



ADUVIE INTERNATIONAL SCHOOL ABUJA

Aduvie Secondary School Parents' Handbook

THIRD EDITION (2021)

REGULATIONS, POLICIES, AND PROCEDURES

SECTION 1.0 WELCOME

Welcome to the Aduvie International School (Aduvie) Family. Thank you for allowing your children to be groomed and raised as part of Aduvie International School. We feel that it is truly a privilege that you are entrusting your children's education to us. Here at Aduvie, we know that it takes a village, not just an individual, to raise a child, and we welcome you and your child into the Aduvie village. If you ever have any suggestions or concerns, please know that our doors are wide open and our ears attentive to listen.

This Handbook is a work in progress and is not all encompassing. It will continue to be updated and will grow and expand just as Aduvie International School does.

SECTION 2.0 INTRODUCTION

The school academic year is from September to July. The school reserves the right to refuse admission to any student without providing any reason. Promotion is granted to a student on the basis of his / her performance in various examinations held during the year. The capability of the student to tackle the next class will also be taken into consideration. Our community has a culture of involvement and contribution, and an important tradition of spirit for adventure. We strongly encourage our students to explore their surroundings, to question and to discover meaning in their world, to try new experiences and to face new challenges. We ask them to find their own paths, their own talents and their own voices, and we provide support and nurture at every level. Regardless of ability and experience, all are welcome to contribute to our rich and varied schedule of extracurricular activities.

Aduvie really works for children. They have freedom to be themselves and all the support they need to shine!

SECTION 3.0 DISCIPLINARY PROCEDURE

A student may be asked to leave the school if (For more details see Disciplinary Policy):

- The student falls below required expectations for two consecutive years.
- Is disobedient and disrespectful towards staff members as determined by administration.
- Disrupts classes regularly and has been spoken to and cautioned but does not desist.
- Destroys or defaces school property, etc.
- The student continues to display bad habits despite being cautioned.
- The student attends school irregularly without permission.
- A student introduces or distributes harmful, obscene (pornographic) literature or substances.
- If a student engages in any type of sexual activities in school.
- A student leaves the school without the express permission of the Head of School or Hostel Matron or Patron. However, "genuine" or "legitimate" the reason, any student

leaving the School premises without written permission by the school authority, will be expelled.

- There is habitual late payment of school fees by the parents.
- If the school feels that the student is of dubious moral character.

(Check for more details in the school disciplinary policy).

SECTION 4.0 BULLYING

All year groups are encouraged to mix and no student is allowed to demand tasks or punishments from other students. Bullying is not tolerated in any form, whether physical, cyber, social, verbal or mental. It is important for students to understand this so that other students can be encouraged to support and show concern for the welfare of their school mates.

During the absence of a teacher, it is essential that the student heed to the supervising prefect or monitor.

All students are strongly encouraged to report if they are either being bullied or witness bullying taking place. They can report to their teachers, adults around them, the guidance counsellor or make use of the school's suggestion boxes.

SECTION 5.0 UNIFORM CODE

The dress code of the school is as follows for each day, except on special occasions. It is **COMPULSORY** for students of Year 7- Year 12 (JSS1- SSS 3). Full school uniform with blazers must be worn on Mondays and Tuesdays. Wearing blazers on Wednesdays is optional.

Boys:

Mondays to Wednesdays: Full School Uniform

- School Blazers with the school monogram
- School trousers, white shirt and tie
- Black lace up shoes and black dress belt

Thursdays: Proper P.E. Uniforms - House vest, shorts, pure white canvas shoes and black socks. (Sneakers are not allowed).

Fridays and Sundays: The school native attire uniform worn on a pair of jeans.

Girls:

Mondays to Wednesdays: Full School Uniform

- School Blazers with the school monogram
- School skirt, white shirt and tie
- Black socks or panty hose
- Black school shoes

Thursdays: Proper P.E. Uniforms - House vest, shorts, pure white canvas shoes and black socks. (Sneakers are not allowed).

Fridays and Sundays: The school native attire uniform worn with a black camisole and a pair of jeans

Heavy shoes and heavy thick studded belts are not allowed. Only white, black or blue hair clips, hair bands or ribbons are allowed. Those with long hair should be plaited into one.

