

KITH & KIN EDUCATIONAL SCHOOLS, IKORODU

CONDITIONS OF SERVICE

A. STAFF APPOINTMENT, CONFIRMATION AND RESIGNATION OF APPOINTMENT

1. Appointment of Staff shall be based on advertisement, shortlisting, interview, recommendation of Head of School and approval of the Appointments, Promotions & Disciplinary Committee/Board of Governors.
2. Appointed staff shall be subject to a probation period of two full terms, after which the appointment will be considered for confirmation.
3. Confirmation of Appointment shall be subject to the following:
 - a. Presentation of letters of reference from at least two gainfully employed persons, one of whom must be the immediate former employer;
 - b. Presentation of Attestation Letter by his/her Head of Department on good conduct and verifiable performance, commitment and loyalty to the School's Vision as a team player, and
 - c. The Appointments, Promotions & Disciplinary Committee must not have sanctioned the Staff during the period of probation.
4. During the probation period, either the Staff or the School can terminate his/her services upon giving a two-week notice.
5. Confirmed Teaching Staff can resign voluntarily by giving a four weeks' notice, which must terminate at the end of the Term or Session. The School can also sever services of a confirmed staff after giving a four-week notice that must terminate at the end of the Term or Session.
6. In the case of a default in (5) above, the defaulting party shall pay a Month's Salary in lieu of notice. Severance of Service shall be in writing and such a letter shall be acknowledged, accepted or rejected as the situation may warrant.

7. Every teaching staff and senior non-teaching staff shall keep with the School a compulsory saving of TWO MONTHS (GROSS) Emoluments deductible over a period not exceeding the first year in service of the school. This shall be treated as a hedge for compliance with conditions precedent to resignation contained in paragraph (5) above.
8. A Letter of Clearance should accompany letters of resignation of appointment from the Staff Cooperative Society. Otherwise, Terminal Benefits of the staff shall be withheld.
9. In addition to paragraph (8) above, in a circumstance where a confirmed teaching or senior management staff contravenes the above mentioned conditions of resignation, the following sanctions shall apply:
 - a. Loss of the value of the saving mentioned in paragraph 7 above.
 - b. Loss of emoluments due to tenure of service.

B. STAFF DEVELOPMENT

KKES urge and fund staff to participate in seminars, conferences and workshops organised by local and international bodies of good standing to acquire latest knowledge and skills in their various fields. Staff benefit from study leave facilities and placements in industry.

TABLE 5: TYPES OF STAFF DEVELOPMENT

S/No	TYPE	DESCRIPTION	DURATION	OBLIGATIONS	REMARKS
1.	Short-term	Seminars, Conferences, Workshops	1 – 10 days	Loyalty	Staff must be confirmed
2.	Long-term	Study Leave without pay	3-15 months	None	Staff must be confirmed; Course of study must be relevant to the needs of KKES.
3.	Long-term	Study leave with pay	3-15 months	Bonded for 1.5x duration	Staff must be confirmed; Course of study must be relevant to the needs of KKES.

4.	Short- /Long-term	Placement in industry	3-12 months	Bonded for 1.5x duration	Staff must be confirmed; Placement must be relevant to the needs of KKES.
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c. PROMOTIONS

In October every year, every member of staff will be required to complete the Staff Performance Appraisal and Development Report and forward same to their Heads of Department.

REQUIREMENTS/CONDITIONS FOR PROMOTION

- a A member of staff will be eligible for promotion every two years provided he/she has completed the Staff Performance Appraisal and Development Report for each of the two years.
- b Staff to be considered for promotion must not have been found guilty by the Appointments, Promotions and Disciplinary Committee of the Board of Governors (AP&DC) of any serious offence.
- c Staff to be considered for promotion must not be on study leave without pay during the year of consideration.

D. TYPES OF LEAVE

Entitlement of employees to annual leave and others is dependent on their grades and is set at the following number of days:

TABLE 3: POLICY OF THE SCHOOL MANAGEMENT ON TYPES OF LEAVE

	Annual Leave	Leave Allowance (% of basic	Casual Leave	Sick Leave	Exam. Leave	Maternity Leave
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		monthly salary)				
Non-Teaching Staff	20 Working Days		3 Working Days	Medical/Sick certificate for 5 or more sick days. For continuous sickness, the following will apply: First three months: full salary payment. Next three month: $\frac{1}{4}$ salary payment. Thereafter, at School's discretion.	Exam days only and based on the presentation of valid and verified Exam Time Table. The Exam days will be deducted from the Annual leave.	Female Staff only. 6 weeks Leave. This could be taken 3 weeks before delivery and 3 weeks after. On resumption, she can resume either 1 hour late or close 1 hour early for three months.
Teaching Staff	20 Working Days	4 Working Days				
HOD & Head of School	20 Working Days	5 Working Days				
Management Staff	20 Working Days	6 Working Days				

Proviso

- The annual leave will be taken during the long vacation between academic sessions.
- Public holidays falling within the leave period would not be counted as part of the Leave.
- Leave Allowance will be paid in the month of September.
- There will be no encashment of unutilized Annual Leave except for computation of terminal benefits.
- Staff on annual leave may be recalled from leave if occasion warrants. In such exceptional cases, details of unutilized leave should be sent to the Chief Learning Officer through the HOS and through the Bursar.
- Staff on maternity leave are not entitled to annual leave in the same calendar year but leave allowance will be paid on resumption from maternity leave.
- Where a female staff is not yet qualified for annual leave, she may be granted one and half month's maternity leave without pay and another one and half months with pay.
- Members of staff using company utility vehicles will be required to hand over the car before proceeding on annual leave.
- A new employee will be eligible for annual leave only after completing the first 12 months of employment.
- Days spent on casual leave will be deducted from the annual leave. Approval of casual leave after annual leave has been exhausted shall be at the discretion of the approving authorities.
- Where the Exam days are more than the Annual Leave days, the staff will be granted Exam Leave for the outstanding days without pay.

E. STAFF QUARTERS

Accommodation in the Staff Quarters and School Hostel shall be available to beneficiaries at subsidized rent. In addition, such beneficiaries are mandated to pay all utility bills including all community levies (where applicable).

Application for accommodation shall be routed to Management through the applicant's Head of School. Upon approval, the beneficiary shall forfeit his/her full rent allowance from the monthly salary.

In case of resignation of appointment, the quarters must be vacated within 60 days.

F. **STAFF LOAN**

PURPOSES FOR WHICH LOANS MAY BE GRANTED

- Building of residential homes.
- Purchase of land.
- Purchase of flat in any Government Housing Estate.
- Processing of Certificate of Occupancy for land.
- Renovation of a residential building.
- Purchase of furniture for any residential building built or bought by the said staff.
- Car/vehicle refurbishment.

Table 1: Policy of the School Management on Staff Loan.

Category of Staff	Loan (Maximum)	Numbers of Beneficiaries/Session (Determined by available resources)	Collateral
Management Staff	#500,000	1 (2)	Deposit originals of Certificates with School
Head of Department	#350,000	2	
Teaching Staff			

	#300,000	3	
Non-Teaching Staff	#100,000	2	Guarantor/Document of Property

Notes:

- a. Only Staff who have spent a minimum of three years are qualified for the Staff Loan.
- b. In the event of resignation or termination of appointment, the outstanding sum must be liquidated.
- c. The tenor for repayment shall be between 18 – 24 Months at 5% Interest Rate per annum.
- d. The planned monthly repayment shall not exceed 30% of the Staff's Salary.
- e. A car loan, which shall not exceed two times the annual basic salary of the applicant, and which shall be repayable over a period of three years at nil interest rate, may be granted.
- f. Repayment shall be by direct deduction from Staff's Monthly Salary with effect from the month after disbursement.
- g. Application for Loan must include the purpose, repayment plan and level of indebtedness to any other person or entity within or outside the School.
- h. The Loan shall be disbursed in October of each year.
- i. All loans are subject to availability of fund.

G. HOUSING/PROPERTY LOAN

Only confirmed staff who have worked meritoriously with KKES for five years will be entitled to this loan.

H. STAFF COOPERATIVE, THRIFT AND CREDIT SOCIETY

Membership of the Cooperative, Thrift and Credit Society is voluntary.

I. MEDICAL ASSISTANCE

Letters are issued to confirmed employees who apply for medical attention at recognised hospitals. Financial assistance may be rendered by Management upon consideration of requests. Staff are advised to register with either the National Health Insurance Scheme or the Lagos State Health Insurance Scheme.

J. INDISCIPLINE

Staff who commit acts of indiscipline shall be penalised according to the gravity of the act, including a combination of penalties as the Chief Learning Officer/Board of Governors may deem fit (see Table below).

TABLE 4: ACTS OF INDISCIPLINE AND RESULTANT PENALTIES

S/No	TYPE	DESCRIPTION	CAUTIONARY MEASURE	PENALTY (gravity dependent)
1.	Incompetence	Acts of omission and inefficiency.	At least two queries (with replies)/warnings.	Deferment or loss of salary increment; Termination of appointment.
2.	Misconduct	Drunkenness; Immoral behaviour; Unruly behaviour; Use of foul language; Assault; Battery; Disobedience; Habitual lateness; Negligence; Unauthorised removal of official records; Cult membership; Sleeping on duty; Improper dressing; Hawking within official premises; Malingering; Insubordination; Discourteous behaviour to the public;	A query, with reply, followed by an investigation ordered by the Chief Learning Officer.	Surcharge for negligence; Reduction in grade or salary; Suspension;

				Termination of appointment.
3.	Gross misconduct	Falsification/Suppression of records; Conviction on a criminal charge; Absence from duty without leave; Making written false claims against KKES or any of its staff; Engaging in partisan political activities to the embarrassment of KKES; Bankruptcy causing embarrassment to KKES; Corruption/Embezzlement/Misappropriation/Fraud; Breach of Oath of Secrecy; Participation in insurrection; Having another full-time job; Divided loyalty; Sabotage; Having carnal knowledge of, or indecent dealing with, a person known to be a student of KKES;	A query, with reply, followed by an investigation ordered by the Chief Learning Officer/Board of Governors.	Termination of appointment; Dismissal from employment;

PROCEDURE FOR SEEKING REDRESS

- a. Any officer who (while in service) has grievances against the Management or feels that the Management's decision on him/her is not acceptable, has the right to seek redress from the Management by forwarding his letter of appeal to the Chairman of the AP&DC stating in detail his/her grievances or basis of his/her appeal.
- b. The letter of appeal must pass through the Principal/Head Teacher of the School, thereafter to the AP&DC. Nothing however prevents the officer from forwarding an advance copy to the AP&DC.

K. RETIREMENT

Retirement is disengagement from work after the completion of stipulated conditions. Usually such conditions relate to age and length of service. Retirement benefits are commonly known as Pension and Gratuity.

Retirement from the service of KKES shall be guided by the provisions below:

- 1. A Gratuity shall be granted to any officer retiring under any of the following circumstances:

- i. On voluntary retirement after qualifying service of ten (10) years.
- ii. On compulsory retirement at the age of 55 years or 25 years' service, whichever is earlier.
- iii. On the advice of a properly constituted Medical Board certifying that the officer is no longer mentally or physically capable (fit) of carrying out the functions of the office.
- iv. On total permanent disablement while in service.
- v. On abolition of his/her office as a result of a re-organization in the department and he/she cannot be transformed or absorbed into another office.
- vi. If he/she is required by the AP&DC or the Management to retire on the grounds that his/her retirement is in public interest.
- vii. Other circumstances as may be stipulated from time to time.

2. GRATUITY WHERE OFFICER DIES IN SERVICE

- a. Where an officer dies in service after the completion of the minimum period of qualifying service, gratuity shall be paid to his/her personal legal representative or any person designated by him/her during his/her lifetime as his survivor. Such gratuity would be tantamount to what he/she would have been paid if he/she had retired at the date of death.
- b. Where an officer dies before completing the minimum qualifying period of years, his/her personal legal representative or survivor shall be paid his/her one-year's salary as DEATH GRATUITY.

3. CONTINUITY OF SERVICE

Only continuous and unbroken service shall be taken into account as qualifying service.

Any break in service caused by a temporary suspension from employment not arising from misconduct may be disregarded for the purpose of the calculation of qualifying service.

4. COMPUTATION OF GRATUITY

With effect from 17th July 1997, the calculation and payment of retirement benefits are based on the total annual emolument of an officer. The component units of an officer's total emolument, which are taken into account in computing are as follows:

- Annual terminal basic salary.
- Housing allowance
- Transport allowance

5. SERVICE NOT RECKONABLE FOR GRATUITY

In the computation of qualifying service, no period during which an officer was less than 15 years of age or was absent from

duty on leave without pay shall be taken into account unless such absence was for the purpose of utilizing a bursary or scholarship awarded to him/her by the Management thereof or the absence was on account of such other purposes as the Management may permit.

Gratuities for officers who retire from the KKES shall be calculated on the basis of the table below.

6. TERMINAL BENEFITS

The Table below conveys the Policy of the School Management on Terminal Benefits of Staff.

Years of Service	Terminal Benefit
5 – 6 Years	2 Months' Gross Emolument
7 – 9 Years	3 Months' Gross Emolument
10 – 11 Years	4 Months' Gross Emolument
12 – 14 Years	5 Months' Gross Emolument
15 Years and above	12 Months' Gross Emolument

Note:

1. In the event of resignation by a Staff with financial indebtedness to the School or the Co-operative Society, his/her Terminal Benefits shall be applied to liquidate his/her liability to the School or the Co-operative Society.
2. Staff who did not give the required notice of disengagement will have their terminal benefits deducted by One (1) Month Gross pay.

7. PENSION SCHEME

The Contributory Pension Scheme has been adopted by KKES. The School and the staff contribute percentages of the sum of the staff's basic salary and housing plus transport allowances towards the staff's Retirement Savings Accounts (RSA). The RSA is a personal account which is transferrable from one organization to another. Staffs are advised to ensure continuity of the Scheme even after separation from the organization.

KITH & KIN EDUCATIONAL SCHOOLS (KKES)

TEACHERS' HANDBOOK

CHAPTER ONE

PREAMBLE

The KKES consist of a Nursery/Primary School, an International College, a Montessori School and an Academy. The Nursery/Primary School was established on the 17th July 1997, the College on the 15th September 2001, the Montessori School on 10th January 2011 and the Academy in July 2013. The motto of the Schools is "Be Resourceful".

The Schools share the same Vision, Mission, Strategy and Philosophy with necessary adaptations and style.

1.1 OUR VISION: To be the best provider of quality and comprehensive foundation education that can lead our children to leadership positions in the emerging global economy.

1.2 OUR MISSION: To inspire critical thinking and unleash the talents of every KKES student through a balanced array of opportunities and stimulating academic environment and well-trained and motivated members of staff.

We shall always employ the strategy of taking the child through a thinking and creative process.

1.3 OUR ETHOS: In Kith and Kin, we strive ceaselessly to create a learning environment where the pupils/students are not perceived

as the only learners, but also the teaching and non-teaching staff. We recognize the fast changing variables in the environment and the challenges they pose to teaching/learning situations.

