

PARENT HANDBOOK & SCHOOL POLICY



BLOOMSEED ELEMENTARY SCHOOL
LEARN.EXPLORE.BLOOM

BLOOMSEED ELEMENTARY SCHOOL

ADDRESS: 7, SIKIRU JIMOH STREET GRA IBARA HOUSING ESTATE,
IBARA ABEOKUTA.

TELEPHONE: 08095618724, 012915308

EMAIL: administrator@bloomseedelementaryschool.org

WEBSITE: www.bloomseedelementaryschool.com

TABLE OF CONTENT	PAGE
1. WELCOME TO BLOOMSEED ELEMENTARY SCHOOL.....	1-6
▪ Our mission statement	3
▪ Our mission statement	3
▪ Core Values	4
▪ Our Core Services	4
▪ Bloomseed Elementary School anthem	5
▪ Aim of the school	6
2. ACADEMIC / NON ACADEMIC STRUCTURE	7-9
▪ Enrollment information	7
▪ Admission & payment policy	7
▪ Teaching Philosophy	8
▪ Academic & non academic Curriculum	8
3. CODES OF CONDUCT AND POLICIES.....	10-21
▪ For the pupils	10
▪ For the parents	11
▪ Communication: Parent/guardian	11
▪ Clothing and Uniform	12
▪ School Assembly	13
▪ Attendance for pupils	13
▪ Lunch Provision	13
▪ Home Work	13
▪ Discipline	14
▪ Health & safety policy	14
▪ Bullying Policy	20
4. SCHOOL FACILITIES AND SERVICES.....	22-23
▪ E-learning	22
▪ Library	22
▪ After school services	22
▪ Crèche service	23
5. HUMAN RESOURCE.....	24
▪ Recruitment policy	24
▪ Resignation/Termination of confirmed staff	24
▪ Sanctions for pupils are as follows in BES	24

6. SCHOOL TRADITIONS	25-29
▪ Nelson Handwriting	25
▪ Guided Reading	25
▪ Field trips	25
▪ Open Day	25
▪ Parent-Teachers Interactive Session	26
▪ Pick up After School	26
▪ Prefectship	26
▪ Birthday policy	27
▪ School Activities/Celebration Events	27
▪ Inter house sport/house system	27
▪ Complaint & suggestion	27
▪ Acceptance page	29

1. WELCOME TO BLOOMSEED ELEMENTARY SCHOOL

Thank you for choosing Bloomseed Elementary School, Abeokuta. We are proud of our outstanding staff and high academic standards, and we look forward to working with you and it is our mission to provide your child with an exceptional educational experience.

Underpinning our mission is that:

“Each child is a fertile field in which seeds may be sown, to grow under the heat of flaming imagination.”

-Marie Montessori

We trust that with God’s help, each special and unique child within our walls will grow to become confident and secure, having an understanding of the world . Our logo signifies the radiance of the sun to the earth much in the same way we believe that each child is like a shining light set on a hill that cannot be hidden.

We are a modern school built on traditional values that deposits God fearing morals in children from an early age. We believe in raising independent and intellectually sound children who can excel in any environment. We therefore focus on teaching core skills that prepare children for great accomplishments in life using the Nigerian curriculum with a blend of Montessori methods.

This handbook expresses who we are as an organization and it is the foundation of our parent-management communication. We seek to help Parents understand the mission, policies, procedures, rules and regulations, parent-management relations within the organization.

Please sign the last page which is an acknowledgement that you understand and accept the terms stated in this handbook. The signed acceptance page only should be returned to the school office no later than two weeks after receipt.

You are welcome once again. Together, Let's explore, learn and bloom.

