



The Vale College

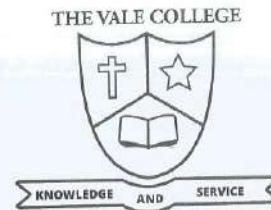


The Vale Tutorial College

# STUDENT'S HANDBOOK

[www.thevaledtutorialcollege.com](http://www.thevaledtutorialcollege.com)

[www.thevalecollegeibadan.com](http://www.thevalecollegeibadan.com)



THE VALE COLLEGE | THE VALE TUTORIAL COLLEGE

# STUDENT'S HANDBOOK

SEPTEMBER 2018

---



# Contents

## INTRODUCTION TO THE VALE COLLEGE & THE VALE TUTORIAL COLLEGE

|   |   |
|---|---|
| 1.1 Introduction                              | 5 |
| 1.2 The Mission Statement Of The Vale College | 7 |
| 1.3 Why The "Vale"?                           | 7 |
| 1.4 School Anthem                             | 9 |
| 1.5 School Leadership and Governance          | 9 |

## ORIENTATION OF NEW STUDENTS & WHO TO TALK TO

|  |    |
|--|----|
| 2.1 Orientation                            | 14 |
| 2.2 Who Can I Talk To?                     | 14 |
| 2.2.1 The Principal                        | 14 |
| 2.2.2 The Vice-Principals                  | 14 |
| 2.2.3 Class Teachers                       | 14 |
| 2.2.4 Subject Teachers                     | 15 |
| 2.2.5 Matron                               | 15 |
| 2.2.6 The School Psychologist / Counsellor | 15 |
| 2.3 When Can I Talk?                       | 16 |

## ACADEMIC MATTERS

|  |    |
|--|----|
| 3.1 School Attendance  | 17 |
| 3.1.1 The School Day   | 17 |
| 3.1.2 School Register  | 17 |
| 3.1.3 Tardiness  | 18 |
| 3.1.4 Absence Notes  | 18 |
| 3.1.5 Absence During Term Time   | 18 |
| 3.1.6 Parents'/Guardians' Responsibilities                                       | 18 |
| 3.1.7 The School's Responsibilities  | 18 |
| 3.1.8 Students' Responsibilities   | 19 |
| 3.1.9 Categorisation Of Authorised And Unauthorised Absence                      | 19 |
| 3.1.10 Collecting Students from School   | 19 |
| 3.1.11 Obtaining Permission for Absence  | 19 |
| 3.1.12 Boarding House Attendance   | 19 |
| 3.2 Promotion And Retention  | 20 |
| 3.2.1 Student Assessment & Reporting   | 20 |
| 3.2.2 Intervention For Students Identified For Retention Or At Risk Of Retention | 20 |
| 3.3 Time-Tabling & The School Day  | 21 |
| 3.3.1 Co-Curricular & Extra-Curricular Time                                      | 21 |
| 3.4 Library & Information Resources  | 22 |
| 3.4.1 Aims & Objectives  | 22 |

|   |    |
|---|----|
| 3.4.2 Students & The Library                | 22 |
| 3.4.3 Access To The Internet In The Library | 23 |
| 3.5 Scholarships, Awards & Prizes           | 23 |
| 3.6 Extra-Curricula Activities              | 24 |
| 3.6.1 Sports & Games                        | 24 |
| 3.6.2 Clubs & Societies                     | 25 |

## STUDENT WELFARE

|  |    |
|--|----|
| 4.1 Boarding House Organisation & Management                 | 27 |
| 4.1.1 Boarding House Standards                               | 27 |
| 4.1.2 Boarding House Goals                                   | 28 |
| 4.1.3 Organisation & Management                              | 28 |
| 4.1.4 Boarding House Timetable                               | 28 |
| 4.1.5 Religious Activities                                   | 33 |
| 4.1.6 Boarders' Responsibilities                             | 34 |
| 4.1.7 Medical Facilities                                     | 35 |
| 4.1.8 Pocket Money And Care Of Possessions                   | 36 |
| 4.1.9 Induction Of New Boarders                              | 36 |
| 4.1.10 Meals   | 37 |
| 4.1.11 Parental Telephone Contact With Boarders              | 37 |
| 4.1.12 Visiting Days   | 37 |
| 4.1.13 Exeats  | 38 |
| 4.2 Anti-Bullying Policy                                     | 38 |
| 4.3 Behaviour, Discipline, Punishment & Reporting Grievances | 39 |
| 4.4 External Examinations                                    | 40 |

## INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) POLICY & ACCEPTABLE USE AGREEMENT

|                              |    |
|------------------------------|----|
| 5.1 Technical Support        | 42 |
| 5.2 Acceptable Use Agreement | 42 |
| 5.3 Data Security & Privacy  | 43 |
| 5.4 Internet                 | 43 |
| 5.5 Care Of Equipment        | 44 |

## EVACUATION & LOCKDOWN DRILLS

|                                       |    |
|---------------------------------------|----|
| 6.1 Fire Precautions                  | 45 |
| 6.2 Fire Drills/ Evacuation Procedure | 46 |
| 6.3 Lockdown Drills                   | 46 |

## CONSENT FORMS

|                           |    |
|---------------------------|----|
| The Vale College          | 49 |
| The Vale Tutorial College | 51 |

# INTRODUCTION TO THE VALE COLLEGE & THE VALE TUTORIAL COLLEGE

1

## 1.1 Introduction

The Vale College was founded by Solemilia Educational Trust. It is registered by the Corporate Affairs Commission as an 'Educational Institution'; the Oyo State Government of Nigeria as a 'Private Secondary School' and by the University of Cambridge International Examinations as a 'British Council Attached Centre'. The Vale College is administered by a Board of Governors.

The School was inaugurated as a co-educational secondary school on Monday, November 7, 1994 at its first premises, 3, Ilaro Street, Old Bodija, Ibadan. On September 13, 1998, the School moved to Iyaganku GRA, Ibadan, a serene environment. The Vale College started operating from its purpose built permanent site Plot 6&7 Simeon Adebo Road, also in Iyaganku, in September 2017.

The Vale College is run on Christian values and principles, and offers young ladies and gentlemen a solid educational base. The School offers a complete education, with the aim of producing young women and men of character and learning. The School is a very caring and friendly community.

The School's infrastructure and equipment reflect best-in-class standards and is staffed by highly skillful and motivated personnel, thus promoting academic excellence. The School delivers the Nigerian and British Curricula, including the GCE Advanced Level curriculum. These



expose the students to 21st Century skills such as communication, problem solving, critical thinking, teamwork, digital literacy, citizenship and leadership. The School draws on world-class models of best practice in curriculum development and delivery, teaching and learning to produce high performing students and ensure that all learners realise their full potential and fulfill their personal and academic aspirations. The School also supports the training of teachers in their respective specialist subjects, and is managed in line with internationally accepted best practices.