We also strive to be creative and be a centre of innovation, where events are carried out with new styles without being tied to stereotypes and routines. We appreciate and place high premium on the production of projects, objects, diagrams, drama, plays etc from all subjects taught in class.

We adopt the individualized and not the institutionalized method of teaching. That is, we recognize the uniqueness of each student and do all possible to support the individual intelligence where the student is smartest. We believe in 100% success for all our students.

All our teaching staff must be qualified, computer literate and committed teachers. The Management puts high priority on maintaining high teachers' morale.

Above all, we measure our performance by the value added to our students and the exceptional customer satisfaction enjoyed by our parents and other stakeholders.

In essence, our core business strategy is exceptional customer satisfaction.

1.4 Amongst others, the Handbook provides guidance on:

- i) The KKES Educational Management set up.
- (ii) Laws, Rules and Regulations as regards School Administration.
- (iii) Conditions of Employment and Service for Teaching and Supporting Staff.
- (iv) Duties and Responsibilities of the various Functionaries in the School System.
- (v) Relationship between, the various organs of Educational Administration in the KKES.
- (vi) Roles of Supporting Bodies and Organizations, such as the Parent-Teacher Association (PTA).
- (vii) Preparation to leave the KKES Service
- (viii) Other ancillary matters necessary for the smooth running of education in the KKES.

Consequently, all stakeholders in Education in the KKES have to be in possession of, and be familiar with, the stipulations in the Manual so as to assist them in the proper discharge of their duties and obligations.

CHAPTER TWO

2.1 APPOINTMENT OF TEACHERS

2.1.1 PREAMBLE

The quality of any educational system is determined by the quality of its operators. Therefore, under the Kith & Kin Educational Schools, the minimum qualification of entry into the teaching profession at the Nursery School level is TC II (Teacher Grade II Certificate). Other higher qualifications are:

TC II + NCE; NCE + B.A./B.Sc.; B. A./B.Sc. + PGDE; B.Ed./B.Sc. Ed/ B. A Ed/M. Ed; M. A./M.Sc./Ph.D + PGDE; HND + TTCI/PGDE.

A professional teacher is a person who has the registrable professional qualification with the Teachers Registration Council of Nigeria (TRCN) which qualifies him/her to teach in a recognized educational institution and who has' been medically certified to be physically and mentally fit. In addition, a would-be teacher must be of good character and should have two referees to that effect.

2.1.2 PROCEDURE FOR APPOINTMENT

Teachers shall be appointed according to the laid down procedure by the School Management: advertisement/scouting; shortlisting; interview.

2.1.3 CADRES OF TEACHERS

There are four broad cadres of teachers:

- i. TCII holders: These are the teachers with the minimum professional qualification.
- ii. NCE holders.
- iii. Graduates with professional teaching qualifications.
- iv. Technical Instructors: These are graduates of Technical Colleges at Higher National level in Engineering and allied subjects. They hold the TTC (Teachers' Technical Certificate). Also in this category are holders of NCE (Technical).

2.1.4 POSTING AND DEPLOYMENT OF TEACHERS

The Management reserves the right to post or deploy a teacher to any class or department where his/her services are required.

2.1.5 INDUCTION OF EMPLOYED TEACHERS

An induction programme shall be organized by the Head Teacher/Principal for newly employed teachers. The programme involves introduction to KKES policies and oversight during commencement of teaching duties.

2.2 CONFIRMATION OF APPOINTMENT

This is the authentication of the appointment of employed staff after satisfactorily completing two full academic terms of probation. Confirmed staff are entitled to privileges and benefits enjoyed by permanent members of staff.

2.3 RE-ABSORPTION INTO THE KKES SERVICE

There are three types of re-absorption:

a RE-ABSORPTION FROM LEAVE OF ABSENCE

Staff on their return from leave of absence shall apply to the School for re-absorption.

b RE-ABSORPTION FROM STUDY LEAVE WITH PAY

Staff granted study leave with pay shall inform the School after the completion of their studies for re-absorption.

c RE-ABSORPTION FROM STUDY LEAVE WITHOUT PAY

The re-absorption of staff granted study leave without pay is not automatic. It depends on vacancy situations and recruitment policy as at the time of the completion of their studies. Such returnees shall apply for re-absorption.

CHAPTER THREE

3.0 CONDITIONS OF SERVICE FOR TEACHERS

3.1 PREAMBLE

All members of staff particularly teachers are governed by the KKES Conditions of Service. However, teaching as a profession desires specific regulations aimed at elevating the status of its operators.

The provisions in this chapter are therefore aimed at meeting the special needs of KKES teachers.

3.1.1 PROMOTION OF TEACHERS

At the beginning of every school year (October), the Principal/Head Teachers, in readiness for promotion, shall forward circulars and appraisal forms to all eligible officers through their HODs (Heads of Department) requesting them to complete the appraisal forms and return them to their HODs who will forward them to the Principal/Head Teachers, and eventually to the Appointments, Promotions & Disciplinary Committee of the Board of Governors.

3.1.2 USEFULNESS OF APPRAISAL FORMS FOR TEACHERS' PROSPECTS.

Appraisal forms are not only used for promotion purposes, but also for the design of programmes for the developmental and training needs of the KKES work force.

3.1.3 REQUIREMENTS/CONDITIONS FOR PROMOTION

- a. In line with the provisions of the KKES rules and regulations, staff are to render two years' appraisal forms before being eligible for promotion.
- b. A staff to be considered for promotion must also not have been found guilty by the Appointments, Promotions and Disciplinary Committee (AP&DC) of any serious offence as stipulated in the KKES rules and regulations during the years preceding when the staff is qualified for promotion.
- c. A staff to be considered for promotion must in line with the KKES rules and regulations also not be on study leave without pay during the year when he or she is qualified for promotion.

3.1.4 STAFF APPRAISAL

Staff Appraisal evaluates the internationalization of the values of KKES and the performance of the member of staff towards the attainment of the ultimate goal of KKES which is to provide exceptional customer service.

Our Values:

1. Excellent inter-personal relationship
2. Integrity

3. Reliability
4. Punctuality and promptness of service
5. Excellent care for the child
6. Honesty and transparency
7. Credibility
8. Courtesy
9. Responsiveness to solving problems/resolving complaints
10. Accountability
11. Communication
12. Understanding
13. Security
14. No unapproved billing/ levy/sales to students
15. No receipt of money by any teacher on behalf of the School.

Performance Indices

1. Competence and cognate experience
2. Classwork
3. Attention to individual child safety and ability
4. Class orderliness
5. Impressive External Exam Scores
6. Co-curricular activities
7. Extracurricular activities
8. Production of objects, projects, magazine visuals and drama
9. Provision of materials paid for by pupils/students promptly e.g. transport service, uniforms, books, stationery
10. Regular/Periodic Evaluation and Reports
11. Release of school reports as at when due at mid-term or terminal closing
12. Unambiguous billing and proper receipting
13. Retention of old customers
14. Increase in School population
15. Computer literacy

NOTE: It takes five times the effort to get a new customer to regain a lost customer.

Classification of the items under values and performance into 5 compatible groups

VALU E	Integ rity	Accessibilit y	Unde rstand ing	Communi cation	Honesty
	Relia bility	Punctuality	Ex. Care Child	Courtesy	No Frivolous bills
	Credi bility	Responsive ness	Securi ty	Ex. Interpers onal	No Collect Money
40%					
PERF ORM ANCE	Com pete nce	Indiv. Child	Ex. Exam Score s	Obj. Drama Visuals	Reg. Eva. & Reports
	Class work	Class Orderliness	Schoo l Popul ation	Extra Curricula	Release Sch. Rep.
	Com puter list		Retr. Old	Int. School Scores	
60%					

JACK WELCH (APPRAISAL) MATRIX

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>80
60-80
60-80

3.2 IN SERVICE TRAINING

3.2.1 TRAINING OF SENIOR OFFICERS (HEADS OF SCHOOLS AND HODs)

All officers on these grade levels are advised to pick their choice of training relevant to the work they do so that the AP&DC can see at a glance their areas of interest for training.

3.2.2 TRAINING OF TEACHERS AND OTHER STAFF

a. Their training is of two types

i. **SHORT DURATION COURSES**

(1-10 days) These do not attract promotion but aid specialization and advancement.

ii. **LONG DURATION COURSES**

(3-15 months) These count towards specialization and advancement. Nomination for the courses is subject to relevance and needs of the organization and the recommendation of the Head of Department.

3.2.3 BOND

All staff who go for training for more than three months at the expense of the KKES shall be bonded.

3.2.4 STUDY LEAVE WITH/WITHOUT PAY

- a. A staff may be granted study leave with/without pay for the purpose of undertaking a course of study which is considered materially useful to enhance his/her value in the organization.
- b. Any applicant for either study leave with or without pay must have been confirmed in his/her appointment. He/she must have at least 3 years' experience for study leave with/without pay.
- c. Any applicant for study leave with pay must show evidence of running a course relevant to his/her primary assignment.

3.3 LEAVE MATTERS

3.3.1 CASUAL LEAVE

Staff may be granted, at the discretion of the Head of School, occasional permission to be absent from duty for a few days without loss of pay. Casual leave in excess of seven (7) days in a year may not be granted.

3.3.2 SICK LEAVE

Staff shall be granted sick leave in accordance with the KKES rules and regulations. Only sick leave papers from recognized hospitals shall be accepted.

3.3.3 MATERNITY LEAVE

All applicants are to send in their letters together with the medical certificate confirming state of pregnancy, not later than one month before the commencement period. The date of the delivery of the baby shall be forwarded in writing to the Head of School. The leave shall be a maximum of six weeks post-delivery or three weeks pre-delivery and three weeks post-delivery. The applicant shall be entitled to full pay.

3.3.4 ANNUAL LEAVE

Staff are entitled to annual leave in the following manner:

Category of Staff	Leave Period	Leave Allowance
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Head of School	20 working day b/w July-Sept.	% of Monthly Salary
Head of Department	“	“
Teaching Staff	“	“
Non-Teaching Staff	“	“
Maternity	Six weeks	100%

Note: The number of days already taken for casual leave shall be deducted from the authorized annual leave period. Leave allowance shall be payable in September of every year. Every new member of staff is entitled to leave allowance after working for a full academic session.

3.3.5 MEDICAL ASSISTANCE LETTERS TO HOSPITALS

Letters are issued to bona fide employees of the KKES who may apply for medical assistance from recognized hospitals. Financial assistance may be recommended by the Welfare Committee to the Executive Director.

3.4 RESIDENTIAL STAFF QUARTERS

- a. Application for Residential Staff Quarters shall be routed to the Executive Director through the Head of School.
- b. An officer resident in the staff quarters shall forfeit his full rent allowance from the total monthly salary.
- c. An allottee shall be required to vacate the quarters 60 days after withdrawal or removal as member of staff.

3.5. LOANS AND ADVANCES

a. HOUSING LOAN

All applicants are expected to meet the following requirements.

- i. Confirmation of appointment
- ii 5 years of meritorious service

b. TYPES OF LOANS

The following are the areas for which loans can be granted:

- i. Building of residential homes
- ii. Purchase of land

- iii. Purchase of Government flat in any Housing Estate.
- iv. Processing of Certificate of Occupancy for Land.
- v. Renovation of a residential building
- vi. Purchase of furniture for any residential building built or bought by the said staff.
- vii. Car/Vehicle refurbishment.

c. CAR LOAN LIMIT

The loan shall not exceed two times the annual basic salary of the applicant. The loan shall be repayable over a three-year period at nil interest rate. The loan shall be guaranteed.

3.6 OTHER INCENTIVES

In order to promote excellence in the performance of teaching and non-teaching staff, the Management has put in place an annual merit award programme in recognition of excellence in the various aspects of the School system.

CHAPTER FOUR

4.0 CODE OF CONDUCT FOR TEACHERS

4.1 PREAMBLE

Every established profession has its ethics which identify the personalities of its practitioners.

The provision of a code of ethics for the Principal, Head Teacher and teachers is, therefore, considered highly desirable.

4.2 THE PRINCIPAL/HEADTEACHER

As the administrative, academic and social head of the School, the Principal/Head Teacher shall be a professionally trained graduate teacher, who must utilize his/her professional expertise for the corporate advancement of the School.

4.2.1 As administrator, the Principal/Head Teacher shall

- i. maintain a pleasant personality, be approachable and be courteous, in particular to parents and guardians.
- ii. be firm, fair and consistent
- iii. be of exemplary character
- iv. where necessary, involve his/her staff in the administration of the School.
- v. have good human relations with members of his/her staff and maintain transparency and impartiality in dealing with them.
- vi. Be an effective communicator.

4.2.2 As Academic Head, the Principal /Head Teacher shall

- i. be academically sound and give academic leadership to his/her staff and students .
- ii. have a teaching subject in a class.
- iii. keep abreast of trends in educational thinking and practice and encourage his/her staff to do same especially through

reading of current educational magazines and journals, and attending seminars, workshops and courses.
iv. ensure that teachers attend classes regularly, teach effectively and that teachers' notes and records are properly checked.

- 4.2.3 As Social. Head, the Principal/Head Teacher shall
- i. actively promote co-curricular activities
 - ii. endeavour to know his/her students as individuals
 - iii. where board and lodging facilities or midday meals are provided, ensure that these are properly and effectively run.
 - ii. Take care of the health and welfare of his/her students and staff
 - iii. make the school part of the immediate community and promote good neighbourliness.

4.2.4 Special Regulations for the Principal/Head Teacher.
The following regulations are ancillary to the guidelines above.
The Principal/Head Teacher shall:

- i. Comply with the financial instructions applicable in the organization.
- ii. Neither take any type of alcoholic drink nor smoke on the School premises.
- iii. Neither use his/her position to further his/her political aspirations nor use it to promote the ideology of any political party.
- iv. Maintain the confidentiality of official secrets.
- v. Respect the confidence reposed in him by staff, parents and students.
- vi. Accept overall responsibility of all school activities and physical structures of the School.
- vii. Establish a well-defined channel of communication between himself/herself and the students.
- viii. Reserve the right to administer corporal punishment and must keep careful record of such punishments.
- ix. Maintain strict control over the prefects whose powers and limitations shall be clearly defined on appointment.
- x. Give accurate and objective report of activities of the School as and when required to the appropriate authorities.

4.3.1 **PUNCTUALITY**

Teachers must

- i. Be in school at the official opening time (7:30am).
- ii. Sign the attendance time book (in and out)
- iii. Participate in the morning assembly
- iv. Begin all lessons as scheduled on the School timetable.

4.3.2 **ABSENCE FROM SCHOOL (REF. 3.3 above)**

- i. **ILLNESS:** A teacher is required to produce a medical certificate from a recognized hospital if absent for more than a day due to illness.

ii. **SUDDEN ABSENCE:** A teacher who cannot attend School for the day is required to send a letter to the School giving reasons for his/her absence for the day.

iii. **ABSENCE WITHOUT PERMISSION:** A teacher who absents himself/herself from duty without permission renders himself/herself liable to sanctions, which may include dismissal from the service.

iv. **CASUAL LEAVE:** Staff may be granted, at the discretion of the Principal/Head Teacher, occasional permission to be absent from duty for a day without loss of pay beyond which will need the approval of the Executive Director. Casual leave in excess of seven (7) days in a year may not be granted.

