



STUDENT HANDBOOK

NURSERY 2 YEAR 1 - 6



A Big, Warm Hug



*Hey Amazing Parents,
You've chosen us to care for your little stars, and that feels like the warmest hug ever! You're on top of the world, and we're over the moon to have you! Your wards are wrapped in love, laughter, and support. Our team's all in, pouring heart into every giggle, high-five, and milestone. We're not just a school; we're a family, cheering your treasures on every step of the way. Here's to a journey filled with joy and shining moments together!*



*With all our love,
Your His Mercy Family*

School Mission Statement

At His Mercy Private School, our passion for education burns brighter than ever, fueled by an unyielding commitment to equipping every child with the tools, knowledge, and resilience needed to conquer tomorrow's challenges. We don't just teach, we ignite curiosity, foster unbreakable spirits, and sculpt young minds into global leaders.

By harmoniously blending the rigorous Cambridge curriculum with the culturally rich Nigerian framework, we deliver an international-standard education that's as innovative as it is inclusive. Imagine a place where your child isn't just a student, but a cherished member of a vibrant family, surrounded by warmth, mutual respect, and endless celebrations of every milestone, big or small.

From the tender age of 12 months to the cusp of adolescence at 11 years, we nurture holistic growth, preparing them not only for academic triumphs but for a world that's dynamic, demanding, and full of endless possibilities. In our vibrant environment, our committed class educators bring lessons to life, turning classrooms into launchpads for lifelong success.

What truly sets us apart is our zeal, an infectious energy that drives us to go beyond the ordinary, ensuring every child receives the utmost level of education tailored to their unique potential. We're not content with good; we strive for greatness, weaving in co-curricular programs that build confidence, hone skills, and create memories that last a lifetime.

ADMISSION POLICY & PROCEDURES

Registration & Documents:

The entrance examination form is available on the school's website, at the school's premises, or at designated centres.

Upon admission, parents must submit, along with the form, the following documents:

1. Birth Certificate (NPC).
2. Immunisation Record (mandatory).
3. Passport Photograph.
4. Last Report Card (transfers).
5. Medical History Form.
6. Receipts.

All of which is to be uploaded on the online form.

Entrance Requirements:

- Admission is via written/oral assessment in Numeracy/Literacy, ensuring readiness. We promote equity, with support for diverse learners
- Ages 5-10 by September (Year 1 at 5/6); assessment for placement. Health screenings included.

PARENTAL PARTNERSHIP

Parents are essential partners in early development, as emphasized in NERDC's caregiver guidelines and NAEYC's family engagement standards. We foster collaboration through regular communication, workshops, and involvement in school activities to support hygiene, safety, and growth.

- 1. Cooperation:** Parents should cooperate with teachers and management to ensure the smooth running of the College.
- 2. Performance Tracking:** Parents are encouraged to actively monitor their child's academic performance and behavioural patterns.
- 3. Active Participation:** We encourage parents to participate in College activities (PTA, Inter-house sports, etc.) to support their children.
- 4. Labelling:** Label all items (bags, bottles, clothing) with the child's full name and class. School not liable for losses. Parents must check their children's bags daily for unfamiliar items and report any findings to staff.
- 5. Assignments:** Parents should ensure their children have complete notes and that their assignments are submitted promptly.
- 6. Financial Obligations:** Prompt payment of school fees and other levies is essential for the school's operations. Please settle Bills on or before the fourth week of resumption to avoid discrepancies.
- 7. Students' ID cards:** Parents are to ensure their children always have their student ID cards with them, as this is the only mode of entry. It serves as both their identity and their gate clearance.
- 8. Open Days and PTF:** Parents are expected to attend to discuss their children's progress or concerns with teachers and the school management. Absence from open days and PTFs will result in the forfeiture of their right to make or bring any complaints to the school's attention for the remainder of the term.
- 9. Verification:** Parents are advised to cross-check any report their children provide regarding the management to avoid misinformation.
- 10. Mutual Respect:** Parents should be courteous, friendly, and considerate when handling issues with teachers and management. Aggressive behaviour or verbal abuse towards staff will not be tolerated.
- 11. Conflict Resolution:** Rudeness, fighting, or indecorous conduct by any parent is strictly prohibited on school grounds.
- 12. Monitoring at Home:** Parents should investigate the ownership of any unfamiliar item their children bring home within 24 hours.
- 13. Grievance Procedure:** Complaints against any staff member should be directed to the College Management, not the staff member directly.
- 14. Celebrations:** To maintain equity and focus, parents are not allowed to bring cakes, cooked food, or party packs to school for birthdays. Prayers will be offered for the celebrant during the assembly.

