



Newfield

PARENTS HAND BOOK

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Dear Parents,

We are delighted to welcome you to Newfield School and look forward to working with you to support your children.

Newfield School prides itself on its strong and supportive parent community. We consider your child's education to be a collaborative process which requires close links between home and school.

NFS teachers are kind, supportive and nurturing. Please reach out to them if you have any questions or concerns about your child's learning. This handbook is a tool to support the NFS School community and students. It contains information and procedures aimed at making the school a safe, friendly, and enriching place for students to learn. Do take time to read them carefully. While we attempt to ensure that this is a comprehensive document, situations may arise that will require additional policies and procedures. This hand book will be immediately updated with such information

We look forward to you becoming better acquainted with members of our NFS community.

Yours Sincerely,

Mr. E. O. Fanibi
Director

EXECUTIVE SUMMARY

Vision and Mission:

Newfield School envisions preparing children for lifelong learning in a stimulating, technology-driven environment. The mission focuses on providing access to current learning technology, supporting critical thinking, creativity, and British/Nigerian curriculum integration, aiming to equip students for academic excellence and responsible self-directed learning.

Philosophy:

Emphasizing each child's uniqueness, Newfield School creates a loving, nurturing, and creative environment with a child-centered curriculum. Positive growth is fostered through open communication and cooperation between staff and parents.

Parental Involvement & Communication:

The school values diversity, maintaining an open-door policy to encourage communication and collaboration between parents and teachers, fostering a mutual respect partnership for the child's benefit.

Curriculum and Beyond:

Newfield School offers an exciting curriculum based on the English National curriculum, focusing on core subjects, physical development, and personal growth. Tailored lessons ensure progress and readiness for school.

Educational Goals:

The school aims to provide a conducive environment, qualitative education, ICT foundation, instil correct values, promote cultural understanding, and moral and social values, fostering a holistic educational experience.

Weekly Extracurricular Activities:

Led by staff or qualified personnel, extracurricular activities provide opportunities for students to explore interests beyond academics, with each child expected to participate in at least one activity.

Food and Nutrition:

Promoting healthy eating standards, the school offers balanced diets with high-quality ingredients. Fruit days encourage healthy habits with students bringing fruits on specified days.

Admission Process and Policy:

Admission involves a guided tour, entrance assessments, and a 'Taster Day.' Prospective pupils experience school life, with tuition fees payable before starting. The school focuses on holistic education, technology integration, and parent-school partnerships.

Registration of Pupils:

Prospective parents purchase application forms, and candidates are considered upon return with a non-refundable fee. Full tuition payment precedes a child starting school, with non-refundable fees and agreed-upon payment plans.

Responsibility:

The school ensures pupil well-being, expecting parental cooperation for security during travel. Parents are urged to ensure rest and nutrition, fostering collaboration with school management.

Class Policies and Procedures:

Emphasizing regular attendance for academic success, the school outlines guidelines for absence, punctuality, and early dismissals, with specific policies on health, safety, and behaviour management.

Arrival & Departure Policies:

Starting at 7:45 am, the school enforces punctuality, penalizing late pickups after 3:00 pm. Parents may interact with teachers during specified hours, with after-school services and transportation available.

Health and Safety Policies:

Prioritizing health and safety, the school conducts risk assessments, follows illness guidelines, administers medication with consent, and ensures safety during playground activities.

Behaviour Management:

Classroom behaviour expectations include punctuality, respect, and adherence to rules. General conduct guidelines emphasize politeness, silence during assembly, language usage, and restrictions on electronic gadgets and chewing gum.

Honesty and Respect for Others:

The school values honesty, respect, and trust, encouraging open communication for conflict resolution. Aggressive or threatening behaviour is prohibited, emphasizing avoidance of fighting or rough play.

Respect for Belongings, Discipline, Homework, and Handwriting Policies:

Pupils are urged to respect belongings, emphasizing consequences for theft or damage. Discipline is vital for educational quality, with parents reinforcing rules at home. Homework and neat handwriting are integral to the learning process.

Purple Mash & School Portal:

Facilitating creative lessons, Purple Mash extends learning, while the school portal fosters real-time communication and collaboration among school stakeholders.

Adornment and Uniform Expectations:

The school enforces a strict uniform policy to instil identity, with regulations on accessories and attire during school activities.

