knowledge of the Lord Jesus;

Even Jesus the Word

Anything I set my hands to do is successful.

I cannot be conquered; I cannot be defeated.

I cannot fail; I am a stranger to failure.

For me to fail, God will have to fail. And God cannot fail; therefore, I cannot fail.

The greater One indwells me; He puts me over;

I have His ability.

That is who I am, and that is what I have! Amen.

## **Expected Student Outcomes (ESOs)**

*“And Jesus increased in wisdom and stature, and in favor with God and men”*. Luke 2:52

(NKJV)

It is our goal to graduate young adults thoroughly prepared in 4 developmental areas

### **Intellectual Development**

**Students who –**

- a. are versatile in the sciences, arts, humanities, information technology, and languages;
- b. are proficient in communication, critical thinking, collaboration, and creativity;
- c. understand the Word of God and the appropriate interpretation of it;
- d. possess the ability to identify and solve contemporary problems using innovative ideas;
- e. have acquired the necessary academic requirements to pursue tertiary education in their desired fields.

### **Spiritual Development**

Students who are disciples of Jesus Christ and –

- a. are committed to a personal relationship with God;
- b. possess apologetic skills to defend their faith;
- c. uphold Biblical standards in their choices and decisions;
- d. filled with the Holy Spirit with the evidence of speaking in tongues and demonstration of the fruit of the Spirit;



- e. possess spiritual disciplines such as prayer, fasting, personal devotion, evangelism, and are committed to fellowship with the Body of Christ.

### **Physical Development**

Students who are committed to a healthy lifestyle as evidenced by –

- a. proper hygiene and grooming;
- b. adequate rest, exercise, and constructive use of leisure, and balanced nutrition;
- c. respect and care for their bodies as the temple of the Holy spirit, through abstinence from sexual immorality and other acts that dishonour God.

### **Social Development**

Students who –

- a. possess leadership skills demonstrated by stewardship, heart of service, and a willingness to take up responsibilities;
- b. are emotionally intelligent and culturally sensitive.

### **Statement of Faith**

- a. We believe the Bible to be the inspired and only infallible authoritative Word of God (2 Timothy 3:16).
- b. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit (1 John 5: 6-8).
- c. We believe in the deity of our Lord Jesus Christ: in His virgin birth, in His sinless life, in His miracles, in His vicarious atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (1 Corinthians 15:3-4; 1 Peter 2:18-24; and John 3:16).

We believe that for the salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential (Romans 3:21-30 and Galatians 4:4-7).

- d. We believe that deliverance from sickness and every oppression of the Devil is provided for in the atonement, and is the privilege of all believers (Isaiah 53:4; Matthew 8:16-17; Mark 16:18; John 4:6-14; 1 Peter 2:24; Colossians 1:13; and Luke 10:19).
- e. We believe that the full consummation of the Baptism of Believers in the Holy Spirit is evidenced by the initial physical sign of speaking in other tongues as the Spirit gives utterance; and by the subsequent manifestation of spiritual power in public testimony

and service (Acts 2:4; Acts 10:44-46; Acts 19:2 & 6; Acts 1:8; Matthew 3:11; Galatians 5:22-23; 1 Corinthians 12:4-11; and Acts 2:42-43).

- f. We believe in the imminent return of our Lord and Saviour Jesus Christ (1 Thessalonians 4:13-18; Revelations 22:20; and John 14:3).
- g. We believe in the resurrection of both the saved and the lost at the return of the Lord Jesus Christ; that the saved are resurrected unto eternal life with Christ in Heaven, and that the lost are resurrected unto eternal damnation in hell fire (John 5:24, 28 and 29).

### **Non-Discrimination Policy**

*“There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus”. Galatians 3:28 (NKJV) For there is no partiality with God. Romans 2:11 (NKJV)*

Royal Family Academy admits students of all races, colours, nationality, and ethnic origins, as well as intellectual and physical abilities; in as much as they can benefit optimally from our school’s programmes.

As a Christian school, we require all our pupil or students to participate in all curricular, co-curricular, and spiritual formation activities of the school without exceptions.

Employment at RFA is open to qualified and competent Christians according to roles and responsibilities without bias to race, gender, nationality, ethnic origin, or colour.

All staff members are expected to agree with the School’s Statement of Faith without reservations; and to conform to expected ethical and moral standards for employees.

## **BRIEF SCHOOL PROFILE**

Royal Family Academy Abuja, a subsidiary of Family Ministries International (FMI) is a Christian school that was borne out of the vision of Pastor Ina Omakwu (late) and his wife Pastor Sarah Omakwu. The school started with the nursery section which was commissioned on Friday, September 27, 2002, the Primary section of the school was established a year later, while the High School was formally inaugurated on September 24, 2007. The entire school population has grown to over a thousand pupils with staff strength of one hundred and ninety. The school has remained on the path of growth since inception to the glory of God.

