

Infant Jesus Academy



Day School Policy

Ratified: 19 May 2021

Reviewed: 28 March 2022

Next Review: HT3 2022/23

Day School Policy

Opened in 2002 under the direction of the late Mr Augustine D. Okwechime, and with the Episcopal and ecclesiastical blessing of the Most Revd Dr Michael Odogwu-Elue, Bishop of the Roman Catholic Diocese of Issele-Uku, the Infant Jesus Academy quickly earned a reputation for world-class private educational provision and secured its place as a local and state-wide leader and pioneer within the sector. Young people passing through the academy have been empowered to make meaningful choices about the direction of their lives and have gone on to build successful careers across a wide spectrum of disciplines and areas of specialism.

Now entering its twentieth year of service, it is necessary for the school to consider how we might continually improve our educational offer and extend our reach, whilst building upon the successes of our past, responding positively to the challenges and opportunities of the present and positioning ourselves strategically to preempt those on the horizon. Indeed, organizations that fail to innovate condemn themselves to eventual obsolescence. It is in this vein that, whilst we celebrate our heritage as a co-educational boarding school of Roman Catholic Christian character, IJA's proprietress, Dr Rose A. Okwechime, and its governing body, would now like to extend the school's unique educational offer to young people for whom our continued status as a school for boarders only might render unreachable the life-changing educational opportunities we provide.

It is now, therefore, the policy of the Infant Jesus Academy to admit day learners into its population. This document lays out the key provisions of the policy as they have developed in consultation with:

- The governing body – by the presentation of the developing policy, for feedback and input, on Friday 9 April and Tuesday 11 May 2021, prior to ratification;
- Staff – within their respective teaching and non-teaching teams, in a whole-school consultation exercise on Monday 19 April 2021 and a week of consultation, from Monday 19 to Friday 23 April 2021, with SLT (Senior Leadership Team) feedback and responses being published on Monday 26 April 2021;
- Parents and carers – in a specially-called 'Parent Voice' forum, on Tuesday 27 April 2021, in which comments, questions and suggestions were invited for SLT consideration, and concerning which written SLT feedback was provided on Thursday 29 April 2021; and
- All stakeholders, including learners themselves, in a review of the original (19 May 2021) policy, commenced in Half Term 2 of the academic year 2021/2022.

Admissions procedure

For the academic year beginning September 2022, the school will admit new day learners into Years 7, 8 and 10 only. For the academic year beginning September 2023, this will be expanded to include Years 7, 8, 10 and 11. The admissions procedure for day learners is to be the same as for boarders. Currently, this means:

1. Admission forms are to be purchased and completed for prospective learner(s).
2. Prospective learners are to complete entrance examinations in English and Mathematics
 - 50% average score required for a pass mark.
 - Learners not scoring a pass mark may be admitted, contingent upon the completion of any lessons prescribed by the school, upon joining.
3. The entrance examination fee shall be the same as for boarders.
4. A home/school agreement, detailing the roles to be played by all parties within the educational partnership, is to be signed by all parents/carers and learners. For new learners, this will be at the beginning of the school year.

Day and boarding classes

A 'school day' is comprised of 'structured time' (time in which formal lessons are taught and timetabled activities take place) and unstructured time, in which learners are under the supervision of staff, but with no formal lessons or whole-school activities in progress. Whilst learners will spend the greatest share of their structured time being taught in separate 'day' and 'boarding' classes, this separation shall not apply during unstructured times or whole-school events. At these times, appropriate adult supervision will be provided by either the rostered staff duty team and duty team leader, or by the appropriate members of senior, extended or middle leadership and their respective team(s) of staff.

At all times, the safety, security, personal conduct and COVID-compliance of all learners (both day and boarding), including the handling of matters pertaining to banned items and substances, shall be governed by both the IJA Safeguarding Policy (first ratified 12 July 2021) and the IJA Behaviour for Learning policy, first brought to the attention of parents and carers in November 2021 and formally ratified in February 2022. Further, in responding to our legal *in loco parentis* responsibilities over each learner, our Staff Duty system and our internal monitoring and accountability arrangements mean that, as a school, we make the greatest effort to ensure no learner is left without appropriate staff supervision.

The impact of the above-detailed arrangements regarding separation shall be reviewed by no later than Half Term 3 of the academic year 2022/23.

