

2020

# SCHOOL INFORMATION BOOKLET 2020

**LOVINDA JUNIOR ACADEMY | [lovinda.academy@gmail.com](mailto:lovinda.academy@gmail.com)**

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## GENERAL INFORMATION

Lovinda Junior Academy is a Private School catering for children aged 6 months to 9 years.

School address: 18 Femi Turner Drive, Goderich, Freetown

Telephone Number: +23276430098; +23230368220

Email Address: [lovinda.academy@gmail.com](mailto:lovinda.academy@gmail.com)

### Parking of vehicles

Parents and Teachers are not permitted to use the school compound at any time. This is to ensure the safety of all students.

## TERM DATES

Term One: September/October

Term Two: To be advised

Term Three: To be advised

## ABOUT OUR SCHOOL

The school is located at a quiet middle working-class environment. The road to the school is paved with asphalt. The school facilities are housed in a three-town lot property with perimeter fence and razor wires. It also features an African Hut and Games Hall for mild recreational activities.

It is a two-storey building consisting of a ground floor for pre-primary and upper floor for primary schooling. Playground is equipped with see-saw, slides, swings, games hall and African hut for lunch rest. Ground floor houses the Day care and three classes for Kindergartens, Head Teacher's office, toilet facilities, class room for Grade 5, kitchen and book store.

The upper floor houses the primary school consisting of five classrooms, a library, an administrative office, science room, kitchen, book store and teachers' resting area.

The class rooms are tiled with porcelain and ceramic tiles. Classroom sitting style is designed for interactive learning. Classrooms are fitted with extractor fans. Toilet facilities for boys and girls are separate. Boys' toilet is fitted with urinals. There is a dedicated area for day care kids fitted with special plastic beds for napping and resting. Washing facility with hot running water and sinks have been installed at the Day care. Each classroom is fitted with flat screen television as a visual learning aid.

The ceilings are designed with fire resistant gypsum boards. Classrooms are fitted with CCTV cameras.

LJA is Private School ("School") and a co-educational institution with a tranquil setting conducive to learning and offers excellence in education from one-year old children to Grade 6

We are a friendly, family-orientated school with interaction between staff, parents, and Students. We are committed to ensuring that the principles of equity and natural justice

contribute to achieving our goals. We have an efficient and motivated workforce with the required expertise and competence to meet the School's requirements.

Our ethos embodies care and compassion, recognizing each Student's individuality so that he/she may realize his/her full potential. We therefore provide an environment and facilities for the Student's holistic, spiritual, intellectual, physical, and social development.

We are proud of our demanding and comprehensive academic, as well as extracurricular programmes which emphasize self-discipline, listening and concentration, motivation, and the power of thinking critically and creatively, time management and entrepreneurial flair. Limited sporting facilities are also offered.

The School is dedicated to fostering lifelong learning experiences. It is this important commitment from our Directors, Head Teacher, School Administrator, Staff, Parents and Students which has given impetus to the premium niche strategy being pursued by the School.

### VISION

Investing and committing to premium quality education for life within a leading, safe, and child-friendly learning environment.

### MISSION STATEMENT

Our mission is to produce best performing students at public exams, equipped with required knowledge and skills to excel in higher education and chosen careers.

### CORE VALUES

The abbreviation for our core values is SHEPHERD. The school believes in:

- Success – maximizing learning and committing to raising well-behaved and good citizens.
- Honesty – be upstanding, ethical and law abiding
- Excellence – say no to mediocrity and strive for excellence
- Perseverance – remain focused against all odds, be courageous and bold
- Hard work – enduring effort in pursuit of learning
- Experience - every student deserves the best possible educational experience
- Respect – for our teachers, support staff, administrators and parental community
- Diligence – be methodical and always planning at every step

### MOTTO

**'Never settle for less'**

## KEYS TO SUCCESS

By creating a safe learning environment with excellent facilities, recruiting experienced teachers and working with a franchise in the UK and adopting unique learning models, digital aids etc, we will deliver premium quality education to our pupils who in turn will deliver best performance at public exams.

## OUR SIX STRATEGIC PRIORITIES 2020 - 2024

1. Developing and nurturing a pupil-centric premium culture.
2. Pursuing superior niche in quality education delivery.
3. Expanding pre-primary and primary learning centers.
4. Securing world class franchises that support premium quality learning.
5. Embedding a discipline and compliance culture.
6. Delivering strong financial performance and educational outcomes.