While the School adheres to the stipulations of the National Policy on Education (NPE 2000, revised), and the National Minimum Standards and Establishments Decree No. 16, August 1985, it provides a broad academic curriculum, which ensures that the students are adequately prepared to go to higher institutions in the country of their choice.

Specifically, the School runs both the Nigerian and British Curricula. Students are prepared for the WAEC and NECO (JSSCE and SSCE).

The Vale Tutorial College is an offshoot of The Vale College. It is located at Atinuke Court, 21 Sariyu Adebisi Street, Off Aare Avenue, Bodija Ibadan. It has its own boarding and teaching facilities. It is a specialist Sixth Form College, specializing in A'level examinations that qualify students for the U.K. universities or for direct entry to 200 level in Nigerian universities.

At TVTC, students acquire more than just academic education, we believe in empowering students to take on life challenges, inculcating in them life altering concepts which makes 'learning' an inspiration in itself. The A'level programme runs over a period of one to two years. TVTC is a fully-accredited school for Cambridge Advanced Level examinations and IGCSE. Students are also trained to excel in SAT, TOEFL and IELTS. Students are involved in leadership trainings, character development, entrepreneurial skills and mentoring. Our goal is life-long learning.

The methods of instruction at TVTC include brainstorming sessions

where interactions and free flow of ideas on subjects are promoted. Where applicable, one-to-one tutoring is provided to make sure that everybody is involved at all stages, ensuring holistic development at both academic and personal level

Through sports, inter-house competition and extra and co-curricular activities, the School teaches a comprehensive range of non-academic skills and competencies. There is also extensive vocational training.

The School is a co-educational boarding school. However parents have the option to send their wards as day students.

## **1.2 The Mission Statement Of The Vale College**

"To become the first choice of parents and children who seek an excellent, modern education, boarding or day, in a co-educational environment, based on breadth of curriculum, sound discipline, independence of mind and service to the community."

## **1.3 Why The "Vale"?**

"Vale" is an old English word, often used in poetry, for "Valley". The image of a valley is a green, luscious land watered by a river. It is the prayer of the College that the lives of the students will be rich and fertile, in Jesus' Name. Amen. The Word of God assures us that:

"Every valley shall be lifted and filled up, and every mountain and hill shall be made low; and the crooked and uneven shall be made straight and level, and the rough places a plain.

And the glory (majesty and splendor) of the Lord shall be revealed, and all flesh shall see it together; for the mouth of the Lord has spoken it."

- Isaiah 40 vs. 4 & 5 (AMP)



**The College shield has three symbols, viz.:**



**The Cross**, depicting that Christ Jesus is before us, within us and behind us always. We put Christ first in everything, in absolutely all that we do. Christ is our sure foundation and on Him alone we build.



**The Star**, depicting that everywhere our students go, they will be bright shining stars. Even in the darkness, the star always shines through and brightly too, and it is impossible to keep a star down.



**The Book**, which speaks for itself. Our students will acquire academic excellence.

**The Vale Tutorial College shield also has three symbols:**



**The 3 Stars**, the stars depict that TVTC students are not only shining stars but also outstanding. They are trained and nurtured to think outside the box. This is why one of the stars shines out of the box.



**The Cross**, Christ is the foundation of the school and the students are trained to put God first in all that they do at all times.



**The Book**, this represents lifelong learning and academic excellence.

## 1.4 School Anthem

Lord, make us Instruments of Thy Peace by Kirk and Derby Dearman  
© 1993 Expression of Praise Music ASCAP

Chorus:

Lord, Make us instruments of your peace,  
Where there is hatred, let your love increase  
Lord, make us instruments of your peace,  
Walls of pride and prejudice shall cease  
When we are your instruments of peace.

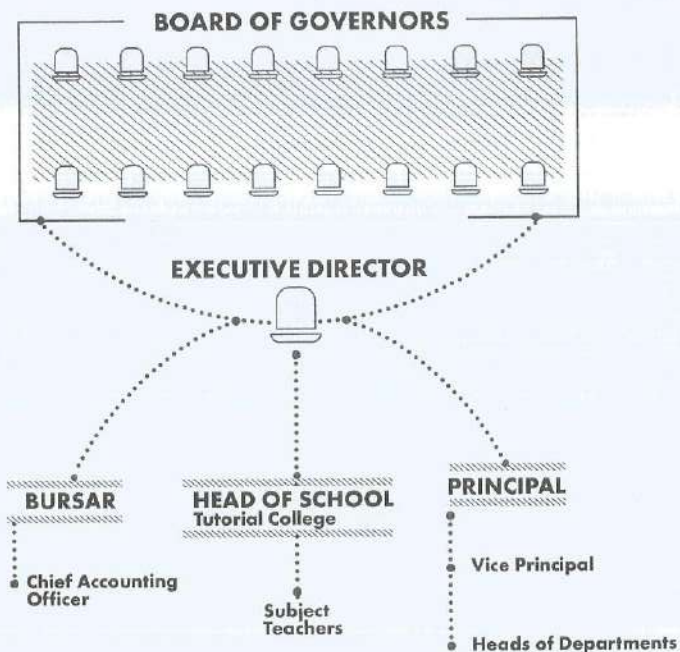
Where there is hatred, we will show his love  
Where there is injury, we will never judge  
Where there is striving, we will speak his peace  
To the millions crying for release,  
We will be his instruments of peace  
(Chorus)

Where there is blindness, we will pray for sight  
Where there is darkness, we will shine his light  
Where there is sadness, we will bear their grief  
To the millions crying for relief,  
We will be your instruments of peace.  
(Chorus)

## 1.5 School Leadership and Governance

The leadership and governance structures of the College is presented as shown:





The Board of Governors, through the Executive Director, provides overall leadership, direction and supervision; and sets long-term (strategic) direction.

The Board of Governors is made up of 17 members, of whom 15 are permanent. Two non-permanent positions are reserved for the serving PTA Chairperson and Vice-Chairperson. All positions are non-executive, with the exception of the Executive Director, who has direct oversight of the day-to-day running of the College.

The College Management Team, led by the Executive Director is composed as follows:

- ✔ The Executive Director
- ✔ The Principal
- ✔ The Vice Principal
- ✔ Heads of Departments

Leadership is well distributed throughout the College, as all members

of the college community are taught and required to exhibit leadership and teamwork skills. In addition, there are various committees in the College, to support its management and administration.