SECTION 6.0 RULES AND REGULATIONS FOR DAY STUDENTS

- Parents will ensure their child's uniform is as per regulations, otherwise the child may be sent home.
- Day students **MUST NOT** bring anything for boarders. Any day student found with any object for a boarder may be expelled or sanctioned as appropriate.
- Day students may **NOT** take anything from boarders out of school.
- No Boarding student items such as books, clothing, shoes, letters, bags, etc. may be taken by day students out of the school compound. Day students are responsible for their personal items.
- Day students must not stay in the school compound after school hours or on holidays, **UNLESS** some event in the notice of the Head of School is taking place.
- Day students **MUST NOT** visit the hostels.
- Parents will ensure their ward's hair style, colour, and length of hair conform to school norms, in a manner befitting a student of Aduvie International School otherwise the school may cut the child's hair and the bill will be sent to the parents.
- **NO COLOURING OF HAIR WILL BE ALLOWED.**
- Students are not allowed to bring a mobile phone to school except when they have prior written permission to do so. If there is an emergency, please contact your class teacher/form tutor immediately and the school phone will be used if needs be.
- Prescription and medical bills are to be submitted after a long absence from school. A medical certificate alone will not be taken into consideration.
- Day students **WILL NOT** bring their lunch to school as this is included in the fees except in high allergy cases confirmed by the school doctor and backed by lab results at the expense of the parents.

SECTION 7.0 RULES AND REGULATIONS FOR BOARDERS

We want boarding at Aduvie to be an enjoyable and beneficial experience, full of opportunities for discovery and personal development. We support and encourage our boarders to grow as confident and responsible young men and women, ready for education and ready for life in every direction. They live and work together in a relaxed, friendly and homely environment.

It is our belief that we have a responsibility to produce a safe, healthy environment where those students who board may feel that they have a good alternative which is complementary to being

at home. One of our chief aims is to allow the boarding students to feel that they are part of an enlarged family with the resultant enjoyment and responsibility that it brings.

- Students MUST be taken home during school holidays. All students must return at the stipulated dates and times. Parents who cannot bring their children at the stipulated dates and times should notify the school at least 2 days before resumption. Failure to report at the stipulated dates and times will attract penalties as will be determined by the school management.
- Students cannot be taken out except on emergencies but with the permission of the School Head or pre-arranged (2 weeks) with the permission of the hostel Matron or Patron.
- Children must leave school in full uniform and must return in the same.
- Students are NOT allowed to leave school with any other individuals apart from their parents except there is a prior written consent.
- All pocket money must be deposited into the Aduvie pocket money account and any child found with money on their body or in their pockets may be liable to strict disciplinary action or even expulsion.
- Sandals and slippers (such as palm slippers and slide slippers) are strictly allowed only on weekends or after school hours. Flip flops must be brought to be worn ONLY within the hostel.
- Only WHITE canvas is allowed during general school games and sports. Game specific gear can be used for co-curricular and or weekend sports.
- Fancy belts, rings, trinkets, make-up sets, nail polish, hair dyes will be confiscated if brought to school. The girls can bring only powder and lip gloss.
- Junior male boarders are not permitted to bring perfume or body spray to the hostel. They are only allowed to use roll on.
- Prescriptions and medical bills are to be submitted to the school nurse after a long absence. A medical certificate alone will not be taken into consideration.
- Telephone and telephone calls are not allowed in Aduvie. If there is an emergency, please contact your Matron/Patron immediately and the school phone will be used if needs be. All cell phones if brought to school will be held by the Matron/Patron. Any cell phone found on a student outside of the arranged time for use will be confiscated.

SECTION 8.0 ADUVIE ROUTINES, RULES AND REGULATIONS FOR BOARDERS

At the start of the year, a copy of “Routines, Rules and Regulations” is emailed to each student and pasted on the hostel notice board. If rules are broken, sanctions/corrective measures will be decided upon by the Matron/Patron in conjunction with the House Mistress/House Master who will discuss the offence with the student and then decide upon the appropriate sanction/corrective measures. Sanctions/Corrective measures usually take the form of some sorts of community services and withdrawal of privileges. Depending on the severity of the case, there may be referral to the disciplinary committee.

It is important that each boarding student who boards knows and understands that there is someone to whom they may turn to in times of difficulty or distress. Boarders should feel that

there is a way in which they can bring a complaint and that their actions will be dealt with confidentially but in a formal and effective manner.

They may approach the Patron/Matron, Form Tutor, House Parent, the Guidance Counsellor or a friend.

We have found it desirable to involve a number of staff members in the boarding life of the school and this has a number of advantages. It allows the students have a number of different people to whom they may relate.

SECTION 9.0 HOSTEL STAFF

The Matron and Patron have a period of induction and during that time they are regularly assessed and their progress reviewed.

All staff members are aware of their responsibilities and the principles of boarding set out by the school. The Matron/Patron, Form Tutor and House Parents are expected to work as a team with regular contact and consultation regarding House matters. Major problems or infringements of rules by Students are dealt with by the House Master, House Mistress, Disciplinary committee, DHS Admin. and the Head of School.