Parental Involvement, Rights, Conferences, and Relations:

Parents are essential partners, responsible for attendance, materials, assignments, and adherence to policies. They hold rights to access records, receive updates, participate in activities, provide feedback, and attend conferences. Effective communication between parents and teachers is encouraged, with the availability of teachers to discuss a child's progress.

Conclusion:

These policies create a conducive, secure learning environment at Newfield School, promoting academic success, personal development, and a positive school experience for all stakeholders. Periodic discussions at home and in the classroom are encouraged, with any unaddressed situations handled professionally in alignment with existing regulations and policies.

SCHOOL VISION:

The vision of Newfield School is to prepare children for lifelong learning in a stimulating and Information Technology driven environment.

SCHOOL MISSION:

New Field School becomes an environment where all students and staff have ready access to a full range of current learning technology, software tools, and applications as learning becomes vivid with a robust blend of British/Nigerian curriculum. Our mission is a learning center and focused on technology supported knowledge impacting for the purpose of critical thinking and creativity, while providing support to children needing learning support through brain based teaching; using tested tools and models. Furthermore, pupils of Newfield will be proficient users of new learning technologies which will assist them in:

- Becoming proficient in reading, creativity, writing, mathematics, and critical thinking,
- Being prepared for the next level of education,
- Meeting academic expectations,
- Being equipped for lifelong learning and
- Accepting responsibility for their learning.

WHO WE ARE

Newfield School is a co-educational, Tech-Savvy compliant school in providing equivalent opportunities for learning by creating an enabling environment to help children realise and exploit their full potentials and evolve into useful members of the society in the future.

Our aim in every classroom is to create a dynamic and interactive learning environment with challenges and expectations appropriate to the complex world our students will inhabit. We focus on the development of each student's skills, sense of logic, and general academic and social discipline. Most importantly, we aim to foster a lasting love of learning that will extend beyond the school curriculum and the students years at NFS.

PHILOSOPHY

Newfield School believes each child is a unique individual. We strive to provide a loving, nurturing, and creative environment for children. The program promotes the positive growth and development of the whole child through a child centered and developmentally appropriate curriculum. The staff operates in partnership with parents for the wellbeing of the child by establishing open communication and cooperation between home and school.

PARENTAL INVOLVEMENT & COMMUNICATION

Newfield School values cultural, ethnic, religious, ability, and gender differences among children and families. We celebrate diversity through multi-cultural and anti-biased activities. The school has an open door policy for parents, who are always welcome. Parents are the most significant adults in a child's life. We strive to create mutual respect between parents and teachers – a partnership for the benefit of the child.

Parents are encouraged to make an appointment with the teacher to discuss any matters of concern relating to academics or the general wellbeing of a child. This can be done by sending the teacher a note or using the communication book, putting a call through the front desk to request or book an appointment through the Front Desk Officer.

CURRICULUM AND BEYOND

At Newfield School, **Our Primary** is an exciting and vibrant place to be. We offer a broad, balanced and challenging curriculum, based on the English National curriculum (The British curriculum). We teach children to connect and collaborate; empowering them to own their learning and share their unique stories, learn more about the world around them and understand their place through core, foundational and special subjects such as English, Mathematics, Science, Physical Education, History, Geography, Art, Design and Technology, Religious Education, Social Studies, Music and French.

Our Early Years at Newfield School provides pupils with an indoor-outdoor experience, which encourages children to investigate, solve problem and think creatively.

Lessons are planned with the children's interests and abilities in mind, to ensure that every child makes progress based on their individual differences and learning needs.

Particular attention is given to the three prime areas which are Communication and language. Physical development and Personal, social and emotional development and the characteristics for effective learning which reflects the key skills and capacities all children need to develop and learn effectively to become ready for school.

Our experienced and dedicated staff takes great care to engage the children with well planned, structured and age appropriate activities that are exciting and they can relate within their immediate environment. By the end of the Early Years, most children have acquired basic reading and number skills and are grounded in all other learning areas.

In the Primary (ages 5 to 11) the focus is on all compulsory national curriculum subjects. These are English, Mathematics, Science, History, Geography, Computing, Languages, Pre-vocational studies, Creative art, Music, Social studies, Religious education, also known as RE and other special subjects.

OUR EDUCATIONAL GOALS ARE

1. To provide a good and conducive environment for teaching and learning.
2. To provide sound, qualitative education that will lead to all round development of children.