The College operates a student leadership system in which students are given specific roles and responsibilities in the management of the College with increasing degrees of authority from JS 1 to SS 3. This system builds and hones leadership and people skills in the students. The set principles/ethics by which student leaders are expected to operate are:

- ✔ Excellence through hard work
- ✔ Respect for elders and constituted authority
- ✔ High moral values
- ✔ Honesty/Integrity
- ✔ Punctuality
- ✔ Perseverance
- ✔ Humility
- ✔ Service
- ✔ Self-discipline
- ✔ Total commitment
- ✔ Academic ability

The various student leadership roles are:

| YEAR GROUP   | LEADERSHIP POSITIONS | COMMENTS  |
|--------------|----------------------|---|
| JS 1 to SS 3 | Class captains       | Provide leadership to the other students in their classrooms. They are elected by their classmates, under supervision of the Form Tutors. |
| JS 1 to SS 3 | House captains       | Provide leadership to the other students in their dormitories. They are elected by the pastoral staff.                                    |
| SS 2         | Sub-prefects         | Prefects-in-training, appointed in the third term.  |
| SS 3         | Prefects             | Prefects-in-training, appointed in the third term.  |

The prefect and sub-prefect positions available are:

- ✔ Head Boy
- ✔ Head Girl
- ✔ ICT Prefect
- ✔ Day Student Prefect (Boy)
- ✔ Day Student Prefect (Girl)
- ✔ Boarding House Prefect (Boy)
- ✔ Boarding House Prefect (Girl)
- ✔ Library Prefect
- ✔ Sports Prefect
- ✔ Laboratory Prefect
- ✔ Food Prefect
- ✔ Health Prefect (Boy)
- ✔ Health Prefect (Girl)
- ✔ Chapel Prefect

Prefects each have specific duties and responsibilities, with adequate staff supervision and measures to counter possible abuses of the role. The prefects are regularly supervised and directed in their duties by responsible staff.

The duties, responsibilities and any powers of prefects are clearly stated in writing to those appointed, and do not give undefined general duties or powers, or require prefects to substitute inappropriately for staff.

Prefects are given an induction into their role on appointment, which includes how to contribute to the school's anti-bullying practice and how to respond to allegations of serious bullying or abuse. Opportunities for exposure to approved leadership courses are available.

There are appropriate sanctions for the abuse of the prefect role. The appointment must be seen as a privilege and not a right. The ultimate sanction for the abuse of that right is the withdrawal of the privilege, unless the misdemeanour falls within the breaking of a school rule

with more serious consequences.

There is a Students' Representative Council, which discusses general matters of students' concern with the Management of the School.



# ORIENTATION OF NEW STUDENTS & WHO TO TALK TO

## 2.1 Orientation

New students are given an orientation of the school premises and facilities, introduced to the teachers and the student body, Curriculum, assessment/grading system, awards, scholarships available, the timetable, subjects and school rules. This is to help them settle into school life comfortably.

The orientation procedure is designed taking into account that everything is new to the new students, and its focus is to ensure that they are made to feel welcome to their new environment.

## 2.2 Who Can I Talk To?

### 2.2.1 The Principal

The principal is the Head of School. He sees to the administration of the School by carrying out policy of the Board of Governors. You can talk to him on any issue concerning your studies and stay in the school.

### 2.2.2 The Vice-Principals

The Vice Principals will assist you on issues of your admission and any other matter that may concern your studies and successful stay in the school. He handles all issues concerning examinations and discipline.

### 2.2.3 Class Teachers

They are responsible for the supervision of each class. Your class teacher looks into sitting arrangements and any class-based issues you may

have. Your class teacher handles all matters concerning allocation of class furniture, distribution of textbooks and stationery. S/he collates your assessment records and scores from the subject teachers. Your class teacher will provide answers to most of your questions.

### 2.2.4 Subject Teachers

The subject teachers are in charge of your various subjects and affective activities. They are responsible for leading you through your courses. They will be able to solve most of your subject-based problems and they can be reached after classroom hours for more explanations or tutorials. They assess your academic work. They offer you useful advice on your academics.

### 2.2.5 Matron

The Matron is in charge of the School Health Centre, you can talk to her on your health matters in confidence. She is responsible for administering medications and advice on health issues. She gives first aid and necessary referral to the school's retained hospital.

All personal medication brought by students to the school must be deposited with her for necessary dispensing.

The Matron is also responsible for ensuring the sanitation of the school premises in order to prevent health hazards and ensure a healthy environment.

### 2.2.6 The School Psychologist / Counsellor

- School Psychologists conduct psychological evaluations. School psychologists evaluate students based on referrals by teachers and school administrators.
- School Psychologists work with students who are struggling academically by employing psychological and educational techniques to improve their performance.
- School Psychologists also provide therapeutic services to children

with emotional and behavioural difficulties.

- On the job, school psychologists work with students, individually and in groups to improve mental health by encouraging students to discuss emotions and experiences.
- Examine issues including substance abuse, aging, bullying, anger management, careers, depression, relationships, self-image, stress and suicide.
- Organize seminars, workshops and programs related to mental health awareness.
- School Psychologists provide intervention programs in times of crisis involving students, and also advocate for students.
- School Psychologists work collaboratively with teachers, parents, and school administrators to achieve better educational outcomes.

### 2.3 When Can I Talk?

You can speak with any member of staff besides those listed above, at any time.

Every morning there is a short class meeting with your class teacher immediately after the morning general assembly.

There is a Students' Representative Council (SRC) at which matters of general students' concern are discussed with the School management.

## 3 ACADEMIC MATTERS

### 3.1 School Attendance

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process.

The Attendance policy sets out to:

- Create a clear and uniform standard.
- Acknowledge that achievement of high levels of attendance will make us more able to ensure that our students will reach their true academic potential.
- To improve overall attendance, and to reduce unauthorised absences.
- To work within a framework, with defined roles and responsibilities, and aims to improve attendance.
- To support, advise and give guidance to parents and students, with positive and consistent communication between home and school.

#### 3.1.1 The School Day

The school day accommodates an assembly, teaching and learning periods, break times, meal times, boarding duties, extra-curricular activities and prep times. Details are contained in the Time-tabling and school day policy.

#### 3.1.2 School Register

The daily attendance register is marked twice daily; first at the beginning of the school day, then at noon. If there is no known reason for the absence at registration, then the absence of any student must be recorded in the first instance as unauthorised.



### **3.1.3 Tardiness**

The registers will remain open for 10 minutes after class registration is completed. Any student arriving after this time will be marked as coming late. Such a mark is made with a red pen.

### **3.1.4 Absence Notes**

For day students, notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the student, that may require further investigation and the notes may need to be retained for a longer period.

### **3.1.5 Absence During Term Time**

Absence during term time are discouraged. Parents are to be reminded of the effect that absence can have on a student's potential achievement.

### **3.1.6 Parents'/Guardians' Responsibilities**

Parents/Guardians of day students have a role to ensure that their wards attend school and all of the lessons on time, equipped and ready to learn. For boarders, this role is played by the House Parents in the hostels.

Following an absence, parents/guardians must send their child with a note and call the School ahead as much as possible, in case of an unplanned occurrence, to explain the reason for the child's absence. Any problems with attendance should be discussed with the School.

