

SCHOOL POLICIES

ADMISSION POLICY

The admissions process begins when parents complete and submit the application form with all relevant documents. If there is space available in the appropriate year group, we will review your application and our decision will be based on whether we think our curriculum and school culture will be able to meet your child's needs.

To make our decision, we use school reports and references, communication with parents, and depending on their age, informal assessment of prospective students. To determine whether children are a good fit for our school, we look for:

A positive attitude toward learning

Learning aptitude to benefit from our curriculum

Ability to relate positively to other learners

Our Principal, makes the final decision on admitting learners. Once your child has been accepted, we prepare an official learner contract, welcoming your child to our school community.

- Application: Parents must submit a completed application form, together with their terminal reports from their previous schools.
- Registration: Parents must provide required documents, such as birth certificate, immunization records, and other documents which the school may require.
- Assessment: Children may be required to participate in an assessment to determine their academic readiness.

ACADEMIC POLICIES

1. Attendance Policy: Regular attendance is expected of all students. Excessive absences may result in academic penalties which may lead to the withdrawal of the student.

2. Homework Policy: Homework is expected to be completed and turned in on time with parents appending their signatures.

3. Grading Policy: Grades will be based on a combination of assignments, quizzes, tests, and projects.

CURRICULUM AND INSTRUCTIONAL POLICIES

- Curriculum Policy: The school follows a hybrid curriculum which is play-based on Montessori and the Ghana Education Service to meet both local and international standards.
- Instruction Policy: Teachers will provide instruction and guidance to support children's learning and development with a combination of research, project work, play activities and field trips.

DISCIPLINE POLICY.

Discipline at **B.I.S (Basoah International School)** is based on Godly Values. Our ultimate goal is to foster in each child a deep- rooted love for God and their neighbor. Respect for themselves that will lead to inner discipline and a well-ordered life. Parents should see that their child obey all school and classroom rules. In terms of disciplinary measure, teachers have full authority and will provide guidance and support to help children develop self-regulation skills. The school uses positive discipline techniques to support children's social and emotional development. Children have the right to learn and teachers have the right to teach.

HEALTH AND WELLNESS POLICY

In case your child shows any signs of wellness at school, the parent listed in case of an emergency will be contacted immediately. If the child shows any signs of ailment before coming to school, Parents must keep him or her at home.

- ***Immunization Policy***

Children must be up-to-date on all required immunizations

- ***Medication***

The school is prohibited from administering any other drug besides paracetamol or triscillicate to a student and it will only be administered when needed. Students who require medication during school hours must provide a doctor's note and follow school procedures.

- ***Food***

In BIS, we ensure there is properly catered lunches and snacks daily. We have a catering service, which provides lunch from a varied menu. Our students and teaching staff are able to enjoy balanced healthy meals both local dishes and international dishes. We also have a canteen in which bottled water and drinks are sold.

Parents also have the option to providing their own snacks/lunches if they choose to. However, parents are to note that Snacks allowed in school is **STRICTLY** Fruits. There are two recreational breaks daily.

PARENTAL INVOLVEMENTAL POLICIES

- **Parent-Teacher Communication Policy:** Parents and teachers will communicate regularly about children's progress, through open day and other school activities that may require the presence of parents in the school.
- **Volunteer Policy:** Parents are encouraged to volunteer in the classroom and participate in school events.