3. To prepare the children for academic excellence at higher levels through lifelong learning.
4. To provide the children with strong foundation in information and communication technology (ICT).
5. To inculcate in the children, the correct values and attitude such as hard work, honesty, patriotism, truth that will make them useful to themselves and to the society.
6. To train the minds of the children to understand the world around them.
7. To inculcate in the children the need to relate well in their culture and to appreciate the cultures of other people.
8. To inculcate in the children, sound moral and social values.

WEEKLY EXTRACURRICULAR ACTIVITIES

Our school provides a wide range of extracurricular activities to stimulate and enrich the childrens experience; these activities are led by the staff or in collaboration with qualified personnel from choice organisations engaged to run these activities in Newfield school which includes the following; Mathematics club, Science and jets club, Literacy and debating club, conservation/Environment club, Brownies, Scouts, Homework club, Animation Club. Robotics, Steam club, cooking club, Young readers club, Press club, Music and Cultural club, Taekwondo club, Swimming club, Music club, and Chess club.

Every child is expected to subscribe for at least one extracurricular activity in the school.

FOOD AND NUTRITION

FOOD SUBSCRIPTION

Food served in Newfield School meets the healthy eating standards of balanced diets required for children such as high quality meat, poultry or fish, fruits and vegetables. There can't be drinks with added sugar, crisps, chocolate or sweets in school meals.

This standard of nutrition is also expected of children who do not subscribe to school food for them to be healthy

Fruit Days

To encourage healthy eating habits, fruit days are observed on Tuesdays and Thursdays. Children are encouraged to bring fruits to school on these days in place of pastries, cakes and carbonated /fizzy drinks.

ADMISSION PROCESS AND POLICY

The Admissions process can be started by making contact with our Head of Admissions who would be very happy to talk you through the admissions process and tell you about life at Newfield School.

Admission can take place at any point in the term and with an entrance assessment in to the primary and reception classes but none in the preschool. Pupils must have reached the appropriate age for class placement by August 31st of the current year.

Entrance Assessments take place all year round depending on available openings.

To start the Admissions process, we strongly recommend you call the school to book a visit in the first instance for a full guided tour. This can include a meeting with the Head of School or any teacher who you feel might be of interest for your child and have a full tour of the school.

Prospective pupils are then invited to spend a 'Taster Day' with us to experience life at Newfield School. They will be able to spend a full day trying out the lessons on offer, whilst meeting the staff and pupils who might be in their class. It's a lovely way for your child to get to know Newfield School a little better in a very relaxed way.

REGISTRATION OF PUPILS

Prospective parents will purchase the application form from the Admissions Office. Applicants shall be considered as candidates for admission and entry to the school upon the completion and return of the Application form and payment of non-refundable application fee.

Note that a child can only start school after the full payment of the tuition fees is made.

FEES

Tuition fees are paid on a termly basis and are due on or before the first day of resumption, it is not prorated for partial attendance during a term.

Pupils starting after the beginning of any term and or pupils leaving before the end of the term must pay the full tuition fees and tuition paid is not refundable.

A payment plan can be worked out with the school Accounts department as the school is ready to work with our parents for the mutual benefit of both parties. We would like for our esteemed

parents to kindly take note that funds paid as at when due allows for the effective and efficient management of the school.

RESPONSIBILITY

The school and its representatives will take all reasonable care to ensure the educational and physical well-being of the pupil under its care is met.

We expect our parents to demonstrate respect and good manners towards others in the school community for teaching and non teaching staff as well to all our education support staff. Parents are to ensure, to the best of their ability, that their children have proper rest and nutrition, as these are extremely important if they are to function well at school.

It is the responsibility of the parents to cooperate with the school Management on the issue of security of their children on the way to and from school. Therefore children not on school bus will only be allowed to be taken from school by already identified parents and or parent's representative.

The security of the pupils is the responsibility of the school and the parents.

CLASS POLICIES AND PROCEDURES

ATTENDANCE

Regular attendance and participation in school activities is one of the ways to ensure your child's academic success. At Newfield School, our curriculum is structured in such a way that missing a lesson may affect the student's understanding of subsequent classes.

Also, regular attendance is a way to ensure pupils build solid friendships with their peers and teachers as well as develop important social skills. Regular absence from school can negatively affect pupil's academic performance. If for any reason a pupil will be absent from school, please contact the School authorities via the designated contact channels.