### **Accreditations**

RFA is accredited with the following agencies:

1. Nigeria Federal Ministry of Education Department of Quality Assurance (DQA)
2. National Examination Council (National Common Entrance)
3. PATHS to School Improvement (ACSI Nigeria)

RFA is currently undergoing accreditation process with the Association of Christian Schools International (ACSI).

### **The Governing Board (GB)**

The school governing board provides governance, leadership, and pursues the achievement of the school vision and mission through policies. The board functions as a corporate body at the governance level and ensures that the school is in compliance with all biblical, legal and ethical requirements.

### **Present Members of the GB**

- Chairman - Mrs. Angela Attah
- President - Pastor Sarah Omakwu
- Vice President 1- Mrs. Blessing Omakwu-Soremekun
- Vice President 2 - Mrs Favor Omakwu-Ademokoya
- School Director- Ms Felicia Mshelia
- School Consultant – Dr Mrs Rifkatu Ogunbiyi
- FMI Ministry Secretary, Barr. Ode Okwe

## **ENROLMENT POLICY**

This policy establishes the principles that support the enrolment of pupils at Royal Family Academy Nursery and Primary Schools. Through this, RFA recognises the on-going relationship that exists between the pupils and their families and ensures that the obligations of each party for the duration of the enrolment are clearly articulated (Luke 2:52).

1. RFA is a Christian school which operates an integrated curriculum taught through a biblical world-view. Enrolled pupils/students are subject to RFA statutes, regulations, policies, and procedures.
2. Where RFA requirements have been met, enrolled pupils are entitled to;
  - a) academic and student support services and appropriate learning resources offered by the school.
  - b) attend or participate in scheduled activities
  - c) assessment of their learning and performance through tests, homework, projects, and examinations.
  - d) receive results for tests, assessments, and examinations.
3. The Nursery and Primary School run a 40-week school year which commences from September and ends in July. The school year, which is made up of 3 terms averaging 13 weeks each, is usually spiced up with several curricular and co-curricular activities and is anchored on 2 Timothy 3:17 - "That the child of God may be perfect, thoroughly furnished unto all good works."
4. RFA admits pupils from diverse races, colours, nationalities, and ethnic origins to all its programmes and activities available to pupils and students. The School does not discriminate on the basis of sex, race, colour, national or ethnic origin in the administration of its educational policies, admission procedures, tuition assistance, awards, athletics, and other school-administered programmes. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrolment based on past academic records, disability which cannot be catered for by the school or personal lifestyle not in harmony with the stated philosophy and purpose of Royal Family Academy.
5. All pupils/students seeking admission must be able to communicate in English according to their age.
6. The Head Teacher reserves the right to refuse admission to any pupil whose character or academic performance is not satisfactory.
7. New entrants are not acceptable in the third term of an academic session.

8. New entrants are not admitted into Grades 6, except in the following circumstances:
  - a. Students from schools where Grade 5 is the terminal class (to be admitted into Grade 6).
  - b. Students who left RFA in good standing.
  - c. International students.
  - d. Students with health challenges
  
9. Royal Family Academy will not issue testimonial certificates to pupils who do not complete Grade 6. Parents should, please, support their wards to complete the requisite academic progression.

### **SCHOOL HOURS**

School begins at 8:00 a.m. in the Nursery and Primary sections. Pupils are expected to arrive school at 7:30 a.m. Arrival prior to 7:00 a.m. is discouraged except in unusual circumstances, in which case special arrangements for supervision must be made with the teachers prior to the children’s arrival. The Kindergarten and the Primary school close at 2:30pm and 4:00pm respectively on Club days. School closes at 2:00pm on Fridays. However, on Fridays designated for staff training, school will close at 12:00pm and pupils should be promptly picked by parents/guardians.

### **Pupil’s Arrival and Departure Times**

- Nursery 8:00 am – 1:00 pm
- Primary 8:00 am - 2:00 pm

### **Closing time for Club days**

|                     | <b>Days</b> | <b>Closing time</b> |
|---------------------|-------------|---------------------|
| <b>Kindergarten</b> | Tuesdays    | 2:30pm              |
| <b>Primary</b>      | Wednesdays  | 4:00pm              |

### **School Assembly**

Assembly holds on Mondays and Thursdays separately in the Nursery and Primary sections at 8:00am.

