



CHALO TRUST SCHOOL POLICY DOCUMENT - 2017 VERSION

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1. **ACADEMIC POLICY:**

- There shall be an academic policy in the school that determines how we carry out our daily, weekly, monthly, termly and annual academic activities.

This shall include:

- Timetable Policy:
 - Timing of the subjects. number of periods shall be adequately provided
 - Number of periods. There shall be enough periods for each subject in order to ensure the completion of the various syllabi for each subject offered in the school
 - Breaks: Breaks and recesses shall be adequately provided.
- Subject Mix Policy
 - A mixture of subjects shall be offered.
 - Compulsory subjects shall be emphasized on.
 - We will have a policy to determine what subjects will and will not be offered in the school
- Syllabus:
 - At Primary level, the school shall use the Zambian Syllabus provided by ECZ
 - The Junior Secondary (Grade 8 – 9) school shall also use the Zambian Syllabus
 - The Senior Secondary (Grade 10 – 12) school shall use the GCE-O Level Syllabus provided by Cambridge University
- Examination Policy: will be used to evaluate the progress of the students.
 - Local Examinations will be written at the end of each term
 - External examinations will be written at the end of the 7th, 9th and 12th Grades. These examinations will be provided by external exam bodies.
- Test Policy
 - Tests will be written 2-3 times a term after every 3-4 weeks.
 - Duration of test shall not be more than 3 hours.
 - Test results/scores will contribute to a student's final grade and will make up a percentage of the student's grade for any subject.
 - Tests will be used for continuous assessment and should be prepared to test the students on work that has recently been covered in the classroom.
- Homework Policy: shall be given so that the pupils/students focus and not to waste their time.
- Classroom Activities:
 - Teachers will be required to be innovative and find interesting ways to deliver lessons and test students.
 - This could include debates, quizzes, class exercises etc.
- Literacy (Reading & Writing) Policy
 - Especially in the primary section, teachers will be required to ensure the students perform a variety of reading and writing exercises.
 - These could include read-a-thons and writing competitions
 - This is to be encouraged throughout the school from Primary to Secondary level.

- Teachers should encourage students and create systems to ensure students read and borrow books from the library
- Students must be required to read a certain number of books in a term and teachers should ensure students can write book reports based on books they have read.
- Tutorial/Remedial Policy:
 - This shall be done during - the term and break time.
 - Time should be allocated for remedial work especially for students who have failed to grasp certain concepts.
- ICT Policy
 - We should have a policy which determines how we will ICT in the delivery of lessons to the students.
 - We will have a policy determining how the ICT systems in the school will be organized. i.e. How many labs we will have, who will have access to the labs and at what times. Who will be responsible for taking care of and ensuring the labs will be kept up to standard.
 - We will have a policy determining what sort of computer systems will be used in the school. i.e. (Websites, or accounting software, or student/worker databases or School management software, or Software that will help teachers deliver lessons or software that helps students learn)
- Prep:
 - Boarders will be required to have prep every day.
 - From Sunday – Friday, Prep will be conducted in the evening after dinner from 18:20 – 20: 30
 - On Saturdays, Prep will be held from 10:30 – 12:30.
 - During Examination Periods, Saturday evening will also be allocated for Prep
 - Prep will be conducted in the dining hall for all the students.
 - Prefects will be required to keep order and silence in the hall during Prep. Any punishments given out for offences committed during prep should be of an Academic nature
 - Prep is for individual studying and not for group discussions, unless special permission is provided by the House Parents/ Relevant teachers
 - House Parents will be required to go around the dining hall and ensure the students are studying or doing some form of work. In the event that students aren't working, they will be required to give Academic punishments.
 - In the event of a power outage, students will remain sited until the generator or other backup power is turned on.

- In the event that backup power cannot be restored, the house parents will take charge and ensure the students are sent to the hostels in an orderly manner i.e. Girls first, then boys after.
- In the event that teachers want to provide remedial to certain students during prep, they should take the students to the classes and they must be with the students for the entirety of the allocated duration.