ABSENCE FROM SCHOOL

- I. Pupils are expected to be present in school every weekday except public holidays and school holidays (Recognised public holidays will be communicated by the school)
- II. Pupils should not leave the school premises for any reason unless accompanied by a parent, guardian or school faculty member, after being properly "signed-out" from the school
- III. Pupils should be picked up from school early only when a reasonable situation prevents the child from attending school for the entire day; early dismissals however interrupts both the child's education and that of other pupils in the class
- IV. Whenever a pupil is tardy, absent or needs to be taken out from school early for any reason, parents should endeavour to communicate the reason to the school with at least 24 hours' notice
- V. If pupils will be absent from school due to unforeseen circumstances on a particular day, it is the responsibility of the parent or guardian to inform the school before 7:45am on the day.

Excused Absence

An absence will be excused based on the following reasons: illness, medical appointment, death/loss of loved one, mandatory religious observances. An absence not falling within the aforementioned reasons may not be excused. Where a pupil is continuously absent without

LATENESS

For all pupils, the school day starts at 7:45am. We ask that you adhere to this time and make sure your child is on time for the beginning of school. If your child is late for school, they are missing out on valuable teaching time.

ARRIVAL & DEPARTURE POLICIES

All Newfield pupils are expected to arrive at school on time. The school day starts at 7.30a.m for staff and 7:45a.m for children. Supervision will be provided for children from 7.30am. Children arriving before 7.00a.m will immediately be placed on the Early Drop off List for adequate supervision (prior notification required)

School Hours: 7:45a.m – 1.30p.m (Nursery); 7:45a.m – 2.30p.m (Primary).

A late pick up fine of two thousand five hundred naira is paid after 3.00pm for children not in the late pick up list.

- The school day ends at 3.00pm at which point the children move to their respective pick up area.
- Parents may see teachers every morning from 7:30am – 7:45am or after school from 1:45pm for the (preschool and nursery) and (primary) 2:45pm except when staff are in a meeting or training sessions.
- Parents are not allowed into classrooms while lessons are in session (from 7:45am to 1:30pm or 2:30pm for preschool/nursery and the primary school respectively)
- If parents need to see teachers, an appointment should be booked with the Head of School through the school's front desk officer.

AFTER SCHOOL SERVICES

Newfield School provides after school services for children who need extended care while they wait to be picked up by their parents. The services provided in the after school care are homework

Assistance and engaging them in very light and flexible activities such as art and craft, reading etc.

TRANSPORTATION

Newfield School has standard and comfortable school buses handled by a professional chauffeurs and administrative staff. Please visit the front desk personnel for more information.

VISITORS

Visitors are not allowed into the classrooms during school hours. All visitors are to remain in the waiting room/reception after receiving their visitors tag from the security post.

BIRTHDAY PARTIES

Classroom birthday parties are not allowed. Birthday party invitation may not be distributed at school. However, moderate party gift packs and cake is allowed, but we do not accept food treats.

The cake or party favours should be devoid of any food that may cause children to react such as Milk, peanuts or any kind of nuts, soy, wheat, milk etc.

Kindly contact the Front Desk Officer and class teacher for more information about coordination of events.

SUPPLIES AND MISCELLANEOUS

Pupils are expected to bring the following to supplies to school

- 1. SNACKS:-** Pupils need to bring snack to school each day for mid- morning break. This should be healthy snacks such as fruits, carrot sticks, diced cucumbers, apples, bananas, dried fruits etc.
- 2. LUNCH:-** Pupils who have not subscribed for school lunch should bring a healthy lunch from home each day packed in a thermos flask to keep the food warm and fresh.
- 3.** Pupils should come to school with water in their water bottles. However, there are water dispensers in the school to support pupils with drinking water if they run out; this will be given to the pupils with their parents' consent.

Parents should support us by encouraging and inculcating healthy lifestyles for the children.

All Personal items for pupils must be clearly labelled to avoid mix up

HEALTH AND SAFETY POLICIES

At Newfield School, we provide and maintain a safe and healthy working environment, equipment and systems used by all our employees and pupils are safe. To develop and promote a strong health and safety culture within the entire school for the benefit of all staff, pupils and parents.

HEALTH

We will ensure that all members of staff and pupils are conscious of the health, safety and welfare of themselves, their colleagues, pupils in their care and members of the public, and do nothing by act or omission which will adversely affect themselves or those of others.