### **Class Devotions**

Classroom devotion is a time set aside in the classroom for learners and teachers to prayer, worship, and the study God's Word. Class devotion takes place in the mornings before the resumption of academic work, and may involve segments such as prayers, praise and worship, Bible reading, and writing out lessons learnt in a devotion book. Class devotions hold on Tuesdays, Wednesdays, and Thursdays in individual classrooms. Lessons start at 8:30am in the Primary classes and are 35 minutes per period.

|                | <b>Days</b>                        | <b>Closing Time</b> |
|----------------|------------------------------------|---------------------|
| <b>Nursery</b> | Tuesdays and Wednesday             | 8:00am              |
| <b>Primary</b> | Tuesdays, Wednesdays and Thursdays | 8:00am              |

### **Lateness to School**

Coming to school early enables learners to settle in and benefit maximally from all activities of the school day. Late arrival to classes distracts and deprives pupils from learning opportunities. If late coming persists, there shall be verbal or written warnings/suspension or subsequent withdrawal of the pupil from school.

### **Absence**

Parents are advised to notify the school in advance if their child will be absent for any part of the school day and must notify the school the previous evening or before 7:30am. This may be by phone or by a written note sent to the school.

### **Early Departures**

Parents are encouraged to plan travel times to fit in with the school calendar. However, if an early departure is unavoidable, parents are requested to give 4-6 weeks' notice of their intentions and to meet with the Head Teacher to discuss arrangements for the completion of work and the scheduling of examinations.

### **Late Pick –Up**

Parents are encouraged to pick-up their ward(s) on time to avoid stressing the children, the teachers, and incurring late pick-up charges. Note that it is mandatory for parents to pay the late pick- up charge of N500 Naira for every 15 minutes per child for the duration

of the child's stay. After one hour, the child will be handed over to the security personnel on duty, until the parents/guardians show up. Refusal to pay the prescribed fine will lead to a conference with management of the school which may lead to any of the following measures:

1. A letter of commitment from parents to desist from further late pick-ups.
2. Subsequent withdrawal of the child from school

**Nursery:** Closing time for this section is 1:00pm. Parents have 30minutes grace before the late pick-up starts counting at 1:30pm. However, Nursery pupils with siblings in the Primary section should be registered for after school care.

**Primary:** Closing time is 2:00pm and late pick-up charges start at 2:30pm

*Note that on Club and other after-school activity days, the charges will begin 30 minutes after the stated closing time.*

## **SCHOOL PROGRAMMES**

### **General Assembly**

At the beginning of every new academic session, the first school day of the first term will start with a general assembly for the entire school community in the main auditorium. Parents are strongly encouraged to be in attendance to prayerfully set the tone for their wards in the new session.

### **Spiritual Formation Programmes**

Royal Family Academy admits students of all races, colours, nationalities, and ethnic origins as well as intellectual and physical abilities in as much as they are able to benefit optimally from our schools' programme. As a Christian school, we require all our pupils to participate in all curricular, co-curricular and spiritual formation activities of the school without exceptions.

Daily devotion, Bible study sessions, Chapel, whole-school fasting, and discipleship training are some of the most visible expressions of RFA's core emphasis on Christian spiritual formation. Several times each week, pupils, students, and teachers gather for corporate prayers, praise, worship, and hearing the Word of God together as a community.

RFA's Missions' Outreach enables pupils to put their love into action, through service activities, such as outreaches to indigent pastors and their families, visits to the orphanages and Internally Displaced Persons (IDP) camps, etc.

## **Whole School Fasting**

Imbibing spiritual discipline in our pupils is our main focus as a school. Spiritual formation therefore forms an integral part of the school's strategic plan. As such, every first Friday of each term is set aside as fasting days for the entire school to commit the term to God. Parents are implored to encourage their children to participate in the fasting exercise. Children are advised to come to school fasting; this terminates with prayers at 12 noon.

## **School Chapel**

Chapel holds on Friday in the Primary section from 8:00am-8:30am. This programme affords the learners the opportunity to appreciate worship in a large group and to summarize what has been learnt in spiritual formation in the course of the week. Chapel holds on **Fridays at 8:00am** across the Nursery and Primary Sections of the school. Pupils in the nursery section meet in year groups while those in the primary converge in the main auditorium.

## **Clubs**

RFA provides a balanced and broad based curriculum which promotes the academic, spiritual, moral, cultural and physical development of pupils. Pupils from Kindergarten to Grade 6 are given opportunities to engage in various club activities of their choice once a week. Several clubs are available from which pupils are expected to register into twice each academic session. Club holds in the Kindergarten on Tuesdays from 1:30pm to 2:30pm while 2:30pm to 4:00pm every Wednesday has been set aside for clubs in the Primary section.