In conclusion, it needs to be reiterated that one of our chief aims is to produce a healthy learning community. This aim incorporates the acquiring of a sense of respect for others, regardless of race, culture, gender, creed or religion. It also includes the desire to develop respect, on the part of the students, for those who may differ from them by one way or another e.g. gender, age education or opinion.

SECTION 9.1 HOUSE STAFF AND CONTACT NUMBERS

All boarders are allowed to bring their phones to the hostel but they are to be submitted to the hostel Patron/Matron. They are allowed to make phone calls between 4.00 pm and 6.00 pm on Saturdays only. If there is an emergency, the boarders are to speak with the patron/matron who will then make the calls on their behalf. Any student found with his/her phone outside the stipulated time will have the phone confiscated till the end of the term.

Boys' Hostel:

Mr. Ambrose: + 2348162988499

Mr. Martins: +234

Girls' Hostel:

Mrs. Omotoso: +234 8060921051

Matron Queen: +234 8132767007

Internet access is available in the hostel common rooms. This is linked to the School network and this can only be used within a specified time for school related activities.

SECTION 10.0 HOUSE ROUTINES AND TIMINGS

NOTE: These times are subject to change.

BOARDING HOUSE ROUTINE

Mondays and Tuesdays

ACTIVITY	ACTIVITY BEGINS	ACTIVITY ENDS
1. Rising bell	5:30am	
2. Quiet time/Devotion	5:30am	5:35am
3. House duties	5:35am	5:55am
4. Bathing and preparing for school	5:55am	6:10am
5. Morning Prep	6:15am	6:45am
6. Roll call/Breakfast	6:45am	7:10am
7. Off to school	7:10am	7:15am
8. Assembly/Class Meetings	7:25am	8:00am
9. School activities	8:05am	12:55pm
10. Lunch	12:55pm	1:55pm
11. School activities	1:55pm	3:30pm
12. Learning Support Classes	3:40pm	4:30pm
13. Siesta	4:30pm	5:30pm
14. Home Work/Co-curricular activities	5:30pm	6:30pm
15. Dinner	6:30pm	7:00pm
16. Night prep	7:30pm	9:00pm
17. Night cap	9:00pm	9:15pm
18. Toilet/bath	9:15pm	9:30pm
19. Lights out (Juniors)	9:30pm	5:30am
20. Studies/News viewing (Seniors)	9:30pm	10:00pm
21. Lights out (Seniors)	10:00pm	5:30am next day

WEDNESDAYS

ACTIVITY	ACTIVITY BEGINS	ACTIVITY ENDS
1. Rising bell	5:30am	
2. Quiet time/Devotion	5:30am	5:35am
3. House duties	5:35am	5:55am
4. Bathing and preparing for school	5:55am	6:10am
5. Morning Prep	6:15am	6:45am
6. Roll call/Breakfast	6:45am	7:10am
7. Off to school	7:10am	7:15am
8. Assembly/Class Meetings	7:25am	8:00am
9. School activities	8:05am	12:50pm
10. Lunch	12:50pm	1:30pm
11. School activities	1:30pm	3:00pm
12. Co-curricular club	3:00pm	4:00pm
13. Sports	4:00pm	5:30pm
14. Siesta	5:30pm	6:30pm
15. Home work/Co-curricular activities	6:30pm	7:00pm
16. Dinner	7:00pm	7:30pm
17. Night prep	7:30pm	9:00pm
18. Night cap	9:00pm	9:15pm
19. Toilet/bath	9:15pm	9:30pm
20. Lights out (Juniors)	9:30pm	5:30am
21. Studies/News viewing (Seniors)	9:30pm	10:00pm
22. Lights out (Seniors)	10:00pm	5:30am next day

THURSDAYS

ACTIVITY	ACTIVITY BEGINS	ACTIVITY ENDS
1. Rising bell	5:30am	
2. Quiet time/Devotion	5:30am	5:35am
3. House duties	5:35am	5:55am
4. Bathing and preparing for school	5:55am	6:10am
5. Morning Prep	6:15am	6:45am
6. Roll call/Breakfast	6:45am	7:10am
7. Off to school	7:10am	7:15am
8. Assembly/Class Meetings	7:25am	8:00am
9. School activities	8:05am	12:55pm
10. Lunch	12:55pm	1:55pm
11. School activities	1:55pm	3:30pm
12. Co-curricular Sports	4:00pm	5:30pm
13. Siesta	5:30pm	6:30pm
14. Home work	6:30pm	7:00pm
15. Dinner	7:00pm	7:30pm
16. Night prep	7:30pm	9:00pm
17. Night cap	9:00pm	9:15pm
18. Toilet/bath	9:15pm	9:30pm
19. Lights out (Juniors)	9:30pm	5:30am
20. Studies/News viewing (Seniors)	9:30pm	10:00pm
21. Lights out (Seniors)	10:00pm	5:30am next day