4.3.3 LEAVING THE SCHOOL PREMISES DURING SCHOOL HOURS

Teachers shall obtain permission from the Principal/Head Teacher and such permission shall be recorded in the movement book.

4.3.4 ILLEGAL ADMISSION

It is illegal for any teacher to admit or smuggle students into the School. Any teacher caught in this act is liable to appropriate disciplinary action.

4.3.5 RESPECT FOR CONSTITUTED AUTHORITIES

Teachers are expected to show respect for constituted authorities by working conscientiously and obeying lawful instructions from the Head of School. Any teacher who is found guilty of dereliction of duty or disobedience to the authority shall face appropriate action.

4.3.6 TEACHERS' ACCOUNTABILITY

- a. Teachers should be aware that they are acting in loco-parentis at all times and should endeavour to discharge their responsibility faithfully.
- b. Only under the permission of the Principal/Head Teacher shall corporal punishment be administered.

4.3.7 CO-CURRICULAR ACTIVITIES

Teachers shall participate actively in co-curricular activities as part of their regular duties.

4.3.8 FREE PERIOD

Free periods are meant for grading students' written work and other school ad-hoc duties.

4.4 TEACHERS PROFESSIONAL ETHICS

- i. Teachers shall live within their means; they shall not misappropriate funds, neither shall they take bribes nor engage in corruption in any shape or form.
- ii. Teachers shall not have immoral dealings or be involved in any indecent relationship with a student.
- iii. Teachers shall not take any form of alcoholic drinks nor be under the influence of alcohol within the School premises.

- iv. Teachers shall not smoke within the School premises nor be involved in any way in the possession, use and offer of any illegal/hard drugs.
- v. No teacher shall engage in any form of private practice or private activities except as approved by the Executive Director.
- vi. Teachers shall not participate in, condone, or encourage any acts of indiscipline in the School.
- vii. Teachers shall not make any defamatory statements or comments about their colleagues and the Head of School before the students or members of the public.
- viii. Teachers shall not reveal examination questions to anyone and shall not engage in any examination malpractice.
- ix. Teachers shall not exploit students put in their charge
- x. Teachers shall not belong to secret cults or organizations which are likely to be detrimental to the progress of the School.
- xi. Teachers shall not engage in any act of indiscipline e.g. fighting, use of vulgar language, cursing and other acts that are unbecoming of a teacher.
- xii. Teachers shall not use their positions to promote partisan politics.
- xiii. Teachers shall not impose their religious beliefs on students and others.
- xiv. Teachers shall not be found wanting in their mode of dressing and comporment.

DRESSING CODE

For teaching members of staff, dressing at all times shall be corporate and morally decent; special events however can require some other forms of decent dressing.

The Drivers, Gardeners, Cooks and Cleaners shall always wear their uniforms and overalls, except for special occasions. All members of staff shall wear their identity name tags while on the School premises.

CHAPTER FIVE

5.0 DUTIES OF SCHOOL FUNCTIONARIES

5.1 PREAMBLE

In order to facilitate the smooth running and the management of the ever-growing population of the School, it has become necessary to prescribe clear-cut functions for the duty posts and services in the School system.

5.2 DUTIES OF THE BOARD OF GOVERNORS

The Board

Sets the administrative and academic policies of the Schools.

Considers and approves the annual budget plan.

Considers and approves the strategic plan.

Sets standards and targets for activities

Intervenes in the School administration through its Committees:

- i. Appointment, Promotion and Disciplinary Committee (AP&DC)
- ii. Development Committee and
- iii. Pedagogy & Technology Committee.

5.3 DUTIES OF THE CHIEF EXECUTIVE OFFICER (CEO)/CHIEF LEARNING OFFICER (CLO)

He is

- The Chief Accounting Officer of the Schools.
- In charge of Business Development and Strategy.
- In charge of Budget Control.
- In charge of Physical Development.
- In charge of the Human Resources and Financial aspects of Appointments, Promotions and Disciplinary Actions.
- In charge of all aspects of Training.

5.4 DUTIES OF THE EXECUTIVE DIRECTOR

In charge of:

- Purchasing and Inventory.
- Curriculum Development.
- Scheme of work.
- Classwork.
- Teachers' performance and Customer Service:
- Community Relations.

5.5 DUTIES OF THE GROUP BURSAR

The Group Bursar, who shall be a professionally qualified accountant,

- a. Shall be the Head 'of the Finance and Administrative Department.
- b. Shall be the Chief Finance Adviser to the CLO.
- c. Shall keep all books of accounts and records.
- d. Shall prepare the Group Budget.
- e. Shall prepare the annual financial statements.

5.6 DUTIES OF THE PRINCIPAL /HEADTEACHER

The Principal/Head Teacher

- a. Is the Academic Head of the School.
- b. Is to set standards and targets of activities for the School.
- c. Plans, develops and monitors curricular and co-curricular activities of the School.
- d. Maintains discipline among staff and students of the School.
- e. Ensures the keeping of statutory records of the School, and approves every pupil/student admission and transfer.
- f. Handles issuance of testimonials and certificates.
- g. Supervises the proper completion of entry schedules of approved external examinations.
- h. Monitors the performance of his/her Vice Principal/Assistant Head Teacher.
- i. Should be conversant with Government policies and regulations as they affect the School system.
- j. Is to endorse all incoming and outgoing correspondence for action.

- k. Maintains a functional and cordial relationship with the Board of Governors, Management, PTA and the Old Students Association.
- l. Shall provide job descriptions for all supporting staff.
- m. Shall teach a minimum of six periods per week.

5.7 DUTIES OF THE VICE PRINCIPAL (ACADEMIC) OR ASSISTANT HEAD TEACHER.

The Vice Principal (Academic)/Assistant Head Teacher

- e. Is accountable to the Principal/Head Teacher in all aspects of School academic matters.
- f. Ensures that up-to-date schemes of work are available in the various subjects.
- g. Assists the Principal/Head Teacher in the admission process of new students into the School.
- h. Assists the Principal/Head Teacher in planning, developing, scheduling and evaluating both curricular and co-curricular activities in the School.
- i. Holds regular meetings with Year Tutors and HODs to discuss administrative and academic matters and report to the Head Teacher.
- f. Monitors general discipline of staff and students of his section for excellence.
 - j. Shall be conversant with Government policies and regulations as they affect the School system.
 - k. Shall prepare schedule of duties for the staff in his section in consultation with the Principal/Head Teacher.
- i. Shall prepare a budget proposal for his section and submit to the Principal/Head Teacher.
- j. Prepare the NCE/State Common Entrance Examination entry schedule for the Head Teacher's signature.
- k. Acts for the Principal/Head Teacher in his/her absence.
- i. Carries out any other duties that may be assigned to him by the Principal/Head Teacher from time to time.
- m. Shall teach a minimum of six periods per week.

5.8 DUTIES OF THE HEAD OF DEPARTMENT .

Head of Department shall be appointed by the Principal/Head Teacher. Appointment shall be by seniority, qualification and performance.

The Head of Department

- a. Co-ordinates the academic work of all teachers in the Department.
- b. Examines and marks lesson notes of teachers in the Department.
- c. Checks the subject diaries and ensures that records of work done are entered at the end of every week.
- d. Advises the Vice Principal/Assistant Head Teacher on the allocation on subjects.
- e. Reviews the curriculum and schemes of work and recommends improvement where necessary.
- f. Recommends books from the approved list for each class to the Vice Principal/Assistant Head Teacher.
- g. Conducts short seminars/workshops for teachers in the department as and when necessary.
- h. Teaches the number of periods assigned to him/her on the timetable.
- l. Carries out other duties allocated by the Principal/Head Teacher.

5.9 DUTIES OF THE CLASS TEACHER

The Class Teacher

- a. takes charge of a particular class and ensures the cleanliness of the classroom.
- b. Marks the attendance register daily and takes note of all absentees.
- c. Sees to the welfare of every student in the class as the in-loco-parentis and finds out the causes of any unduly long absence of a student from school and reports to the. Vice Principal (Administration)/Head or Assistant Head Teacher.
- d. Shall be very accessible and ready to help the students in solving their personal problems, if any.
- e. Keeps watch over their individual behaviour and constantly advises them on all aspects of their school life and refers difficult problems to the Guidance Counsellor.
- f. Answers questions on any aspect pertaining to his/her class when required to.
- g. Prepares the Continuous Assessment booklet, the class Broad Sheet and joins other class teachers to prepare the Master/Omnibus Broad Sheet.
- h. Teaches the number of periods allocated to him/her on the timetable.

5.10 DUTIES OF THE SUBJECT TEACHER

The Subject Teacher

- a. Prepares a weekly lesson note and submits to his/her HOD for vetting before he/she teaches the lessons.
- b. Teaches the number of periods allocated to him/her on the timetable.
- c. Keeps a number of teaching records as listed under 'Teaching Records' in Chapter Seven of this Handbook.
- d. Sees to the cleanliness of the classroom and its immediate environs and the well-being of the students who should look up to him/her for guidance and assistance.
- e. Maintains discipline among his/her students in and outside the class, and refers serious cases to the appropriate authority.
- f. Checks and marks notes given to or prepared by the students regularly;
- g. Sets, marks and records class assignments, tests and examinations/scripts promptly.
- h. Takes part in the invigilation of both internal and external examinations.
 - I. Attends staff, PTA and other meetings punctually and partakes actively in them.
 - J. Takes charge (or jointly with other teachers) of at least one club/society in the School.
- k. Carries out other assignments given him by his/her HOD, and other school authorities.
 - I. Shall not engage in falsification of records or assist in mutilating facts stated in written documents e.g. report sheets, birth certificates etc.

5.11 DUTIES OF THE SCHOOL GUIDANCE COUNSELLOR

The Guidance Counsellor

- a. Helps the students to adjust to school life by guiding the individual students to achieve a sense of self-direction, self-understanding and mental balance necessary to make maximum adjustment to the school, home and society.
 - b. Keeps students' cumulative records in order to identify and assist students who may need a remedial programme.
- c. Provides vocational guidance through choice of subjects according to students' individual potentials for maximum career

attainment.

- d. Provides referred services for students, teachers and parents/guardians.
- e. Provides a programme of evaluation and appraisal services for students.
- f. Provides selection services (in collaboration with other teachers) for special programmes.

5.12 SCHOOL COMMITTEES

The Principal/Head Teacher shall constitute standing or ad-hoc committees that shall assist him in the various aspects of School life and activities. Such committees shall include:-

- a. Disciplinary Committee
- b. Academic Matters Committee
- c. Timetable Committee
- d. Co-curricular Activities Committee
- e. Guidance and Counselling Committee
- f. Speech and Prize Giving Day Committee
- g. Health and Safety Committee
- h. Food Committee
- i. Magazine Committee
- j. Examination Committee
- k. Sports Committee
- l. Afternoon/Summer Lesson Committee.

The functions and duties of these committees shall be prescribed by the Principal/Head Teacher.

5.13 DUTIES OF SUPPORTING STAFF

The School shall have a complement of the following supporting staff and the number shall be based on the size/population of the School.

- a. Office Attendant
- b. Personal Assistant/Clerical Officer
- c. Accounts Clerk/Bursar
- d. Typist
- e. Library Clerk
- f. Assistant Technician (for Basic Science/Basic Tech.)
- g. Laboratory Assistant
- h. Computer/Telephone Operator
- i. Machinist/Technician
- j. Driver
- k. Day/Night Security Guards
- l. Matron
- m. Cooks
- n. Stewards

- o. Cleaners
- p. Health Workers

The duties/functions of these staff shall be as contained in the KKES Rules and Regulations/Guidelines and coordinated by the Group Bursar.

CHAPTER SIX STAFF DISCIPLINE

6.1 PREAMBLE

Subject to the overriding provision in the KKES Conditions of Service, the following specific guidelines shall govern the discipline of staff.

6.2 DISCIPLINE OF TEACHERS

Infringement of any article of the Conditions of Service shall incur sanctions from the Appointments, Promotions and Disciplinary Committee (AP&DC).

6.3 POWER TO DISCIPLINE STAFF

- a. Disciplinary cases regarding Principals and all Senior Staff shall be referred to the Board of Governors with recommendations for action.
- b. The Principal, Head Teacher and Bursar are permitted to discipline and suspend junior and non-teaching staff (in accordance with laid down guidelines) for a period of three days, which could be extended to two weeks without pay. In appropriate cases, they may recommend further disciplinary measures in addition to the suspension, stating reasons, to the AP&DC which may confirm, reduce or extend the period of suspension.

6.4 PRINCIPAL'S AND HEADTEACHER'S DISCIPLINARY POWERS

Punishment meted out by Principals/
Head Teachers shall include:

- a. Oral caution/warning.
- b. Written query.
- c. Written caution which may be recorded.
- d. Loss of pay (for absenteeism from school or dereliction of duty).
- e. Surcharge for loss of or damage to School property.
- f. Adverse report placed in the staff's file.
- g. Suspension from class with an immediate report to the relevant authority.

6.5 SANCTIONS BY THE AP&DC

Disciplinary cases reaching the Committee may attract any of the following sanctions:

- a. Written query.

- b. Written caution or warning.
- c. Reprimand.
- d. Suspension on half-pay (e.g. where a court case is in progress)
- e. Interdiction.
- f. Withholding of increment.
- g. Demotion/Reduction in rank.
- h. Deferment of Promotion.
- i. Surcharge.
- j. Termination.
- k. Compulsory Retirement.
- L. Removal on ground of inefficiency.
- m. Dismissal.

6.6 LATENESS TO SCHOOL ACTIVITIES Frequent lateness to School, or classes or activities shall after two warnings in a term render the teacher liable to serious disciplinary action as indicated in 6.5.

6.7 REFUSAL OF POSTING.

Refusal to serve in any class/department within the School set-up decided by the AP&DC shall be regarded as misconduct and shall attract appropriate sanction.

6.8 DERELICTION OF DUTY

Any teacher found guilty of 'dereliction of duty or disobedience to the School authority shall face appropriate sanction.

6.9 UNAPPROVED COURSE OF STUDY Undertaking courses without approval while on a full-time appointment is an offence liable to severe disciplinary action.

6.10 REMOVAL FROM SERVICE

A teacher shall be removed from service for

- a. Conviction for a felony or misdemeanour.
- b. Conviction for an offence contrary to any provision of the KES Conditions of Service.
- c. Knowingly furnishing the Board of Governors information which is false on a particular matter.
- d. Knowingly making a statement which is false on a particular matter in relation to an application for employment, by failing to disclose to the employer any material information within his knowledge with intent to defraud.
- e. Having carnal knowledge of a person he knows to be a student of the school.
- f. Indecent dealing with a person he knows to be a student of the school.
- g. Conduct prejudicial to the maintenance of good order and discipline in the school.

6.11 PROCEDURE FOR SEEKING REDRESS

- c. Any officer who (while in service) has grievances against the Management or feels that the Management's decision on him/her is not acceptable, has the right to seek redress from the Management by forwarding his letter of appeal to the Chairman of the AP&DC stating in detail his/her grievances or basis of his/her appeal.
- d. The letter of appeal must pass through the Principal/Head Teacher of the School, thereafter to the AP&DC. Nothing however prevents the officer from forwarding an. advance copy to the AP&DC.