2. BOARDING POLICY

1. HOSTEL POLICY

Administrators shall plan or decide on:

- There shall be a set number of children in a room. They must ensure that rooms are spacious enough to accommodate the allocated number of children
- pupils/students shall be mixed termly
- Pupils shall be allocated to particular dorms by the school administration/
House parents
- Every dormitory shall have a dorm captain.
- Name tags and room numbers will be printed out and stuck on the doors and prefects /house parents/dorm captains will be required to ensure that the dorms have the right occupants
- There shall not be any moving of furniture/beds. They must be kept in the rooms.
- Electrical fittings must not be tampered with by students
- Ironing in the rooms is prohibited
- Hostels must have notice boards for the display of “Dos and Don’ts” and other announcements.
- Usage of the notice boards must be brought to the attention of the students/pupils.
- Hostel and Dormitory Maintenance
 - a. Sanitation – students shall be involved in the cleaning exercise during weekends and holidays.
 - b. Students/pupils must provide laundry baskets for keeping their dirty clothes.
 - c. Students will be required to pick litter from outside
 - d. House parents will be required to ensure that all the furniture, walls, windows, bathroom fittings, doors etc. are well maintained. Any damages to these items should be reported to management **IMMEDIATELY**, and they should be recorded in the tracking sheet and the relevant students should be charged for the damages.

- food must not be allowed into the dormitories/hostels. Those who come with food when school re-opens must consume all the food the day of opening or else the food shall be confiscated.
- Students should be required Spread their beds every morning
- Time of visiting the hotels.

Parents are not allowed to enter the hostels except on these two occasions

- opening day
- when the child/ward is sick

On any other occasion when the parent comes to visit the child such as Visiting weekend or on a child's birthday, the parent will not be allowed to enter the hostel so as not to disturb any of the other boys there.

3. SPORTING POLICY

- Physical Education (P.E) shall be provided as part of the school curriculum and it shall be compulsory for all students.
- There shall be a P.E Teacher who will also act as the head of the school sports committee and shall function as the school's sports coordinator
- Apart from P.E which will be offered as a part of the school curriculum and will be done during classes, we shall also have extra-curricular sporting activities which will be done outside the classroom time-table. During these sporting activities, we will provide a wide range of options for children to choose from
- Every term, we can pick a few sports which the entire school can focus on and every student and teacher can be involved in training for and learning the sport.
- We will have a few sports that will be offered year round.
- Some of the sports or sporting activities we will provide include
 1. Volleyball
 2. Football
 3. Cross country
 4. Netball
 5. Athletics
 6. Swimming
 7. Loan tennis
 8. Table Tennis
 9. Chess/Draft
 10. Basketball
 11. Scrabble

External Sporting

- The school shall be a member of the Independent Schools Association of Zambia and we shall participate in inter-school activities.
- ISAZ provides several different sporting disciplines every term and as a school we shall select 1 or 2 every term in which to participate
- The school will also participate in a number of friendly sports games with schools around or near us. We shall have at least 1 friendly outing every term, and we can host other schools at least 2 or 3 times every term.

4. SPIRITUAL POLICY

Chalo Trust School is and will always be a Christian School. We believe in salvation by Grace alone. We have evangelical and protestant beliefs and our Faith is Bible based.

We can and will recruit students and teachers regardless of their beliefs but they will be required to conform to our standards and practices and at the very least attend our devotions and Chapel.

We shall have a school Chaplain who will be responsible for all spiritual activities that go on in the school.

Because of our beliefs, we will have programs that allow us to share the Gospel of Christ. These include:

- Devotion
 - Teachers devotion which will be conducted at least once a week
 - Students devotion will be conducted twice a day. In the morning before Breakfast and in the evening after Prep.
 - Morning devotions will be personal devotions and students will be provided material to go through. The school Chaplain will be responsible for curating the necessary material for the devotions. Morning devotions will be conducted by the student's bedside.
 - Evening devotions will be devoted to reviewing the material that was covered in the morning. Evening devotions will last for 15-30 minutes. The chaplain, House parents or Spiritual Leaders (Among the students) will be responsible for leading the evening devotions. Evening devotions will be conducted in the dining Hall after Prep.
- Chapel
 - Chapel should be conducted every Sunday
 - Chapel is compulsory for every student in the Boarding School

- Chapel will be conducted by the school chaplain
- The projector can be used for singing of hymns, praise and worship.
- Students will be involved in various aspects of Chapel.
- The school shall invite a visiting preacher 1 or 2 times a term.
- Scripture Union
 - Scripture Union shall be conducted twice a week. On Tuesdays and on Thursdays before Supper
 - Scripture Union shall be compulsory for all students in boarding.