### **3.1.7 The School's Responsibilities**

The School will remain committed to setting, meeting and monitoring attendance targets.

It is the School's responsibility to intervene and bring to a parent/guardian's attention if there is persistent absenteeism. Parents are called within an hour of a child's absence from the School in the morning, to make enquiries as to the cause of the child's absence.

### **3.1.8 Students' Responsibilities**

Students are expected to attend school and all of their lessons on time, equipped and ready to learn.

Following an absence, a student must bring in a note explaining the reason for the absence.

Students must follow the correct procedure when arriving at school late, i.e. after the close of registers.

### **3.1.9 Categorisation Of Authorised And Unauthorised Absence**

Exeats can be given to boarders for certain reasons, such as sickness, scheduled appointments at embassies, hospitals or attendance at external examinations. The ultimate responsibility to authorise absence rests with the Principal/Head of School based on the school policy. If the Principal is not satisfied with the reasons provided, the School may refuse the exeat.

### **3.1.10 Collecting Students from School**

Parents and Guardians who collect their wards from school (non-boarding) are required to do so at the stated time, or at the time an after-school activity ends.

Students not picked by 5:10 pm will be moved to the hostel to wait for their parents

Parents who fail to do so are placing an unacceptable burden on the school.

### **3.1.11 Obtaining Permission for Absence**

To obtain permission for absence for any of the reasons classified as authorised absence, a parent/guardian must send a written request to the Principal.

### **3.1.12 Boarding House Attendance**



Reporting dates and times for boarders should be adhered to. Reporting late to the boarding house is discouraged.

If for any reason lateness is expected, a parent/guardian should contact the House Master or Mistress.

### **3.2 Promotion And Retention**

Promotion of students from one class to the next is on merit and is dependent on the student satisfying the assessment criteria for promotion to the next year level. Under no circumstances will a student who fails to meet the academic standards be moved on to the next year level. Such a student would be retained in the current year level for another academic year.

#### **3.2.1 Student Assessment & Reporting**

Assessment of student progress is examined, reviewed and reported in two main ways:

- 01 Formative Assessment: This refers to the continuous assessment which is 40% of the total score for Junior School, and 30% for Senior School. This score is assessed from students' class work, tests, project and homework.  
Projects given must be such that the student can conduct research independently.
- 02 ii. Summative Assessment is the final examination for each term. It makes up 60% of the total score for the Junior School, and 70% for the Senior School. The promotion evaluation should be an average of the three terms.

The pass mark is 60% for all subjects.

#### **3.2.2 Intervention For Students Identified For Retention Or At Risk Of Retention**

- 01 Intervention is action planned to improve the progress of targeted students who have been identified as falling behind the expected

level of attainment and who are at risk of not fulfilling their potential. These students are underachieving for their year level.

- 02 Observation and assessment reports serve to indicate where early intervention and support should be given to the weak student. Academic support and guidance is made available.
- 03 Early intervention strategies used for the academic, behavioural and counselling needs should be stated.
- 04 If a student fails not more than two subjects, there is an opportunity during the long vacation for remedial lessons in the subjects, and consequently re-sit examinations. If such a student then passes both subjects, s/he can proceed to the next class.
- 05 Parents are kept informed of the strategies for supporting their child and any progress made.

### **3.3 TIME-TABLING & THE SCHOOL DAY**

The primary medium by which everything is linked and organised within the school environment is the timetable.

The timetable aims for a method of using all resources - teachers, classes and facilities - effectively while maintaining high educational standards.

The time table ensures that the curriculum is adequately covered, and that students have the required teacher contact hours. The School runs a 9-period day in a 5-day week (Monday to Friday).

This gives a total of 45 periods a week.

Morning teaching periods are 40 minutes each, while the afternoon teaching periods are 35 minutes each.

#### **3.3.1 Co-Curricular & Extra-Curricular Time**

These activities incorporate the development of kinaesthetic and personal skills in the child, and include Drama, Speech making, Sports, Excursion programmes, Arts and Crafts, visitations of guest artistes,



leadership development and career guidance.

Co-curricular activities time is allocated on the timetable. Extra-curricular time is scheduled but may be amended.

At the start of an academic year, students are given copies of the timetable and are also expected to enter it in their diaries for easy reference.

### **3.4 Library & Information Resources**

The School library is an essential resource to support teaching and learning in the context of syllabus and curriculum requirements. The School library aims to support students with resources for individual learning and recreational reading.

#### **3.4.1 Aims & Objectives**

- 01 To support the content of the curriculum to enable our students to acquire knowledge.
- 02 To provide school library media that will enrich and support the curriculum, taking into consideration individual needs, and the varied interests, abilities, backgrounds and maturity levels of the students.
- 03 To promote research and investigation strategies so that students can become confident in evaluating and using information.
- 04 To encourage reading, literacy, appreciation and informed attitudes.
- 05 To provide a stimulating learning environment.
- 06 To provide school library media that stimulates the growth in factual knowledge, literary appreciation and aesthetic values.
- 07 To provide a background of information enabling students to make intelligent judgments in their daily lives;
- 08 To provide materials on opposing sides of controversial issues so that students may develop, under guidance, the practice of critical thinking and critical analysis of all media.

#### **3.4.2 Students & The Library**

The library is open from 8:00 am to 5:00 pm on weekdays. The library is strictly for studying, and the environment has been made conducive for this purpose.

Books can be borrowed, and must be returned at the appointed time (a maximum of two days). Students who do not adhere to the lending rules will be fined.

#### **3.4.3 Access To The Internet In The Library**

All students must sign an Internet Use Agreement form.

Internet access in the library is closely monitored. Students are supervised at all times. Abuse of access may result in withdrawal of access to the user.

### **3.5 Scholarships, Awards & Prizes**

The Board of Governors has instituted the following annual Scholarships programmes and awards:

- 01 In memory of Chief Bola Ige, SAN. Chief Bola Ige was the Governor of old Oyo State (now Oyo and Osun States), as well as former Minister of Power and Steel, and Attorney General of the federation in his capacity as Minister for Justice. He was assassinated on December 23, 2001. Under this programme, the School awards two full scholarships for two pupils (one male and one female) from public primary schools in Oyo and Osun States to study at the School. The scholarship covers tuition, all levies, feeding, boarding, textbooks and uniforms.
- 02 In memory of Hon. Justice Atinuke Omobonikelge, JCA, OFR, who passed into eternal glory on April 10, 2003. TVTC awards two full scholarships to two students (one male and one female) for A' Level studies at the School. It covers tuition, all levies, feeding, boarding, textbooks and uniforms. Only students from public schools are eligible to compete for the scholarships.
- 03 On June 2 each year, the Founders' Day Scholarship is awarded to

the "Best All-Round Student in Character and Learning", in memory of Mr. Babatunde Adedapo Ige.