6.12 CHANNELS OF COMMUNICATION

The channels of communication take the following pattern:

The teacher shall route his/her request through his/her Head of School through the Executive Director to the Chairman of the AP&DC.

CHAPTER SEVEN

7.0. STATUTORY RECORDS IN KYES

7.1 The following statutory records and books shall be kept by the Principal/Head Teacher:

a. **LOGBOOK**

This is a very important record which contains the history of the School from its inception. It records special events or circumstances affecting the School.

b. **ADMISSION REGISTER**

A register of admission showing progress and withdrawal of students.

c. **ATTENDANCE REGISTER**

A register of daily attendance of students for each arm of a class.

d. **VISITOR'S BOOK**

A book in which important visitors record the purpose of their visits and their impressions.

e. **INSPECTION REPORT FILE**

All inspection reports shall be kept in the file.

f. **ACCOUNTS BOOKS/FILES**

For the monetary/financial transactions of the Schools and these include:

- i. Cash Book.

- ii. Imprest Account Book.
- iii Imprest File.
- iv Bank Statement File.
- v. Salary Voucher File.
- vi. Ledger.

- g. **THE EDUCATION LAWS** There are two types
 - i. Federal Republic of Nigeria Education Law.
 - ii. Lagos State Education Law.

h. OTHER RECORDS

- i. Notational Policy on Education.
- ii. Lagos State Education Policy.
- iii. Oshiyale Report.
- iv. School Timetable and Analysis.
- v. Teachers' weekly Diaries and Schemes of Work.
- vi. Achievement/Commendation Book.
- vii. Punishment Book.
- viii. A Register showing:
 - a. School Property.
 - b. Equipment.
- ix. Library Accession Book.
- x. Laboratory Inventory Book.
- xi. Students' Files and Dossiers.
- xii. Staff Files (Open and Confidential).
- xiii. Continuous Assessment Records.
- xiv. Time Book.
 - a. For Teaching Staff.
 - b. For Non-Teaching Staff.
- xv. Incoming Mail Register.
- xvi. Outgoing Mail Register.

- xvii. Dispatch Book.
- xviii. Students' Score sheets/Broad Sheets.
- xix. Board of Governors' File.
- xx. Rules and Regulations for Principals, Vice Principals, and Teachers in KKES.
- xxi. Rules and Regulations for Students in KKES.
- xxii. Guidelines on the Operation of the School Hostels .
- xxiii. Guidelines on the Operation of the PTA.
- xxiv. KKES Teachers' Handbook.

7.2 TEACHING RECORDS

Teachers shall keep up to date the following records:

- a. Lesson Notes.
- b. Subject Attendance Register.
- c. Subject Marks Book.
- d. Continuous Assessment Booklets.
- e. Schemes of Work.
- f. Teacher's Timetable.
- g. Class Timetable.
- h. Home Work Timetable and Record Diaries.
- i. Any other prescribed School records.

CHAPTER EIGHT

8.0 SOCIAL AND CO-CURRICULAR ACTIVITIES IN SCHOOLS

8.1 DEFINITION

Co-curricular activities are non-academic activities which do not normally appear on the School timetable, but are supervised by teachers to aid the total development of the student in the school setting. These activities, which are usually held after school hours, contribute to the cognitive, affective and psychomotor domains of learning.

8.2 AIMS AND OBJECTIVES OF CO-CURRICULAR ACTIVITIES

Student participation in co-curricular activities is aimed at:

- a. Keeping students meaningfully engaged.
- b. Training students to spend their leisure productively.

- c. Making students acquire, and adapt to, good social life.
- d. Inculcating in students, decent behaviour and citizenship habits.
- e. Inculcating in students the spirit of sportsmanship.
- f. Developing in students the qualities of leadership and followership.

8.3 ORGANISATION

Co-curricular activities in schools are organized into:

- a. subject oriented societies
- b. recreational oriented societies
- c. vocational oriented societies

A student must belong to at least two but not more than three of the societies chosen from at least two of the groupings above so that interest for academic pursuit is not jeopardized.

8.4 THE RESPONSIBILITY OF THE TEACHER

To ensure that students take active part in cocurricular activities, teachers:

- a. Are expected to show interest by enlisting students as members of the societies.
- b. Shall be designated as Patrons/Matrons, while the Principal/Head Teacher shall coordinate or assist in coordinating the activities of at least one society.

NB. In all of the above, the Principal shall monitor the activities and progress of the societies.

8.5 SPORTS AND GAMES

- a. Sports occupy a unique position in the co-curricular activities of the KKES.
- b. Every teacher in the School is expected to be part of sport activities.
- c. The Principal/Head Teacher shall ensure that Annual Inter-House Sports Competitions are organized according to policy guidelines.

8.6 SANCTIONS

Any teacher who fails to participate actively in co-curricular activities shall face appropriate sanctions.

8.7 SCHOOL SOCIAL ACTIVITIES

The following are among social activities in KKES.

- a. Speech and Prize-giving Day Celebration
- b. Independence Day Celebration
- c. Founder's Day Celebration

8.8 SUBJECT ASSOCIATIONS

- a. Teachers shall teach diligently and creatively any subject relevant to their discipline and shall belong to the Subject Association.
- b. The following is a table of Subject Associations currently available.

SUBJECT ASSOCIATION GROUPINGS

S/N	NAME OF SUBJECT ASSOCIATION	SUBJECTS
i	Association of Arts Subjects Teachers (AAST)	Geography, Visual Arts, History, Literature in English, Government, Social Studies.
ii	Akomoledé Ati Asa Yoruba	Yoruba Language and Literature
iii	Association of Commercial Subjects Teachers	Economics, Typing, Shorthand, Commerce, Accounts, Book-keeping, Business Studies
iv	Home Economics Teachers Association of Nigeria (HETAN)	Home Economics
v	Mathematics Association of Nigeria	Mathematics, Further Mathematics
vi	National Association of English Teachers (NAET)	English and French Languages and Literature
vi i	National Association of Physical and Health Education Teachers (NAPET)	Physical and Health Education
ix	National Association of Technical Teachers	Technical Drawing, Business Studies and Basic

		Technology
x	Science Teachers Association of Nigeria (STAN)	Basic Science, Chemistry, Biology, Agricultural Science, ICT.

CHAPTER NINE

9.0 SCHOOL SUPPORT ORGANISATIONS

9.1 PARENT TEACHER ASSOCIATION (PTA)

a. AIM

The Parent Teacher Association is an organization formed for the purpose of complementing the efforts of the School in the implementation of its educational programmes.

b. MEMBERSHIP

- i. Every parent or guardian who has a child or ward in the School automatically becomes a member.
- ii. He/She ceases to be a member when the child or ward leaves the School.
- iii. Every teacher in a School is a member.

c. FUNDING

The PTA derives its fund from voluntary contributions/donations from parents and other sources as prescribed/approved by the Management.

d. OPERATION

The P.T.A. is run according to the existing PTA policy guidelines.

9.2 CO-OPERATIVE THRIFT AND CREDIT SOCIETY

a. AIMS AND OBJECTIVES

A Co-operative Thrift and Credit Society is established in the School to enable teaching and support staff cultivate the habit of saving and to assist them in times of need.

b. MEMBERSHIP

Membership of the Society is open to all teaching and non-teaching staff subject to any other guidelines as may be prescribed by the bye-laws of the Cooperative Thrift and Credit Society.

9.3 OLD STUDENTS ASSOCIATION

This is an Association of Old Students of the School, formed with the aim of assisting their Alma Mater.

CHAPTER TEN

10.0 RETIREMENT

Retirement is disengagement from work after the completion of stipulated conditions. Usually such conditions relate to age and length of service. Retirement benefits are commonly known as Pension and Gratuity.

Retirement from the service of KKES shall be guided by the provisions below:

10.1 A Gratuity shall be granted to any officer retiring under any of the following circumstances:

- i. On voluntary retirement after qualifying service of ten (10) years.
- ii. On compulsory retirement at the age of 55 years or 25 years' service, whichever is earlier.
- iii. On the advice of a properly constituted Medical Board certifying that the officer is no longer mentally or physically capable (fit) of carrying out the functions of the office.
- iv. On total permanent disablement while in service.
- v. On abolition of his/her office as a result of a re-organization in the department and he/she cannot be transformed or absorbed into another office.
- vi. If he/she is required by the AP&DC or the Management to retire on the grounds that his/her retirement is in public interest.
- vii. Other circumstances as may be stipulated from time to time.

10.2. GRATUITY WHERE OFFICER DIES IN SERVICE

- c. Where an officer dies in service after the completion of the minimum period of qualifying service, gratuity shall be paid to his/her personal legal representative or any person designated by him/her during his/her lifetime as his survivor. Such gratuity would be tantamount to what he/she would have been paid if he/she had retired at the date of death.
- d. Where an officer dies before completing the minimum qualifying period of years, his/her personal legal representative or survivor shall be paid his/her one-year's salary as DEATH GRATUITY.

10.3 CONTINUITY OF SERVICE

Only continuous and unbroken service shall be taken into account as qualifying service.

Any break in service caused by a temporary suspension from employment not arising from misconduct may be disregarded for the purpose of the calculation of qualifying service.

10.4 COMPUTATION OF GRATUITY

With effect from 17th July 1997, the calculation and payment of retirement benefits are based on the total annual emolument of an officer. The component units of an officer's total emolument, which are taken into account in computing are as follows:

- Annual terminal basic salary.
- Housing allowance
- Transport allowance

10.5 SERVICE NOT RECKONABLE FOR GRATUITY

In the computation of qualifying service, no period during which an officer was less than 15 years of age or was absent from duty on leave without pay shall be taken into account unless such absence was for the purpose of utilizing a bursary or scholarship awarded to him/her by the Management thereof or the absence was on account of such other purposes as the Management may permit.

Gratuities for officers who retire from the KKES shall be calculated on the basis of the table below.

10.6 TERMINAL BENEFITS

The Table below conveys the Policy of the School Management on Terminal Benefits of Staff.

Years of Service	Terminal Benefit
5 – 6 Years	2 Months' Gross Emolument
7 – 9 Years	3 Months' Gross Emolument
10 – 11 Years	4 Months' Gross Emolument
12 – 14 Years	5 Months' Gross Emolument
15 Years and above	12 Months' Gross Emolument

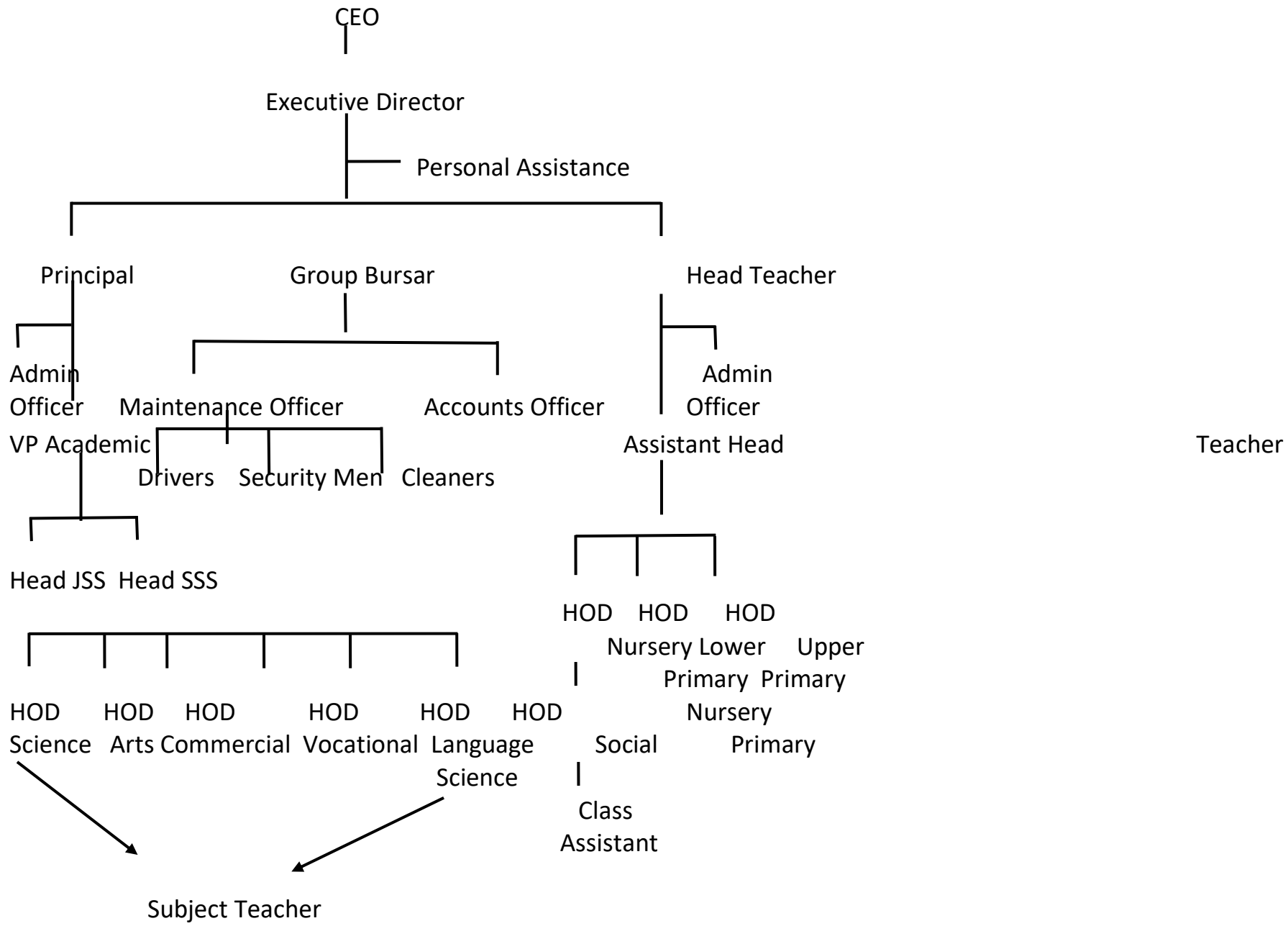
Note:

3. In the event of resignation by a Staff with financial indebtedness to the School or the Co-operative Society, his/her Terminal Benefits shall be applied to liquidate his/her liability to the School or the Co-operative Society.
4. Staff who did not give the required notice of disengagement will have their terminal benefits deducted by One (1) Month Gross pay.