FRIDAYS

ACTIVITY	ACTIVITY BEGINS	ACTIVITY ENDS
1. Quiet time/Devotion	5:30am	5:35am
2. House duties	5:35am	5:55am
3. Bathing and preparing	5:55am	6:10am
4. Morning Prep	6:15am	6:45am
4. Roll call/Breakfast	6:45am	7:10am
5. Off to school	7:10am	7:15am
6. School activities	7:25am	12:30pm
7. Lunch	12:30pm	1:00pm
8. Friday prayers	1:45pm	2:15pm
9. Home work/Co-curricular activities	2:30pm	3:30pm
10. Snack /rest time	3:30pm	4:00pm
11. Hostel chores	4:00pm	5:00pm
12. Group activity	5:00pm	6:00pm
13. Dinner	6:30pm	7:00pm
14. Social Night	7:00pm	9:00pm
15. Night cap	9:00pm	9:10pm
16. Toilet/Bath	9:10pm	9:30pm
17. Lights out	9:30pm	5:30am

SATURDAYS

ACTIVITY	ACTIVITY BEGINS	ACTIVITY ENDS
1. Rising bell	6:00am	
2. Devotion	6:00am	6:15am
3. Morning duty	6:15am	7:00am
4. Inspection	7:00am	7:30am
5. Sport	7:30am	9:00am
6. Shower	9:00am	9:15am
7. Breakfast	9:15am	10:00am
8. Rest/Swimming	10:00am	11:00am
9. Study/Mixed Activities	11:00am	1:00pm
10. Common Room	1:00pm	1:30pm
11. Lunch	1:30pm	2:00pm
12. Siesta	2:00pm	3:00pm
13. Team activities	3:00pm	4:00pm
14. Sport/Games	4:00pm	5:00pm
15. Phone calls	5:00pm	6:00pm
16. Bath/Dressing	6:00pm	6:15pm
17. Dinner	6:15pm	7:00pm
18. Movie night	7:00pm	8:30pm
19. House meeting	8:30pm	9:30pm
20. Free time	9:00pm	10:00pm
21. Lights Out	10:00pm	6:30am next day

SUNDAYS

ACTIVITY	ACTIVITY BEGINS	ACTIVITY ENDS
1. Rising Bell	7:00am	
2. Morning duty	7:00am	7:30am
3. Bath/ Dressing	7:30am	8:00am
4. Service	8:00am	9:00am
5. Breakfast	9:00am	9:30am
6. Fresh up/Free time	9:30am	10:00am
7. Prep 10:00am	10:00am	12:00noon
8. Team activities	12:00noon	1:30pm
9. Lunch	1:30pm	2:30pm
10. Siesta	2:30pm	4:00pm
11. Board games	4:00pm	5:00pm
12. Sport (Voluntary)	5:00pm	6:00pm
13. Dinner	6:00pm	7:00pm
14. Prep	7:30pm	9:00pm
15. Night Cap	9:00pm	9:15pm
16. Lights Out	9:15pm	5:30am next day

SECTION 11.0 ACADEMIC TIME

Academic time is from 7:30 am – 3:30 pm Mondays and Tuesdays, 7:30 am – 4:00 pm on Wednesdays and Thursdays and 7:30am to 1:00pm on Fridays.

The student's priority is to their academic work and school commitments.

Note: During academic time, school uniform must be worn. Hostel clothes may be worn after academic time (as aforesated) and at the weekends.

SECTION 12.0 SIGNING IN AND OUT PROCEDURES

Students are not allowed to leave the school without their parents or guardians.

Boarding parents are required to obtain, fill and submit an exeat form as part of the procedure for leaving the boarding house. The exeat forms can be obtained from the Hostel Patron/Matron.

Exeat forms must be signed by the Matron/Patron and counter signed by any one of; the Head of School, Deputy Heads of school-Administration or Academics.

SECTION 13.0 BEDROOM ACCOMMODATIONS

Students share a bedroom with three to four other students depending on the room size.

Posters must not be put on the walls, only on the pin boards which are provided. A desk and chair are also provided for each student in the hostel.

All students have their prep time supervised by the Matron/Patron in the school hall in the morning and by teachers assigned to supervise them in the school hall during night prep.

Though the school has professional cleaners, students are expected to make their beds and keep their rooms tidy.

Each weekday, all bedrooms are initially cleaned by students. Cleaning also takes place in the bathrooms and common rooms.