- 04 There is an automatic scholarship for any student that has 'As in all subjects examined at the BECE.
- 05 Fahad Afolabi Scholarship Award
- 06 At the end of every session, there are at least 45 subject prizes to be won in each class in the Junior Secondary School, as well as special prizes for the three best students academically in each class.
- 07 In the Senior Secondary School, there are at least 27 subject prizes to be won in each year group, as well as special prizes for the three best students academically.
- 08 There are also awards recognising virtues and noteworthy qualities such as Handwriting, Altruism, Honesty, Neatness, remarkable academic improvement, etc.

### 3.6 Extra-Curricula Activities

These activities are divided into two broad areas and students must satisfy the School that they have taken an active part in at least one activity in each area every academic year. The three activity areas are:

- Sports and games
- Clubs and societies

#### 3.6.1 Sports & Games

This is compulsory for all students. The PHE and Sports Department makes provision for days for sports activities, aerobics classes and indoor games, equipment; so that students have access to at least one sport/game facility.

All students are required to take part in at least one sport. Sports and games available in the School include:

- Table tennis
- Football

- Basketball
- Lawn tennis
- Volleyball
- Track and field
- Swimming
- Handball
- Taekwondo
- Indoor games
- Badminton

To ensure interest and continuous improvement in Students' performance, the School has in-school leagues and inter-house competitions. The School also takes part in external competitions.

#### 3.6.2 Clubs & Societies

In furtherance of our goals of delivering world-class education and inculcating high moral and ethical values in our students, every student is encouraged to select two clubs and societies from the list below. Activities of the clubs are structured to develop the interpersonal and emotional skills of the students. In participating, it is hoped that students will develop the ability to serve their communities.

Clubs/Societies include:-

- Music(Choir/Orchestra)
- Drama and Culture
- Press
- Literary & Debating
- JETS
- Red Cross
- BRECAN
- Z-Club
- French
- Young Democrats



- The ICT Club
- The Home Makers' Club

ALL students must register with the Club/Society of interest with the formal consent of the parents. The various activities are organised into societies and teams; each with officials and teacher guides.

Consent Forms are given to parents to attest to their child(ren)'s choices of club/society. The forms must be signed and returned to the schools' Clubs/Activities Coordinator who will then distribute them to the respective club Coordinators.

## 4 STUDENT WELFARE

### 4.1 Boarding House Organisation & Management

The boarding facilities consist of separate boarding houses for boys and girls. Each house is supervised and managed by a House Parent, i.e. Master or Mistress. The imbueing of the School's culture, observance of rules and regulations and the welfare of our students are entrusted to the House Parents. As a general principle a boarder can expect that most disciplinary issues occurring in the boarding house will be handled within the house by the House parent. However, by the very nature of the boarding houses being so integral to the school some matters will be handled by the Vice Principal. This includes the contravention of school rules and behaviour that is the House Parents are unable to modify.

#### 4.1.1 Boarding House Standards

The School's culture is within a context that reflects the values, beliefs, norms, traditions and rituals developed over time as people in the School work together. The culture also determines how people think and act.

The culture of boarding in the School includes the following:

- Commitment
- Collegiality
- High expectations
- Trust and confidence
- Tangible support

- ✔ Reaching out to the knowledge bases, that is, going to the source of information, developing information networks rather than trying to solve problems in isolation or assuming one person has all the answers
- ✔ Appreciation and recognition
- ✔ Caring, celebration and humour
- ✔ Protection of what is important
- ✔ Honest, open community

#### 4.1.2 Boarding House Goals

Our goals are:

- 01 To achieve and promote excellence.
- 02 To help students develop their leadership potential, and create a sense of belonging in our residential environment.
- 03 To provide a 'home away from home'; an enabling environment where our children will thrive.

#### 4.1.3 Organisation & Management

The structure of the management is such that the boarding house staff ensure the total welfare of each child in their care. The day-to-day supervision and care rests with the House parents. The Principal/Head of School oversees the management of the boarding house.

The facilities available within each house are: dormitories, common room, washrooms, toilets and House parents' accommodation.

#### 4.1.4 Boarding House Timetable

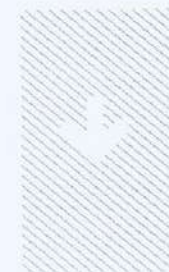
| Time   | Activities       |
|--------|------------------|
| 5:15am | Wake up          |
| 5:30am | Morning Devotion |
| 5:45am | Personal Hygiene |
| 6:45am | Check Out        |



| Time   | Activities                    |
|--------|-------------------------------|
| 7:00am | Breakfast                     |
| 7:30am | Movement to the Academic area |
| 5:00pm | Return to the hostels         |
| 5:15pm | Washing of Clothes            |
| 6:15pm | Movement to the Academic area |
| 6:30pm | Dinner                        |
| 7:00pm | Prep                          |
| 9:00pm | End of Prep                   |
| 9:10pm | Ironing of Clothes            |
| 9:45pm | Lights Out                    |

**MONDAY**

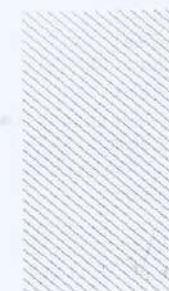
**FRIDAY**



| Time    | Activities                          |
|---------|-------------------------------------|
| 5:30am  | Wake Up                             |
| 5:35am  | Morning Devotion                    |
| 5:45am  | Aerobics & Physical Exercise        |
| 6:45am  | Washing & Personal Hygiene          |
| 7:45am  | Check Out                           |
| 8:00am  | Breakfast                           |
| 8:30am  | Clearing of the Hall                |
| 9:00am  | Group Discussions, Prep & Tutorials |
| 11:30am | Choir and Drama practice            |
| 12:45pm | Resting Time                        |
| 2:00pm  | Lunch                               |



**SATURDAY**





| Time   | Activities         |
|--------|--------------------|
| 2:30pm | Siesta             |
| 3:30pm | Sports             |
| 5:30pm | Ironing of Clothes |
| 6:30pm | Dinner             |
| 7:00pm | Variety Night      |
| 9:10pm | Screen Time        |
| 9:45pm | Lights Out         |

## SATURDAY

| Time    | Activities                 |
|---------|----------------------------|
| 5:30am  | Wake Up                    |
| 5:35am  | Morning Devotion           |
| 5:45am  | Morning Duty               |
| 6:45am  | Washing & Personal Hygiene |
| 7:45am  | Check Out                  |
| 8:00am  | Breakfast                  |
| 8:30am  | Preparation for Service    |
| 9:00am  | Sunday Service             |
| 11:00am | General Inspection         |
| 12:00pm | Resting Time               |
| 2:00pm  | Lunch                      |
| 2:30pm  | Siesta                     |
| 3:30pm  | Social Empowerment         |
| 4:30pm  | Indoor Games               |
| 6:30pm  | Dinner                     |

## SUNDAY

| Time   | Activities         |
|--------|--------------------|
| 7:00pm | Prep               |
| 9:10pm | Ironing of clothes |
| 9:45pm | Lights Out         |

## SUNDAY

This timetable may be subject to changes if found necessary, and all users will be duly notified.