### **Clubs available in the Primary section include:**

- Jets (Science Club)
- Jesus Explorers
- Computer
- Foreign/Nigerian Languages
- Literary and Debating
- Drama
- Home Makers
- Knowledge Empowerment
- Red Cross
- Girl Guides/Brownies
- Boy Scout Association of Nigeria
- Young farmers
- Mathematics
- Art
- Music
- Kidpreneurship (Discovery)



**Nursery clubs include:**

- Knowledge Empowerment
- Computer
- Language club and Art club
- Jesus Explorers

**ACADEMIC IMPROVEMENT PROGRAMMES****Enhancement /After-School Care:**

The Enhancement and After-school Care programme are designed to cater for the specific academic needs of participants especially in Mathematics and English Language. Other co-curricular activities such as swimming, dance (ballet, traditional & contemporary), skills acquisition, Fine-art and Music lessons are made available for interested pupils from 2:30 to 4:00pm on Mondays, Tuesdays and Thursdays.

**Academic Assistance Sessions:**

This is an individualised intervention programme for pupils who are struggling in various subject areas. Teachers identify pupils who are weak in certain subjects and offer free academic assistance within school hours.

**THE COMMUNICATION BOOK**

The school intends to keep a steady flow of information between teachers and parents using the Communication Book. This mode of communication is aimed at encouraging parents to connect with the school on a daily basis and to be involved in their children's progress and development.

Royal Family Academy operates an open-door policy and encourages families to participate in all areas of the school life. This collaboration between the home and school will ensure that each child has an opportunity to grow and develop in an atmosphere of love and joy.

**PHONE CALLS DURING SCHOOL HOURS**

Parents and visitors are not allowed into the classrooms or to call teachers on cell phones during school hours. However, parents who wish to contact teachers are required to visit the school reception. For emergencies, the Head Teacher could be contacted.

## **VISITORS ON CAMPUS**

Parents are always welcome to the school. However all visits must be scheduled and visitors who wish to drop off items for their wards must first sign in at the reception. Parents or Visitors are not allowed into the classrooms or classroom areas while lessons are going on except on PTC days.

## **EXCURSIONS**

Local, interstate or international excursions afford students the opportunity to consolidate learning experiences and widen their horizon. Parents are therefore encouraged to support their wards to participate whenever the opportunity arises. Details of planned excursions will be communicated in advance and consent forms will be sent home; parents are to fill such forms, indicating their consent or otherwise. All consent forms must be filled, signed and returned to the teacher before the excursion date.

## **PARENT-TEACHER CONFERENCES (PTC)**

RFA holds formal PTC shortly after the conclusion of midterm assessment and end of term examination. Parents are encouraged to utilize conferences to communicate and discuss their ward's academic, behavioural, spiritual, emotional and developmental progress directly with teachers concerned. It is only through close home and school cooperation and communication that the true educational ideal of RFA High School can be achieved. Parents can contact teachers at convenient times or visit the school office to schedule meetings with the class/subject teachers.

## **PARENT/TEACHER PROGRESSIVE FORUM (PTPF)**

All parents of RFA are automatically members of the RFA Parents/Teachers Progressive Forum. The forum is committed to supporting the various activities that make RFA a dynamic community. All parents are invited to attend PTPF Prayer Meetings, General Meetings, and other events. PTPF meetings provide opportunities for parents to get acquainted, be involved in decisions concerning the school, and contribute towards the progress of their children and the school.

## **EXAMINATION & CONTINUOUS ASSESSMENT TESTS**

RFA believes that it is the fundamental right of every pupil to be assessed throughout their stay at the School. All formative and summative assessments consistently and accurately

measure the intended learning outcomes and guide instructional decisions for both teachers and pupils.

- a. Examinations in the primary school are conducted at the end of each term: First Term (December), Second term (March), and Third term (June).
- b. Continuous Assessment tests are taken twice in each term and could be homework, projects or classwork.
- c. Examinations or Continuous Assessment tests will be used diagnostically to contribute to the early and accurate identification of pupils' special educational needs and any requirements for support and intervention.
- d. Pupils who will be late or absent from school during the examinations or assessment tests should inform the class teachers or head teacher ahead of time.

### **PROMOTION POLICY**

Promotion of pupils to the next class is based on performance in the promotion examination (third term's examination). Pupils are expected to pass all their subjects in the promotion examination but particular emphasis is on Mathematics, English, and Science where the pupils are expected to score an average of at least 80% (for Grades 1 – 3 ) and at least 70% ( for grades 4 and 5 ).