BEHAVIOUR MANAGEMENT (DISCIPLINE)

Discipline is non-negotiable but focuses on positive reinforcement, redirection, and restorative practices for young children. We use a Traffic Light System (Green: Praise; Yellow: Warning; Red: Reflection) to build self-regulation and empathy. No corporal punishment; emphasis on teaching right from wrong

Offense	Correctional Measure	Rationale & Follow-Up
Hitting/Causing Injury	Internal isolation; written apology; parent notification.	Promotes safety; repeated: Suspension.
Refusal/Incomplete Assignments	Mandatory detention until completed; loss of recess.	Builds responsibility.
Improper Uniform/Grooming	Dismissal to correct; note home.	Ensures standards.
Cheating on Tests	Zero score; parent meeting; reflection essay.	Teaches integrity.
Bullying/Bad Language	Apology; 1-day isolation; anti-bullying workshop.	Fosters respect.
Damaging Property	Restitution (pay/repair); supervised clean-up.	Teaches accountability.
Late/No ID	Gate protocol; fees for chronic.	Security focus.

Severe or repeated behaviors (e.g., endangering others) involve immediate parent summon and potential probation. We promote inclusion, kindness, and anti-bullying through daily routines and stories.

Daily Schedule

Our balanced routine supports rest, play, and learning themes (e.g., Food/Nutrition, Health, Safety). Schedules differentiate by age for engagement.

- 07:30 AM: Arrival/Circle Time.
- 07:45 AM: Assembly (Prayers, Anthem).
- 08:20 AM: Morning Recitations and Homework corrections.
- 09:00 AM: Core Lessons (Math/English).
- 10:20 AM: Snack.
- 10:40 AM: Specialised Subjects.
- 12:00 PM: Lunch.
- 12:40 PM: Specialised Subjects.
- 01:20 PM: D.E.A.R./Activities.
- 02:00 PM: Other Subjects.
- 03:20 PM: Lesson Break
- 03:30 PM: Afternoon Lessons.
- 04:30 PM: Closing

Note: *Late pick-ups after 04:30 PM incur #1,000/hour. After-school care available until 06:00 PM (extra fee). Adjustments for holidays will be communicated in advance.*

Morning Assembly

All pupils must line up quietly as the morning bell rings. When the assembly is over, each line of students must follow their teacher to their classes quietly in single files.

Attendance

All pupils are expected to participate in all School activities.

Academic Information

Academic Curriculum

NERDC-aligned, with global integration (e.g., 4Cs:

Communication, Collaboration, Critical Thinking, Creativity).

Core groups: Science/Tech, Pre-Vocational, Religion/Values, Languages/Arts.

Core Subjects:

- **Mathematics:** Arithmetic, Quantitative Reasoning, Mental Math.
- **English:** Grammar, Composition, Comprehension, Phonics, Verbal Reasoning.
- **Science & Technology:** BST, ICT.
- **Religion & National Values:** CRS, History, N.V.E.
- **Languages:** Yoruba, French (Intro).
- **Vocational:** Vocational Aptitude, Creative Arts, Handwriting, Pre-Vocational Studies.

The Grading System

Our grading system is built to ensure parents have a realistic view of their child's standing.

SCORE %	GRADE	REMARK
80 - 100	A	EXCELLENT
70 - 79	B	VERY GOOD
60 - 69	C	CREDIT
50 - 59	D	AVERAGE
40 - 49	E	PASS
0 - 39	F	FAIL

Please note that pupils are not entitled to automatic promotion. Therefore, failure to reach the overall pass percentage (70%) after a session could lead to the pupil repeating the same class.

Co-Curricular Activities

- MATHS CLUB
- ART CLUB
- TECH CLUB
- MUSIC CLUB

Dress Code (Girls)

Everyday Uniform:

- **Mondays and Thursdays:** Blue short-sleeved shirt and full-length pinafore. white socks and black shoes.
- **Tuesday:** Lemon short-sleeved shirt and full-length pinafore. white socks and black shoes.
- **Wednesdays:** White shirt and Blue or Black jeans. white socks and white or black sneakers.
- **Fridays:** P.E uniform. white socks and white or black trainers.