### THE VALE TUTORIAL COLLEGE BOARDING HOUSE SCHEDULE

| Time            | Activities                 |
|-----------------|----------------------------|
| 5.00am          | Wake up                    |
| 5.00 – 5.10am   | Morning Devotion           |
| 5.10 – 7.00am   | Personal Hygiene           |
| 7.00 – 7.30am   | BREAKFAST                  |
| 7.30am – 4.45pm | SCHOOL TIME                |
| 4.45 – 6.30pm   | RESTING TIME               |
| 6.30pm – 7.00pm | DINNER                     |
| 7.00 – 9.00pm   | PREP (2hrs)                |
| 9.00 – 9.50pm   | SCREEN TIME(News Stations) |
| 9.50 – 10.00pm  | Prayers                    |
| 10.00pm         | Lights out                 |

## MONDAY ↓ FRIDAY

## SATURDAY

| Time            | Activities                                 | Notes   |
|-----------------|--|---|
| 5.30am          | Wake up                                    |   |
| 5.30 – 5.40am   | Morning Devotion                           | 10min   |
| 5.40 – 6.30am   | JOGGING/PHYSICAL EXERCISE                  | 50min   |
| 6.30 – 8.30am   | Sanitation, Personal Hygiene & Washing     | 2hrs  |
| 8.30 – 9.00am   | BREAKFAST                                  | 30mins  |
| 9.00am – 12noon | PREP                                       | TUTORIALS & GROUP STUDY   |
| 12noon – 1.30pm | LEADERSHIP TRAINING AND SKILLS DEVELOPMENT | Entrepreneurial training, leadership training, etiquette, Foundation courses, Creative and Visual Arts, Mentoring Sessions, Practical Music classes |
| 1.30 – 2.00pm   | Ironing of clothes                         | 30min   |
| 2.00 – 2.30pm   | Lunch                                      | 30min   |
| 2.30 – 3.30pm   | SIESTA                                     | 1hr   |
| 3.30 – 6.30pm   | SPORTS /OUTINGS                            | 2hr   |
| 6.30 – 7.00pm   | DINNER                                     | 30min   |
| 7.00 – 9.00pm   | SOCIAL GATHERING                           | 2hrs  |
| 9.00 – 9.45pm   | NEWS TIME                                  | 45min   |
| 9.45 – 10.00pm  | Prayers                                    | 15min   |
| 10.00pm         | Lights Out                                 |   |

## SUNDAY

| Time            | Activities              | Notes                       |
|-----------------|-------------------------|-----------------------------|
| 5.30am          | Wake up                 |                             |
| 5.30 – 5.40am   | Morning Devotion        | 10min                       |
| 5.40 – 6.30am   | MORNING DUTY            | 1hr                         |
| 6.30 – 8.00am   | PERSONAL HYGIENE        | 1.30mins                    |
| 8.00 – 8.30am   | BREAKFAST               | 30min                       |
| 8.30 – 9.00am   | Preparation for Service | 30min                       |
| 9.00 – 11.00am  | SUNDAY SERVICE          | 2hrs                        |
| 11.00 – 12noon  | RESTING TIME            | 1hr                         |
| 12noon – 2.00pm | Ironing of Clothes      | 2hrs                        |
| 2.00 – 2.30pm   | LUNCH                   | 30min                       |
| 2.30 – 3.30pm   | SIESTA                  | 1hr                         |
| 3.30 – 4.30pm   | Group Study             | 1hr                         |
| 4.00 – 6.30pm   | VARIETY TIME            | Sports Training & Film show |
| 6.30 – 7.00pm   | DINNER                  | 30min                       |
| 7.00 – 9.00pm   | PREP                    | 2hrs                        |
| 9.00 – 9.45pm   | NEWS TIME               | 45min                       |
| 10.00pm         | LIGHT OUT               |                             |

### 4.1.5 Religious Activities

Students are allowed to practise their faith in the School. However, as a School founded and run on Christian values, there is organised Christian worship, as follows:



| Day                | Time                                  | Activity                                |
|--------------------|---------------------------------------|---|
| Mondays to Fridays | 5:15am – 5:30am<br>(Boarding house)   | Morning devotion                        |
| Mondays to Fridays | 7:40am to 7:55am (Whole School)       | Morning devotion                        |
| Thursdays          | 3:00pm to 4:00pm (Whole School)       | Students' Fellowship / Staff Fellowship |
| Sundays            | 9:00am to 11:00am<br>(Boarding house) | Sunday Service                          |

Religious activities are led by the School chaplain, assisted by the Chapel Prefect. There are other officers within the Fellowship who assist in coordinating activities.

Both students and teachers minister in turns at the morning devotion, Students' Fellowship and Sunday Service, based on a termly roster of topics. Occasionally, guest ministers are invited to participate in the Sunday Service and Fellowships.

#### 4.1.6 Boarders' Responsibilities

Just like in every home, there must be a set of rules that establishes the parameters of responsible and acceptable behaviour.

Boarders are expected to :

- ✔ Assume responsibility and respect for the good order of what is, for a school term, every boarder's home.
- ✔ Participate actively and positively in all aspects of boarding life.
- ✔ Accept ownership of behaviour and individual achievement.
- ✔ Demonstrate positive interaction with other students and all adults associated with the boarding house.
- ✔ Exhibit good manners not only in the boarding house but in the School as a whole.
- ✔ Respect the needs of others.

- ✔ Keep their personal areas tidy. Rooms, dormitories, bathrooms and common rooms must be kept clean, tidy and free from garbage.
- ✔ Respect the rights of others to privacy. Loud music, yelling and the use of foul language impinge on the rights of others to enjoy the limited personal space that boarders and staff alike have at their disposal.
- ✔ Refrain from bullying other students. Bullying, verbal or physical, is not part of the School's ethos and will not be tolerated.

Boarders are encouraged to contribute to the operation of the boarding house. Their contributions are received through boarding prefects, school councils, meetings, surveys and other representation for boarders, to express views on relevant aspects of boarding provision.

These views are taken into account in the development and improvement of administration of the boarding house.

Boarding students are to remain in the boarding house till end of term. Requests for a boarder to be coming from home after examinations is not acceptable. Once such a request is made the student should stay away from the school till closing date.

#### 4.1.7 Medical Facilities

There are two nurses, who take night duties in turns. Appropriate first aid and treatment of minor illnesses is available to boarders at all times, with access to medical, dental and optical services when required. The school has a health center manned by qualified nurses and stocked with relevant quality medications and equipments. The health center is to give first aids. Cost of treatment beyond first aid and administered by the hospital will be paid by the parent.