All incidents which could lead to damage or injury, accidents, communicable diseases, dangerous occurrences and potentially hazardous incidents will be reported by members of Staff in accordance with prescribed procedures, and provide assistance in any resulting investigation.

ILLNESS GUIDELINES

To safeguard the health of other pupils; pupils with communicable infections or who are ill generally should be excluded from school until proper treatment is completed. Parents should inform the school if a pupil will be absent due to any of such illness or infections.

MEDICATION ADMINISTRATION

If you want to authorise the school to administer prescribed medication(s) to your child, you will be required to fill a copy of the school's medication form; which is sent home at the beginning of each term from the school's administration office.

SAFETY

All staff are responsible for general health and safety in the school

Risk assessments will be conducted on all areas of the school, including rooms, activities, outdoor areas, resources and cleaning equipment

These are reviewed at regular intervals and when arrangements change

All outings away from the school (however short) will include a prior risk assessment.

All equipment, rooms and outdoor areas will be checked thoroughly by staff before pupils access them. These checks will be recorded and initialed by the staff responsible.

Unsafe areas will be made safe/removed from by this member of staff responsible to promote the safety of pupils. If this cannot be achieved the manager will be notified immediately

All staff and pupils will receive appropriate training in health and safety and this will include risk assessments and fire safety.

PLAYGROUND

The directions of adult supervisors on the school playground should be carefully followed

Energetic play should occur outdoors only, and only with respect for others' wellbeing; no rough play is permitted

Running on the school playground is permitted during organised activities under the supervision of adults

Play is limited to designated areas and pupils should stay within sight of an adult

Unless otherwise directed, parking lots and public roads are off limits

Pupils should remain on the School playground unless given permission to enter the building

Pupils should leave sticks, stones, and other dangerous objects on the ground unless using them for a safe adult-approved activity

RESTRICTED AREAS

The following areas are **OUT OF BOUNDS** to all pupils unless accompanied by a teacher or with a teacher's permission:

- School hall or Kitchen
- Computer laboratory
- Science laboratory
- Music room
- Games and equipment rooms
- Control room
- Management offices

BEHAVIOUR MANAGEMENT

Classroom Behaviour

- Pupils must come to class prepared and ready to begin work on time
- Pupils must enter classrooms in an orderly manner
- Pupils are expected to take their seats, prepare for their lesson, and not exit until dismissed by a teacher
- During class lessons, excellent behaviour is always expected
- Pupils should raise their hand politely and wait to be called upon if they wish to speak during class
- If the class is involved in an informal discussion, pupils should take turns from others when speaking
- Pupils should pay full attention to the teacher or pupil who is speaking and allow other pupils to concentrate on their work
- Pupils are expected to behave in a manner that does not disrupt classroom learning or the operation of the school
- Pupils are to actively learn in classrooms; they are not to sleep, shout across the room, make unnecessary noise or disturb others
- Pupils are not allowed to leave the classroom or school premises without the permission of their teachers during school hours
- Pupils have to complete work assigned, including classwork, homework, corrections, projects etc. clearly and carefully
- All work assigned must be handed in on time
- Pupils are to pack their bags according to their timetable

ABIDING BY SCHOOL AND CLASS RULES

- Pupils, teachers and parents should work closely together to ensure excellent behaviour and educational success
- Pupils are to obey teachers and others in authority
- The individual rules of each classroom should be followed, with any questions discussed initially with the classroom teacher
- Pupils should give full, respectful attention to their teachers, cooperatively following directions

ACCEPTABLE GENERAL CONDUCT

- Pupils are to be polite and respectful at all times to ALL school staff
- Silence must be maintained during assembly
- Pupils must sing the National Anthem and recite the National Pledge
- Pupils must always speak English in school, except during language lessons
- Pupils are not allowed to bring electronic gadgets (e.g. mobile phones, mp3 players, iPods, iPads, etc.) and other expensive items to school; the school will not be held responsible for the loss of these items
- Pupils are not permitted to bring chewing gum into the school building or on the grounds

HONESTY AND RESPECT FOR OTHERS

- Honesty, respect and trust are virtues highly valued and encouraged by Newfield School; everyone must be treated with kindness, respect and courtesy
- Disagreements should be settled with others through discussion or asking for help needed
- Any aggressive or threatening behaviour towards fellow pupils, teachers or other school staff should be refrained from
- Fighting or rough play is strictly prohibited at school; if a child experiences a problem with a classmate or friend, he/she should notify the nearest teacher or aide

immediately; children should be instructed on ways to avoid conflict.