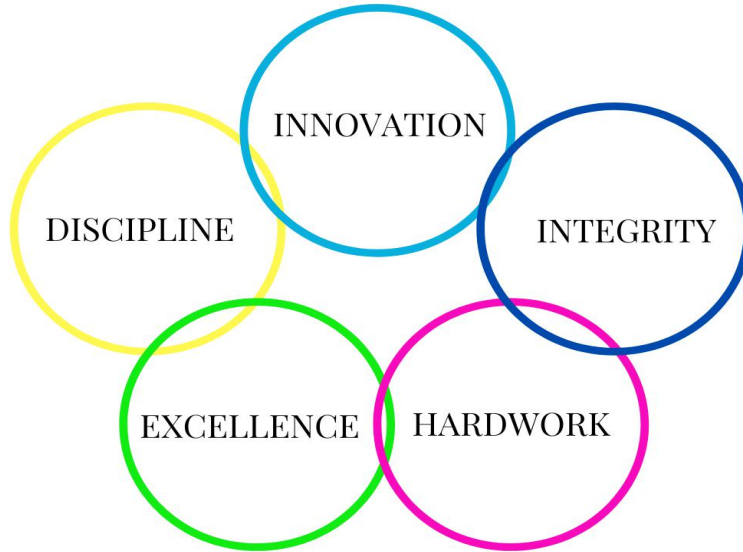
OUR MISSION STATEMENT

**To evoke the imagination of
the child by striking a sense
of wonder and curiosity,
thereby producing
transformational and
lifelong learners.**

OUR MISSION STATEMENT

**To be a springboard of
learning in a joyful and
prepared environment,
geared towards nurturing a
child's mental and physical
development using world
class tools and techniques.**

Our Core Values



Our Core Services

CRECHE
NURSERY
ELEMENTARY
AFTER SCHOOL

BLOOMSEED ELEMENTARY SCHOOL ANTHEM

Solo 1:

We are bloomers blooming on in excellence, we are destined to reach the height,
learning new things through the year, learning here that's what we do, Bloomseed
School will help you get there.

Chorus:

We shall explore, we shall excel
We shall bloom for the world to see,
Working hard day after day, we know we shall succeed,
Yes! Bloomseed Elementary School

Solo 2:

Building talents growing on in excellence, we shall strive to be the best, for great
wisdom and insight, for uprightness and morals, Bloomseed School will help you
get there.

Chorus:

We shall explore, we shall excel
We shall bloom for the world to see,
Working hard day after day, we know we shall succeed,
Yes! Bloomseed Elementary School

Solo 3:

With courage we're matching on in excellence, sowing seeds for a brighter future,
for intellectual prowess, ingenuity and great skill. Bloomseed school will help you
get there.

Chorus:

We shall explore, we shall excel
We shall bloom for the world to see,
Working hard day after day, we know we shall succeed,
Yes! Bloomseed Elementary School

Composed by: Francis Okodua

THE AIMS OF THE SCHOOL

To achieve our mission, we aim and are committed to:

- Creating a happy and safe learning environment.
- Creating a well prepared environment.
- Developing children with a curious mind, critical thinking and problem solving skills using world class tools and techniques.
- Monitoring every child at every stage to identify red flags early, intervening and ensuring they excel and reach their full potential.
- Facilitating the development of clear, precise and excellent oratory and reading skills with proper diction in our children.
- Facilitating the development of self-help skills and independent habits in our children.
- Preparing our children to face challenges of a fast changing technology driven world by introducing them to ICT through our unique methods of instruction and detailed activities.

2. ACADEMIC / NON- ACADEMIC STRUCTURE

ENROLLMENT INFORMATION

- We encourage parents to come in for a tour of the School; we are open Mondays to Fridays, 8:00am to 4:00pm.
- Admission to KG and Nursery 1 classes is automatic; however from nursery 2 to basic 6, pupils will be given a short assessment test. Based on the results of the assessment ,we will determine if the child needs additional attention.