Entering and exiting the school site

To promote the timely operation of the school timetable and maintain appropriate arrangements for safeguarding learners and ensuring the health and safety of our entire school community (including in respect of COVID-19 protocols), the following shall apply to all day learners:

1. As with boarding learners, no day learner is permitted to enter, or exit the school site, except by presentation of written permission from a member of the Senior Leadership Team (which, for day learners, includes through the presentation of identification cards suspended from black lanyards), or on school business, or in accordance with the timings of the school day. Ingress or egress outside of these conditions will require separate written permission from SLT. Signing in and out at the gate shall at all times be necessary.
2. Timings of the school day are:

Mondays and Fridays	Activity
7:20am – 7:30am	Day learners arrive at school
7:30am – 7:55am	Assemblies (or tutor time) and registration
8:00am – 10:00am	Periods 1, 2 and 3
10:00am – 10:10am	Short break
10:10am – 12:05pm	Periods 4, 5 and 6
12:05pm – 12:30pm	Long break
12:30pm – 2:15pm	Periods 7, 8 and 9
2:15pm – 2:45pm	Lunch
3:00pm	Day learners to have left the school site

Tuesdays and Thursdays	Activity
7:20am – 7:30am	Day learners arrive at school
7:30am – 7:55am	Assemblies (or tutor time) and registration
8:00am – 10:00am	Periods 1, 2 and 3
10:00am – 10:10am	Short break
10:10am – 12:05pm	Periods 4, 5 and 6
12:05pm – 12:30pm	Long break
12:30pm – 2:15pm	Periods 7, 8 and 9
2:15pm – 2:45pm	Lunch
3:00pm – 4:30pm	Games
4:45pm	Day learners to have left the school site

Wednesdays	Activity
7:20am – 7:30am	Day learners arrive at school
7:30am – 7:55am	Assemblies (or tutor time) and registration
8:00am – 10:00am	Periods 1, 2 and 3
10:00am – 10:10am	Short break
10:10am – 12:05pm	Periods 4, 5 and 6
12:05pm – 12:30pm	Long break
12:30pm – 2:15pm	Periods 7, 8 and 9
2:15pm – 2:45pm	Lunch
2:45pm – 3:30pm	Co-curricular activities
3:45pm	Day learners to have left the school site

3. Attendance and punctuality are recorded daily, at registration initially.
 - Late arrivals are regarded as those occurring after 7:30am. All such incidences will be sanctioned through the behaviour system, except where reasonable explanation has been notified to the school office before 7:30am on the day.
 - Unauthorized absences are those occurring without prior written permission from the Assistant Principal (Pastoral) and those not covered with a 'sick' note from a parent/carer. These will be sanctioned through the behaviour (and other whole-school) systems.
 - It is considered that a learner is 'persistently absent' where their attendance is 90% or lower. Persistent absence will be regarded as a whole-school issue and may therefore result in any of a range of sanctions, including fines, exclusions and disapplication from terminal examinations, based on circumstance and severity.
4. Day learners who have not left the school site by 3:45pm (Monday, Wednesday and Friday) or 4:45pm (Tuesday and Thursday), owing to a late pick-up must, wait in the refectory, where they will be supervised by the member of staff on duty.
5. Late pick-ups not notified to the school and not being accompanied by satisfactory explanation will attract a fine of ₦2,000 per occasion. This fine will be applied through the existing surcharging mechanism.
6. Day learners are issued with identification cards which must be worn throughout the school day. Failure to do so will be handled through the whole-school behaviour system.
7. Learners shall submit themselves to any search duly authorized by SLT. It is also the right of any member of SLT to search learners at any point throughout the school day. Spot checking of learners by members of teaching staff or middle leaders may be conducted with the permission of the Principal or the Assistant Principal (Pastoral). All checks will be carried out by two members of staff – both being of the same sex as the learner searched – and reports will be made by the staff conducting them, irrespective of the related outcomes. Learners found to be in possession of banned items or prohibited substances will be sanctioned through the whole-school behaviour system.
8. Learners requiring the use of medication during the school day shall submit same to a nurse, upon entry. Medication should be packaged in a small box, clearly marked with the learner's name and any relevant information pertaining to dosage; and a record of the prescription should be presented to the school for our keeping. It shall be the learner's responsibility to retrieve their medication upon leaving the school site at the end of the school day. Medication not needing to be taken at school shall not be brought onto the school site.
9. All learners shall observe the necessary COVID protocols before being permitted to pass from the gate into the school grounds, including having their temperature checked, by either a nurse or a guard, upon arrival.