RESPECT FOR SCHOOL AND PERSONAL PROPERTY

- I. Pupils should be respectful of others' belongings, using them only with permission; a pupil who steals or damages any property that does not belong to him/her may be required to make appropriate restitution
- II. Though the school manages a "lost and found" area, students are strongly encouraged to take good care of their personal belongings
- III. Parents should label their child (ren)'s special belongings with a name and phone number
- IV. Pupils are to use equipment and materials in school for their intended purposes only; pupils will be held accountable for proper care of school books, educational materials, and their classrooms
- V. Work areas should be kept litter-free
- VI. Defacing or damaging school property is unacceptable (this includes writing messages on desks and walls); any damaged property must be reported to the school office immediately
- VII. Writing on the classroom whiteboard or interactive boards is prohibited unless prior permission is obtained from a teacher

DISCIPLINE

- There is a relationship between discipline at school and the quality of education offered by the school; if the pupils are not disciplined appropriately, their education suffers
- Parents should support with strict disciplinary rules at home to reinforce school efforts in training pupils
- Parents must respect disciplinary measures being enforced at the school as these are deliberately and carefully developed for the benefit and wellbeing of the pupils

HOMEWORK POLICY

Homework is important as it helps to reinforce the lessons taught. Parents are encouraged to assist their children/wards with assignments where necessary. However, they must bear in mind that their role is supervisory.

Homework and class work assignments should be completed neatly, carefully and on time

Pupils should work to their full potential if a pupil experiences difficulty in completing an assignment with “good cause”, the pupil’s parent should explain the situation to the teacher through a short note or phone call; the teacher may decide to excuse the pupil, allowing extra time to complete the assignment.

In the event that a student fails to complete his/her assignments three times consecutively, the parent(s) will be invited by the school.

HANDWRITING POLICY

The main aim of the handwriting policy is for each child to develop a legible, efficient script. Initial teaching of handwriting would be done according to the adopted Newfield Schools handwriting scheme which is Nelson Handwriting.

All Staff are to ensure that neat and legible hand writing is an expectation from all students at all times.

PURPLE MASH

This is an online suite of creativity focused lessons and activities teachers can assign as individual or shared projects .The platform itself is animated, colourful and bursting with creativity. Projects

feature creative, hands-on elements, such as drawing, playing games, recording videos, creating animations or games, coding and skill-building activities .There is no shortage of activities to challenge students and capture their attention. It is used as an extension of the class in Newfield School. Purple Mash is a safe environment for learning and gives children access to a whole suite of creative tools; children can't talk to strangers or view inappropriate content on this learning app.

SCHOOL PORTAL

The adopted school portal is a smart online management system that enables communication and collaboration between the school, teachers, parents, non-teaching staff and students. The portal has been designed with aesthetically pleasing user interfaces that offer many easy to use its core features. With elements such as a learning management system, news, notices, timetable, and real-time notifications, the educational portals provide a central point of communication between students, teachers and parents.

The portal includes separate login options for students, parents and teachers. A parent portal is a reliable platform for the parents to access the academic data of their wards. These secure systems offer real-time access to school information & student activities that include enrolment & registration, attendance reports, fee payment, school news, communication and parent-teacher communication. The portal also provides parents with notification centre, academic progress of students and study materials for students.

ADORNMENT

UNIFORM EXPECTATIONS

Our school uniform is unique and it identifies the child as a member of Newfield School. Pupils are expected to wear them with pride.

Pupils are to wear the prescribed school uniform; **MODIFICATION TO THE UNIFORM IS NOT ALLOWED.**

Therefore, they must be neat and well ironed at all times. The uniform bear our school logo and they are available for sale in the School. Kindly endeavour to mark your child's belongings with his/her names.

- i Headgear of any type (including headbands, hoods, and hats/caps are not allowed in school

- ii Pupils must wear black leather shoes plain black socks; white socks with trimmings or printed brand names are not allowed
- iii Colourful shoelaces are not allowed

- iv Bracelets, rings, necklaces, chains, brooches, wrist bands are not to be worn with the school uniform
- v Pupils must wear the school uniform or physical education attire only during school activities, school related functions, or other official matters
- vi Sports uniform, canvas and a pair of white socks are worn by the pupils on Wednesdays.