Students are NOT to keep any form of medication in the boarding house. Non-prescription medication will be administered by the nurses for complaints such as headaches, stomach upsets, minor injuries sustained in sporting activities. They will also administer prescription medication brought from home and medication prescribed by the



School's retained doctor.

By default, all boarders are registered with the clinic retained by the School. Parents are informed before their wards are taken to the clinic. In the event that parents or guardians cannot be reached, the student will be taken to hospital while efforts will be continued to reach the parent or guardian. Parents must sign that they agree for their child to consult with the doctor as necessary.

All students must report back with their holiday/break medical form on resumption day.

#### **4.1.8 Pocket Money And Care Of Possessions**

Pocket money must be handed over directly to house officers (masters and mistresses) for safekeeping and disbursement.

Each boarder has a suitably secure, accessible place to keep personal possessions (e.g. a lockable drawer, cupboard, locker or box). Boarders are not to sell or buy items from other boarders or from private sources unless parents give permission.

Boarders should never touch anyone's personal property without their express permission.

All personal items of value, including calculators should be labelled or engraved.

#### **4.1.9 Induction Of New Boarders**

There is an appropriate process of induction and guidance for new boarders.

On admission to the boarding house, new boarders are given necessary information about boarding house routines and rules in writing. They are introduced to the School's procedures and operations, which will enable them to settle down properly.

Arrangements are made for new boarders to have guidance from more experienced boarders. Prefects have a monitoring role to play

in this arrangement.

Scheduled House meetings keep new and old boarders reminded of rules, responsibilities and the School's expectations of them.

#### **4.1.10 Meals**

Meals provided to students are adequately nutritious, and of the right quantity and quality.

Both day students and boarders are provided with lunch. All other meals are taken together by boarders in the dining hall.

All those present at meals – students (including prefects) and boarding house staff are expected to observe sound table manners and dining etiquette and discretely correct as appropriate.

#### **4.1.11 Parental Telephone Contact With Boarders**

Students are not allowed to bring telephones or any electronic gadgets with them to the boarding house. Parents and guardians of boarders may call them through House Parents at specific times as follows:

**Weekdays** | 5.15 pm – 7.00 pm

**Saturdays & Sundays** | 12.00 noon – 6.00 pm

During school hours, parents' or guardians' calls can be received at the Admin Office.

#### **4.1.12 Visiting Days**

Visiting days are held on the third Sunday from boarders' resumption day for the term, and fourth Sunday from resumption from a mid term holiday, (i.e. three weeks' interval). These occur twice in a term and are from 2pm to 6pm. During this period, parents are expected to interact and socialise with their children. Parents are allowed to bring food in moderation for themselves and their children only.

Members of school management and all members of the pastoral team, learning support team and guidance and counselling team are in attendance at all visiting days. They will be available to answer any



questions raised by parents about their children.

#### 4.1.13 Exeats

The School's policy is to discourage exeats during term time. Only the Director, Principal/Head of School and Vice-Principal may grant exeats, and these exeats can only be given for serious issues such as:

- Serious emergencies at home
- Verified medical appointment
- Verified visa appointment

Exeats will not be given for (burials of grandparents, birthday parties or other) social events.

#### 4.2 Anti-Bullying Policy

Quite simply, bullying will not be tolerated. No form of bullying is accepted in the School and the boarding houses.

We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. If bullying does occur, incidents will be dealt with promptly and effectively. Any student who knows that bullying is happening is expected to report it to the School authorities.

Bullying is the repeated psychological, verbal or physical intimidation of another person. It typically involves the misuse of power of one person or a group of people over another person or group of people. Bullying can cause embarrassment, pain or discomfort and can be distressing for everyone involved. Bullying can take many forms including physical violence, unpleasant or offensive verbal comments, extortion, exclusion and deliberate actions to belittle others. Bullies can also utilise electronic means such as text messages, emails and social networking sites (cyber-bullying).

Victims of bullying must inform their teachers, House Parent, parents or Principal. Reported incidents will be followed up and investigated

sensitively, the desired outcome being to put an end to the bad treatment. Investigated, confirmed cases of bullying will be punished.

If measures taken do not yield positive results, students who persist in bullying may be asked to leave the school.

#### 4.3 Behaviour, Discipline, Punishment & Reporting Grievances

- The School management and House parents acting in loco parentis, reserve the right to carry out spot checks and searches on students, their possessions, property and surroundings without prior notice.
- TVC Students are to appear in the school-issued and customised uniforms, with plain white under vest/singlet and white socks which are above the ankles, and black shoes. 'Sagging' is not allowed. Unauthorized modifications of school uniforms e.g. slim fitting, cutting short of skirts are not allowed. Only uniforms purchased from the school, with the school logo, are right and acceptable. Sanctions for contravening the Students' uniform code could be to send back such students home and calling to inform his/her parent.
- Boys' hair must be cut low. Haircuts such as Mohawk, punk, etc. are not allowed, and boys are not allowed to design or colour their hair in any way or manner. No facial hair is allowed such as moustache, side boards and beard is allowed. Students contravening this will be asked to go back home and remain there till the hair is properly cut. Hair attachment, weaves and wigs are not allowed on girls. Girls are to plait their hair with no attachments. The number of hair braids should not be more than twenty. Girls are to adhere to the hairstyles prescribed weekly. Wearing of make up is not allowed.
- Long or dangling earrings and bangles are not allowed. Such will be confiscated and released to the parents at the end of the session.
- Day students willing to stay for a brief period in the boarding house for any reason must purchase/wear the house wear, abide by all hostel rules and pay requisite fee for such stay.

- ❖ Phones, handsets, play consoles and other digital devices are not allowed and will be confiscated. They will not be released until the end of the session, and only to a parent.
- ❖ Birthdays are to be celebrated with only soft drinks and cake in school uniforms. Cooked food is not allowed. Any cooked food found will be sent back home. Celebrations/photographs are to be carried out in the afternoon after classes.
- ❖ Punishments will be given in the boarding house. Corporal punishment will be sparingly administered by the Principal. House punishments may include: house jobs, suspension from boarding (this may be a temporary or permanent exclusion from the house).
- ❖ The use, or possession of any form of narcotics or drugs, will attract instant dismissal from the School.
- ❖ Students found engaging in any form of sexual conduct or activity, or instigating sexual activities amongst other students will be instantly expelled from the School.
- ❖ We inculcate the values of self-worth and uphold excellence in every aspect of the life of our students. Any student found engaging in, instigating activities of, or, practicing cultism will be expelled from the School.
- ❖ Complaints specifically about boarding matters should be reported to the Principal and Head of School(TVTC) in the first instance. Complaints will be resolved with an appropriate outcome, which balances the rights and duties of all parties involved, without unreasonable delay.
- ❖ Students will not be penalised for making a complaint in good faith.

