

## **The King's Learning Christian Academy (KINGS) Application & Enrolment Guide**

Welcome to **The king's learning Christian Academy (KINGS)**. The king's learning Christian Academy (KINGS) operates as a team to fulfil a ministry – that of providing a superior Biblically based educational system. This is more clearly explained in our Vision and Mission statements

### **Age requirements for the admission of a learner to the school or different grades of a school**

Learners admitted for **Step By Step** must be three years old or turning three by June of the year of admission. For learners admitted for the **SHAPE PROGRAMM** must be four years old or turning four before 30 June of the year of admission. For learners admitted for the **LEAP PROGRAM** must be five years old or turning five before 30 June of the year of admission. Learners admitted to the school in **Grade 1** must be six years old or turning six before 30 June of the year of admission.

Learners admitted to a school at an age above the age norm for a grade, will undergo a diagnostic test to determine their appropriate Grade level

### **Fees Structure for the Academic Year 2017/2018**

#### **STEP BY STEP (3-4YRS), SHAPE (4-5YRS), & LEAP (5-6) Grade 1 STAGES**

<b>PARTICULARS</b>	<b>TUITION (UGX)</b>	<b>EDUCATION (UGX)</b>	<b>MATERIAL</b>
Per School Year	1,408,000	792,000	
Semi School Year	754,000	396,000	
Termly	536,000	264,000	
<b>OTHER COSTS</b>			
Registration (One Off)	100,000	N/A	
Uniform(Full)	Girls 150,000 –Boys 180,000	N/A	
Lunch	150,000	N/A	
Development Fee(Annual)	150,000(50,000 per Term)		

#### **GRADE 2-7**

<b>PARTICULARS</b>	<b>TUITION (UGX)</b>	<b>EDUCATION MATERIAL</b>
Per School Year	1,450,000	1,050,000
Semi School Year	775,000	525,000
Termly	550,000	350,000
<b>OTHER COSTS (UGX)</b>		
Co-curricular activities	70,000	<b>We recommend that</b>
Uniform	Girls 205,000 Boys 220000	<b>educational material be</b>
Lunch	180,000	<b>bought once a year,</b>
Development Fee (Annual)	150,000	<b>because extra shipment</b>
Registration (One Off)	100,000	<b>costs shall be incurred if</b>
		<b>you buy more than once.</b>

## Registration:

- **Immunization card(3-6yrs) or Birth Certificate**
- **Four passport size photographs(recent)**
- **Completed registration form with a one off non-refundable registration fee.**

## Standards of Behavior

The School Board support proper standards of behavior which include respect, civility, responsible citizenship and physical safety.

### Respect, Civility & Responsible Citizenship

All school members must:

- respect and comply with all applicable national laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly regardless of the race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment of learning and teaching;
- respect the confidentiality of learners and staff.

## Discipline policy

### Taking disciplinary action against a learner

As a Christian school, we recognize that all children are children of God called to obedience and service. Children feel accepted and secure when they know what is expected of them. The learning centers and school are a happy place when they are free from confusion and disorder. There are clear guidelines that we use to encourage appropriate social and behavioral development such as

- Setting limits early in the year to recognize appropriate and in appropriate behavior
- Logical and natural consequences
- Redirection
- Supervisor facilitated problem solving
- Reminding child of limits and consequences
- Time out
- Giving clear instructions

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We maintain a well-trained team of staff who understand the dynamics in child correction, teaching, instruction and rebuke unto all goodness and godliness. While corporal punishment is totally prohibited, all age appropriate measures are taken within confines of the school to train up a child.

If a learner has been told to appear in a disciplinary hearing for any misconduct identified in the Code of Conduct, he or she must be accompanied by a parent or person designated by the parent at the disciplinary proceedings, unless the governing body can give good reasons for continuing without the parent.