5. **LIBRARY POLICY:**

- the library shall stock Journals, Newspapers, books, Encyclopedias, Syllabi for all subjects offered by the school
- the librarian must take an interest in the library and compile lists of materials to stock in the library e.g. latest books, magazines, journals, newspapers.
- reading shall be encouraged, especially in the library
- the librarian must help in the accessing of reading materials from the library
- Books on demand must not be borrowed for a long time
- Students/pupils must not keep books for a long time
- The library must be well furnished with enough furniture and the place must be arranged and be user friendly.

6. **FEEDING POLICY**

- The school shall ensure there is provision of food by parents/guardians for the children to eat before lessons start (for Day Scholars)
- For the boarders, we will provide 5 meals/Snacks in a day
- Breakfast: 6:00 – 6:45
- Break (Day scholars are allowed to participate provided they pay the feeding fee) 10:15 – 10 :30
- Lunch: 13:10 – 14:20 (Day scholars are allowed to participate provided they pay the feeding fee)
- Supper: 17:30 - 18: 10
- Night Snack: After Prep and evening devotion
- The content of these meals will be determined by the school menu.
- The school shall ensure that Day scholars have carried food if they are not eating from the school’s Dining Hall.

NOTE: Provide counselling to the parents by giving them alternatives whether their children/wards should eat from the DH.

- There shall be person responsible (kitchen staff) to ensure that feeding aspect of the school is taken care of properly. E.g. Students/pupils eat adequately/ are given enough food, food is in good condition.
- We shall have a regular Diet/Menu review to ensure the children always have a balanced diet

7. SECURITY POLICY

a. Internal security

- Classes must be lockable and the keys kept on one bunch which should be held by the boarding masters/head boys.
- Check-ups will be conducted on members of staff (everyday). Only small bags will be allowed when coming for work. This applies to the general workers and the house-keepers.
- Labelling of all clothing items especially for students/pupils shall be encouraged
- Ensuring the use of visitors books by guards on duty
- Enforce use of uniforms by students within and outside school
- Enforce use of occurrence books
- Parading for Guards to be done
- Security guards must do proper handing over when knocking off
- Items must be tracked on daily, weekly, monthly, termly and yearly basis
- Items must be tracked qualitatively and quantitatively

b. External security

- A wall fence Should be built all around the school
- All the gates should be locked at necessary times

8. TRANSPORT POLICY

- The school provides transport for students and teachers

- Number of vehicles and the type of vehicle to have as a school must be determined by the size of the school population
- There shall be a vehicle for procurement of supplies
- There shall be a separate bus for transporting members of staff
- There shall be 2 buses for the students
- There shall be a vehicle for administrative purposes and emergencies (in terms of health)
- There shall be a small van for local delivery and maintenance.
- There shall be 2 drivers, 1 mechanic and an assistant mechanic.
- The vehicles shall have a log book, to be filled in after each trip.
- Servicing of the vehicles is mandatory and should be done on a timely basis
- Each driver/Mechanic will be responsible for a particular vehicle and they will have a task of ensuring the vehicles are well maintained and kept thoroughly clean.
- The drivers/Mechanics also have the responsibility of ensuring the vehicles are well-maintained, faults are detected and repaired in a timely fashion and the cars are always registered, insured and relevant tax is paid for them.

9. ENVIRONMENTAL (CLEANLINESS)

- Picking of litter in and around the school shall be done daily by students/pupils
- a landscaper shall be employed to make a proper landscape plan
- drainages in and around the school shall be dug
- Allocation of where to dispose of rubbish
- Someone must be responsible for the disposal system
- Introduce preventive maintenance program for the students and teachers
- Teachers will have the role of ensuring students do their utmost to maintain a beautiful environment for the school.
- Talk about cleanliness of the school every day.
- There shall firefighting equipment and training on School site. E.g. fire extinguisher, blankets,
- Dustbins shall be provided in and around the school
- There will be Environmental health (spraying)
- Encourage planting of trees
- Walk ways and drainages shall be maintained neatly

10. MAINTENANCE

- There shall be a maintenance department

- The Maintenance Manager will be in charge of this department. They must have a broad knowledge in all fields pertaining to maintenance e.g. Plumbing works, carpentry, electricity, welding, painting, brick laying etc.
- We shall maintain a Checklist or inventory for all the rooms in the school. This checklist will allow us to monitor the items in the rooms and the status of the rooms.
- The maintenance department will be responsible for regular checkups to ensure all the infrastructure in the school is kept up to standard
- Classroom teachers will be responsible for the status of their classes and the infrastructure in there. They will have the task of ensuring that everything is maintained and in the event of a breakdown or a loss, they are required to make a report to the management and to the maintenance department.
- House parents will have the same responsibility in the dormitories.
- In common areas like the Dining hall and the lavatories, the maintenance department with the help of the prefects shall have the responsibility of ensuring that these places are kept up to scratch
- Students responsible for damaging property should be punished and charged immediately the damage is done. A report should be filed by the responsible teacher/house parent and should be submitted to management to determine the cost of the damage. The money should then be deducted from the students' tuck-shop account to ensure the student feels the loss. In the event that the student does not have adequate money in their tuck-shop account, then the cost should be passed on to the parents.