NEW GOVERNING COUNCIL

1. Prof. Ayodeji Abari – Chairman
2. Chief Kaoli Olusanya – Chief Learning Officer
3. Chief (Mrs) Olukemi Olusanya- Executive Director
4. Mr. Akintayo Asha – PTA Chairman
5. Barrister Sunday Adeeko – Legal Advisor
6. Dr. Pat Akumabor – Member
7. Alhaji Adamson Izuagie – Member
8. Mr. Ayodeji Iginla – Member
9. Mr. Adetola Otegbolade – Bursar
10. Mr. Julius Oregbesan – Principal, KKIC
11. Mr. Olusegun Adebajo – Head Teacher, KKNPS
12. Mrs Ibukunoluwa Olaitan – Head Teacher, KKMS

Board of Governors



|
School Prefects

Edited Tuesday, January 4, 2022

**KKES
PROSPECTUS AND STUDENTS'
HANDBOOK**



**KITH & KIN
INTERNATIONAL COLLEGE**

COLLEGE PROSPECTUS

GUIDE ON COCONUT PRODUCTION AND UTILIZATION

The coconut palm is the symbol of the College. The coconut palm (*Cocos nucifera*) is a crop of abundant benefits to mankind. Its myriad of values as reflected in its usefulness to Man gave it many names such as tree of life, wonder tree, tree of abundance, tree of heaven; it is indeed a very resourceful tree.

COCONUT UTILIZATION

There are about 65 (sixty-five) notable products derivable from coconut and all its parts from the leaves to the roots are of economic importance.

Coconut Oil: is obtained from milling the copra (meat) at 64% moisture content using expellers. The percentage of derivable oil is about 64% by weight of copra. The oil is used for edible or non-edible purposes depending on the goal of the processor. The oil is the most important product both in the manufacturing and health sectors because of its composition.

Desiccated Coconut: This refers to disintegrated and dehydrated coconut meat (copra) used as a substitute to grated coconut in food preparation.

Coconut Cake: Is a by-product of coconut oil extraction and accounts for about 33%-36% of the copra. Its palatability makes it the best alternative in cattle feed preparation and it also yields better result in milk production and improves quality of butter.

Coconut Milk: Is obtained from fresh mature nuts through processes of blanching, grating, filtration, emulsification and pasteurization. It is valued in bakery products and for flavouring products like jam, candy etc.

Coconut Milk Powder: Is the coconut milk that has been sprayed dry. It is convertible to coconut milk (liquid) when diluted with water. The milk powder enhances shelf life, as well as reducing storage and packaging costs.

Coconut Chips: This is ready-to-eat salted or sweetened snack food. Fully mature coconut undergoes chipping, soaking and drying. Other forms include Gurundi, Chuk-chuk etc.

Coconut Toffee: Is obtained from coconut through the process of grating, extraction of milk and boiling to get caramel. Lime and sugar are also added.

Coconut Shell: Has high lignin content and low cellulose content. It is durable, tough and has abrasive, resistant properties. Products from this shell are charcoal briquettes, activated carbon, and shell powder used in fuel barbecue, purification (bleaching, refining etc.) and filler (incense, coil, glues) in industries respectively.

Coconut Husk: Used in production of fuel, mulch, soil conditioner, coir fiber (mats, ropes, carpets etc.) among others.

Coconut Water: Desirable for consumption in immature nuts due to its biological values as it contains essential elements. Other parts like leaves, inflorescence, trunk, roots etc have numerous values.

The sun stimulates and energizes the plant to grow. So also a Kith & Kin student is nurtured to possess a burning desire to achieve greatness. It is the burning desire that stimulates and energizes the student to grow into a very **RESOURCEFUL CITIZEN** who will be equipped with super skills to proffer solutions to life's challenges, be they economic, technological, moral, social, spiritual etc.

OUR VISION

“To be the best provider of quality and comprehensive foundation education that can lead our children to leadership positions in the emerging global economy”.

OUR MISSION

“To inspire critical thinking and unleash the talents of every KKEs student through a balanced array of opportunities and stimulating

academic environment and well-trained and motivated members of staff”.

OUR CORE VALUES

A-SLING

- Accountability
- Service
- Lifelong Learning
- Integrity
- Faith in God

OUR GOAL

- To impart exceptional values in our students for global competitiveness.
- To promote fulfilling careers for our staff.

THE COLLEGE BUILDINGS

The College buildings are epitomes of excellence in structural design and finish. The classrooms are designed in conformity with UNESCO guidelines of a classroom capacity for not more than twenty-four students. The ambience of the school environment is both conducive and stimulating to teaching and learning. The conveniences are provided adequately and neatly kept. Water supply is adequate and the environment is very safe. An 80 KVA Mikano generator is provided to supply electricity as a standby in the School.

BOARDING FACILITY

Boarding facilities are provided for both boys and girls.

ACADEMIC COURSES

The College, like all other post-primary schools in Lagos State, is to run both the three-year Junior Secondary School Course and the three-year Senior Secondary School Course.

At the end of each course, students will sit for external examinations as detailed below:

For Junior Secondary School:

- Basic Education Certificate Examination (BECE) conducted by the Lagos State Examinations Board.

For Senior Secondary School:

- West African Senior School Certificate Examination (WASSCE) conducted by West African Examination Council (WAEC) and
- Senior Secondary Certificate Examination (SSCE) conducted by National Examination Council of Nigeria (NECO).

THE JUNIOR SECONDARY COURSE

The underlisted subjects are offered in the Junior Secondary Course:

English Language, English Literature, Mathematics, Yoruba, French, Arabic, Christian Religious Knowledge, Islamic Religious Knowledge, Basic Science, Basic Technology, Business Studies, Creative & Cultural Art, Security Education, Social Studies, Agricultural Science, Home Economics, Physical and Health Education, Information and Communication Technology (ICT) as well as Civic Education. Yoruba is compulsory for all students since it is the language of the immediate environment and in addition students must pass at least (6) subjects which must include English Language and Mathematics at the end of the Junior Certificate Course.

THE SENIOR SECONDARY COURSE

The underlisted subjects are offered in the Senior Secondary Course:

English Language, Literature-in-English, Mathematics, Further Mathematics, Yoruba, French, Christian Religious Studies, Islamic Religious Studies, History, Biology, Chemistry, Physics, Agricultural Science, Technical Drawing, Information and Communication Technology (ICT), Visual Art, Geography, Economics, Government, Accounting, Insurance, Commerce, Civic Education, Trade, Food & Nutrition.

CO-CURRICULAR ACTIVITIES

Students are to be engaged in any two or three of the following societies or clubs and must be actively involved:

- The Cultural Society
- Literary and Debating Society
- The Press Club
- The JETS Club
- The Red Cross Society
- The Sports Club
- The Nigerian Conservation Foundation Club (NCFC)
- The Boys Brigade
- The Boys Scout
- The Home Makers' Club
- The Young Farmers Club
- The French Society
- Girls Guide
- Dramatic Society
- Readers/Writers Club (compulsory for all students)
- Musical/Choral Society
- Man-O-War Group

The Literary and Debating Society or the JETS Club is compulsory for all students. Clubs meet every Friday of the week at 12.00 noon and on any other agreed days.

EDUCATIONAL FACILITIES

Educational resources, laboratories and special rooms have been created to provide adequate learning environments and materials for both the teachers and the students.

STUDENTS' COMMON ROOM

The students' common room provides a relaxing atmosphere for students to read newspapers and magazines, listen to music, play games etc. It provides an environment for the students to unwind and interact while in School.

LIBRARY

The library is stocked with modern books in adequate volumes. It is updated regularly. There is a plan to upgrade it into an electronic library very soon.

DOMESTIC (HOME ECONOMICS) LABORATORIES

The domestic laboratories are equipped with modern cooking devices.

TYPING POOL

Typewriters are provided to aid the teaching of secretarial vocation and to complement computer skills acquisition.

COMPUTER ROOM

Good networked computers are provided to aid the teaching of ICT and to expose the students to a window of global opportunities and resources.

SCIENCE LABORATORIES

Laboratories that are well stocked and equipped are provided to aid the teaching of Physics, Chemistry, Biology and Agricultural Science.

LANGUAGE LABORATORY

There is a plan to establish a language laboratory very soon.

MUSIC ROOM

The importance of good music in the inspiration of the mind and the stimulation of the brain to learning is well established. Hence our resolve to add a music room to our educational resources.

OTHERS

Other special educational facilities are: Basic Technology Laboratory, Fine Art Room and a field for Outdoor Exhibitions and Games.

THE COLLEGE PARENT-TEACHER ASSOCIATION (PTA)

All parents and teachers are automatic members of the College's Parent-Teacher Association. Meetings are held once a term and members are to contribute financially and morally to the development of the College every year.

SCHOOL ACTIVITIES /GAMES AND SPORTS

Our students are very active in outdoor sports. We honour most of the invitations to Annual Inter-house Sports sent to us. All Students take part in various sporting activities. The College is well blessed with an ideal sports ground with sport facilities and highly experienced Games Masters. Apart from practical Physical Education, sports and games are engaged upon in the evenings.

1. It is mandatory for all students to attend all school activities. All students must strive to represent the College in a chosen game or sports.
2. No outdoor game should be played around or inside the classrooms and hostels. All games must stop around 6:30p.m.
3. The College compound must be kept clean always.
4. All students must be in the classrooms during the preparatory (prep) period. No student must be found in other places during this time.
5. Student should always speak English Language except during authorized periods.

BELLS

6. All students must respond to all bells promptly.
7. All boarding students must be present at Saturday roll call.

TRANSPORT POLICY

PREAMBLE

There are seven aspects to the transport policy at KKES:

- Conveyance of pupils/students on weekday mornings from specific locations to the School compounds at Ibeshe (KKIC and KKNPS) and Ojogbe/Ebute boundary (KKMS).
- Conveyance of pupils/students on weekday afternoons from the School compounds to specific locations.
- Conveyance of pupils/students on some weekend mornings from specific locations to the School compounds for special programmes.
- Conveyance of pupils/students on some weekend afternoons/evenings from the School compounds to specific locations after special programmes.
- Conveyance of kitchen staff to and from markets to purchase foodstuff for Hostel and midday meals.
- Conveyance of waste from KKMS to Ibeshe for disposal by PSP operator.
- At least three serviceable buses are deployed for simultaneous use while at least two buses are on standby at Ibeshe to relieve any bus which develops faults while on the move, of its assignment.

1. SCHOOL BUS SAFETY REGULATIONS FOR PARENTS/PUPILS

Riding on Kith & Kin Educational Schools Buses is a privilege hence all pupils/students riding on the buses must obey all rules and regulations for school bus transportation.

Buses are available for all interested and eligible pupils/students for pick-up and delivery at designated points and at stipulated times.

When riding in the school bus, students are held to behavioural standards established in the Students' Code of Conduct. The following School bus rider safety regulations must be adhered to:

1. The driver and his assistant are in charge of the bus, hence pupils/students shall accord them the same respect and courtesy given teachers and other staff of KKES.
2. Pupils/students must cooperate with the bus driver at all times.
3. The student/pupil must be at his/her collection point or the gate of his/her house (whichever is applicable) at least 5 minutes to their pick up time. The bus shall not wait for any student/pupil who fails to get ready as stipulated above. Stragglers will be left behind.
4. Students/pupils should not write on, disfigure or damage any part of the bus.
5. They should not throw any object on or out of the bus.
6. They should keep heads and arms inside the bus.
7. They should not do anything that will distract the attention of the driver.
8. They should help keep the bus clean always.
9. They should remain seated in the bus until the bus stops at the expected location.
10. They should not shout, whistle or gesture from the bus window.
11. Eating or drinking in the bus is not permitted.

12. In case of emergency, pupils/students should remain calm and listen to the driver's instructions.
13. Pupils/students must ride only on the assigned bus to and from School. They may not get off at a different stop or ride on a different bus unless their parents/guardians have given written permission, with Head of School's approval, and room is available on the bus. Parents assume responsibility in this instance.
14. If any parent has discipline or scheduling concerns, they should not attempt to discuss these during the loading or off-loading process as it distracts the driver's attention from the students. Any questions concerning school bus transportation should be directed to Heads of School.
15. Use of tobacco and other drugs is not permitted when riding on the bus.
16. Parents or their accredited representatives must always be on ground to handover and receive pupils/students during loading and off-loading. For security reasons the bus will not discharge any pupil/student whose parent/representative does not show up at the point of off-loading.
17. Parents shall not engage the driver and/or his assistant in altercation no matter how aggrieved they are. Instead they should send their complaints to the School authority.
18. If place of residence changes after being assigned a stop, the School should be notified so that a new stop can be arranged.
19. Payment for any damage to a school bus should be effected within ten (10) days of billing.

2. SCHOOL BUS SAFETY REGULATIONS FOR BUS DRIVERS/BUS ASSISTANTS

1. No driver/bus assistant is allowed to beat or punish the students/pupils on his/her bus. All cases of misconduct by students/pupils must be reported to the officer in charge of transportation, who will take necessary action.

2. Driver and his assistant should not use abusive language on students/pupils or parents.
3. Drivers and bus assistants must not engage in altercation with each other, the students/pupils or their parents.
4. All drivers and bus assistants must ensure that their phones are always switched on. However, the driver must not receive calls while driving.
5. Drivers and bus assistants must maintain enough credit on their phones to call the Transport Officer in case of emergency.
6. Drivers/assistants must always put on their name tags before going to parents' houses or collection points to pick children. No parent should release his/her child to a driver/bus assistant without his/her name tag on. In addition, parents must note down names of such people.
7. Newly engaged drivers/assistants must be introduced to the parents on their routes by an old hand who has been plying that route. The newly employed must also carry an authenticated permit in lieu of name tag. This shall be for a maximum of two weeks.
8. The drivers and bus assistants are trained periodically on traffic regulations by the Transport Officer.
9. Drivers must check the condition of their buses before and after the day's job to ensure that the vehicle is in good condition at all times. Any noticed fault must be reported to the Transport Officer/Head Driver with immediate effect.
10. Drivers must obey high way codes and traffic regulations.
11. Drivers must respect the rights of all other road users when driving the school bus.
12. No driver should put the school bus on the road without a valid driver's license. Any driver found driving without his driver's license shall be sanctioned accordingly and if apprehended by law enforcement agents, he shall be made to bear the consequence of his unprofessionalism.
13. Drivers must ensure that they always appear in their uniforms.

BOARDING HOUSE RULES AND REGULATIONS

The College is guided by some rules and regulations and it is necessary for parents/guardians to realize this fact before sending their children or wards to the Boarding School. We implore both parents/guardians and students alike to abide by the rules and regulations which are set hereunder. Failure to comply may lead to the expulsion of their children/wards from the boarding system and even from the school in serious cases. Students are boarded in decent hostels. There are well-trained house masters and mistresses (called House Fathers/Mothers) to assist in the smooth running of the hostels and to oversee students' activities.

1. **FEE:** The Boarding Fee per term is as specified in the School Bill. It must be paid in bank drafts or transfers.
 - (i) All fees must be paid to the School's Boarding Account.
 - (ii) All fees are paid in advance. Students must produce their bank drafts or other evidence that they have paid the appropriate fees before they can be allowed to stay in the Hostel at the beginning of each term.
2. Each student is expected to buy ID Cards from the College and in case of any loss this should be reported to the College Authority for a replacement which will be paid for by the student.
3. All parents must buy a copy of the College prospectus for their children or wards and they must sign an undertaking at the back of the prospectus to show that their children or wards will be of good behaviour.
4. Students are to buy their uniforms, house wear, cardigans and others from the College.