Dress Code (Boys)

Everyday Uniform:

- **Mondays and Thursdays:** Blue short-sleeved shirt and short. white socks and black shoes.
- **Tuesday:** Lemon short-sleeved shirt and short. white socks and black shoes.
- **Wednesdays:** White shirt and Blue or Black jeans. white socks and white or black sneakers.
- **Fridays:** P.E uniform. white socks and white or black trainers.



Hairstyles



01 *Stylish All-back*



05 *Patewo and Base*



02 *One-side*



06&07 *Scissors Patewo*



03&04 *Stylish Threading* **08** *Stylish Shuku*





Hairstyles



09&10 *Zigzag*

11&12 *Sean Paul*



(Boys)

Low cut always (no parting)



Notes for Appearance (Applicable to Boys & Girls):

- Only the school cardigan are allowed during cold days.
- Face piercing, wearing makeup & nail polish are strictly prohibited.
- Nails must be cut short all the time.
- Hair is to be neat and tidy.



Absences

- Parents/guardians are required to send an absence excuse note to justify the absence of the student.
- This note should be submitted to the school office upon the student's return to school.

Illnesses/Emergencies

If you become ill or injured during the school day, tell the teachers or the supervisor, who will take you to the office.

The office will take care of you and will call your parents if necessary.

Classroom Rules

Each student must:

- Come to class on time.
- Follow the teacher's directions.
- Remain in his\her assigned seat unless he/she gets permission to get up.
- Respect personal space, property & rights of others.
- Bring required materials daily (stationary, books, textbooks,...).
- Always speak in English (except during Yoruba & French classes).
- Respect the school property.
- Talk only when permitted by the teacher.
- Respect other's point of view.
- Use polite speech & body language.
- Treat people the way he/she would like to be treated

Playground Rules

In the playground

- Don't run.
- Don't push.
- Don't shout\ don't scream.
- Don't fight. Don't play in or near the bathroom.
- Don't say bad words.
- Do NOT climb over the fence.
- Never throw garbage on the floor.
- Don't use bad body language.
- Don't kick or throw lunch boxes, backpacks, clothing, or water bottles.
- Never bully or make fun of others.
- Play safe games. Refrain from chasing, pulling, and tugging at clothing, and fighting {even "play fighting"}.



Break Time

- As the break begins, it is not an excuse to leave your class & go to the playground.
- Take out your food and eat
- Eat cleanly and do not litter the floor while at it.
- Never bully or make fun of others' meals.
- If you face any problem, tell the supervisor or the duty teacher present in the class.
- When the bell rings, at the end of the break, prepare yourself for the next classes.



Mobile Phones

Mobile phones are NOT allowed in the school unless the guardian sends a written request to the office. In this case:

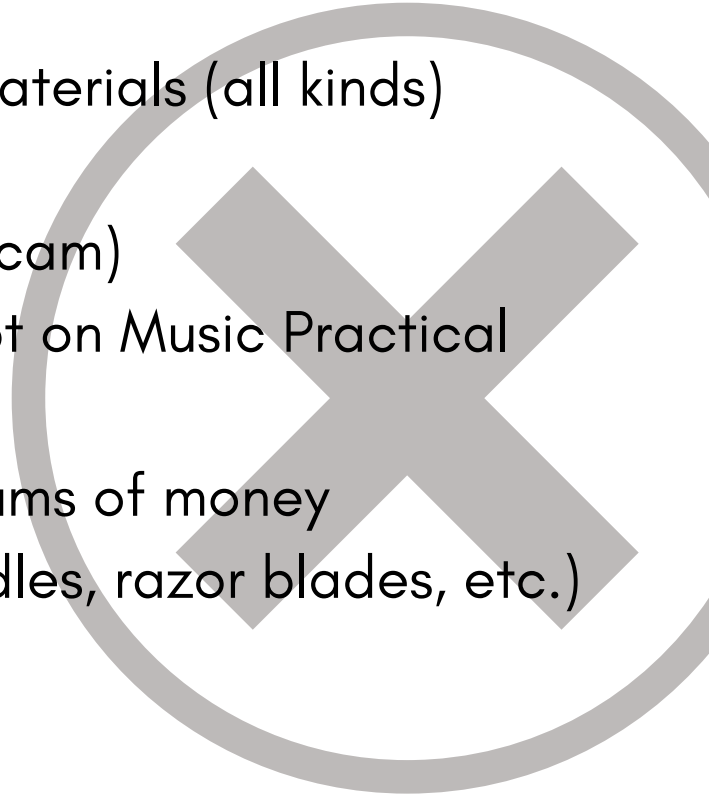
- Mobile phones that have cameras & all kinds of smartphones are strictly NOT allowed in any case.
- The use of mobile is NOT allowed in the school buildings, on the school grounds, or during school activities.
- The mobile must be switched off upon arrival to school, and submitted to the supervisor, who will keep it till the end of the day.
- If a student needs to contact home in an emergency during the school day, this contact must be made through the office or the class supervisor.
- Mobiles will be confiscated from students who are in breach of the above rules.