## GOALS FOR ALL STUDENTS

Every student must:

- Always speak English
- Demonstrate quality learning readiness.
- Accept higher standards of learning.
- Meet literacy and math benchmarks.
- Attend and actively engage in daily learning
- Be honest and trustworthy.
- Be polite always
- Be friendly to fellow classmates
- Be respectful to teachers and other adults
- Listen when others are talking
- Work quietly and not disturb others
- Arrive on time everyday

## SCHOOL UNIFORM POLICY

- All children must have full school uniform, worn correctly, for daily attendance at school.
- Our uniform colors are dark grey and gold. Our style is gold shirt and dark grey shorts for boys and gold shirt and dark grey skirt for girls. School shirt must always be stuck inside the short or skirt. Top buttons must be fastened.
- Uniform will also be worn on occasions when students are representing the school, including during off-site visits.
- Parents and caregivers are asked to co-operate fully by providing the uniform and ensuring children wear them correctly all the time. Some items are only obtainable from the school.
- Please ensure that all articles of clothing and other items brought into school are clearly marked with your child's name.
- Grey or white socks must be worn. Coloured socks are not permitted (even under trousers).

- Should your child wear a hijab or headwear, this needs to be in grey.
- Shorts and skirts should not have jewelry or other adornments attached to them.
- Shoes should be suitable for school wear, enabling the child to play safely at playtimes. Children must not wear trainers or boots in school. Please ensure toes are protected.
- Children may wear boots to school on wet and rainy days but must change into their school shoes when they arrive at school. Again, please ensure all are clearly labelled with your child's name.

### Book Bags

Backpacks with the LJA school Logo are acceptable. Please label all bags with your child's name.

Please limit keyrings and toys on books bags to one only. We know this helps to identify your child's bag, which is helpful, but several toys / keyrings are unnecessary and can cause distraction.

## COMMUNICATION TO PARENTS

- Letters are regularly sent home by 'pupil post' and email. Information letters are sent by email, letters containing a reply slip are sent by 'pupil post'.
- A paper copy can be collected from the school office. Please note, to comply with our safeguarding policy, we do not publish trip and visit letters.
- Text Message and reminders are sent by text message. Please inform the school if you change your mobile number.
- Most letters, messages and reminders are sent by email. Please inform the school if you change your email address.
- The Newsletter is produced towards the end of each half term and a copy is sent by email.
- Reading record keeps parents/caregivers informed of reading progress and enables two-way communication between home and school

## ADMISSION POLICY

Admission is non-discriminatory nor influenced by race, gender, politics, tribe, or faith.

As a private school, the School reserves the right of admission at its discretion. The School endeavours to maintain an average of 15 Students per classroom and where there are more applicants for admission than positions available, certain applications will have to be deferred until availability.

## COMMUNICATIONS

English is the ONLY medium of instruction and communications within the school. Both students and teachers are always mandated to speak English without exception. Failure to do so shall attract disciplinary action.

## SCHOOL CURRICULUM

### Curriculum Statement

The school curriculum includes all the learning opportunities your child encounter during the school day. Our expectations are high, and we hope that by ensuring each child becomes a confident, independent, and resilient learner, he/she can make excellent progress and achieve well.

The curriculum is designed to help children acquire the essential skills of literacy and numeracy so that they become fluent in the use of spoken language, in reading and writing, and that they become increasingly competent in the understanding and application of mathematics. All the learning that takes place in school is dependent on the four inter-related skills of speaking, listening, reading, and writing.

The emphasis is on teaching through engaging topics, which excite and engage children in a wide range of investigative learning experiences. We provide opportunities for children to develop the knowledge, skills, and attitudes to become successful life-long learners as they engage with all subjects in the National Curriculum.

In addition, the school offers Islamic Education. Parents who do not want their child to take part in Religious Education lessons, or in daily collective acts of worship, should express their wishes in writing to the Head Teacher.

Therefore, the School's curriculum encapsulates the concept of holistic education, with students having the opportunity to acquire a broad range of knowledge, skills and understanding academically as well as develop socially, emotionally, and physically.

Curriculum topics are prepared each half-term and shows the outline for learning. A paper copy is also sent to parents. The School provides a Reporting System for Continuous assessment of skills and achievements taking place throughout the term. Parent consultation evenings are held each term. Parents/caregivers receive a full written report at the end of the academic year.