ADMISSION/PAYMENT POLICY

- We strongly recommend that Prospective parents/guardians produce school reports, exam scripts and a letter of transfer from their previous school.
- A score of 50% and above in the School's assessment test is the minimum requirement to be considered for admission.
- Parents are required to obtain a Registration Form from the admin office.
- Parents are also required to make a Payment of N10,000 to designated school bank accounts.
- Parents are expected to Upload a confirmation of Payment to the school email. accounts@bloomseedelementaryschool.com
- Payment will be confirmed by the School Accountant and receipt of Payment will be sent.
- Filling of E-form for successful pupils after which parents are to provide the following.
 - Immunization cards etc.
 - One Passport photograph for pupil
 - One passport photograph for parents (mum & dad)

If new students have not met the standard assessments, the pupils may be placed in a lower year group as the needs assessment shows. No new student will be placed in a year group higher than their age group indicates.

BELOW ARE THE CLASSES WITH AGE IN YEARS

PRE-SCHOOL

CLASS	AGE IN YEARS
Creche	3months -1year 4months
Daisy	1-2years
Kg1	2-3years
Kg2	3-4years
Nursery 1	4-5years
Nursery 2	5-6years

ELEMENTARY

CLASS	AGE IN YEARS
Basic 1	6-7 years
Basic 2	7-8 years
Basic 3	8-9 years
Basic 4	9-10 years
Basic 5	10-11 years
Basic 6	10-11 years

TEACHING PHILOSOPHY

The ratio of pupils to teacher is one teacher to a minimum of twenty pupils and a maximum of twenty four. Our student teacher ratio ensures that each child gets maximum attention, less distraction and consequently more time for tailor made instruction.

ACADEMIC & NON ACADEMIC CURRICULUM

We provide a rich and comprehensive Nigerian curriculum with a blend of Montessori methods that keeps our children active and engaged, building on prior learning and experiences and meeting with international learning standards and

assessments. The five (5) areas of the Montessori curriculum are explored and they are practical life, sensorial, language, mathematics and cultural studies.

Our Curriculum also covers:

- Practical Life, Cultural, Emotional and Social Development
- Communication, language and literacy
- Problem solving, reasoning, geometry and numeracy
- STEAM (Science, Technology, Engineering, art and Mathematics Education)

We offer a wide range of co-curricular activities at Bloomseed Elementary school, they include: Chess, Robotics, Football, Swimming, Dance, ballet, knitting, tailoring, Taekwondo, Music etc. at a cost.

3. SCHOOL CODE OF CONDUCT

Bloomseed Elementary School seeks to raise lifelong and transformational leaders. The following are the codes of conduct that are to be adhered to:

A. PUPIL GUIDELINES

1. **Punctuality:** We strongly encourage parents to ensure that their children have a prompt and early start to the day. Consistent Lateness can cause major gaps in a child's learning. This is because morning lessons are often the most valuable as they typically include morning drills and reading classes that come up at 7:15am for upper elementary classes and 7:30 am for other classes.

The schedule of opening and closing time is shown below:

CLASS	OPENING TIME	CLOSING TIME
Pre-KG, KG 1, KG2 & Nursery 1	8:00am	2:00pm
Nursery 2	7:30am	3:00pm
Basic 1 – 3	7:30am	3:00pm
Basic 4 – 6	7:15am	3:00pm

Closing time is 1:00pm for all pupils on Fridays.

- 2. Language:** Pupils should avoid the use of inappropriate words, local slangs phrases and abusive words. The official language of the school is English.
- 3. Comportment:** Pupils who wear dirty uniforms, unapproved socks and shoes to school, or have an unkempt appearance (dirty fingernails, bushy hair) will be sent home immediately.
- 4. Messages:** Announcements relating to learning and school updates will be announced on the assembly.