#### **4.4 External Examinations**

The school does not allow her students to sit for the Private GCE conducted by WAEC or NECO in August/September/October or January. Parents of the senior secondary students should note this. Confirmed cases of student attempting the private GCE will lead to expulsion.

The school provides opportunities for students to sit for three standard examinations WASSCE May/June; NECOSSCE June/July and IGCSE October/November.



# INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) POLICY & ACCEPTABLE USE AGREEMENT

5

Students are provided with supervised use of ICT equipment in the Computer Room, with the support of the ICT Instructor and subject teachers. ICT is used effectively to support access to the curriculum for all students.

## 5.1 Technical Support

On-site technical support for the curriculum network is provided by the ICT Instructor who is responsible for the day-to-day maintenance of the network infrastructure, all hardware and software owned by the school, and the provision of technical support for all ICT users.

The ICT inventory is incorporated within the schools asset records, and is updated once each school term to show current locations, and other pertinent information for all ICT hardware.

## 5.2 Acceptable Use Agreement

The School has provided ICT equipment for use by students offering a vast amount of information and offering great potential to support the curriculum. Parents/Guardians and students are required to sign an Acceptable Use Agreement. Parents/Guardians are informed if their child is found to be using the network or the internet in any way that contravenes the "Acceptable Use Agreement".

In this policy, computing resources are defined as those computers, computer software, networks, and electronic messaging systems (e-mail, voice mail and imaging systems) operated by or for the benefit of the students of the school. The use of these resources is a privilege, not a right and inappropriate use will result in that privilege being withdrawn. It is the student's responsibility to use these resources in a manner that is efficient, ethical and legal.

## 5.3 Data Security & Privacy

- Students are to protect their work by keeping their personal passwords private. Use of someone else's personal logon/name or password is forbidden.
- To protect the ICT network, security on the computers must not be breached or settings on computers altered in any way.
- Network/Computer storage areas and USB keys may be reviewed by staff.
- Students may not examine, copy, alter, rename, or delete the files or programs of another student. System administrators may, as a requirement of system maintenance, delete files that are determined to be non-essential.
- Only relevant information and photographs of students will be used on the School website and for promotional material.

## 5.4 Internet

- The use of the Internet is for study or for school authorised/supervised activities only.
- Use of ICT resources must not be used for personal profit.
- Using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- All measures have been put in place to protect vulnerable children



from inappropriate approaches and from making inappropriate personal disclosures over the School network.

- ✔ "Chat" activities are banned.
- ✔ Respect the work and ownership rights of people outside the school as well as other students or staff. This includes abiding by copyright laws.
- ✔ Games may not be downloaded or played on any School ICT equipment.
- ✔ All Internet use on ICT resources is monitored on an on-going basis.
- ✔ E-mails sent and received as part of classroom activity are subject to monitoring.

### 5.5 Care Of Equipment

- ✔ Eating or drinking is not allowed anywhere there is ICT equipment.
- ✔ Damaging, disabling, or otherwise harming the operation of computers is forbidden.
- ✔ Never deliberately install and use software illegally or install any malicious code on school ICT resources. All software and hardware that need to be installed and used must be approved by the Principal/ Head of School and the ICT Instructor, and installed by the latter only.
- ✔ Always report damaged or bad working hardware or software to the teacher or ICT Instructor.

## 6 EVACUATION & LOCKDOWN DRILLS

These are planned responses to a range of foreseeable major incidents or crises such as fire or civil unrest. The purpose of such drills is to:

- 04 Encourage a culture of good safety practice,
- 05 Create awareness of our preparedness for emergencies, and
- 06 To maintain a safe environment for students and staff.

The evacuation procedure will be applicable to all emergencies in which the danger is within buildings and it is therefore safer to be outside, such as fire. The lockdown procedure will be applicable to emergencies in which the danger is from outside and it is therefore safer to remain within buildings.

### 6.1 Fire Precautions

Precautionary measures are as follows:

- 01 Report all unsafe conditions to your teacher or boarding house parent immediately.
- 02 Do not tamper with or remove electrical materials or carry out repairs on defective electrical fittings. Always report such defects to the appropriate maintenance personnel.
- 03 Do not operate, tamper with or remove portable fire extinguishers. They are only to be used in emergency situations, by trained personnel.
- 04 Do not block access to fire extinguishers or any other fire fighting equipment.



- 05 Do not block or obstruct exit doors, including emergency exits.

### 6.2 Fire Drills/ Evacuation Procedure

Evacuation drills are carried out regularly.

Below is the evacuation procedure to be followed:

- 01 Upon hearing the fire alarm, students are to exit classrooms under their teachers' supervision and WALK quietly in orderly lines to the designated assembly point, through designated routes. There is to be no running, and no talking. Students in classrooms other than theirs at the time of the fire alarm are to remain with the class until they reach the assembly point and permission is granted by the teacher to join their own classes.
- 02 No attempts must be made to collect valuables, or anything. Keeping safe through a swift, orderly evacuation is the highest priority.
- 03 At the assembly point, students are to listen quietly while the roll is called, answering loud and clear when they hear their names.
- 04 Everyone is to remain at the assembly point until the all-clear signal is sounded.

### 6.3 Lockdown Drills

Lockdown drills are means of practicing preparedness in the event of external threats such as civil strife.

Below is the procedure to be followed during lockdown:

- 01 The lockdown alarm is completely distinguishable from the fire alarm. Upon hearing the lockdown alarm, students who are outside must run to the NEAREST classroom.

- 02 The teacher will LOCK the door and leave the key in the keyhole, shut the windows, draw the curtains/drapes and switch off all lights.

- 03 As the teacher carries out the steps in 2 above, students quickly hide in previously designated places as far away from external walls as possible. Such places include underneath desks and tables, in roomy cupboards, etc. The teacher also hides after carrying out 2 above, and ensuring that everyone is hidden out of plain view, as much as possible.

- 04 Students that are in the toilets when the 'lockdown' alarm is sounded are to lock the doors, switch off the lights, enter a toilet booth, and maintain a squatting position on top of the closed toilet seat.

- 05 Everyone is to stay calm and completely quiet. There must be no speaking at all.

- 06 If there is knocking or banging on the doors, no one is to respond. Everyone is to remain in his or her hidden position until the 'all-clear' signal is sounded.

# CONSENT FORM

THE VALE COLLEGE \_\_\_\_\_

## Student's Section

I \_\_\_\_\_ *(student's name)*

hereby declare that I will ensure that I abide by all the rules and regulations of The Vale College as stated in the handbook.

Date \_\_\_\_\_ Signature \_\_\_\_\_

---

## Parent's Section

I \_\_\_\_\_ *(parent's name)*

hereby declare that I will ensure that my child(above-mentioned) abides by all the rules and regulations of The Vale College as stated in the handbook.

Date \_\_\_\_\_ Signature \_\_\_\_\_

DETACH FORM HERE

DETACH FORM HERE