The school has developed two separate curricula for Preschool and Primary School. Copy of these are available at the school's website.

## THE SCHOOL OFFERS:

Our school services include but classes 5 and 6 will be available next academic year

<b>Day care</b>	<b>Age Bracket</b>
Infant	6 Months to One Year Old
Toddler	One Year+ to Two Years Old
<b>Preschool</b>	<b>Age Bracket</b>
Nursery 1	2 Years+ to 3 Years Old
Nursery 2	3 Years+ to 4 Years Old
Kindergarten	4 Years+ to 5 Years Old
<b>Primary</b>	<b>Age Bracket</b>
Class 1	6 Years Old
Class 2	7 Years Old
Class 3	8 Years Old
Class 4	9 Years Old

## EVALUATION OF STUDENT ACHIEVEMENTS

LJA follows the Assessment Framework and Scheme of Work issued by the Authorities for all grades.

- The School's pass requirement is 50% in each subject.
- Reports are issued in respect of each Student in all grades and sent home to the parent/guardian with the Student, by the end of the first week in the new term.
- Formal, arranged consultations are planned for all grades during the first, second, and third terms. Interviews may be initiated by the parent/guardian or educator at any time during the year, as the need arises.
- Students are expected to produce all units of work for assessment. Non-submission of projects/assignments, etc will be viewed in a serious light and the Students' marks may be compromised.

## HOMEWORK

Time allocated to homework for the various grades varies. Homework is set daily.

In the Foundation Phase, homework is recorded daily in a homework notebook. Students are thought to be self-disciplined. Students must take note of the homework set and complete these tasks diligently. Parents/guardians are expected to monitor the completion of homework.

Remember that reading, whether literature, novels or current news will be a daily part of a Student's homework.

## LEADERSHIP AND HONOURS

- Students may be elected as monitors on a rotational basis to help with additional responsibilities in the class and/or other co-curricular/extra-curricular activities.
- Foundation Phase Students wear 'monitor' badges as a form of acknowledgment.
- House captains and vice captains are chosen from senior Students to assist with duties, as required.
- 'Honour' badges will be awarded to qualifying Students who have excelled in the academic and co-curricular arena.
- Students are awarded certificates and trophies for their outstanding academic and sporting achievements during the year.
- The highest honours awarded are the Lovinda (Academic) and Aloomo (Sports) Awards. Top 3
- The Top 3 Students in each grade are honoured at the end of each of the first three terms.

The School reserves the right not to hold an annual awards function in its discretion.

## SCHOOL PROTOCOL

Parents/guardians who require information or have any problem regarding the Student's progress should contact the School Administrator.

However, a parent/ guardian who wishes to lodge a complaint of a serious nature must follow the complaint policy published in the school's website

### RULES OF THE DAY

The School Day

6.55am: Gates open

7.00am: Biometric Registration

7.45am: Assembly begins

8.00am: Lessons begin

10.45am: Break time

12.00 noon: Lunch time

1.00pm: Lessons begin

3.15pm: End of school

### ABSENCE / LEAVE

No Student can be absent for non-medical reasons without the prior consent of the Head Teacher. A written note, signed by the parent/guardian, must be submitted to the School office at least one School day before the date the Student will be absent.

In cases of illness, or other unforeseen absence, a letter giving full reasons for the absence and signed by the parent/guardian must be submitted to the class teacher on the day that the Student returns to School.

Any appointments (medical, dental, or other) should not, where practicable, be scheduled during normal School hours.

No Student may leave the School premises during the day without the authority of the Head Teacher.

The School keeps comprehensive records of all absence and/or leave.

### STATIONERY

Parents/guardians must purchase the prescribed stationery from the approved list and such list will be provided by the School to all parents/guardians at the end of each year.

The stationery may be purchased from any stationer of their own choice.

### TEXTBOOKS

Parents/guardians are to buy the prescribed textbooks from the approved list which will be provided by the School to all parents/guardians at the end of each year. The Student may also attempt to acquire the prescribed textbooks from other Students who had used them the previous year. Textbooks/workbooks for the foundation phase must be purchased from the School.



## SECURITY

Security is provided by a security company on a 24-hour basis. Every effort is made to ensure a safe and secure environment for the Students while they are at school, however, it is not possible to assure complete safety or the elimination or reduction of all or any risks.