P.S: The school will NOT take responsibility for mobile phones that are stolen or disappear on school premises.

Personal Items

The following items are NOT allowed in the school:

- Weapons (all kinds)
- Flammable & hazardous materials (all kinds)
- Music players (all kinds)
- Camera (including mobile cam)
- Musical instruments (except on Music Practical days)
- Valuable articles - large sums of money
- Sharp objects (Knives, needles, razor blades, etc.)
- Electronic games and Toys



P.S: The school is NOT responsible for the loss of or damage of any personal item.

If any of the above items are brought to school, they will be confiscated, and the guardian will be informed and called to school to sign an undertaking.

Code of Behavior

The school is a learning community that requires a caring and safe atmosphere; this community has created some rules.

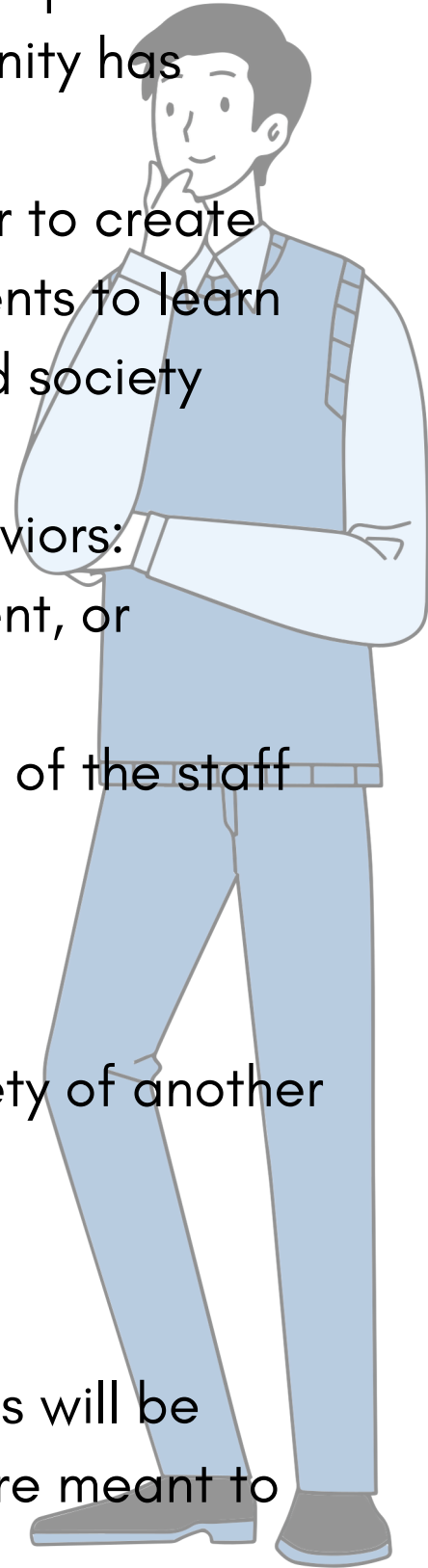
The school rules have been made in order to create the best conditions possible for the students to learn and develop, in order to grow up as good society members.

Here is a list of some unacceptable behaviors:

- Damage to school property, equipment, or building. Report damage; restitution.
- Disrespecting other students and any of the staff members.
- The use of foul or obscene language.
- All forms of theft and bullying.
- Placing at risk the health and/or safety of another student or a staff member.
- Ditching classes.
- Disobedience to school rules

A pupil who fails to follow the school rules will be subject to disciplinary measures, which are meant to educate and train.

These measures will be determined by the administration.



A note to our little Jewels

"Dear HMS Jewel, follow rules to learn and shine.
Be kind, work hard; we believe in you!"

Yours Sincerely,
HMS Management



HIS MERCY REIGN PRIVATE SCHOOL

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