Saturday mornings are also used as a thorough cleaning period.

Hostel inspection takes place daily (Mondays to Fridays) and also on Saturdays.

SECTION 14.0 LAUNDRY

All laundry, both of school and hostel clothes is performed by the students. School uniform for students in Year 7 and 8 are however done by the school laundry unit. The school laundry unit also undertake the washing of students' bedsheets (Years 7 - 9) and duvets (Years 7 - 12).

All students are expected to wash their undies and inner clothing by themselves.

Bed changing occurs once every week on a Saturday morning; clean linen will be placed on each bed. All students must change their own beddings and place dirty linen in their laundry baskets/bags. There are designated collection and return days for each hostel.

SECTION 15.0 BATHROOMS

Showers and toilets are available. Students are expected to use these during non-academic time except where there are extenuating circumstances. Hairdryers may be used under the supervision of the Hostel Patron/Matron in a designated area.

SECTION 16.0 VALUABLES

In general, valuables should not be brought to School, but if they are, they must be insured. International passports should be left with the Matron/Patron.

SECTION 17.0 PERSONAL ITEMS AND THEFT

Every student is encouraged to take great care of their personal belongings. However, lost but found items are accumulated and returned to the owners during house meetings. On rare occasions when an item goes missing, the Matron/Patron will investigate the matter thoroughly.

All boarders are expected to keep their belongings safe. It would be naive to think that items cannot get lost in the boarding house. The onus is on the students themselves to ensure that they do not leave any of their valuables lying around. All students are advised to take all their valuables home for the holidays.

Any student found with items not belonging to them without the permission of the owner will be sanctioned and may be asked to leave Aduvie. Strategic areas of the boarding houses as determined by the school are equipped with surveillance systems and information therein can be used as the need arises.

Where items which are lost but found are not collected by the owners till the end of term, such items will be donated to charity.

SECTION 18.0 FOOD

All meals are provided in the school dining hall. Students with special dietary requirements are catered for on request. Food from home or outside are not allowed except on visiting days.

SECTION 19.0 HEALTH

During the evenings and at weekends if a student is unwell, they must go to the Matron/Patron or House Mistress/House Master. All house staff have access to paracetamol and a first aid kit. However, if the condition is more serious, the student will be taken to Dr. Hassan's Clinic by the school nurse where there is a 24-hour cover.

During the academic day, if a student is hurt or unwell, they should report to the School Health Centre. This is open Mondays – Fridays 8.30 am – 5.00 pm. In the event of a more serious illness, injury or accident, a student would be escorted by one of the school medical officers on duty and the house staff to either Dr. Hassan's Clinic or a medical facility indicated by the student's parent.

Any boarder unable to attend classes due to illness will remain in the school health center and the parents will be contacted to pick the student up.

It is important that ALL medical aid details be submitted to the school nurse as soon as a student is accepted into the boarding house.

If your child is on special medication, we need details for its administration. Also the child's personal doctor's details will be required.

Children that are asthmatic and require an inhaler should bring the inhaler to school, with two extras - one kept in the care of the Hostel Matron/Patron while the other is kept at the school sickbay.

If a student needs to be taken to the hospital, the parents will be notified immediately as to the student's condition.

SECTION 19.1 MEDICAL RECORDS

All medical records from the School Health Centre and the doctor are completely confidential and the Matron/Patron do not have access to them.

SECTION 19.2 MEDICINE

We request that students do not keep medication in their room unless permission has been given. A medicine cupboard is provided in the Matron/Patron's room for safe keeping of medication. However, all medicine, if possible, will be administered by the School Nurse. Only paracetamol is given out by the Matron/Patron. Ice packs are readily available.

SECTION 20.0 RELIGIOUS LIFE AND WORSHIP

Students come to the school from various backgrounds and traditions.

Every effort is made to provide a sympathetic environment in which each person may practice their faith and at the same time respect the beliefs of others.

Each Friday, the Muslim boarding students are expected to attend prayers in the school's Muslim prayer room.

Each Sunday there is an interdenominational service for the boarders in the school hall. All Christian boarding students are expected to attend.

Students are to wear the school Friday wear for these services.

SECTION 21.0 IN-HOUSE RECREATION

Students may use their own computers but gadgets such as phones, MP3/MP4 players, radios, cassettes, compact disc players are to be submitted to the Matron/Patron and can only be used in the common rooms on weekends at the agreed times.

SECTION 22.0 VISITORS

Outside visitors and parents are not allowed in the hostels. Parents must visit their children only on dates stipulated on the school calendar.

All socializing take place in the communal area, for example, the common room, the hall or any other place designated for the purpose. Day students are not allowed in the hostels.