11. ENTERTAINMENT

- The school shall have entertainment i.e. leisure activity that is non-academic or extra-curricular and will not be examinable.
- This shall be undertaken to give the students a break from Academic work in order to relax.
- These activities will be undertaken on Saturdays and Public holidays.
- The activities will be as follows:

<u>Passive</u>	<u>Active</u>
Movie night	Drama
	Indoor Games
	Dancing
	Music Night
	Talent shows

	Social Night

The responsible person(s) shall prepare an action plan for entertainment every term (with the consultation of pupils about activities and the role they will play).

- There shall be active participation of pupils in their entertainment at the beginning of the term.

12. SCHOOL DEVELOPMENT

Purposes and goals of school development

- Advancing activities of the school programs.
- Introducing new Programs, features, infrastructure. All with the purpose of bettering the school.

Possible Ideas for development

- Infrastructure Development:
 - Videos can be developed of lessons and assignments. These can be used for outsiders as well.
 - Introduce white boards/ projectors (to be done termly)
 - Areas of development:
 - middle section needs to be completed. Install translucent roof (Primary)
 - wall fence (primary, boys hostel and secondary sections)
 - laundry room for the boys' hostel
 - Basketball court needs to be redone
 - Football pitch needs to be relayed
 - tennis court
 - mini kitchen (Primary)
 - Swimming pool
 - Paving of the roads
 - Slabs and pavement stones in various places
 - Tiling of the classrooms
 - Studio development

13. STAFF DEVELOPMENT AND MOTIVATION

- Staff development shall be an on-going activity.
- Programmes shall be developed for staff development.
- Staff development shall be evaluated.
- There shall be two levels of staff development:
 - Short term training –internal and external

- this shall be job-on-training: mini lectures from experienced teachers. This will cover motivation, voice projection, dressing, time-keeping, preparation etc.
- notes to be filed for history and continuity.
- Long term training -internal and external
 - Use of external trainers
 - Extended programs developed for teachers to take up for a long period of time.

14. STOCK INVENTORY

- The school shall keep inventory of all assets and stock in the school.
- all inventory and stock to be submitted to person in charge once purchased.
- All inventory and stock shall be kept by departments.
- There shall be a master inventory and all stocks kept on the school.
- Departments
 - *Primary – Responsible: The Vice Principal*
 - Library
 - ICT lab and media room
 - Furniture
 - Fixtures
 - Kitchen Inventory
 - *Secondary*
 - ICT lab: ICT teacher
 - Library: Librarian
 - Kitchen: Chief Chef
 - Maintenance: Maintenance Manager
 - Vehicles and tools
 - Garden tools: Chief Security Officer
 - Science lab: HOD
 - Music: HOD
 - Sports: P.E teacher
 - School stores: Administration

- Stationary stores: Administration
- *Boarding – Boarding Master*
- House parents
- *Clinic and Environmental health – School Nurse*
- Spraying (mosquitoes and bed bugs)
- Furniture – Administration
- Fixtures - Administration
- Maintenance department

15. EXTERNAL STAKEHOLDERS

- A list of external stakeholders and their roles shall be identified.
- Management shall identify the critical times to engage them. The list is as follows:
 - Cambridge - throughout the year
 - Examinations Council of Zambia - throughout the year
 - District Education Board Secretary - throughout the year
 - Zonal - throughout the year
 - Independent Schools Association of Zambia - throughout the year
 - Ministry of Education - throughout the year
 - Parent Teachers Association - termly
 - Other schools - termly
 - ZESCO - monthly
 - Iconnect - termly
 - ZRA - monthly
 - NAPSA - monthly
 - Lusaka City Council - monthly
 - Sewerage companies - twice a year
 - Holiday campers - termly
 - Banks - daily
 - Hospitals - throughout the year
 - Community service - termly
 - Kuchetekela Foundation - throughout the year
 - Ministry of Health - once a year
 - Post office and DHL - weekly
 - Gem School wear - once a year

16. SCHOOL HEALTH

- The school shall maintain a health system for all in the school community.
- The school shall only provide primary health care
- The school shall employ a Registered Nurse who will be responsible for delivering primary health care.