BOARDING HOUSE TIME-TABLE

MONDAY-FRIDAY (5:00AM – 10:00PM)	
WAKE UP TIME/MORNING PRAYER	5:00AM-5:30AM
BATHING	5:30AM-6:00AM
BREAKFAST	6:00AM-6:30AM
MORNING DUTIES	6:30AM-6:45AM
SCHOOL TIME: ROLL CALL/MOVT TO SCHOOL	6:45AM-7:00AM
CLOSING TIME	2:00PM
MOVING FROM SCHOOL TO HOSTEL	2:00PM-2:30PM
LUNCH	2:30PM-3:00PM
SIESTA (MONDAY, WEDNESDAY, FRIDAY)	3:00PM-5:30PM
SIESTA (TUESDAY, THURSDAY)	3:00PM-4:30PM
WASHING DAYS (TUESDAY, THURSDAY)	4:30PM-5:30PM
WAKING UP FROM SIESTA/DRESSING UP	5:30PM-6:00PM
SUPPER	6:00PM-6:30PM
GETTING READY FOR EVENING PREP	6:30PM-6:45PM
EVENING PREP	6:45PM-9:30PM
GETTING UNIFORMS, BOOKS ETC READY FOR NEXT DAY	9:30PM-10:00PM
LIGHTS OUT	10:00PM

SATURDAYS (6:30AM-10:00PM) EXCEPT ON VISITING AND OUTING DAYS	
WAKE UP TIME/MORNING PRAYER	6:30AM-7:00AM
MORNING DUTIES	7:00AM-8:00AM
BATHING	8:00AM-8:30AM
ROOM INSPECTION	8:30AM-9:00AM
BREAKFAST	9:00AM-9:30AM
WASHING OF CLOTHES	9:30AM-11:30AM
GETTING READY FOR MIDDAY PREP	11:30AM-12:00 NOON
MID-DAY PREP	12:00 NOON- 2:00PM
LUNCH	2:00PM-2:30PM
KITCHEN DUTIES	2:30PM-3:00PM
SIESTA	3:00PM-4:00PM
CHOIR PRACTICE/COOKING	4:00PM-4:30PM
SPORTS	4:30PM-6:00PM
SUPPER	6:00PM-6:30PM
GETTING READY FOR SOCIAL/VARIETY NIGHT	6:30PM-7:00PM
SOCIAL/VARIETY NIGHT	7:00PM-9:30PM
CLEANING UP/GETTING READY FOR SUNDAY	9.30PM-10.00PM
LIGHTS OUT	10:00PM

NOTES

- **VISITING TIME FOR PARENTS IS ON FIRST SATURDAY OF THE MONTH FROM 2.00 P.M. TO 6.00 P.M.**

- FOR STUDENTS WHO HAVE VISITORS, THE TIMETABLE IS SUSPENDED ONLY FOR THE PERIODS OF TIME THE VISITORS ARE AROUND.
- ON OUTING DAYS, THE TIMETABLE IS ADJUSTED TO ACCOMMODATE THE OUTING PROGRAMME.

SUNDAYS (6:30AM-10:00PM)	
WAKE UP TIME/MORNING PRAYER	6:30AM-7:00AM
MORNING EXERCISE	7:00AM-7:30AM
MORNING DUTIES	7:30AM-8:00AM
BATHING	8:00AM-8:30AM
BREAKFAST	8:30AM-9:00AM
GETTING READY FOR SUNDAY SERVICE	9:00AM-9:30AM
SUNDAY SERVICE	9:30AM-12:00 NOON
PRIVATE READING	12:00PM-2:00PM
LUNCH	2:00PM-2:30PM
SIESTA	2:30PM-4:30PM
SPORT	4:30PM-6:00PM
SUPPER	6:00PM-6:30PM
GETTING READY FOR EVENING PREP	6:30PM-7:00PM
EVENING PREP	7:00PM-9:00PM
GETTING READY FOR THE SCHOOL WEEK	9.00PM-10.00PM
LIGHTS OUT	10:00PM

NOTE:

1. There is Jumat service for Muslim students every Friday from 1.00-2.00 p.m. in the College Mosque while the Christians hold their fellowship during this period.
2. Students are to do their laundry only on the days stipulated on the timetable; any student found washing on other days will be dealt with.

VISITING DAY

Parents and Guardians are expected to visit their children or wards on the stipulated day, (first Saturday of every month) from 2.00 to 6.00p.m. No visitor is allowed in the hostel or the surroundings of the hostels, but they can make use of the dining hall or visitors' room or classrooms.

All vehicles must be parked on the main field. Apart from the visiting days, parents are not allowed to visit their children on any other day. Any parent who contravenes this rule will have his or her child expelled from the hostel.

GREETING AND SALUTATION

All students must cultivate the habit of greeting visitors to the College, the Principal, Vice Principal, Head Teachers, Teaching/Non-Teaching Staff and one another properly. Seniors (any student a year ahead of you) should be respected and addressed as Senior.

MORE HOSTEL INFORMATION

1. Hostel prefects are to ensure that the hostels are properly cleaned and in good order.
2. Hostel prefects must ensure that students do their morning duties as expected.
3. Students must always lay their beds and pack all their items into their lockers. All buckets and bowls must be kept in the Laundry.

4. All students must observe their siesta. On no account must any student be found roaming about during this period.
5. Students must maintain perfect silence in and around the hostels.
6. Vernacular speaking is highly prohibited in the hostel.
7. Electrical gadgets i.e. boiling ring, radio, pressing iron, video player, television and hot plate are not allowed in the hostel. If found, such gadgets will be confiscated.
8. No student must go home without collecting exeat from the House Father/Mother and when such a student comes back, he/she must report to the House Father/Mother.
9. No societal, religious or group meeting should be held in the hostel.
10. Fighting or using abusive language in the hostel is not allowed. Any student(s) who engage(s) in such will be dealt with accordingly.
11. Any student found maltreating another such as beating or exercising any other punishment will be severely dealt with and suspended from the hostel.
12. Students must not sleep on another student's bed or sleep with another student on the same bed. On no account must any student be found sleeping in another room or house other than his/hers.
13. All pocket money must be kept with the House Father/Mother. Students are not allowed to have more than five thousand Naira (N5, 000) as pocket money.
14. House inspection is to be supervised by the Prefects/House Father/Mother and the Vice Principal every Saturday. All Houses must be ready for inspection at exactly 8.30a.m. Prizes will be given to the neatest House at the end of the term while dirtiest House will be punished at the end of each inspection.
15. Hostel prefects are to maintain law and order in the hostels.

MEALS

16. All students must be punctual at all meals.
17. All students must be in the dining hall before the second bell which goes five minutes after the first one. Anybody who is not in the hall within the stipulated time without any cogent reason will automatically miss his/her food. Perfect silence should be maintained during meals except with permission from the Food Prefect.
18. Any complaint should be made through Table Heads who in turn will report to the Food Prefect.

19. Students must bring their complete sets of cutlery and table napkin to all meals.
20. No student's food must be taken to him/her at the hostel except by the Food Prefect.
21. No student is allowed into the kitchen and the food store except the Food Prefect.
22. Students should not use the same plate and cutlery.

DRESSING AND APPEARANCE

23. Students must tuck in their shirts and blouses always. All dresses must be properly buttoned up.
24. No student should wear any other dress except the ones recommended by the College.
25. School uniforms must be worn after school hours.
26. All students are expected to maintain a high level of modesty in dressing.

Boys Dress Code:

- Complete uniform, black belt, black leather shoes, black or white socks.
- Boys are expected to keep low cut, with no steps or punk, throughout the term.
- Slim-fitting of trousers is not allowed.

Girls Dress Code:

- Complete uniform, black leather shoes, black or white socks.
- Girls are to wear stud earrings; dangling earrings are not allowed.
- Girls are to wear braided hair where the attachment is cut into four and does not exceed 100 strands for the term or (for day students) compliance with the hair style which will be announced on weekly basis.
- Any student who is not interested in any of the two options above is expected to keep a low cut.

Sports Dress Code:

- Students should wear complete sports uniform and canvas or tennis shoes for games.

27. Students are not allowed to wear ornaments e.g. bangles, rings, necklaces, rosaries, hair decorations etc. They should also not wear makeup.
28. No student should be found with pornographic and romantic books, pictures or videos.
29. Any student who does not comply with these directives will be punished.

STAFF QUARTERS

30. All staff quarters are out of bounds to all students at all times.

OTHER MATTERS OF ACCESS

31. Girls are not allowed in and around the Boys' Hostel and vice versa.
32. Students should not attend to any visitor without taking permission from the House Father/Mother.

DISCIPLINE

33. No senior student should maltreat any junior student. The seniors should see the juniors as brothers and sisters while the juniors should respect the seniors.
34. Any student who fails to resume in the boarding house on the day and time stipulated for resumption without any cogent reason will be seriously dealt with.
35. Prefects are responsible to the school authority hence they should discharge their duties efficiently. Any prefect found wanting in the discharge of his or her duties will be relieved of his/her post. .
35. Theft cases must be reported to the House Father/Mother at all times. Any student caught stealing or breaking into fellow students' lockers or vandalizing fellow students' property will be seriously dealt with.
36. Students should not send any message home without informing the House Father/Mother.

PLEASE SEE THE APPENDIX FOR MORE INFORMATION ON TYPES OF INDISCIPLINE AND COMMENSURATE SANCTIONS

LIST OF BOARDING HOUSE REQUIREMENTS - BOYS

1. 2 White shorts with white socks
2. 2 White Shirts
3. 2 Brown Khaki Shorts
4. 2 Pairs of House Wear (Check) to be purchased in the College
5. 2 Pairs of pajamas
6. 1 Blanket
7. 1 Mattress 6" x 2'6"
8. 2 Towels
9. 2 White Bed sheets (3yards by 45 inches)
10. 2 Sleeveless singlets
11. 2 White Pillowcases
12. 1 Pillow
13. 1 Box with lock
14. 2 Padlocks with keys
15. 1 large bucket
16. 1 medium-sized bowl for washing clothes
17. 1 white mosquito net 2'6"x6'; a can of insecticide.
18. A pair of brown school sandals with white socks
19. (a) A pair of white canvas shoes
(b) Vest and Pants for Inter-House Sports (Available in the College)
20. A pair of Slippers.
21. Bath and washing toilet soap, washing soap/detergent, tooth brush, tooth paste, comb, mirror, shoe cleaning materials, toilet rolls and packet of pegs.
22. Sewing and mending requirements including needles and thread (in the custody of the House Father).
23. Writing paper, envelopes and stamps for the term.

24. 6 pairs of pants/boxers
25. Raincoat/rain boots/umbrella
26. 4 handkerchiefs
27. 1 torch with batteries
28. Mathematical set (kept with House Father).
29. Small bowl/Cup for pap.
30. Cutlery
31. Water bottle
32. School Uniform to be bought in the College: two shorts and shirts and a cap.
33. 1 Bedsread and one pair of P.E. outfit to be bought in the College
34. I. D. card

Students should inscribe their names on all their items. These items will be checked before the student enters the dormitory at the beginning of each term.

LIST OF BOARDING HOUSE REQUIREMENTS – GIRLS

1. 2 White frocks with white socks
2. 2 Pairs of House Wear (Check) to be purchased in the College
3. 2 Night Dresses
4. 2 White Bed sheets measuring 3 yards by 45 inches
5. 2 Pillow cases
6. 1 Pillow
7. 1 white mosquito net 6' by 2'6; a can of insecticide
8. 1 Blanket
9. 1 bedspread and one pair of P.E outfit (to be bought in the College)
10. 2 Towels

- 11.1 Raincoat or 1 Umbrella
12. Rain boots
- 13.1 Box with lock
14. 1 pair of brown sandals (flat heels and white socks)
15. 1 pair of slippers (flat heel)
16. (a) 1 pair of gym shoes (white)
(b) Vest and Pants for Inter-House Sports Available in the College.
- 17.6 pairs of panties
- 18.3 Vests (underwear)
- 19.4 Brassieres (if applicable)
- 20.2 Handkerchiefs
- 21.2 Face-towels
- 22.2 Padlocks with keys
- 23.1 Soap container
24. Toilet and Washing Soap, Toothbrush, Sponge, Cleaning Materials, Talcum Powder, Brush, Comb, Toilet Rolls and a packet of Pegs.
25. Scarves
26. Sewing and mending materials including scissors, blue and white cotton thread and needles (in the custody of the House Mother).
27. Mathematical set (in the custody of the House Mother).
- 28.1 Torch with batteries
- 29.1 Mattress (2'6 x 6')
- 30.1 Large bucket and chain with padlock
- 31.1 medium-sized bowl for washing clothes
- 32.2 pairs of white shorts
- 33.2 singlet blouses (white)

34. Small bowl/Cup for pap.

35. Cutlery

36. Water bottle

37. 2 pairs of uniforms to be bought in the School: one pinafore, one blouse and a beret.

Students should inscribe their names on all their items. These items will be checked before the student enters the dormitory at the beginning of each term.

EXCURSIONS

Most learning is done outside the classroom through experience. We plan excursions for our students to the most educative and exotic places at least once in a term.

THE TEACHING STAFF

The College is staffed with well experienced subject teachers who are passionate in their responsibilities and commitment to the vision of the College to add value to the students. All our members of staff share our vision and goal.

In Kith & Kin, both the teachers and the students are learners. Hence, our teachers are encouraged and supported to acquire new skills and attend trainings at all times.

REGISTRATION AND ADMISSION

Parents seeking admission for their children to the College will complete the admission form, which are obtainable with a non-refundable fee of ₦10, 000.00 from the College's Administration Office.

Admission into the College is open to boys and girls of all ethnicities, creed and nationality provided they meet the age and academic qualifications. Students seeking admission to JSS1 should be in Primary Five/Six in a Government-recognized primary school.

THE NATIONAL ANTHEM

Arise O Compatriots
Nigeria's call Obey
To serve our Fatherland
With love and strength and faith
The Labour of our heroes past
Shall never be in vain
To serve with heart and might
One Nation bound in freedom,
Peace and Unity.

O God of Creation
Direct our noble cause
Guide our leaders right
Help our youths the truth to know
In love and honesty to grow
And living just and true
Great lofty height attain
To build a Nation where peace
And justice shall reign.

THE SCHOOL ANTHEM

The joys of Kith & Kin we sing
The glory forever shall reign
Our pride and youth we bring

To serve our land, this is where we train

Chorus: Hail boys hail, Cheer girls cheer
Cheer Kith & Kin International College

O come down God of our land
Our school our age our land to bless
Inspire us with the spirit
That we may have your goodliness.

Chorus: Hail boys hail, Cheer girls cheer
Cheer Kith & Kin International College

THE PLEDGE

I pledge to Nigeria my Country
To be faithful, loyal and honest,
To serve Nigeria with all my strength
To defend her unity
And uphold her honour and glory
So help me God.

THE COLLEGE WELCOMES YOU ALL AND WISHES YOU A NICE TIME IN YOUR EFFORTS TOWARDS EXCELLENCE IN YOUR STUDIES.

PRINCIPAL

KITH & KIN INTERNATIONAL COLLEGE

7/11, Kaoli Olusanya Street, Owode Ibeshe, Ikorodu, Lagos.

