

SCHOOL RULES AND REGULATIONS.

Name : Namugongo View Pre & PrimarySchool

Motto : Light for life

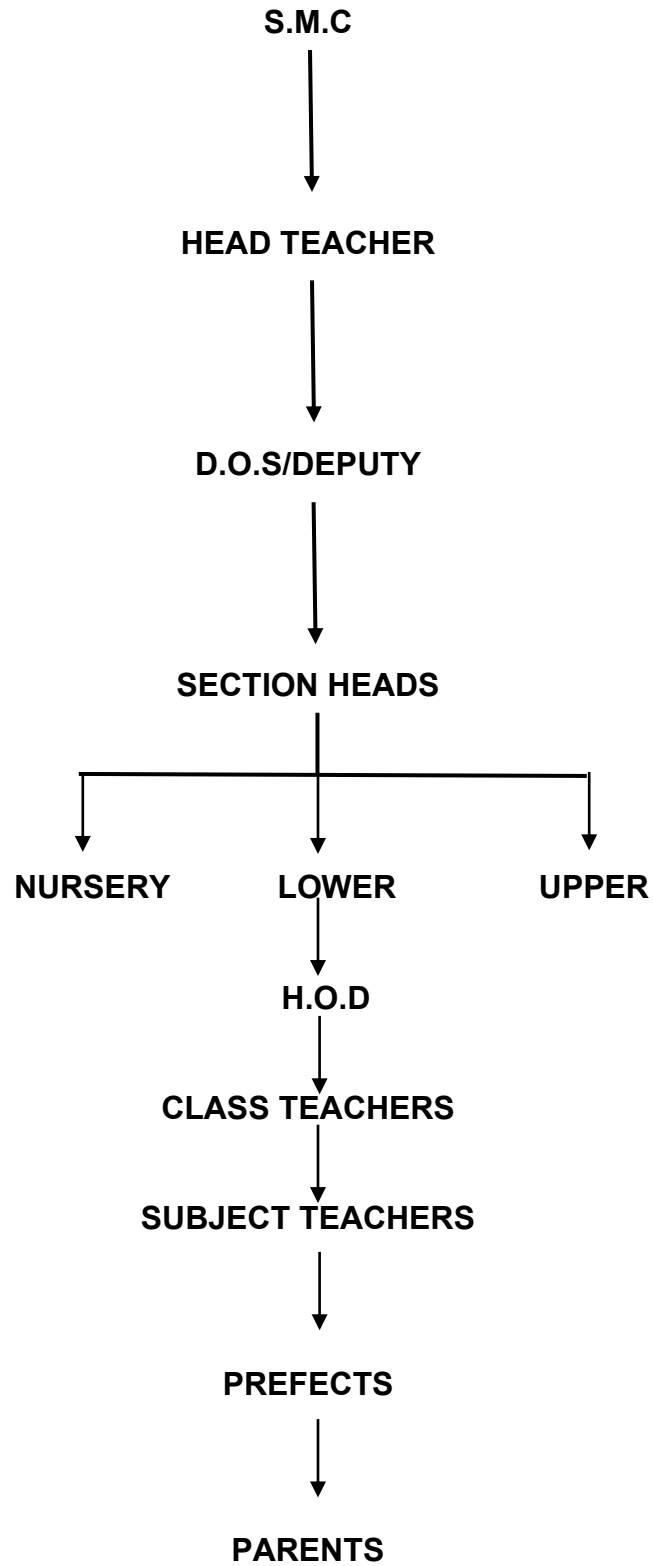
Vision : To establish and excel in producing quality education services to the young generation of this community and the nation at large.

Mission : To produce children of value, who can use their heads, hearts and hands for a meaningful future.

Core values

- God fearing
- Passion
- Creativity and innovativeness
- Customer care

The Administrative structure of the school runs as follows



PREAMBLE

Namugongo View Pre and Primary school is a privately founded christian school offering both Pre-Primary and Primary education services. The education is in line with the National Educational goals set by the ministry of Education and Sports.

The activities are guided by the school Motto ; « **LIGHT FORLIFE** » which helps pupils shape their future careers.

In order to fulfill the school mission, the School Management Committee and Board of Directors established these rules and regulations for the pupils.

Article : 1;Conduct /Discipline.

- a. All pupils must exercise high degree of respect to themselves, school administration, prefects and the community at large. Any form of indiscipline such as ; rumoring, quarrelling, bullying, teasing, use of abusive language, disobedience and any of the related behaviour will lead to a disciplinary action.
- b. Pupils are not expected to spread any form of pornographic content, sexual abuse such as homosexuality, lesbianism, rape, defilement etc. within the school. If anyone gets involved, he/she will face a disciplinary committee.

Article : 2;Academics.

- (a) In this school, academics is one of our priorities. Every pupil is expected to be punctual for all classes, show continuous progress in every assessment. Failure to cope up with the school standards will lead to a demotion or repeat of a class.
- b). Absenteeism without notice, cheating of exams and habitual late coming are prohibited.
- c). Co-curricular activities aim at promoting pupils' talents and physical fitness as guided by the National Curriculum. Therefore, every pupil is

expected to belong to one or more of the societies at school. NO pupil should deliberately dodge any of the societies in school. Once found without any genuine reason, you will be summoned by the disciplinary committee.

