



## CEJOSE WISDOM INTERNATIONAL SCHOOL

### RULES AND REGULATIONS

#### ADMISSION

1. Minimum age required is two years to enter playgroup.
2. All fresh admissions must be accompanied by birth certificate or weighing cards.
3. All incoming pupils must have finished all the required vaccinations as indicated on the weighing card.
4. All new comers must not owe other schools from where transfer is being made to Cejose Wisdom International School.
5. Transfer notes or Cumulative Records must accompany all new transfers from other schools to Cejose Wisdom International School.
6. Assessment exams will be conducted for all categories of pupils/students for placement.
7. It is recommended that the child possesses a valid Health Insurance cover (either NHIA or private insurance), and a copy attached to the admission form. If the insurance cover is not available at the time of admission, it is recommended that the national health insurance cover be obtained/renewed, and a copy be given to the school's administration within a month.

#### SCHOOL FEES

1. Admission fees must be paid by all incoming pupils/students regardless of the time the registration is made.
2. Unless alternative arrangements are made and accepted by the Headmaster, all fresh pupils/students must pay the total school fees to start classes.
3. All required school kits must accompany all incoming admissions.

#### APPEARANCE & NEATNESS

1. All pupils/students must come to school in the approved Cejose Wisdom uniforms. Pupils/students are responsible for their own properties.
2. When pupils/students are transferred to Cejose Wisdom International School from other schools, uniforms must be provided within maximum of four weeks. It is mandatory for Cejose Wisdom International School crest to be embossed on all school uniforms.
3. All pupils/students must appear in Black shoes with a pair of white socks. Those wearing sandals must have a secured lace buckled at the back. Loose lace footwears and bedroom slippers are not allowed.
4. Fingernails must be cut to appear neat at all times. Boys and girls must have a low haircut at all times. Girls may however choose to braid their hair with a neat corn roll. Hair braided with strings and sticking-out will not be allowed. Such hair-do must be kept close to the scalp. Processed hair – i.e. permed, wig, rasta, jelly or straight – will NOT be allowed in the school.
5. Periodic inspection is undertaken of school uniform or footwear, hair, and fingernails.



## LUNCH & TRANSPORT

1. The school provides lunch on daily basis and it is compulsory.
2. No pupil/student will be fed without the payment of lunch fees. All outstanding fees MUST be paid in full before a child is fed.
3. The school has a bus that transports pupils/students to and from the school on each class day. The school bus covers the communities close to the school – Gbetsile, Mataheko, Sebrepur, Kakasunaka, Emefs Estates, etc.
4. Parents are encouraged to use the school bus for convenience and affordability. Transport fee is charged daily, and can also be paid in advance.
5. Where the school bus is not used by a pupil/student, the parent/guardian must make sure the ward is picked up from the school by close of classes.
6. In case an alternative arrangement is made for collection of a pupil (especially toddlers), parents/guardians are advised to inform the administration ahead.

## ATTENDANCE & DISCIPLINE

1. Parents must ensure that pupils/students attend school regularly. The school authorities must be notified if for any reason a child would not be able to come to school.
2. If any child will be absent for three to five days continuously, parents must obtain permission and give explanation.
3. Continuous absenteeism without permission will attract suspension or dismissal from the school.
4. School authorities reserve the right to discipline pupils in cases of insubordination, acts of gross indiscipline, damage to school properties, stealing, etc.
5. Mobile phones are not allowed in school unless authorized by the Principal and has to be kept in the office till close time.
6. In the event that the school pays the medical bills for a child due to emergencies, the guardian will be surcharged for immediate refund.

## PARENT-TEACHER ASSOCIATION

1. All parents or guardians and teachers are automatic members of the school PTA.
2. Absence from any PTA meeting will attract a penalty of Five Ghana Cedis. This penalty is subjected to review by school's PTA.
3. Failure of a parent to attend consecutive PTA meetings will result in sanctions imposed by the executives.
4. PTA executives have the authority in fixing PTA dues/ levies; collections and the usage of such funds are subject to the approval of members.
5. The PTA has the option of adopting their own constitution; taking into account the regulations governing the school.
6. At the requests of parents and teachers, all final year students are camped Six (6) weeks prior to the commencement of the B. E. C. E. examinations, for revisions. There is normally a fee for this, and it is compulsory for all final year students.