In matters pertaining to traffic and security, parents/guardians must adhere to the directives of the security personnel. For the safety of Students, parents/guardians must ensure that their children are picked up timeously after school. Parents/ Guardians must be tolerant of and courteous towards one another.

## SCHOOL BUS

The School Bus service is run by the school and the drivers are employees or agents of the School. The service charged is NOT included in the school fees schedule.

Parent/guardian may opt to use other means of transportation at their sole discretion.

In the event of the late arrival and late collection of Students in the morning or afternoons, application charge will apply.

The safety of Students is a cause for concern. Parents/guardians are to ensure that they are satisfied with all safety and security measures provided by the transport service providers.

## TRIPS AND VISITS

Trips and visits enrich the curriculum for all children and support their personal and social development.

We organize different trips and visits throughout the year for all year groups.

Details will be communicated to you via email/letter sent home approximately 4 weeks before each planned trip or visit. Small voluntary contributions are requested to help fund these enrichment activities.

All visits and trips are risk assessed prior to the day of the activity and health and safety procedures are strictly adhered to. If transport is needed, school bus is always used.

We do not publish off-site trip information prior to the activities to ensure the safety of children and personnel. However, photographs and an account of the visit or trip will be shared electronically once the activity has been completed.

Swimming – Year 4 children will attend swimming lessons for a term as part of the PE curriculum.

## PHOTOGRAPHS

Individual photographs are taken in the classroom including class photographs. Parents/carers will have the opportunity to purchase a package of photographs.

The school utilizes photography and video clips of the children on a regular basis as part of the curriculum, please ensure you have completed and returned the enrolment agreement.

### PARENT STAFF ASSOCIATION

We are developing an active and supportive PTA called Friends of Lovinda Junior Academy or FLJA whose main aim is to promote the best interests of the school and its children.

By fund raising through several charitable events, FLJA helps to provide equipment for the benefit of our children, which the school would otherwise be unable to provide. Now we are focusing on building and supporting the school's library and playground development.

All parents automatically become members of FLJA, and we ask all new parents to come along to the Annual General Meeting and to actively take part in the events.

### SCHOOL LIBRARY

Your child will be offered the exciting opportunity to borrow a special library book from our school library. Each class will visit the library each week to select their books. The children will 'sign' their book out of the library, so we are able to keep a record of which books have been borrowed. The books can be borrowed for a week and then the children will sign their book back in during their next class library visit.

The schedule for library visits may change weekly depending on timetables and other events, so we ask that the children bring their borrowed library book to and from school each day in their book bag, so they are able to return them to the library and select a new book on any given day. If your child does not have his/her library book in school when the class visits the library, it will not be possible to select a new book until the one currently being borrowed is returned.

Please note that our library books must be cared for at home as well as at school and we expect the books to be returned in good condition for others to use. We implement a 'Damage or Loss' policy - if a book is lost or damaged there will be a replacement fee based on current prices

### SCHOOL FEES

Tuition fees are subject to change in line with prevailing learning conditions to sustain premium quality learning and standards. Please refer to the attached School fee information brochure detailing the compulsory School fees payable in respect of Students at the School.

### MISCELLANEOUS

Breakages of equipment or of any School property will be charged to the account of the parents/guardians.

Food may only be consumed during break times. Eating and drinking in the classrooms, corridors, or offices, is strictly prohibited. Chewing of gum is not allowed at any time.

No ball games may be played anywhere near or in the School compound without supervision.

The possession or use of electronic devices, laptops, iPads, tablets, cell phones, cd players, tape recorders etc or other valuable items is prohibited on School premises and/or at school-organized functions. Such items will be confiscated, and a receipt issued stating

the date on which the said item may be collected. The School cannot be held responsible for the loss of any such items at the School. Items confiscated will only be returned to the parent/guardian at the end of the following term but will not be kept beyond the end of the last term, in any given year.

In the case of any ambiguity or dispute in respect of the interpretation of any clauses contained in this Information Booklet, the Code of Conduct or the School Fee Policy, the interpretation placed on it by the directors of the School shall be final and binding.

Any amendments to the Information Booklet, the Code of Conduct or the School Fee Policy made by the School from time to time may only be communicated by way of newsletters or any other form of official written School communication.

No relaxation of the provisions of this Information Booklet, or extension or indulgence allowed by the School or its Directors, shall prevent the School or its Directors from at any time insisting on and enforcing strict compliance with these provisions.