HAIR

Pupil's hair should also be neatly done or barbed. As part of our safety procedure we do not consent to the use of beads by girls on their hair. Hair must be of its natural colour and not tinted

GIRLS: -

Hair extensions are NOT allowed

- Only small sleepers or plain ear studs are allowed; fanciful or colourful earrings/ear studs are not allowed and only one ear stud is permitted on each earlobe
- Nail polish is not allowed
- Make-up in any form is not allowed

BOYS: -

- Any form of earrings is not allowed
- Haircuts must be short; fanciful styling (e.g. permed hair) is prohibited

PARENTAL INVOLVEMENT

PARENTS' RESPONSIBILITIES

We recognize the value of parents as partners in raising academically sound children. Learning does not stop in school. We encourage parents to help bolster what we teach in school.

Parents can support their children's academics by doing the following:

- a. Ensure regular attendance of Pupils at school;
- b. Provide school materials that the children may need;
- c. Assist with assignments. This includes providing a quiet and consistent time for homework;
- d. Attending forum organized by school;
- e. Giving feedbacks and constructive criticism to the teachers and the school management;
- f. Making sure family activities like vacations does not conflict with the school calendar;
- g. Studying with your child. Children learn by example;
- h. Ensuring your child gets sufficient rest before school;
- i. Compliance with school policies

PARENTS' RIGHTS

As a parent, you have a right to:

- I. Access your child's school records;
- II. Receive regular updates on the progress of your child;
- III. Have access to information pertaining to the education of your child
- IV. Give feedbacks and complaints;
- V. Visit the school, meet with the teachers and observe lessons. However, notice must be given to the school before lessons can be observed;
- VI. Comment on school policies and curriculum;
- VII. Attend Parent Teacher meetings and conferences.

PARENT TEACHERS CONFERENCES

Parent Teacher Conferences hold once every term and all parents are advised to attend. The scheduled dates can be found on the school's website.

PARENT – TEACHER RELATIONS

Teachers are always available to discuss about the progress of your child with you. However, if there is a need to meet with a teacher, such requests should be made ahead of time to enable proper planning. All email communications involving parents or caretakers must "CC:" or include the Head of School and Deputy Head of School.

SCHOOL EVENTS

- I. Meet the Teacher's Day
- II. Parent Teachers Conference
- III. Christmas Concert-Term 1
- IV. Diversity Day-Term 2
- V. End of Session/Prize Giving-Term 3
- VI. Holiday Bridge School: Holds in August

TERM LABELS

Term 1-Autumn: September to December

Term 2-Spring: January to April

Term 3-Summer: April/May to July.

CHILD WITHDRAWAL POLICY

When a parent wishes to withdraw their child or ward from our NFS, we kindly ask for adherence to the following guidelines:

- 1. Notice Period:** A term's notice is required for withdrawing a child from school. This allows us to make necessary arrangements for the child's academic records, classroom adjustments, and administrative tasks related to the withdrawal process.
- 2. Term Fee in Lieu of Notice:** If a parent is unable to provide a term's notice, a term fee equivalent to the tuition fee for one term must be paid in lieu of notice. This compensates for the sudden withdrawal and ensures a smooth transition for the child.
- 3. Procedure for Withdrawal:** To initiate the withdrawal process, parents should formally notify the school administration in writing. This notification should include the intended date of withdrawal, reason for withdrawal (if willing to share), and any other pertinent information.
- 4. Clearing Dues:** Prior to withdrawal, parents are required to clear any outstanding dues, including tuition fees, extracurricular fees, and library fines, if applicable.
- 5. Return of School Property:** Parents are responsible for returning any school property, such as textbooks, library books, or sports equipment, that may be in their possession.
- 6. Final Documentation:** Upon completion of the withdrawal process, the school will provide necessary documentation, such as transfer certificates or academic reports, as per standard procedures.

We understand that circumstances may necessitate sudden withdrawals, and we strive to accommodate such situations while maintaining a structured and efficient process for the benefit of all parties involved.

CONCLUSION

Any situation, which is not covered in these general rules and regulations, will be under professional discretion by the school authority, considering current school regulations and policies. It is recommended that these policies be periodically discussed at home and in the classroom. Each school regulation is designed to encourage safety, respect, cooperation, order and a positive learning climate

ACCEPTANCE

We _____ (father's name)

and

_____ (mother's name)

Hereby agree to respect and abide by all rules and regulations of Newfield School.

Father's signature

Date

Mother's Signature

Date