B. FOR THE PARENTS

- 1. Communication:** Politeness in communicating with the staff of the school including the security personnel, support staff, care handlers and teachers is strongly recommended. Always remember that we have your best interest at heart
- 2. Car Parking:** The security personnel are constituted authorities for ensuring smooth traffic and security. We strongly appeal to Parents to yield to their instructions and comply as appropriate.
- 3. Pupils pick-up:** Parents/guardians are expected to sit or stay at the reception and officials on duty are to attend to them (NO GOING INTO PUPILS' CLASSROOMS). Parents who need to speak to teachers of their children

can request to see the teachers through the front desk. This is essential for the health safety and security of our children.

- 4. Feedback and Cases:** Concerns or Reports relating to any issue should be reported to the management as soon as possible. 012915308 is the school's official mobile number. It is an answering service Monday to Friday of the week. 8:00am - 4:00pm.

COMMUNICATION: Parents/Guardians

- The school newsletter is sent to the parents/guardians twice in a term to inform and update parents on developments in the school.
- Open days are conducted every term to enable parents meet with the teachers regarding the academic progress of their children.
- Our Parents and teachers meeting (Parents Interactive Session) is held every term.
- Parents can also use the daily communication book for any immediate correspondence with the teacher or school.
- We strongly recommend that the relationship/conversations between parents and teachers should remain official. No unnecessary familiarity.
- Constructive suggestions for the school are always appreciated.

CLOTHING AND UNIFORM

- School uniform is compulsory for all pupils.
- Black shoes only with white socks must be worn.
- The school sports wear must be worn for aerobics and sports events.
- Boys are not allowed to wear jewelry.
- The school prohibits hair beads, weave on or coloured hair.
- The school requires extra clothes to be packed for Crèche and KG classes.

- Diaper(s) are to be packed for 1 year 4months(PRE-KG) – 24months(KG 1) pupils.

The dress code for pupils is shown below:

DAYS	GIRLS	BOYS
Monday	White Shirt, Pinafore and Necktie	White Shirt, Shorts, Necktie and Belt
Tuesday	White/Yellow Shirt, Pinafore and Necktie	White/Yellow Shirt, Shorts, Necktie and Belt
Wednesday	Yellow and Green Sports Wear	Yellow and Green Sports Wear
Thursday	White/Yellow Shirt, Pinafore and Necktie	White/Yellow Shirt, Shorts, Necktie and Belt
Friday	Traditional Attires Strictly (pupils who do not own traditional attires can wear sport wear on Friday)	Traditional Attires Strictly (Pupils who do not own traditional attires can wear sport wear on Friday)

SCHOOL ASSEMBLY

General school assembly and morning devotion are held in the morning at 8:00 am every morning of the school calendar year.

ATTENDANCE FOR PUPILS

- School resumes for pupils at 7:15am, 7:30 am and 8:00am for upper elementary, lower and nursery school respectively.
- Under the attendance policy, pupils are expected to be absent for no more than 10 days in each academic year. Work will not be issued when pupils are away from school without adequate notice. The only exception will be for long term illness or under exceptional circumstances.

- The attendance policy is to ensure that absences from school are kept to a minimum.
- The school also expects family holidays to be scheduled at times when the school is closed.

LUNCH PROVISION

The school provides lunch and seasonal fruits at a cost. This is compulsory for all pupils. Children also have a mid -morning break between 10:00am. At this time they will have a light snack and a few minutes to relax before the next period starts. Water breaks are observed in school.

HOME WORK

Home work is an essential part of education. It supports the school curriculum and offers pupils the opportunity to extend and consolidate on what they have learnt. Pupils are given adequate homework on various subjects especially on Fridays and when going for mid-term holidays. Developing a serious attitude about home work helps children develop a sense of responsibility, an important attribute that will remain beneficial to them throughout their lives. Homework is not for Parents. Parents can expect that the Home work given to the pupils, when returned will be marked by the teachers.

DISCIPLINE

Teachers are not allowed to inflict punishment or assault any pupil, no matter the degree of offence committed by the pupil. All cases requiring discipline is to be reported to the management.