- For secondary health care, the students and members of staff shall be encouraged to seek external health services and the cost will not be covered by the school
- Members of staff shall be encouraged to get a health scheme.
- The employer shall meet members of staff half way (50%) for the cost of the scheme.
- The school clinic shall be open half day, Monday – Saturday. A time-table will be made available on a weekly basis.
- The School clinic shall facilitate the environmental health e.g. sewerage, spraying and disinfecting.
- The school clinic shall facilitate Vaccination programmes.

17. STUDENT GOVERNANCE

- The school shall have Prefects, Class monitors and Dorm Captains.
- The school shall have a Student Council whose role is to advise the Administration and be a liaison between the student body and the Institution.
- The student council shall constitute a representation from all grade and dorm captains.
- Prefects, class monitors and dorm captains will be chosen by teachers and administration and the student council will be chosen by the students.
- We shall have a separate policy document guiding the selection of prefects and student council members.

18. SCHOOL MUSEUM/ SCHOOL ARCHIVES

- The school shall maintain an archive of records (activities); audio, visual, documents, artifacts.
- There shall be a room designated to the Archives
- There shall be a person dedicated to maintenance of the Archive room.
- This department shall collaborate with internal and external media.
- There shall be one person to document activities that have gone on during the year
- Pictures/photos of teachers with promotional class.
- Documents, results, records of old teachers and students shall be kept by the school

19. SCHOOL DISCIPLINE

- Student discipline will be handled by Student code of conduct.
- Staff discipline guidelines are provided by the Conditions of Service and work contracts.
- Code of conduct and Conditions of service must be reviewed on a yearly basis.

20. TEACHER DUTY

- There will be days when teachers are expected to come into school even though it isn't a learning day. Teachers will be expected to report whenever they're asked.
- They shall be a schedule maintained by the administration determining when teachers are supposed to be in school.

21. CO-CURRICULAR ACTIVITIES

- Co-curricular activities shall be promoted in the school.
- The list of co-curricular activities are listed as:-
 - JETS
 - Community Service
 - Performing Arts
 - Chess
 - Environmental Club
 - Debate
 - Boy Scouts
 - Girl Guide
- A minimum of 4 to 5 activities to be identified each term
- The list of club activities that go on in the school can be reviewed on a termly basis.
- Innovation is encouraged and any new clubs that might be beneficial or enjoyable to the students will always be considered.
- At least 1 day per week shall be dedicated to co-curricular activities.

22. MARKETING OF THE SCHOOL

- There shall be Marketing activities through-out the year.
- The School shall have a Marketing strategy document and it will be implemented by the management and marketing team
- One person shall be responsible/identified/employed every year to be in charge of implementing Marketing programs.
- The school will hire a marketing officer who will be responsible for creating the marketing strategy and ensuring it's implemented.
- teachers and other staff shall participate in the marketing of the school in whatever way they can.

23. BUDGETING, ACCOUNTS AND FINANCE

1. Budgeting

- There shall be a yearly budget, broken down into termly and monthly time periods.

2. Collection Policy

- Centers of revenue will be identified and reviewed termly.
- Procedures for collecting and recording the revenue shall be detailed and reviewed termly.
- Late payment of School fees shall be levied and reviewed termly.

3. Fee Adjustment Strategy

- School fees and rates shall be reviewed yearly.

4. Income/Expenditure reports

- Production of income and expenditure reports will be done monthly. Petty cash to be maintained by Accounts and reimbursed every week.
- Accounts should collect all receipts for school expenditures

5. Auditing

- External Auditors shall be engaged on a yearly basis. Auditing to be conducted in January of the following year.

6. Record Keeping System

- There shall be storage of Financial documents on external hard-drives, CDs and Cloud account (online).
- In the office, information for the last 3 years should be stored.
- Softcopy Documents should be kept for every transaction carried out.

7. Payroll

- The Payroll shall be prepared monthly.

8. Statutory Obligations

- Statutory obligations (NAPSA and ZRA) records and payments shall be maintained by Accounts office.
- Staff Welfare Fund shall be maintained and reviewed by Accounts.
- Accounts department shall track lost/damaged property and ensure monies are recovered and items replaced