Article : 3: Smartness.

- a). Smartness is the order of the day in this school. Every pupil is expected to be smart from the head to the toes while at school.
- (b) Every pupil is expected to be in school uniform throughout the week as specified. **NO** jewellery or beauty items like lipstick, eye pencil.t.c are allowed in the school.
- (c) Non-uniforms are not allowed in school unless called for by the school administration. Any unauthorised items will be confiscated and given out at the end of the term.

Article 4 : Safety.

- a. Dangerous or defensive instruments of any kind are not allowed in school. Once found with any, both the pupil and the parent will be responsible.
- b. Any form of violence is not allowed in school. Once proved, you will be handed over to the courts of law.
- c. All pupils' property are expected to be labelled for security purposes. If any pupil's property gets lost without labels, the school will not be answerable.
- d. Stealing is prohibited. Once found with one's property, you will have committed theft and this will lead you to disciplinary committee.
- e. All children are expected to respect and take care of the school environment and its property. Once found damaging any of the school property, you will be held responsible.

Article 5 ; Health.

- a) Report any unhealth condition while at school to the immediate and responsible person. For any unhealth condition beyond school management, a parent will be notified.

Article 6 : Communication

- (a) English is the accepted medium of communication. Every child is expected to practice it.
- (b) All information the school wishes to extend to our pupils will be communicated to using English language through, speeches, notices e.t.c.
- (c) Children are encouraged to freely communicate to each other and the staff in a proper language and respect. If any child is caught abusing the above will be handled by the Director of Studies.
- (d) Children are also encouraged to express their feelings through fellow pupils, staff, administrators and also make use of the suggestion boxes.

Article 7 ; Meals.

- a. All pupils should be present and punctual for all meals provided.
- b. Pupils who cannot have meals provided by school due to health reasons should report to the administration with a medical evidence.

Article 8 : Visitation.

- a) Pupils will be visited on designated days ;
- General Visitation (once a term) -----from 1 :00pm to 5 :00pm
 - Academic checks (Tuesday to Thursday)----Break time and lunch time
 - Abrupt visits (on appointment)

NO child will be allowed to receive visitors outside the designated days and time.

- b) **NO** visitors allowed to enter the dormitory unless given permission from the office. Any pupil found in these places with a visitor will be summoned by the administration.
- c) Pupils' pocket money (boarders) should be deposited in and signed out from the office. For any missing money in the dormitory, the school will not be responsible.
- d) No cooked food shall be allowed in the dormitory apart from snacks and grabs. Once found with food, you will be handled by the administration.

Article 9 : Restricted areas.

- (a) NO pupil is allowed to have access to the following areas unless permitted ;
 - Dormitories during class time.
 - School entry points (gates).
 - Kitchen
 - Isolated places.

Article 10 : Parents' responsibilities.

To The Pupil.

- a. It is the parent's responsibility to encourage and motivate his/her child for better performance.
- b. Parents are supposed to give a feedback on the child's behaviour, academic progress and talent development. Therefore, you are encouraged to check on the pupil's home work, school bag and books.
- c. It is the parent's responsibility to provide the pupil with all scholastic materials and others requested by the school on the reporting day. Failure to provide, you will be tasked to provide at that time.
- d. It is a parent's responsibility to provide the pupil with full set of uniform i.e. class uniform, sports wear, appropriate shoes, school sweater. No child will be allowed in school without school uniform. Any foreign wear

will be confiscated and given back at the end of the term unless given permission by the administration.

- e. All pupils' property must be labeled permanently. The school will not be responsible for any missing unlabeled pupil's property.
- f. It is the responsibility of the parent to pay the pupil's school fees in time to avoid inconveniences.

To the school.

- a) Parents' ideas and views are of great value towards the academic progress of the child and the school development. Therefore, you are encouraged always to attend school meetings, check on the pupil's progress and respond to school calls when called.
- b) Parents are role models and exemplary to our pupils, therefore, you will always be requested to appear at school decently in dressing, presentation and keep good relationships with administration and the staff.
- c) Parents are expected to respect and honour school programs as organized and guided.

To the community.

- (a) The school will always be ready to cooperate with you in the community activities. And for that matter, you are requested to be its mouthpiece and publicize it to the outside community.

Conclusion.

- All the above rules and regulations together with responsibilities aim at directing our pupils to achieve the best while at school. So you are required to read, interpret and understand them together with the pupil.
- You are asked to sign the consent below and return a copy to the school on the day for registration. **(please return the original copy and remain with a photocopy)**

Consent.

Please fill in the form and bring it with you on the reporting date duly signed.

Ia parent/
guardian of of class
..... We have read and understood the school rules and regulations.
As a parent/ guardian, I shall support my child in all ways possible so as to
maintain the discipline and academic standards of the school each term and
at the end of every year.

Signed Date
Parent/Guardian