- Lower Primary 80%
- Upper Primary 70%

New pupils seeking admissions into RFA Primary School must write and obtain at least 80% in Nursery and Lower Primary and 70% for the Upper primary at the entrance examination.

### **Testimonial Policy**

The school only issues testimonial certificates to pupils who have completed grade Six. Parents are therefore encouraged to allow their children/wards finish and complete grade six.

### **DRESS CODE**

All pupils are required to wear the school's uniform and to have a neat, clean appearance (i.e., shirts tucked in, belts in loops, hair properly made or trimmed, uniforms properly worn, etc.). All uniforms must be purchased from the school's store, slim-fitting of trousers and unnecessary adjustments of school uniforms will not be condoned. Any form of dressing that is considered inappropriate, distracting or that presents a concern will not be allowed. **Weekly**

**dress code will be communicated to parents via the class Whatsapp platform at the beginning of every term.** The following dress code is prescribed for all pupils:

### **Nursery**

- Boys: white shirt, school tie, grey sweater, grey trouser, white socks and flat black school shoes (not sandals or boots)
- Girls: white blouse, school tie, grey sweater, grey pinafore, white socks and flat black school shoes (not sandals, plimsolls or boots)
- Sportswear: White polo shirt, prescribed house-coloured shorts, white socks and trainers.

### **Primary**

- Boys: white shirt, school tie, jacket, grey sweater, grey trouser, black belt, white socks and flat black school shoes (not sandals or boots)
- Girls: white blouse, school tie, jacket, grey sweater, grey skirt, white socks and flat black school shoes (not sandals, plimsolls or boots)
- Sportswear: White polo shirt, prescribed house-coloured shorts, white socks and trainers.

### **Hair**

- All hair should be of natural colour, well groomed, and of prescribed style. Boys are to wear low haircut while girls plait or weave their hair. Hair extensions and single-braid (Bob Marley) styles are not allowed.
- Pupils are not permitted to wear dreads or locked hair, hair attachments, hair ornaments, dangling/large ear-rings to school.

### **Jewellery**

The use of jewellery is not allowed in the school; girls however, may wear stud earrings.

In the event of dress code violations, the student will be given a warning and will call home to have his/her parent/guardian bring in the appropriate uniform. If the said violation is repeated, the student will be sent back home for the day.

## **HEALTHY MEALS**

We encourage healthy eating habits in order to promote good health. Parents are to provide healthy meals, snacks, water and fruits for their wards. A food vendor approved by the school is available to provide pupils with lunch at a reasonable cost. To purchase meals, parents are to subscribe to a prepaid meal-plan or purchase vouchers from School Essentials.

## **BIRTHDAY CELEBRATIONS**

Pupils who wish to celebrate their birthdays in school will be allowed to do so at the close of day (2:00pm). Parents are advised to provide only birthday cakes and soft drinks for the celebrants classmates. No party packs are allowed.

## **MEDICATION IN SCHOOL**

Parents are required to hand over pupil's medications to the class teachers who will in turn handover same to the school nurse for administration. All medicines must be labelled with child's name and class. If circumstances require that a child must take medications during the school day, the school nurse shall administer the medication in compliance with the following regulations to avoid error:

- a) The school nurse will keep a record of name of pupil, medicine, date, time, and dosage.
- b) It is advised that medications must be in their original container and be appropriately labelled.
- c) At the close of day, the nurse should return the medication to the class teacher.

## **DISCIPLINARY POLICY**

In keeping with RFA's overall philosophy of Christian education, enforcing discipline is the responsibility of every staff member and should be administered consistently and in love. While every pupil is under authority and is expected to be courteous, the goal is for the child to develop self-discipline and personal conviction based on biblical principles. Also, it is the responsibility of parents to inculcate in their wards respect for rules and constituted authority. Each teacher has the authority to institute certain disciplinary actions relative to the rules of conduct in that particular classroom

When a child disobeys, the teacher needs to take corrective measures keeping in mind the following:

- a. Deal with the child in love and not in anger (1 Corinthians 13:8)
- b. Follow the school's policy and choose measures appropriate to the age of the child and the offense (2 Timothy 2:25)
- c. Inform the Head Teacher if the problem persists.

Teachers are expected to publish guidelines for acceptable behaviour in their classrooms approved by the Head Teacher and the Director. These should be clearly defined and should include appropriate consequences for infringements.

RFA's disciplinary measures is based on Biblical principles, with specific reference to Galatians 5:22 that describes the character God has intended for us which are love, joy, peace, kindness, patience, goodness, faithfulness, gentleness, and self-control.

