



STUDENT HANDBOOK

YEAR 4 - 6

Dear student,

Please go through this school handbook together with your class teacher and classmates. It gives you formal notification and explanation of the School's codes, regulations, policies and procedures. It is essential, and your responsibility, to read it.

Wish you a joyous and successful academic year.

School administration



School Day Timing

The school day starts at 07:30 a.m. and ends at 04:30 p.m. Students arriving late to school must pass by the school office and register their names in the late book before going to their classrooms. When it becomes necessary for the students to leave the school early (before 04:30), the guardian needs to send a written permission to the office before the student is allowed to leave the school premises.

Morning Assembly

- All students 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.

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

Shade Adu



04

One side



02

Shuku and base



05

Cornrows



03

Rice and Beans



06

All Back





Hairstyles



07&08

7UP

10

Evelyn King



09

Two Steps



11&12

African Queen



(Boys)

Low cut always

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

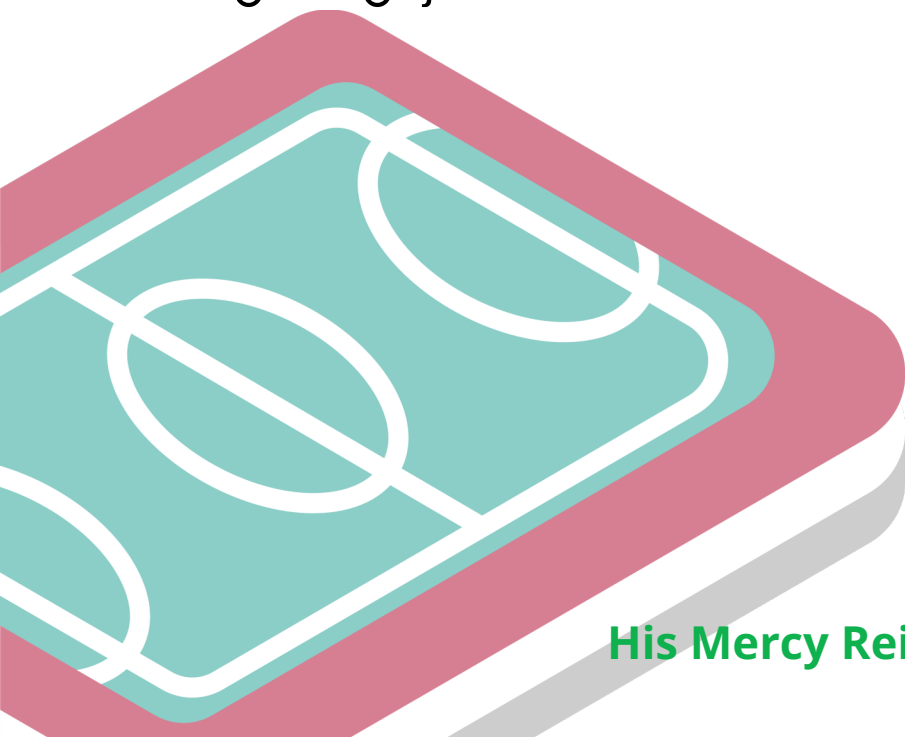
Each student must:

- 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:

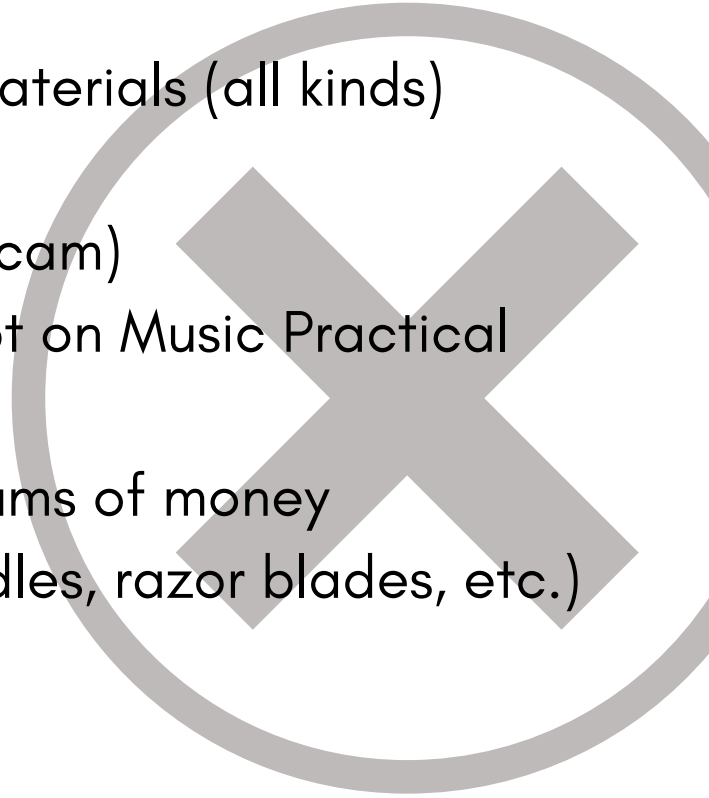
- Mobile phones that have cameras & all kinds of smartphones are strictly NOT allowed in any case.
- The use of mobile is NOT allowed in the school buildings, on the school grounds, or during school activities.
- The mobile must be switched off upon arrival to school, and submitted to the supervisor, 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.

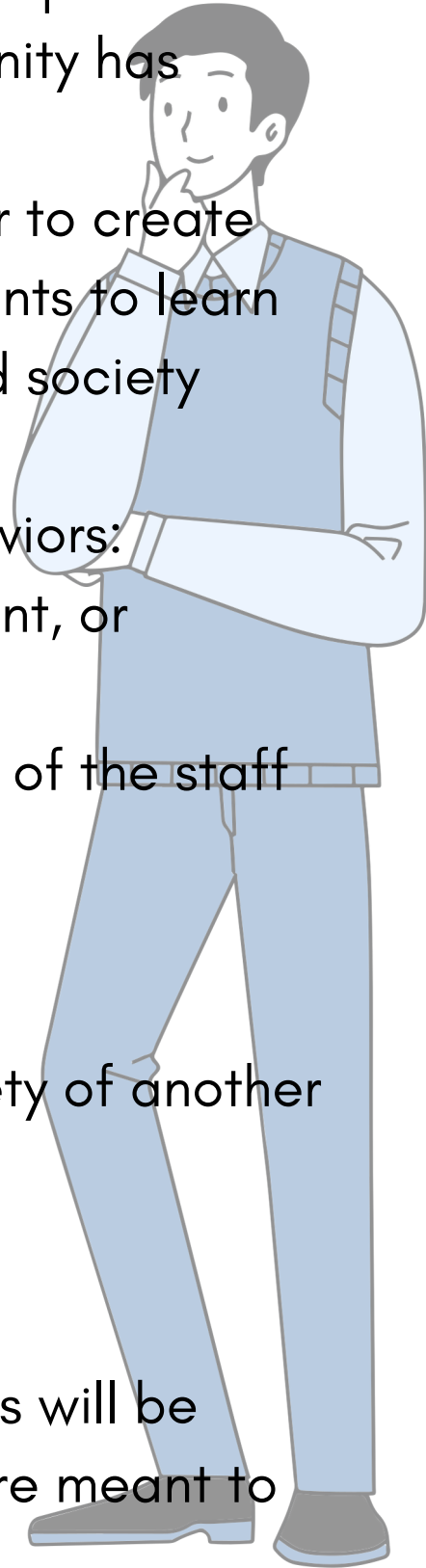
The school rules have been made in order to create the best conditions possible for the students to learn and develop, in order to grow up as good society members.

Here is a list of some unacceptable behaviors:

- Damage to school property, equipment, or building.
- 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 of 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.





HIS MERCY REIGN PRIVATE SCHOOL

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