



ESSENCE SCHOOLS

SCHOOL RULES

- SCHOOL RULES:** There is one session per day from 7:45am - 2:00pm and lesson for JSS 3/SSS Classes from 2:00pm - 4:00pm. MONDAY - THURSDAY
- UNIFORM:** Our uniforms are purchased from the school office together with school cardigan and sportswear. Black covered shoes and black belt are to be purchased by the parents. Students should always wear their uniform during school hours, and should always appear neat.
- SCHOOL FEES:** Fees are terminal, payable before resumption. Fees once paid, can neither be refunded nor transferred. Fees paid within a particular term cannot be transferred to another term if the student fails to resume within that term. However, registration fees once paid will not be paid the second time that same year.
- MOVEMENT OF PUPILS DURING SCHOOL HOURS:** Students are not allowed to move out of the school premises without written permission from either Principal or School authority.
- VISITORS:** We do not allow visitors to visit our students. All contact should be made at home unless when the parent/guardian comes with a matter we consider to be urgent. In such a case, permission must come from the Director or Principal.
- ABSENCE FROM SCHOOL:** As a matter of policy, if a student is absent from school, we expect him/her to come to school the next day with a note from his/her parent/guardian.
- DAMAGE:** Any damage caused by a student to any property for example chairs, tables, glasses etc will be paid by the parent/guardian.
- LATENESS:** School gate will be closed by 8:00am every morning.
- FIGHTING:** The management reserves the right to expel a student if he/she fights in the school.
- CERTIFICATES & TESTIMONIAL:** These will only be issued to students who complete the approved years of study in the school. All Certificates must be collected within the year of issue.
- ON RESUMPTION:** A student should submit the following: Two passport photographs, Birth Certificate, Photocopy of last result.
- FEEDING:** Students are not allowed to eat in the classrooms during lessons.
- UNWANTED ITEMS, MATERIALS AND PROPERTY:** Students are only expected to come to the school with required items and materials. All unwanted items such as: Radio, Mobile phones, Mp3, Slippers or any inappropriate uniform shall be seized and destroyed.
- DISCIPLINE:** Students are expected to respect all staff and maintain cordial relationship with their School mates. Students will be suspended for rudeness and bad behavior.
- Any Student/pupil that invites any one to the School either to insult or to inflict bodily harm to any teacher or student will be expelled from the school.**