### **Disciplinary Procedure**

There are four stages of disciplinary action available which are also followed by counseling sessions as the case maybe. Every offence or infraction will be treated on its own merit following these guidelines:

#### **Stage 1 –**

- a. Oral warning from teachers for minor offences and first offenders.
- b. A verbal warning by the Teacher or Head teacher.
- c. Counselling by any of the following officers: Teacher, Guidance Counselor, Chaplain or Head Teacher.

#### **Stage 2 –**

- a. Written warning from the Head Teacher for repeated offences.
- b. Parents are notified either by phone call or written note.
- c. Continued disciplinary problems will require an immediate Parent/Teacher/ and Head Teacher Conference.

#### **Stage 3 –**

- a. Final written warning from the Head Teacher to the offender's parents.

#### **Stage 4 –**

- a. Serious cases of misconduct may result in suspension from school for a limited period or expulsion from school.
- b. Upon return from suspension, the pupil must be accompanied by his/her

parents to meet with the Head teacher before returning to class.

**Examples of Offences Include (but not limited to):**

- a. Lateness to school or to class
- b. Improper dressing
- c. Leaving school without permission
- d. Lying
- e. Stealing
- f. Minor disruptions (talking, throwing objects, passing notes in class etc.)  
Dress code violations
- g. Inappropriate touching/inappropriate displays of affection
- h. Relational aggression
- i. Bullying
- j. Defacing or defacing of school property
- k. Inappropriate, obscene, vulgar, profane language (spoken, written, copied, etc)
- l. Fighting
- m. Sexual/Physical harassment
- n. Examination malpractice
- o. Possession and use of pornographic material, alcohol or drugs  
and vandalism

**RULES OF CONDUCT**

Pupils are expected to maintain a high standard of morality, honesty, kindness and courtesy at all times.

- a. Pupils are expected to be compliant to both RFA and classroom rules.
- b. Pupils are to respond respectfully to those in authority.
- c. Pupils are to be good stewards of RFA in handling school materials.
- d. Defacing or destruction of school and/or church property will not be tolerated.  
Cost of repairs will be the responsibility of the pupils' parents.
- e. Pupils will respect the rights and property of other pupils and of teachers of RFA.
- f. Pupils will not intimidate or harass other pupils for any reason.
- g. Mobile phones and electronic gadgets (laptops, i-pods, game consoles, etc.) are not allowed within the school premises except when authorised by teacher for learning

purposes. Random spot checks will be conducted on pupils and prohibited materials confiscated may not be returned.

- h. The use, possession, distribution, and selling of illegal drugs, alcoholic beverages, or tobacco products is not permitted.
- i. Fighting, use of profanity, cheating, and other disruptive actions are also not permitted. Knives, weapons, or items intended to be used as weapons are not to be brought to school.
- j. Pupils must obtain permission from teachers before leaving the class.
- k. Pupils will abide by the Internet Acceptable Use Policy or forfeit in-school computer and/or internet privileges.
- l. Individual classroom teachers may implement additional rules of conduct in order to establish a classroom environment that promotes learning.
- m. Teachers may confiscate items that interfere with, and are not conducive for learning.
- n. Failure to follow the code of conduct will result in disciplinary action as outlined in the RFA disciplinary procedures.

## **GENERAL POLICIES**

### **Library Use Policy:**

- a. Pupils can check out up to two items at a time which must be returned in two weeks.
- b. Teachers will only issue text books and notebooks to pupils who have completed their fees at the beginning of the school year.
- c. Pupils are charged for overdue books. The librarian will send out overdue notices and the pupils will return such books with a fine to the librarian.
- d. In the case of damaged or lost books, the individual responsible will pay for a replacement
- e. The individual will not be allowed to borrow any more materials until the fine has been paid.
- f. Food and drinks are not to be brought into the library.

### **Laboratory Rules**

- a. Pupils must not enter a laboratory unless instructed to do so by a teacher. At no time are pupils allowed to remain in a laboratory unsupervised.
- b. Pupils must not touch any equipment or materials unless told to do so by a