### **Conflict Resolution**

When a parent has a concern, grievance, or complaint that cannot be resolved by the supervisor:

- The parent may put the concern / complaint in writing to the principal
- The concern/complaint shall be dealt with by the principal. following a fair hearing any decision or action plan shall be documented
- The principal shall inform the parent who laid the complaint
- The principal may choose to hear an appeal if additional information is presented in writing.

## **CODE OF CONDUCT**

A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment.

- Students are representatives of KINGS. They are expected to set high standards of behavior both inside and outside the academy premises.
- Students will not use foul or offensive language
- Students will not deface or damage academy property. Any damage to school property should be reported to the administrator immediately and respective compensations from the parent and replacements put in place
- Students will not litter in (or outside) the academy premises
- Students will not miss classes while in school and will not leave the school campus during school hours without prior permission of the principal
- Bullying, aggression or violence in any form is misconduct for which the school will take strict disciplinary action if required
- Students are expected to have respect for their peers and be sensitive to difference among themselves due to physical, cultural and economic considerations.
- Students are expected to be environment friendly
- Strict action will be taken against students who are found using illicit or narcotic substances and behaving inappropriately on the premises
- Students who violate the academy rules will not be permitted to represent the school in any inter- school sports or other activities irrespective of individual interests or talent.
- Moneys, toys, mobile phones and other smart gadgets are not permitted into the academy premises unless otherwise authorized and reported to the administration. Losses of such items within the academy premises are at the owner's risk.

### **Physical Safety**

Physical Aggression - All school members must:

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- not inflict or encourage others to inflict bodily harm on another person;
- seek staff assistance, if necessary, to resolve conflict peacefully.

## **CONSEQUENCES**

- Learners who do not comply with the standards of behavior outlined in the Code of Conduct will be dealt with in a judicious and considerate manner. Actions will vary depending on the circumstances of each individual case.

### **Punctuality**

Students are expected to have strict adherence to school timings. Students will not be permitted to enter the school after commencement of school time. Gates shall be closed at 8:15 am, unless otherwise communicated. School sessions end at 3:30pm. Pre-school children can be picked at 1:00pm.

### **Uniform**

Students should be in proper uniform as prescribed. Proper length of dresses and shorts must be adhered to. Black shoes must be as defined in the uniform, except on the designated days for sportswear.

Boys should have short groomed haircut

Girls with long hair should have it puffed in the middle with a simple hair clip

Students shall adhere to the discipline and training procedures and respect themselves, their peers and all academy staff.

### **Meals**

Kings shall provide a full nutritional balanced meal for Lunch and will provide break tea/porridge. Children shall carry break snacks, juice and a fruit for the rest of the snack breaks. We encourage parents to prepare nutritional healthy juice or snacks. Water shall be available in water dispensers at all times.

Meal calendars shall be available on the parents notice board and school kitchen at all times.

### **Van Service**

Transportation is available to and from kings for an additional monthly charge. All drivers of the van are endorsed with a current driver's license

### **Leave Of Absence**

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Students must have a minimum attendance of 75% during the academic year in order to take any merit award. In case of absenteeism due to any circumstance parents must present a properly written report indicating reasons of missing school to the principal.

### **Communication**

Through the school year you will be receiving newsletters to inform you of school happenings including themes, areas of focus, highlights, fieldtrips, celebrations, etc.

An information board is located inside the learning center and office informing you of the day's events and other helpful information

A communication space is provided is provided on the sign in sheet on the sign in table, please record any pick up changes, days your child will be away or any other specific information you would like the supervisor to know about

### **ROLES AND RESPONSIBILITIES**

Learners are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a learner:

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own action.

Parents or guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all learners. Parents or guardians fulfill this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with discipline issues.

### **CONCLUSION**

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When staff, learners, and families work together, a positive and productive learning environment is established at the school where goals are set and achieved. The Code of Conduct establishes the level of behaviour expected for all, so that we have the best possible school where success and achievement are reached through cooperation, courtesy and respect



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