BOYS ARE NOT ALLOWED IN THE GIRLS' HOSTEL AND VICE VERSA.

SECTION 23.0 WEEKEND ACTIVITIES

The School has a host of excellent facilities and all students are encouraged to use them to the fullest. After School, and before dinner, many activities take place at different venues, including the pool, the IT Centre and Sports Centre. All students are advised to take part in as many activities as possible whether that be sport, music, drama or other societies. At the beginning of each term, a list is produced of the activities which students in the house are taking part in the boarding house.

A series of weekend activities is organized by the school. These are presented termly in the boarders' calendar. This is supplied to each student and is also sent to their parents. We encourage students to take part in these activities each weekend. Students are consulted about the type of activity they would like to participate in.

SECTION 24.0 SMOKING, DRINKING OF ALCOHOL AND DRUG POLICY

Boarders must adhere to the school rules and regulations in relation to smoking, drinking of alcohol or consumption of substances and drugs. Students should never be found in possession of cigarettes, shisha, hemp, alcoholic beverages, energy drinks and all other illicit drugs and substances within or around the school premises or facilities or while representing the school in any capacity.

SECTION 25.0 INDUCTION OF NEW BOARDERS

A new boarder will normally have been shown round the school and hostel at some time in the year prior to arrival.

There is a house meeting on the first evening of the term, containing mainly administrative items. The Matron/Patron, House Mistress/House Master and all boarders attend this meeting. Following this, new boarders will meet with the Matron/Patron.

A newcomer's first days at school are spent getting acclimatized, organized and generally finding out about the routines of the School and the boarding house.

New boarders are not encouraged to go home during the first weekend and a full house event is organized at the end of the first week to facilitate their integration.

The Matron/Patron will telephone parents within the first two days to reassure them of their child's welfare in the early days; indeed, such two-way contact is a vital part of the pastoral care.

SECTION 26.0 DISCIPLINARY MATTERS

It is the intention of Aduvie Disciplinary Policy to ensure that the standards of conduct, attendance and performance required of students are maintained and also to provide a fair means of dealing with any failure to observe these standards or the school rules. All students should be aware of the procedure to be followed if they become liable to disciplinary action.

SECTION 26.1 DISCIPLINARY PROCEDURES

When it appears that a failure to meet the required standards or a breach of the rules has occurred the following will apply:

- A. The student will be advised by his teacher, form tutor or Matron/Patron of the complaint and the matter will be discussed with the student. Normally a “trivial” offence will be dealt with at this stage. If the offence is not trivial, then
- i. Full investigation and careful consideration of the facts will be carried out by the disciplinary committee without undue delay and may include consultation with any witness(s) to the occurrence.
 - ii. The student will be provided with an opportunity to explain his/her case to the disciplinary committee which will then make the decision as to what disciplinary action is to be taken. The student may, if he/she wishes, be accompanied during a disciplinary interview by a fellow student of his/her choice.
 - iii. The student will be advised by the disciplinary committee if disciplinary action is found to be appropriate, with the reasons, and of the action that will be taken. This will be recorded on the student’s personal record.
 - iv. Depending on the gravity of the infraction and the submission of the disciplinary committee, parents/guardians of the affected students may be invited.
 - v. Written confirmation will be given to the student if the disciplinary action is to be greater than a duty or detention.
 - vi. Following disciplinary action, sufficient time will be allowed before any further disciplinary action is taken, to permit the student to improve in performance, or to meet the required standards.

SECTION 26.2 DISCIPLINARY ACTION

This will normally comprise one or more of the following:

1. Minor offences – verbal warning, duty or academic detention.
2. More serious offences – community service e.g. helping out in the dining, mopping toilets.
3. More grievous offences – exclusion/suspension for a specified time. A student may be asked to leave the school for a short period. This is not a holiday, and may disrupt the child’s academic work and is used for a very serious breach of school rules such as consistent or injurious bullying, fighting, insulting, stealing or unauthorized exeat.
4. Gross misconduct – Expulsion: In extreme cases such as the possession of illegal drugs or sexual relationships, a child may be asked to leave the school altogether. Repetition of offenses in (3) above upward of two times may lead to expulsion.

Note: Where a student repeats an offence, the school will use its discretion to decide the disciplinary action level that will be carried out.

THERE IS NO REFUND OF SCHOOL FEES.

SECTION 27.0 ADDITIONAL HOSTEL/SCHOOL RULES

No food or liquids (except water) should be consumed in the rooms.

Books and other stationeries may be borrowed only with the owner's permission. However, habitual borrowing is an offence. Items such as clothing, shoes, football jerseys, socks, spoons, roll on etc. should not be borrowed.