10. To secure arrangements around the collection of learners, identification cards will be issued to parents/carers (or their named representative), and these will be shown before learners are permitted to exit the site. No person(s) shall be permitted to collect any learner from school, at any time, without first showing this card at the school gate.
11. If a learner cannot be collected from school by the usual parent/carer or nominated representative, the parent/carer (and NOT the nominated representative) must contact the school to make alternative arrangements. Said arrangements must be authorized by the Assistant Principal (Pastoral) and will be confirmed in writing. Where possible, this confirmation will be given electronically and should then be presented at the gate, by the individuals collecting the learner. Where electronic confirmation has not been possible, the name of the person collecting the learner will be notified to staff on duty at the gate and further checks may be carried out to confirm the identity and authorization status of the person collecting.
12. Drivers sent to collect learners from school must have an identification card issued by the academy with the consent of parents/carers. Where such identification cards are issued, it is the responsibility of parents/carers to ensure that:
 - the school is kept up-to-date with any changes in the status of said driver(s);
 - cards are retrieved from persons no longer eligible to execute collection;
 - such cards are returned promptly to the school.

The school cannot be held responsible for learners being collected by unauthorized persons, where this is the result of parents/carers failing either to notify the school of a change in the person's status or to retrieve and return to the school the identification cards of persons from whom the required permissions have been withdrawn.

School uniform

Day learners and boarders shall wear the same uniform during the teaching day (ie: from 7:30am to 3:30pm), except for the fact that day learners are also required to wear identification cards, suspended from black lanyards. Ceremonial wear and sportswear, when worn, shall be the same for both groups of learners.

Personal conduct

Appropriate choices in personal conduct are recognized, and poor choices in personal conduct are sanctioned, through the existing whole-school Behaviour for Learning system. Sanctions include the imposition of no-notice 20-minute or 40-minute detentions. Where it is necessary to impose a 60-minute SLT detention, these can be issued with 24 hours' notice.

Co-curricular activities

As COVID regulations allow for co-curricular activities, the following arrangements shall apply:

1. Parents/carers will be informed that their child(ren) will stay back after school on designated days for sporting and other activities.
2. Participation in at least one afterschool sporting activity is compulsory, except if there are valid health grounds, evidenced by a medical report.
3. Parents/carers should sign up for their child(ren)'s chosen activities in the Business Manager's office and make the required payment.
4. Learners are to be collected at the usual pick-up time when not attending activities.
5. On the day(s) of their chosen activities, learners are to change into the appropriate uniform in the changing areas designated for their use.
6. Learners participating in events taking place off-site will be returned to school after the event. Arrangements should therefore be made by parents/carers for their child(ren) to be collected from school.
7. Day learners will join boarders on the school bus to and from the off-site venue.

Lunchtime arrangements

Lunchtime arrangements are the same for day learners as for boarders. However, lunch itself is not included in the fees paid for day learners and is available, at additional cost, upon request from parents and carers.

Shuttle service

Where the school can provide a shuttle service for the pick-up and drop-off of day learners between designated locations within Asaba, the following shall apply:

1. Parents/carers wishing for the child to use this service should complete a 'Shuttle Service Request Form' at the beginning of the term.
2. The ~~N30,000~~ charge for this service must be fully paid within two weeks of the term commencing.
3. All learners boarding the shuttle vehicle must present their school-issued identification card to the member of staff responsible for supervising their boarding.

4. Parents/carers assume full responsibility for the safety and intervening travel arrangements of learners between home and the designated pick-up and drop-off points. The school's drivers are unable to await the late arrival of persons executing such arrangements.
5. In support of arrangements promoting both the safeguarding of learners and the health and safety of our entire school community, school shuttle services are supervised by members of staff assigned to this duty. It is the responsibility of these members of staff to ensure the shuttle vehicles are used only by registered users and that these users observe all applicable COVID protocols, prior to boarding, once on board and upon leaving the vehicle.

Converting from day or boarding

Except in exceptional cases, learners are unable to change boarding status once the academic year has started. In all circumstances in which conversion is desired, the following arrangements shall apply:

1. Parents/carers must make an application, in writing, before the end of Term 3.
2. Applications for conversion to 'day' status should include reasons and any supporting documentary evidence. No such evidence will be required for conversion to 'boarding' status.
3. The school will consider each application on a case-by-case basis and a decision will be notified to parents/carers. This is final.
4. Where learners are permitted to convert to 'day' status, parents/carers shall be charged a fee of ₦100,000, which must be settled before the close of Term 3. The fees for day learners will then be applied with effect from the beginning of the forthcoming academic year.
5. For learners who are permitted to convert to 'boarding' status, the relevant boarding fees shall be applied with effect from the beginning of the forthcoming academic year.

Open days

Pending review, Open Days will be held in person, COVID-19 protocols permitting. The purpose of Open Days is to enable parents and carers to discuss their child(ren)'s progress and achievement in learning and to be advised of how these might be further supported. Where practicable, Open Days will be held on the same day for all learners, day and boarding. Where capacity makes this impractical, Open Days shall be by year group, with consultations for day and boarding learners taking place on the same days. Day learners will be required to attend with their parents or carers and must be dressed in the appropriate uniform.