- teacher. Pupils must listen carefully and follow instructions precisely.
- c. Pupils must wear eye protection when told to do so and keep it on until all practical work, including cleaning up, is finished.
  - d. When the Bunsen burner is in use, pupil's hair, ties etc. should be tied back or tucked in to keep them well away from the flame.
  - e. When working with liquids or heating solids, pupils should remain standing so that they can move quickly out of the way in the event of a spill.
  - f. Pupils must never point the mouth of a test tube towards themselves or anyone else, or try any experiments on their own without the teacher's approval.
  - g. Pupils should not taste or put anything in their mouth when in the laboratory unless the teacher gives the instruction.
  - h. If small amounts of chemicals or microbiological cultures get on the pupil's hands, or any other part of their body, it should be washed off immediately under running water.
  - i. All waste solids should be stored in the bin, never in the sink. Waste solvents and other flammable liquids should be placed in the container provided, not down the sink.
  - j. All accidents should be reported to the teacher immediately. These include burns, cuts and chemicals in the mouth, eyes or on the skin. Accidents involving acids or alkalis on the skin should be placed under a running tap and left there until help arrives.
  - k. Benches and work areas should be kept clean and tidy, with bags placed where no one can trip over them.
  - l. Blazers should be hung on the hooks provided.
  - m. Small splashes and spills should be mopped up with a paper towel. Pupils should report bigger spillages to the teacher.
  - n. Pupils must not take away any materials or equipment of any kind from a laboratory.
  - o. The Prep Room is out of bounds at all times, unless permission is given by the teacher.
  - p. Pupils must behave orderly at all times, careless behaviour may result in not being able to take part in practical lessons.

## **SCHOOL TRANSPORTATION POLICY**

Pupils transported in any RFA school vehicle shall be under the authority and direct responsibility of the school bus driver and the bus attendant. Bus drivers shall be responsible for the order and conduct of the pupils transported. Emergencies or unusual circumstances should be reported and necessary arrangements made with the Admin officer. Pupils are not permitted to ride home with the parents/guardians of another pupil except if prior arrangements are made in writing to the Admin officer well in advance.

Drivers are required to report any misbehaviour by pupils on the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the bus driver shall be sufficient reason for refusing transportation to any pupil.

### **Pupils will observe the following guidelines while on the bus:**

1. Pupils will be courteous and orderly. School expectations regarding conduct apply to pupils riding in the bus.
2. Pupils must not litter, vandalize or destroy any part of the bus.
3. Eating or drinking is not permitted *on* the bus.
4. Pupils will cooperate with and comply with all the instructions of the driver or bus attendant.
5. There shall be no bullying or discrimination on the bus.
6. Pupils must not be in possession of prohibited substances such as, tobacco products, firearms, illegal substances, or hazardous objects while riding the bus.
7. Pupils will not stick out any part of their body while the bus is in motion or stationary and will not throw objects while riding the bus.
8. Pupils will keep their voices at reasonable levels and will not engage in the use of profane or inappropriate language.
9. Pupils will stay in their seats with their feet on the floor in front of them, facing forward, and keep aisles clear.
10. Pupils will sit in assigned seats as designated by the driver.
11. Pupils will be on time for boarding the bus.
12. Pupils will not attempt to leave the bus or touch the door handle while the bus is in motion.
13. Pupils will not use the emergency exits on the bus unless instructed by the driver to do so or in the event of an emergency.

14. Pupils will not bring animals on the bus.
15. Pupils will not bring glass containers or materials from projects/ experiments on the bus without approval of the diver.
16. Pupils will respect themselves and others. In addition, Pupils will use common sense in following expected behaviour.

## **EMERGENCY MANAGEMENT**

RFA is committed to providing safe and effective learning environments for pupils, faculty and staff. Unexpected emergencies may occur, however, the likelihood of effectively managing an emergency is increased with an established emergency plan. The school maximizes the safety and welfare of all students, visitors, and staff by promoting school-wide emergency preparedness.

### **Exit Drills**

The school conducts exit drills at least once a year. The signal of the drill is a continuous ringing of bell. The entire school community follows the designated exit signs to the muster point where an emergency roll call will be carried out by each class teacher to make sure that all the children have been evacuated from the danger scene. All staff members that are not directly responsible for the pupils will exit to the muster point and a roll call of staff will be carried out by the Admin Officer. Everybody remains at the muster point until further instructions.

### **Emergency Lockdown Drill**

The school conducts lock down drills at least once a year. The signal of the drill is a continuous siren. The entire school community will move to safe corners in their classrooms. All windows and doors will be shut and locked. Also all the lights and fans, air conditioners, computers etc. turned off. Everyone will sit down with their backs to the wall. No one will be permitted to leave the safe locations until the '**all clear**' signal which is a continuous ringing of the bell has been given by the Director or her designate.

### **Fire Emergency**

- a. In case of a fire outbreak in a laboratory, the teacher leads the children out of the laboratory while the laboratory attendant turns off the gas and uses the fire extinguisher to put out the fire if it is safe to do so while the maintenance department

- is notified promptly.
- b. Minor fire outbreaks within the school premises may be extinguished by staff members around the area of the outbreak if it is safe to do so.
  - c. If the fire alarm sounds while you are in the classroom, stand up and push your chair in, so as to clear the way for the safety of others. Leave your belongings and keep moving. Follow the teacher's instructions and do not wander off by yourself.
  - d. If you are in the toilet, pull up your clothes and run to the emergency meeting point. Don't backtrack to your classroom. Every member of the RFA community is required to familiarize themselves with the escape route to the muster point.
  - e. When a fire breaks out, raise an alarm and draw the attention of the nearest adult on site to call the fire service.