A bell will ring for rising (5.30am weekdays, 6.00am weekends) and lights out (9.30pm for junior students, 10.00pm for senior students). No student is allowed to move out of the hostels before or after the bell unless in an emergency and with permission from the Matron/Patron.

Students are responsible for school property anywhere in the School. All property should be carefully looked after and respected. In the instances of damaged items, these must be reported at once to the Patron/Matron and entered in the repair book.

While every care will be taken to prevent accidents, the school will not be liable for injuries sustained by the student in the course of everyday activities.

Students are not allowed to sleep in or sit in someone else's bed/bunk. The school will not take responsibility for any student who acts contrary to school rules. These include but are not limited to running, whistling, shouting and unnecessary noises. These infringements are regarded in a very serious light and could result in possible expulsion from Aduvie international school.

It is compulsory for parents to take their children home for all school holidays. If you intend to keep your child / ward during mid-term breaks, kindly see the School Secretary three weeks before the mid-term break.

Students must leave and re-join school on the stipulated dates on the school calendar.

SECTION 28.0 MEAL TIME

All meals are compulsory unless permission to miss a meal has been granted by the House Mistress/House Master.

All students are to move to the dining hall as soon as the bell for meals has been rung. No one may linger in the hostels after the bell has gone.

In the mornings at breakfast, all students are to file into the dining hall in silence. Students may line up to collect their breakfast and proceed to eat.

Students may only leave the hall once they have finished their meal and after the announcements have been made. No-one may linger in the hall after the meals.

For lunch and dinner, students must line up for their meals, sit and eat. Lunch and dinner will end with announcements. Students are expected to clear their plates and stack them in the designated areas.

If a student is going out of school for sports, competitions, excursions, exams etc. and will miss a meal as a result, the teacher in charge may apply for a packed meal, one day in advance, to take along with him. He must have a legitimate reason for requiring a packed meal.

If there are any students requiring late meals due to sport or any other activity, the teacher in charge of the activity must hand in the names of the students to the Patron/Matron. No student may have a late meal unless his/her name has been handed to the Patron/Matron.

SECTION 29.0 HAIR CARE

A barber will be provided weekly for the boys. However, all boys must come with their name engraved on their personal clippers. All girls will have hair dressers come in weekly to braid their hair. The students will pay for this service using their pocket money vouchers. Parents can pay termly for this service.

SECTION 30.0 MISCELLANEOUS

The hostel building is out of bounds to all students during school hours or as specified by the school. If for some reason, a boarder is required to go to the boarding house, he/she has to have a permission slip from the concerned teacher/House Mistress/House Master.

Any letter/parcel that is being delivered to any student will be checked by hostel staff first and only after that will it be handed over to the student.

SECTION 31.0 TUITION PAYMENTS

School fees (for each term) and or Capital fees (one off payment) must be paid before the first day of each term into the Zenith account below.

Zenith Bank PLC. Account Name: Aduvie International School Ltd.

Account Number: 1016197737.

Education is the most important legacy parents can bequeath to their children and we are here to join hands with our parents to achieve this.

SECTION 32.0 IMPORTANT EMERGENCY TELEPHONE NUMBERS

Emergency Police Phone Number: DPO (Mabushi Police Station): 08035360384

Emergency Fire Services Phone Numbers: 08036500580, 08055322804.

Dr Hassan's Clinic: 07066862500, 08161616702 or 09099999125

STUDENT PERSONAL INFORMATION

Name of Student _____

Class of Student: _____

Date of Birth: _____

Gender: _____

Religion: _____

State of Origin: _____

Blood Group: _____

Genotype: _____

Height: _____

In Case of Emergency (Whom to Contact): _____

Allergies (Be Specific): _____

Health Challenges: _____

Foods to Avoid: _____

Any Other Important Information: _____

Parent/Guardian's Signature _____ Student's Signature _____

Attach a Medical Report to this Please.

TO BE FILLED BY THE PARENT/GUARDIAN AND HANDED OVER DIRECTLY TO THE SCHOOL NURSE ONLY

STUDENT'S EXEAT PERMIT

Name of Student: _____

Class: _____

Hostel: _____ Apartment: _____

Reason for exeat: _____

Destination: _____

Time of Departure: _____

Date of leaving School: _____

Date of resumption back to School: _____

Duration of absence from School: _____

Permission given by _____

Person picking up child/Relationship with child: _____

Address: _____

Contact Phone No: _____

Signature: _____

Date: _____

Student: _____

Date: _____

Permitter: _____

Date: _____

House Master/Mistress: _____ Date: _____

Head of School _____

Date: _____

CHECKLIST OF BOARDERS - GIRL'S HOSTEL

To the Parents: Please use this list to check your ward's luggage before she leaves home for school. Place a check mark in the column headed Parent to indicate that the specified items have been brought to school. Items should be clearly marked with your ward's name for the purpose of identification.