UNDERTAKING

To be returned to the School on the day of resumption.

No student will be allowed into the Hostel without this document duly signed as below.

I, Miss.....JSS/SSS have gone through the prospectus and read the list of the offences with the attached punishments and I do promise to keep strictly to the rules and regulations of this College. Commensurate punishment should be meted out to me for any of the offences committed by me.

.....
Student's name, Signature and Date

I strongly support the above.

.....
Parent's/Guardian's Name, Signature and Date

**KITH & KIN
INTERNATIONAL COLLEGE**

7/11, Kaoli Olusanya Street,
Owode Ibeshe, Ikorodu, Lagos.

Web: www.kithandkinschools.com

Email: info@kithandkinschools.com

Tel: 0802 778 0260, 0809 119 5465

APPENDIX

KKES POLICY ON DISCIPLINE

SCHOOL DISCIPLINE

As a pupil/student at Kith & Kin Educational Schools, we aim to give you all the necessary support and guidance you need to achieve success. This policy is a guide to show you what we expect from the pupils/students of this great learning institution so that we can help you learn in a supportive and non-threatening environment. Therefore you must

1. Behave and speak in a way that does not offend others by not using foul/abusive language and exhibiting sexist or racist behaviour and any other anti-social behaviour.

2. Dress in conformity with the school dress code: no wearing of headgear (this includes beanies, caps, hats or scarves) in the classrooms, studios, laboratories, workshops or any other part of the School unless for health reasons.
3. Always seek help from staff of the School when needed.
4. Treat everyone with respect and dignity. Any form of bullying will be treated as a serious offence and may lead to expulsion from the School.
5. Report all cases of harassment or discrimination to the Heads of Schools.
6. Be on time to attend all lessons (unless absence is explained or agreed)
7. Inform your class teacher if you are going to be absent or delayed.
8. Work hard in the class to learn.
9. Complete work set outside the lesson, on time.
10. Meet the deadline for home work/assignments and projects.
11. Treat all the School property with respect.
12. Not bring mobile phone or any mobile device to School.
13. Not take food or drinks into classrooms, learning zones, workshops, laboratories etc.
14. Not use radios, MP3/CD players or wear earphones in the classroom or other teaching areas.
15. Let others work in peace- do not distract them.
16. Not smoke on School property and its environs.
17. Dispose of litter responsibly by using bins and recycling points located in and around the School.
18. Not obtain property or assistance through coercion. This is prohibited in the School.
19. Not unlawfully take possession of someone else's property either under cover or with force.

20. Not be in possession of or use weapons that can cause physical or emotional damage to others.
21. Not be in possession of explosive material that can cause public disturbance.
22. Not sexually harass other students/pupils in the School.
23. Not use or bring any drug or medication to School without the prior knowledge of the Head of School, who shall direct the student/pupil to the School Clinic for proper monitoring by the School's medical personnel. Parents/Guardians who believe they have received proper medical advice, should send undertaking to the School when giving their children/wards drugs to use in the School. Notwithstanding the above statement, the drugs must not be used without proper notification made to the Head of School.
24. Not receive visitors during school hours.
25. Parents visiting the School must visit early in the morning or during break time and can only be received by their children/wards/staff in the office of the Principal or the Head Teacher. In other words, parents are not allowed to go into the classrooms or other learning areas.

Persistent bad behaviour is always discussed with parents/guardians in order to agree on an effective policy to resolve the problem. Experience has shown that when parents/guardians work in partnership with the School, the outcome is usually successful.

DISCIPLINARY PROCEDURES

The Heads of Schools or their designees are responsible for discipline. They exercise a reasonable degree of discretion in determining the severity of misconduct and the appropriate consequence. The Head of School is authorised to take disciplinary action in response to all misbehaviour. Corporal punishment is prohibited by the Board of Governors of Kith & Kin Educational Schools.

For any misbehaviour, the Head of School or teacher will listen to explanations and, when needed, talk to the other party involved and investigate further. The teacher or Head of School may contact parents of all involved.

A number of factors will be considered in determining the level of misbehaviour and resulting consequences. These factors include, but are not limited to:

- Seriousness of the offence
- Planning, impulse or self-defence
- Age
- Disability, if any
- Strength of evidence
- Cooperation/remorse
- Disciplinary history, if any.

SOME COMMON MISDEMEANOURS AND THEIR SANCTIONS

- Lateness to:
 - (a) School: To be dealt with by an Attendance Officer/Principal/Vice Principal/Head Teacher
 - (b) Class: To be dealt with by the Principal/Vice Principal/Head Teacher/Class teacher/Subject teacher.
- * Littering: Clean-up duty
- * Chewing Gum: Formal withdrawal from class for at most **1 Hour**.

CATEGORIES OF OFFENCE

The offences and attendant administrative actions listed below apply to both day and boarding students.

1. VIOLATION AGAINST PERSONS

DESCRIPTION OF OFFENCE	ADMINISTRATIVE ACTION	
	MINIMUM	MAXIMUM
Assault: Intentionally causing physical injury to another person or persons	2 days out-of-school suspension	5 or more days out-of-school suspension
Harassment and/or Bullying: Communication or physical action that is threatening, insulting, disrespectful, potentially harmful, annoying or provoking	2 days in-school suspension	5 or more days in-school suspension
Hazing: Initiation into or affiliation with any organisation engaging in conduct which creates a substantial risk of physical injury.	2 days out-of-school suspension	5 or more days out-of-school suspension
Possession of weapons: Having, bringing, or using a weapon	Out-of-school suspension up to 1 calendar year.	
Possession or use of instrument/article capable of causing physical injury.	3 days out-of-school suspension	5 or more days out-of-school suspension
Inciting violence/menacing: Knowing about and not reporting a potentially violent act, encouraging someone planning to participate in a violent, unsafe or illegal act.	2 days out-of-school suspension	3 or more days out-of-school suspension
Altercations: Verbal and/or physical confrontation	Parent notification; 1 day in-school suspension	5 or more days out-of-school suspension

2. VIOLATION AGAINST PROPERTY

DESCRIPTION OF OFFENCE	ADMINISTRATIVE ACTION	
	MINIMUM	MAXIMUM
Extortion: Obtaining property or assistance through force.	5 days out-of-school suspension	More than 5 days out-of-school suspension
Theft: Unlawful taking or possession of property.	2 days in-school suspension	5 or more days in-school suspension
Theft: Unlawful taking or possession of property with force.	5 days out-of-school suspension	More than 5 days out-of-school suspension
Wilful damages of School property: Intentional destruction of School property.	1 day out-of-school suspension. (Student(s) shall be responsible for repair of all damages)	5 days out-of-school suspension. (Student(s) shall be responsible for repair of all damages)
Pranks: Actions resulting in disruption of School programmes.	1 day in-school suspension.	2 days out-of-school suspension
Illegal/Unauthorised/Misuse of School's electronic devices, equipment and machines.	2 days in-school suspension	2-5 days out-of-school suspension.

3. VIOLATION AGAINST PUBLIC DECENCY

DESCRIPTION OF OFFENCE	ADMINISTRATIVE ACTION	
	MINIMUM	MAXIMUM
Dress code violation/Indecent exposure	Parent notification; 1 day in-school suspension	2 days out-of-school suspension.
Profanity at a staff member or an employee of the school	1 or more days out-of-school suspension and referral to the Guidance Counsellor.	5 or more days out-of-school suspension and referral to the Guidance Counsellor.
Discriminatory practice and/or sexual harassment: Activities that are intended to be offensive to one's race, religion, heritage, gender, disability or sexual orientation.	2 days out-of-school suspension and referral to the Guidance Counsellor.	5 or more days out-of-school suspension and referral to the Guidance Counsellor.
Activities that can be considered lewd; sexual misconduct.	2 days in-school suspension and referral to the Guidance Counsellor.	5 days or more out-of-school suspension and referral to the Guidance Counsellor.

4. VIOLATION AGAINST PUBLIC HEALTH AND SAFETY

DESCRIPTION OF OFFENCE	ADMINISTRATIVE ACTION	
	MINIMUM	MAXIMUM
Possession, consumption, distribution, and/or under influence, of alcohol/controlled substances (e.g. tobacco, marijuana); possession of drug, gang, illegal or inappropriate paraphernalia.	5 days out-of-school suspension and referral to the Guidance Counsellor .	5 or more days out-of-school suspension and referral to the Guidance Counsellor.
Explosive/Hazardous devices: Bringing, possession and/or detonating any device with the potential for creating public disturbance or harm.	5 days out-of-school suspension.	More than 5 days out-of-school suspension.
Discharging fire extinguisher or pulling fire alarm falsely.	3 days out-of-school suspension.	5 or more days out-of-school suspension.
Falsely reporting an incident.	3 days out-of- school suspension	5 or more days out-of-school suspension.
Open flame: Use of matches or lighter on School property, unless supervised by a staff member.	1 day out-of-school suspension.	5 or more days out-of-school suspension
Arson/deliberate setting off a fire.	5 days out of school suspension.	More than 5 days out-of-school suspension.

5. VIOLATION AGAINST SCHOOL ADMINISTRATIVE PROCEDURES

DESCRIPTION OF OFFENCE	ADMINISTRATIVE ACTION	
	MINIMUM	MAXIMUM
Insubordination: Wilful refusal to follow given directive.	1 day in-school suspension.	5 or more days out-of-school suspension.
Disorderly conduct: Disrupts the educational process and interferes with the authority of School personnel.	1 day in-school suspension.	5 or more days out-of-school suspension.
False information: Refusing to give information or giving false information when requested.	1 day in-school suspension	5 days out-of-school suspension.
Forgery/Plagiarism: Falsifying signature, data, cheating(caught in the act of or intent to)	1 day in-school suspension; Grade of 0%, if applicable	2 or more days out-of-school suspension; Grade of 0%, if applicable
Violation of Administrative directives	Parent notification.	5 or more days out-of-school suspension.
Gambling	1 day in- school suspension	3 days out-of-school suspension.

Possession of any unauthorised electronic devices and other disruptive materials.	Confiscation and parent notification.	Confiscation and parent notification. 1 or more days out-of-school suspension.
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Inappropriate/unsafe behaviour inside bus/inappropriate behaviour or insubordination to bus driver/assistant.	Loss of bus privileges and 1 day out-of-school suspension.	Permanent loss of bus privileges and 5 days out-of-school suspension.
Trespassing: Unauthorised presence on School property.	2 or more days out-of-school suspension.	5 or more days out-of-school suspension.
Leaving the school without parental or administrative permission	2 or more days out-of-school suspension.	5 or more days out-of-school suspension.

LEGEND

- In-School suspension: Punishment will be served within the School premises.
- Out-of-School suspension: Suspension will be observed at home.

HOSTEL RULES

The sanctions for the following acts of misconduct are strictly for boarders (permanent and weekly).

Where there is a conflict between the Hostel sanctions and the Administrative Actions already stated above for similar offences/acts of misconduct, the Hostel sanctions will prevail.

S/N	MISCONDUCT	SANCTIONS
1	Bullying	Wash toilet for 1 month
2	Stealing	Suspension from the hostel
3	Vandalism of School property	Replacement of the property + Suspension
4	Contraband	Seized and not returnable
5	Using of foul language/nicknames	Wash toilet for 1 week
6	Making noise after lights out	Miss social night for that week
7	Violating prep rules	Isolated prep in House Father's/Mother's room for 1 week
8	Lateness to devotion	Sweep corridors of the hostel for 1 week
9	Refusal to respond to bell	Sweep corridors of the hostel for 1 week
10	Untidy room or bed	Sweep corridors of the hostel for 1 week
11	Fighting	Washing of toilets for 1 month

12	Running around unnecessarily	Isolation in House Father's/Mother's room for 1 hour
13	Watching TV without permission	Ban from watching TV for 1 week
14	Urinating on the floor	Wash toilets for 2 weeks
15	Failure to flush toilet after use	Wash toilets for 1 month
16	Unnecessary shouting	Sweep room for 1week
17	Consistent misconduct	Report to the Principal
18	Playing football /basketball in the hostel	Cut grass for 1 week
19	Violating room movement	Wash toilet for 2 weeks

OBLIGATIONS EXPECTED FROM BOARDERS

S/N OBLIGATIONS

- 1 Boarders must obey the bell calls.
- 2 Boarders must make sure their rooms are very clean and tidy.
- 3 The use of foul/derogatory language or nick names is forbidden in the Hostel. Kith & Kin is a school where decorum is highly valued.
- 4 As a good boarder of Kith & Kin, anything outside the law must be reported to the Hostel/School Authority.
- 5 Stealing is not allowed in the Hostel. Learn to be satisfied with what you have.
- 6 All forms of BULLYING are not allowed in the Hostel.
- 7 Fighting is illegal in the Hostel; always report anyone that offends you to the Hostel Authority.
- 8 Always observe your personal hygiene in and out of the Hostel.
- 9 It is forbidden for boarders to be in possession of cash.
- 10 Unnecessary alarms must not be raised; grand deception is not allowed in the Hostel.
- 11 Friends/other boarders are not allowed to sleep in rooms other than theirs.
- 12 Boarders should always be ready for daily inspection; room rollcalls could be carried out anytime.

- 13 Parents/guardians will be made to pay for any damage caused by boarders in the Hostel.
- 14 Boarders who don't finish their food will not be allowed to leave the refectory.
- 15 Primary assignment of boarders is to ALWAYS attend classes and do their homework.
- 16 It is important that the College is well represented in any activity; thus always ensure the appropriate uniforms are worn. This is a non-negotiable instruction.
- 17 A neat and tidy environment promotes healthy living; hence good use must be made of the refuse bins provided.
- 18 The mode of communication is purely Queen's English. It must be spoken correctly and strictly adhered to.
- 19 Boarders must NEVER leave the Hostel/School environment without official exeat.
- 20 The School authority is against any form of sexual immorality in the school.
- 21 All school functions such as sports, clubs/societies, ceremonies, religious and recreational activities must be attended.
- 22 It is forbidden to start any form of society/club/organization without the permission of the School authority. The idea behind such formation must tally with the goals and objectives of the School.
- 23 Boarders must keep their laptops and iPads with the House Father/Mother and collect for use at the designated time or period.
- 24 Always be motivated/encouraged to use your talent to build the School.
25. Endeavor to relate matters of bother with decorum and respect at all times to the Guidance Counsellor/House Parents rather than with your peers to avoid negative comments.
- 26 Be open to information that will help the School in any situation. The truth must not be hidden at any time.
- 27 Always be a positive person. Do not thrive in negativity.
- 28 Use appreciative words for any assistance rendered by another person because respect begets respect.
- 29 Be encouraged to always report any ailment to the School Nurse for prompt actions. Health is wealth.
- 30 Always greet and address everyone (Students, Staff and Visitors) with courtesy.