Federal Fire Service phone numbers:

- 0803 200 3557/112
- 0906 969 0707
- 09-2906118
- 09-6711371

#### **THE SCHOOL KITCHEN:**

The kitchen is out of bounds to all pupils except during scheduled lessons under the supervision of subject teacher.

#### **THE CAFETERIA:**

Pupils are not allowed into the cafeteria unsupervised, there shall be no loitering in the cafeteria.

#### **PUPILS' RESOURCES:**

Learning resources are available in the library, ICT facilities and science laboratories. Please note that resources in the science laboratories should not be removed without consulting the laboratory attendant. Pupils can also access resources from the music room and the fine art studio with the permission of the teachers in charge.

**SPORTS EQUIPMENT:** These can only be accessed with the permission of the department.

## **PLAYGROUNDS:**

The playgrounds are graded for use by the nursery and primary school pupils. Teachers are to take their pupils to the appropriate playgrounds at break and other designated times for play and exercise. They must remain with the pupils to supervise them during those periods. Use of these facilities during non-school hours is not allowed.

## **SCHOOL FEES**

At RFA, fees are a critical form of revenue for the school and are essential in providing resources, maintaining staff, and for providing quality education for learners.

- a. A termly tuition shall be charged over three terms of the year.
- b. Bills indicated on student's teller must be paid in full within two weeks of resumption.
- c. No cash payments will be accepted.
- d. If a student joins the school within the first month of the term, he/she shall pay full term's fees. If he/she joins at half term, the fee shall be prorated.
- e. All payments must be receipted by the school. Evidence of payments should be made available to the Bursar in exchange for school receipt.
- f. Once a child has resumed classes, fees refund will not be made to parents withdrawing their children at any point within the term.
- g. Fees are neither refundable nor transferable i.e. no refunds, reductions or set-offs will be made in the event of a child's absence or withdrawal from school, except if specifically allowed.
- h. RFA reserves the right to review all fees and discount schedule from time to time. The current fee schedule in effect at the time will take precedence.

## **Others Fees:**

Fees at RFA aside payment for books, tuition fee, uniforms, clubs and PTPF levy include:

- a. **Application Fee:** A non-refundable fee is required for each new pupil, for the processing of admission form. This fee does not guarantee placement. The purchase of forms and placement tests are carried out in the 3<sup>rd</sup> term of every session.
- b. **Development Levy:** In addition to the tuition, parents are required to make a one-off payment of **₦100, 000.00 (One Hundred Thousand Naira Only)** development levy for all new pupils/pupils who have been offered admission into the school and **₦50,000** deposits for high school. Subject to review.

- c. **Enhancement/Afterschool Care:** If a child requires additional support, parents may be liable to pay certain fees in addition to the school fees as discussed and agreed on with the school management. The fee will be payable termly as appropriate under the circumstance and at the discretion of school management.
- d. **Special Educational Needs (SEN) Fee:** Parents are to pay additional fees termly or annually for SEN services.
- e. **Student Withdrawal Fee:** To obtain a Transfer Certificate, parents must give a one month's notice in writing along with the applicable fee for processing.
- f. **Graduation Fee:** The graduation fee shall be charged to graduating pupils for the printing of invitations and miscellaneous related costs. The fee will be determined by the school administration.
- g. **Late/None Payment of Fees:** If school fees are not received in accordance with the relevant due date, RFA reserves the right to withhold admission or exclude a pupil from school. The school also has the right to withhold any information such as school reports, examination/test results, transfer letters/certificates, character references while fees are unpaid. A pupil who has been excluded due to non-payment of fees will be deemed withdrawn after 30 days exclusion.

#### **Refund:**

- 50% refund for children withdrawn within the first 14 days after commencement of the term; after 14 days no refund will be given.
- A full refund will not be made to parents withdrawing their children after commencement of the term.

#### **Late and non-payment of fees**

Parents are expected to pay their children's school fees before the beginning of each term or latest within the first week of resumption. Pupils whose school fees have not been paid up will not be admitted into the classrooms.

## **APPENDIX A**

### Parents Online Login Instructions

Setting up your school account:

Step 1: Go to <https://www.royalfamilyacademy.org>

Step 2: Click on “login”

Step 3: Insert registered phone number, enter password and click “Login”