HEALTH & SAFETY POLICY

The Board of Directors and Management team of Bloomseed Elementary School consider the health, safety and welfare of staff, students and visitors to be of paramount importance, and creating and maintaining a healthy, safe and secure environment is a responsibility to be taken seriously. To this end, we are committed to the effective implementation of the school's health and safety policy.

Policy Aim

To provide a healthy, safe and secured working environment for staff, pupils and visitors where everyone can perform their roles and responsibilities, and fulfill their potential free from any kind of hazard or injury.

Policy Statement

Bloomseed Elementary School recognizes and accepts its responsibility as an employer and provider of services, and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

The school will:

- Take all reasonable steps to provide safe and healthy conditions for staff, pupils and others who may be affected by its activities including during school trips.
- Seek to ensure that its buildings, grounds, premises and equipment meet appropriate health and safety standards.
- Take all necessary steps to ensure compliance with all relevant health and safety legislation and standard.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

General.

All staff have health and safety responsibilities when at work. The management team will ensure that all reasonable steps are taken to fulfill the school health and safety policy and to reduce the possibility of accident or injury to staff, pupils or visitors. They will also decide policy, give guidance and review health & safety issues.

- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide adequate welfare facilities for staff & pupils.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

The **Maintenance Officer** is responsible for day to day maintenance, and managing of facilities, buildings and grounds issues. He/She will:

- Ensure that any work that has health and safety implications is prioritized.
- Report any concerns regarding unresolved hazards in school to the Management Team immediately.
- Ensure that all work under their control is undertaken in a safe manner.

Minor/ Major Injuries.

- All minor and major injuries to pupils (e.g. bumps, bruises and grazes) should be reported in the appropriate book which is kept in the sick bay.

- Any injury to a pupil, staff, or visitor that requires First Aid treatment is first attended to by a medical professional then it is recorded in the Incident Report Form as soon as possible and investigated to prevent re-occurrence.

Fire Safety & Evacuation of Buildings.

- Fire exits have appropriate signage.
- Plans showing exit routes are displayed by the door of each classroom .
- A fire drill is practiced and documented once a term by the Health & safety officer.
- Evacuation times and any issues which arise are reported to the HR/Admin Manager.
- Fire extinguishers are checked bi-annually by a competent service provider.

First Aid Provision.

- First aid cover in the school is provided to deal with injuries resulting from accidents, or medical crises, which occur in the school premises.
- The school nurse is always available to respond to all health and medical emergencies.
- Portable first aid kits are available and are taken on educational visits.
- All accidents and cases of work-related ill health are recorded in the incidence book in the school office and reported to the authority when required.
- No treatment of any kind, outside of the permissible first aid drugs, such as dispensing pain-reliever drugs, is authorized.

Administration of Medicines

- Medication is only administered to pupils when the parent has given his/her consent and it is administered and documented by the school nurse.

Medical policy/Infectious Diseases

- The school follows the national guidance produced by the Ministry of Health and other relevant government agencies on infectious diseases e.g. the COVID19 prevention protocol. Should parents observe any signs of illness such as fever, skin infection, Cough, catarrh, rashes etc. in their child/ward, we request that the child/children be kept at home until the exact nature of the illness is diagnosed and the child/children fully recovers.

Emergency Procedures

- If the emergency is a fire or any other serious imminent danger, the alarm must also be raised by using the nearest call point.
- On hearing the alarm all staff, pupils and visitors should immediately leave the premises and assemble in the ***designated assembly areas***, well away from the buildings.
- No one should re-enter the building until the alarm bells have stopped ringing and the Head Teacher or Fire Brigade have authorized re-entry.
- Fire Drills will be held once a term and recorded appropriately.
- Emergency evacuation procedures are posted in each classroom/offices.
- Staff should familiarize themselves with the procedures and bring them to the attention of pupils.
- Teachers should accompany their classes to the **designated assembly areas**, where they should check their registers and do a headcount. If anyone is missing, the Head Teacher should be informed as soon as possible
- No one should stop to collect personal belongings in an emergency, or re-enter the building until authorized to.