January 4, 2022

KITH & KIN

EDUCATIONAL SCHOOLS
NURSERY/PRIMARY/SECONDARY



7/11 Kaoli Olusanya Street,
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PTA

POLICY GUIDELINES

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PG	Policy Guidelines	KKIC	Kith & Kin International College
KKES	Kith & Kin Educational Schools	KKM S	Kith & Kin Montessori School

KKN	Kith & Kin Nursery and	KKK	Kith & Kin Academy
PS	Primary School		

PREAMBLE

The Parent Teacher Association (PTA) symbolises the relationship that must exist between the parents/guardians and the teachers of pupils/students of a school to enable the total well-being of the pupils/students, and ensure **parental participation** in the organisation and administration of a school.

It is noteworthy that the PTA is not peculiar to Kith and Kin Educational Schools (KKES) alone. It is an association that is found in almost all schools **worldwide**.

The Association creates a synergy between the parents/guardians of pupils/students and the teachers and other staff of the school. It encourages parents/guardians to focus on the progress of the school work of their children/wards: their attendance and punctuality, class work, homework, assignments; their general attitude and societal behaviour, their school friends and the background of these friends, and the direction and level of the correctional admonition they should apply on their children/wards.

The teachers and other staff of the school are encouraged to see themselves as surrogate parents of the pupils/students (day and boarding) while they are in school.

It is important that a communication link be opened between parents/guardians and teachers of pupils/students, and this is what regular meetings of the PTA provide. The meetings also provide a platform for discussions and suggestions on the infrastructural development of the school and the provision of facilities for the creation of an enhanced learning environment for the qualitative education of the pupils/students and the uplift of the good image of the school for the benefit of the outside world.

It is to facilitate this that the PTA is structured to have an Executive Committee comprising parents/guardians and teachers.

The result of these meetings forms the foundation of the compilation of the PTA Policy Guidelines for KKES.

ABOUT KKES

Kith and Kin Educational Schools is a group of schools comprising:

1. Kith & Kin Nursery and Primary School established on 17th July, 1997.
2. Kith & Kin International College established on 15th September, 2001.
3. Kith & Kin Montessori School established on 10th January, 2011.
4. Kith & Kin Academy established in July, 2013.

The Schools' Motto is "Be Resourceful". The Schools share the same Vision, Mission, Goal, Core values, Strategy and Philosophy with necessary adaptations and style.

BOARD OF GOVERNORS

- | | | |
|----------------------------------|---|------------------------|
| 1. Prof. Ayodeji Abari | - | Chairman |
| 2. Chief Kaoli Olusanya | - | Chief Learning Officer |
| 3. Chief (Mrs.) Olukemi Olusanya | - | Executive Director |
| 4. Mr. Akintayo Asha | - | PTA Chairman |
| 5. Barrister Sunday Adeeko | - | Legal Adviser |
| 6. Dr. (Mrs.) Pat Akumabor | - | Member |
| 7. Alhaji Adamson Izuagie | - | Member |
| 8. Mr. Ayodeji Iginla | - | Member |
| 9. Mr. Adetola Otegbolade | - | Bursar |
| 10. Mr. Olusegun Adebajo | - | Head Teacher (KKNPS) |
| 11. Mrs. Ibukunoluwa Olaitan | - | Head Teacher (KKMS) |
| 12. Mr. Julius Oregbesan | - | Principal(KKIC) |

VISION

To be the best provider of quality and comprehensive foundation education that can lead our children to leadership positions in the emerging global economy.

MISSION

To inspire critical thinking and unleash the talents of every KKES student through a balanced array of opportunities and stimulating academic environment and well-trained and motivated members of staff.

CORE VALUES

To impart exceptional values in our students thereby creating satisfaction for our parents. It is our goal to also promote fulfilling careers for our staff.

Our core values are captured in the acronym **'A-SLING'**

- Accountability
- Service
- Lifelong Learning
- Integrity
- Faith in God

PTA EXECUTIVES

1. Chairman
2. Vice Chairman
3. General Secretary – Teacher
4. Treasurer
5. Financial Secretary – Teacher

Each School has its PTA

PTA ACCOUNT DETAILS

1. KKNPS (First Bank) 2015269210
2. KKIC (Polaris Bank) 1770638775

THE PARENT TEACHER ASSOCIATION

All parents/guardians and teachers are automatic members of the School's Parent Teacher Association. Meetings are held once a term and members are enjoined to contribute financially and morally to the development of the School every year.

PG 01: SCHOOL FEES

School bill should be paid into any of the designated school accounts.

Cash payment will not be accepted in the school.

SN	ACCOUNT NAMES	BANK(S)	ACCOUNT NUMBER(S)
1	(Main Account)- Kith & Kin Educational School	Fidelity	4010664712
2	Hostel - Kith & Kin Educational School	Fidelity	4010703857
3	Kith & Kin Educational School	First bank	2001737648
4	Excursion	Polaris	1770638713
5	International Exam	Polaris	1770534145
6	Kith & Kin Montessori	Fidelity	4010809553
7	Kith & Kin Montessori	Polaris	1770617877

- School fees should be fully paid on or before the first week of resumption without which the child should be withdrawn from school.
- No student/pupil will be admitted into the hostel without full payment.

PG 02: DISCOUNT ON BILL

- ✓ Three siblings will enjoy 10% discount of tuition on one child picked by the School for the session.
- ✓ More than three siblings will enjoy additional 12.5% discount of tuition of the second child.
- ✓ For every child recommended by a parent, the referee will enjoy 10% discount of tuition on his/her child for the session.
- ✓ Parents who make full annual payment at the beginning of the session will enjoy 10% discount on total bill.

PG 03: MID-DAY MEAL

In order to curb theft, remove discrimination, foster cleanliness and inculcate financial discipline, the mid-day meal has been provided since September 2015, to all students/pupils at a cost included in the school bill of day students. It is prohibited for day students/pupils to bring money to school.

PG 04: PROHIBITED ITEMS IN THE SCHOOL/HOSTEL

- I. Phone handset
- II. Pressing Iron
- III. Drugs/medicines
- IV. Hot plate
- V. Sharp objects
- VI. Games
- VII. Tinned food

Mufti wears (one pair of jeans and two T-shirts) are however allowed.

PG 05: PHONE CALL IN THE HOSTEL

Phone calls would be allowed between the hours of **4.00pm** and **6.00pm** through the House Mother's and House Father's lines, every day.

PG 06: HOSTEL SHUTDOWN

The hostel shall shut down 24 hours after the School goes on holiday/vacation. Parents/Guardians are advised to ensure their child(ren)/ward(s) leave the hostel before the closure.

PG 07: RETURNING STUDENTS TO THE HOSTEL

At every resumption, boarders are expected to resume to the hostel between the hours of **2.00pm** and **7.00pm** after which the child may be granted to come back the next day.

PG 08: DISCIPLINARY PROCEDURE

School and Hostel rules and regulations should be observed by all students in order to create an orderly and conducive environment for learning. These form the critical hidden curriculum that provide learning experience through which students are nurtured to have disciplined minds and to be responsible members of the society. It is imperative that the home and the school should collaborate and cooperate to be on the same page for the benefit of the child.

It should be noted that:

1. Any case of infraction against an individual or against the School or hostel should be reported to the first level supervisor such as the House Mother/Father, or the Principal.
2. Depending on the severity or sensitivity of the case, if action is not taken within 24 hours, the matter should be brought to the attention of the Chief Learning Officer (CLO).

3. Students should report cases to the House Mother, House Father, and the Heads of Schools rather than reporting to their parents when the matter has not been made known to the School Authority.

In a case of infraction of the rules and regulations, the following disciplinary procedure shall apply:

4. The 'offender' will be invited for an interview by the School's Guidance Counsellor/Principal/Head Teacher, who will assess the case to determine the appropriate action to be taken. The action may be counselling, caution, warning, reprimand, or, at the extreme, expulsion from the School or hostel.
5. Depending on the severity of the case, the 'offender' may be asked to narrate his/her involvement and thereafter be invited to appear before the Disciplinary Committee for the determination of the case. The Disciplinary Committee will then report to the Chief Learning Officer (CLO) through the Heads of Schools.
6. The parent/guardian of the alleged 'offender' may be invited for a full briefing, as the parent's/guardian's reaction will also be considered before a final decision is taken.

PG 09: ATTENDANCE AT OUT –OF-CLASSROOM SOCIAL ACTIVITIES

The crucial task of educating and raising a child is a shared responsibility between the home and the school. While the role of the school is critical to the intellectual and spiritual growth of the child, it is largely inadequate in the total education of the child without the support and complementary role of the family. In fact, mothers are the acclaimed first critical role players in the life of

the child. It is for this reason that parents/guardians should attend and will be required to bring their children/wards to the following programmes:

- i. Inter-House Sports Competition
- ii. Open Day/Visiting Day
- iii. December Children's Carnival
- iv. Cultural Programme
- v. Valedictory/Graduation Ceremony,

And any other social activities stipulated by the Schools.

PG 10: ACADEMIC ACTIVITIES

- i. Only the Principal/Heads of School can arrange remedial classes or lessons for pupils/students, not any teacher.
- ii. Information about external examinations can only be made available by the Principal/Head of School.
- iii. Payment for external examinations should be made into the appropriate school account, not to any teacher.
- iv. Information about foreign programmes such as: CIE, TOEFL, IELTS, ESOL, etc. is available from either the Principal or Marketing Staff.

PG 11: TEXTBOOKS

Recommended textbooks for each class will be made available in the School Bookshop.

PG 12: HEALTH STATUS

It is mandatory that the health status of any student/pupil requiring special attention be disclosed in the admission form.

Any medication should be in the care of the Nurse.

PG 13: STUDENS'/PUPILS' PROPERTY/POCKET MONEY

Monies (maximum five thousand Naira only) and valuable items should be kept with the House Mother/Father or the Heads of School.

PG 14: TRANSPORTATION

The School Bus may not get to the nooks and crannies of every location due to the poor state of roads.

Parents and Guardians may arrange for weekly boarding or make personal transport arrangements.

PG 15: VISITING DAY

Parents and Guardians are expected to visit their children or wards in the hostel on the stipulated day, which is the first Saturday of every month from **2.00pm** to **6.00pm**. No visitor is allowed in the hostel rooms but they can make use of the dining hall or visitor's room or classrooms during visiting days.

PG 16: CO-CURRICULAR ACTIVITIES

Students/Pupils are to be engaged in any two or three of the following societies/clubs:

- i. The Cultural Society
- ii. The Press Club
- iii. The JETS Club (for all science students)
- iv. The Nigerian Red Cross
- v. Nigerian Conservation Foundation Club (NCFC)
- vi. The Nigerian Scout Club
- vii. Boys Brigade
- viii. Taekwondo/Karate Club
- ix. Home Makers' Club

- x. Young Farmers' Club
- xi. Drama Society
- xii. Music/School Orchestra
- xiii. Man-O-War Group
- xiv. The Literary & Debating Society.
- xv. Readers/Writers' Club (compulsory for all students).

All students must be members of either the JETS Club or the Literary and Debating Society.

PG 17: RESULT/ACTIVITIES ONLINE

The school's website has been redesigned to include students' portal with features to view and download school reports and engage in activities online. A caveat is that the results and activities for students with outstanding bills will not be posted on the portal.

CONTACT FOR FEEDBACK/COMPLAINT

Call or send SMS to:

1	CLO	08027780260
2	ED	08091195465
3	PRINCIPAL	07038748847
4	HM- KKNPS	08180283083
5	HM-KKMS	08187032124
6	BURSAR	08120862999
7	ASST BURSAR	07032630268
8	HOUSE MOTHER	
9	HOUSE FATHER	

LAGOS STATE GOVERNMENT CHILD'S RIGHTS LAW

WHO IS A CHILD?

The Lagos State Child Right's Law defines a child as any person below the age of **18 years**. The **Lagos Child's Right Law (CRL)** came into being on 28th May, 2007 after amending the existing law that protects a child.

WHY CHILD'S RIGHT LAW?

Children are the future of every nation, therefore, it is important to protect and groom them to fulfill the role. Many children in the world today suffer hardships from wars in their countries, lack of care (neglect) and abuse by their parents and government. Thus, they (children) grow and become threats to the society.

In order to prevent this, the Lagos State Government adopted the CRL to protect children from birth, up till 18 years of age, when they become adults. This is to ensure that children grow in the family and community with love, care, happiness, peace, security and are able to exercise some measure of freedom. This will also educate the child on his/her rights and if anyone of them is abused, the law will be applied.

THE RIGHTS OF THE CHILD UNDER THE LAW

The following are the Rights provided by the law to a child in Lagos State:

1. Rights to life, survival (continued existence) and development (growth, progress and advancement).
2. Rights to name: Every child shall be given a name when he/she is born and his/her birth shall be registered.
3. Right to enforce his/her rights in the family court. No child should be subjected to any form of injury, abuse or maltreatment.
4. Privacy, family life and parental care.
5. Freedom of association and peaceful co-existence.
6. Right to protection: Every child must be protected from exploitation, abuse and neglect.
7. Freedom of movement: Every child is allowed to move freely but movement must be in agreement with the law.

Apart from some of the rights mentioned above; the law also protects children from:

- a. Sexual abuse and exploitation.
- b. Exposure to usage, production and trafficking in narcotic drugs and psychotropic substances.
- c. Abduction, removal and transfers from lawful custody.
- d. Recruitment into armed forces.

RESPONSIBILITIES OF CHILDREN UNDER THE LAW

- Respect his/her Parents, Guardian, Elders and other superiors at all times and assist them in times of need.
- Work towards the cohesion of his/her family and community.
- Contribute to the moral wellbeing of the society, as well as social and national solidarity.

- Respect the ideals of Democracy, freedom and equality, humanness, honesty and justice for all persons.

RESPONSIBILITIES OF PARENTS UNDER THE LAW

Parents, Guardians and others responsible for the upbringing of the child are responsible for the following:

- a. Care
- b. Maintenance
- c. Proper upbringing
- d. Education
- e. Guidance
- f. Discipline
- g. Socialization Training

RESPONSIBILITIES OF GOVERNMENT UNDER THE LAW

The State Government has the duty to protect and provide good things for children in need in the state and also help their families to take good care of them (children).

These includes:

- Provision of Free Basic Education
- Provision of a policy framework that will ensure the right of the child.
- Reduction of infant and maternal mortality rates.
- Provision of medical and healthcare
- Building and equipping family courts across the State, etc.

CONCLUSION

The **Child's Rights Law (CRL)** was made by Lagos State Government to cater for all development care of the child(ren) aged 18 years and below.

It also specified the responsibilities of the Child, Parents/Guardians as well as Government.

If properly applied, it will eliminate or considerably reduce child delinquency, child abuse and child begging. The prosecution of defaulting Parents/Guardians shall be well enhanced.

Thank you for your attention.

15-07-2015

REFERENCES

- i. Lagos State Government.
- ii. Ministry of Women Affairs & Poverty Alleviation.

Edited Tuesday, January 4, 2022

CONSENT FORM

I, Mr. Mrs. Dr. Chief _____

(Tick appropriately)

Parent/Guardian of _____

Admission No _____

Class of admission _____

wish to express my consent and agreement with the Parent Teacher Association Policy Guidelines, September 2015.

I promise to cooperate and collaborate with the School Management for a seamless implementation of the policy in order to create a conducive environment for learning and establish proactive school governance for the benefit of the learners and other stakeholders.

.....
Signature/Date

January 4, 2022