No Smoking Policy

- A strict **NO SMOKING** policy exists in the school buildings, on the school site and while in transit to and from the school during normal school hours.
- There shall be **ZERO TOLERANCE TO THE USE OF ALCOHOL, DRUGS AND ILLICIT SUBSTANCE** in the school building, on the school site or while on duty outside the school site. No staff should also work under the influence of alcohol or unauthorized drugs.

Offensive Language

- Language used by pupils that would be considered unacceptable in society including name calling etc. will be addressed and dealt with immediately.
- It is incumbent on staff, to not just challenge but to always explain the meaning of any language or term used, as it is often used in ignorance, to ensure that pupils understand why someone might find that word or phrase to be offensive.
- If there is an acceptable term or phrase to use that is appropriate, they should be informed and asked to always use the correct word or phrase.

Access to the School Building

- To prevent unauthorised or unknown visitors entering the school, the school gate and office doors should be locked at all times.
- All visitors to the school should come to the reception/admin after been authorised by the security personnel.
- An admin staff will meet visitors; they will be asked to sign in and give the reason for their visit.
- Visitor is asked to take a seat while the member of staff is contacted.
- The member of staff then comes to receive the visitor.
- All visitors are expected to sign-in and wear a badge before they are allowed into the main part of the school.

- Parents have permission to enter the school premises. However, they should act as any other visitor to the school, complying with the appropriate school arrangements.
- They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.
- If parents wish to take their child/children out of school during school hour, they should report to the administration area.

Supervision of Play Grounds

- Children are supervised at all times when in the playground(s). Supervision is by teachers, assistant teachers, support staff and security personnel during and after school hours. Parents are encouraged to pick their ward on time after school closes.

Security of Personal Property

- Children should not bring anything of value to school except on Fridays when they will have scratch classes and will need their tablets or laptop. Parent should hand it over to the teacher in the morning during drop off and collect it at pick up.
- Individual staffs are responsible for their own property.
- It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace.
- Mobile phones, wallets, handbags etc. should never be left unattended – they should be kept properly or secured away in a lockable cupboard/drawer/locker.

Reporting Incidents

- All incidents of crime and losses are recorded, including information on the date, time, location, cost, staff, parents involved, action taken, and so on.
- Staff should be vigilant at all times and report anything suspicious, for instance suspected packages, unrecognized vehicles in the car park or persons in unauthorized areas.

BULLYING POLICY

Bullying is a deliberate and unfriendly behaviour used to hurt or scare another person. At Bloomseed Elementary School, we believe that all pupils have the right to learn in a safe, caring environment without the fear of being bullied. Whilst it may be totally impossible to eradicate bullying, we feel that a clearly laid down system for discipline can minimize its occurrence. Bullying can be physical, verbal, exclusion, damage to property, threats or cyber bullying. As a school we will help prevent bullying by:

- Teachers writing a set of class/ground rules.
- Having ethical talk with topics such as respect, being considerate, and honesty, taking instructions etc. during assembly time and circle time.
- Discussion on what friendship really is.
- Writing, reading, telling stories, poems or drawing pictures about bullying and its negative effect.
- Making up role-plays and having discussions about why bullying is wrong.
- Talking about respecting all our differences.

GUIDELINES/ CORRECTIVE MEASURES

- Report all bullying incidents to the Proprietress, HR/admin and teachers.
- In cases of bullying the incidents will be recorded and documented by teacher/admin department.
- Parents will be informed and asked to attend a meeting to discuss the problem.
- The bullying behaviour or threats of bullying must be investigated and the bullying

stopped quickly.

- The bully will be asked to genuinely apologise.
- If repentance is observed to be genuine, pupils will be reconciled.
- While, if repentance is apparently not genuine, exclusion will be considered.
- Suspension will however be considered in serious cases before reconciliation is attempted.
- Following the incident and subsequent handling of it, each case will be monitored to ensure there is no repetition.
- An attempt will however be made to support the bully to change his/her behavior.
- If bullying continues, a 2nd suspension for a longer fixed period will ensue however; two suspensions in a session with continued bullying will result in automatic expulsion.
- Kindly note, the School will not in any way be financially liable (inclusive of any refund) to any offending pupil for the period of suspension or in the event of an expulsion.

4. SCHOOL FACILITIES & SERVICES

E-LEARNING

At Bloomseed Elementary School, we value the contribution of ICT for the learning enjoyment of all pupils. ICT is an important curriculum requirement therefore; the ability to use the ICT effectively is a vital life skill for all pupils.

- All classes benefit from an E- board and projector which are used to complement learning and ICT across the curriculum.
- ICT lessons provide structured information guided by the National Curriculum Standards.
- Pupils have access to computers for learning.
- Pupils have access to the internet, however this is under supervision and pupils have no access to social media without supervision of the teacher.
- We also have different online learning platforms and applications such class dojo, goggle classroom, kahoot etc.

Library

- Pupils in all year groups will visit the library for reading time.
- Pupils are encouraged to borrow and return books.
- Pupils are encouraged to enter the number of books read into the reading log.
- Teachers will ensure age appropriate books are selected by the pupils.
- Books that are intentionally Damaged by a child will be charged to a parents account at the end of term.

Afterschool Services

After school classes commence at 2:30 pm and end at 4:30pm for pre Kg - Nursery 1 and 3:30pm – 5:30 pm for nursery 2 pupils and elementary classes .Parents are to contact the Admin office for information on afterschool classes. Lunch is also available for afterschool pupils at a cost.

Crèche Services

Crèche services are available all through the year except during the end of the year (Christmas, New Year) and national holiday. Child minding services start at 7:00am and end at 5:00pm. The children are taken care of and kept busy with no structured activities. We offer a comfortable and safe environment where babies receive excellent attention and care to help them grow. Please ensure your child has adequate food, snacks and drinks if they will be staying till 5:00pm. Registration will be required for the service in addition to the monthly payment or fees.

5. HUMAN RESOURCES

Recruitment policy

- Appointment for positions in the school is based on suitability as evidenced by qualifications, experience and merit. Recruitment of staff is the responsibility of the human resource/ Admin manager and management.
- All permanent appointments run a probationary period. Confirmation of appointment is subject to a clean bill of health, good references and satisfactory performance during the probation period.

Resignation/Termination of Confirmed staff

- The school will give one month's notice before terminating the appointment of a confirmed staff subject to the extent of the incident (after Queries, verbal and written warnings have been issued).
- The school reserves the right to also terminate appointments abruptly depending on the gravity of the incident.
- Employees of the school are expected to give a minimum of one (1) month notice or forfeit a month's salary. The school also appeals to staff to tender their resignation at the end of the term and not in the middle of the term to avoid disruption in the system.

Sanctions for pupils are as follows in BES:

- Step 1: Pupils issued a verbal warning.
- Step 2: Pupils issued a second verbal warning and moved position in class.
- Step 3: Pupil loses 5 minutes of play and behavior log completed by teacher detailing all 3 incidents.
- Step 4: Pupil is sent to the Head of School for correction and parents get a communication note.
- If the reports are consistent: parents are then invited into school.

6. SCHOOL TRADITIONS

NELSON HANDWRITING

Nelson Handwriting is a whole-school programme designed to help all children develop a confident, legible and personal handwriting style and meet higher curriculum expectations. As a school, we adopt the nelson handwriting and teach our children from the preschool to elementary classes.

GUIDED READING

This is adapted towards child literacy and reading. We help to open the eyes of our children to the magic and power in reading. To this end guided reading starts at 7:30am within the week and a book club is also in place to bring fun and creativity into enhancing reading abilities.

FIELD TRIPS

Field trips are organized by the school and are designed to enhance the teaching that takes place in the classroom. Some of these trips are directly related to topics and are important to the academic curriculum.

In order for a pupil to participate in field trips which occur during the regular school day, parents will be asked to complete a consent form. When a field trip is being arranged, parents will be sent notification and information about the trip. Any parent with a concern about the field trip should contact the school office.

OPEN DAY

Every term the school has an Open Day for parents to meet with teachers to discuss their child's progress. It is also an avenue for parents to express any concern and complaints about their child's work. Parents are however advised not to wait until open day or the parent interactive session before expressing their complaints and concern about their wards.

PARENT- TEACHERS INTERACTIVE SESSION

This is also held termly offering one on one contact with parents and it enables constructive communication and suggestions regarding the school and children's welfare.

PICK UP AFTER SCHOOL

We take great care to ensure the safety of our children in the school environment. Therefore we request that during admission, registration and documentation parents should specify persons designated to pick up the child. Please include passport photographs, sign and send back to us. We will release your child to only the persons indicated in this form duly signed by you, Should there be any need to send someone else, we expect you to inform us ahead in writing. We will not release your child except we hear from you under any circumstances. We will also start to apply child-minding charges at N2, 000.00 (two thousand naira) per hour after 5.00pm. In addition, we greatly object to having drivers pick up any child, but if you are comfortable with the arrangement, the school must be duly notified. The fact that your child recognizes the driver is not enough reason to release the child to him. Please note that only parents of children in our school are allowed direct access to the classroom and the childcare centre.

PREFECTSHIP

Prefects are nominated every second term based on their academic performance, behaviour and leadership inclination. The head of school, school administrator and supervisors work together to achieve this goal.

BIRTHDAY POLICY

During birthday celebrations Pupils are allowed to wear any nice outfit of their choice and they can come with a birthday cake. Parents must drop off everything

they bring for their child's party with the class teacher or Admin office. They must ensure that the contents of their party packs are age appropriate and all edible items like sweets, cookies, chocolates included in the pack are not expired.

SCHOOL ACTIVITIES/CELEBRATION

The school may celebrate events that fall into the term calendar such as Easter, Independence Day, etc. We have several major school events during each academic session; a Christmas concert (Christmas term), Sports day and Fun day (Easter term) and the Graduation ceremony coupled with the end of session activities . We will communicate the dates in advance in our newsletters.

INTERHOUSE SPORT/HOUSE SYSTEM

Inter house sport competition will hold every two years during second term. There are four (4) house systems at Bloomseed Elementary School;

EMERALD**SAPPHIRE****GOLD****RUBY**

COMPLAINT & SUGGESTIONS

We welcome constructive criticisms and complaints which are geared towards improving our practice and helping us meet (or even surpass) your expectations. We encourage you to channel all complaints and suggestions about any issue regarding the care of your child or the conduct of any member of staff first to the supervisor, then to the HR/admin Manager or head of School. Be assured that your concerns and suggestions will be promptly and satisfactorily dealt with.

Please remember that members of staff have the right to be addressed and treated with respect and fairness. We commit to conducting ourselves professionally and will accord our parents the highest level of regard and respect in our interactions

with them. We humbly request that the same gesture be accorded us as staff of Bloomseed Elementary School. However, we reserve the right to request that a child be withdrawn from the school due to misconduct or disciplinary issues by parents or their staff/ relatives towards any member of staff without any refund of fees and levies paid.



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Acceptance Page

Kindly indicate your understanding and acceptance of these terms and your willingness to abide by them in the space provided below:

We have thoroughly read the attached parent handbook & school admission policy and hereby confirm that the terms detailed in the said policy are fully understood and are acceptable to us:

Father's name _____

Contact tel. _____

Email _____

Father's signature _____

Date _____

Mother's name _____

Contact tel. _____

Email _____

Mother's signature _____

Date _____