To the Teacher on Duty: Please, go through the student's luggage and check off each item that has been brought to school. If you find any items that is not indicated on this list, remove and return it to the Parent immediately.

Name of Student: _____

S/N	Items	Quantity	Checked by Parent	Checked by Teacher
	<i>Toiletries</i>			
1.	Anti-Perspirant/Roll On (For Junior Students only) Perfume (For Senior Students only)	3		
2.	Bathing Soap/ Shower Gel	6		
3.	Body Cream/ Oil	2		
4.	Hair Dressing Kit (creams, combs, clippers, etc.)	1 set		
5.	House T-shirt (provided by school)	2 sets		
6.	Manicure Set	1 set		
7.	Mild Washing Soap (Tablet Soap)	6		
8.	Detergent for washing clothes (Big size)	3 packs		
9.	Sanitary Towels	As needed		
10.	Shower Cap	2		
11.	Soap Holders	2		
12.	Sponge	2		
13.	Toilet Bag	1		
14.	Toothbrush	2		
15.	Toothpaste	2		

16.	Tissue Paper	As needed		
	<i>Clothes and Footwear</i>			
17.	White Canvas for sports	1 pair		
18.	A pair of Sneakers/Trainers	1 pair		
19.	Black Jeans for Friday/Sunday Wear	2 pairs		
20.	Black inner wear or camisole for Friday & Sunday wear	2		
21.	Bathroom slippers	1		
22.	Handkerchiefs	6		
23.	Trousers for daily wear	2 pairs		
24.	Night wear	2		
25.	Panties/ under wear	6 set each		
26.	Sandals	2 pairs		
27.	Swimming kit	1		
28.	Towels (white only)	2		
29.	Black (thick) panty hose {for school}	4 pairs		
30.	White socks {for sports}	2 pairs		
31.	English/Formal wear	1		
32.	Native wear (traditional wear depicting where the child is from)	1		
33.	Football or Basketball gear (For those who are in the team)	1		
34.	Badminton Racket and Shuttle			
	<i>Bed Sheets/Pillow Cases and Duvets</i>			
35.	Pink Bed Sheet with Pillow Case Size 4 x 6 inches for ordinary bed sheet or 3 x 6 inches elastic adjustable bed sheet for easy tuck in	1		

36	Purple Bed Sheet with Pillow Case Size 4 x 6 inches for ordinary bed sheet or 3 x 6 inches elastic adjustable bed sheet for easy tuck in	1		
37	Any Other Colour with Pillow Case Size 4 x 6 inches for ordinary bed sheet or 3 x 6 inches elastic adjustable bed sheet for easy tuck in	1		
38	Duvet – Size 4 x 6	1		
	Others			
39	Handset	1		
40	Provisions (cereals, milk, sugar and biscuits only), Lucozade boost, Ribena, fruit juices (No fizzy drinks)	As needed		
37	Pocket money (N8,000-N20,000) to be paid into the Pocket Money Account			
38	School Bag	1		
39	Book of worship including Revised Standard Version of the Holy Bible and Hymn Book ‘SOP or SOS’ or the Holy Quran and any other relevant item	1		
40	Hand Sanitizer – Pocket Size Big Size	1 1		
41	Face Mask	As needed		
42	Face Shield	1		
43	Mosquito Net	1		
44	Bucket	2		

- **Please ensure that all uniforms, clothes, bed sheets, duvets and towels have the children’s names inscribed on them.**

CHECKLIST FOR BOARDERS - BOY'S HOSTEL

To the Parents: Please use this list to check your ward's luggage before he leaves home for school. Place a check mark in the column headed Parent to indicate that the specified items have been brought to school. Items should be clearly marked with your ward's name for the purpose of identification.

To the Teacher on Duty: Please, go through the student's luggage and check off each item that has been brought to school. If you find any item that is not indicated on this list, remove and return it to the Parent immediately.

Name of Student: _____

S/N	Items	Quantity	Checked by Parent	Checked by Teacher
	<i>Toiletries</i>			
1.	Anti-Perspirant/Roll On (For Junior Students only) Perfume (For Senior Students only)	3		
2.	Bathing Soap/ Shower Gel	6		
3.	Body Cream/ Oil	2		
4.	Mild Washing Soap (Tablet Soap)	6		
5.	Detergent for washing clothes (Big size)	3 packs		
6.	Soap Holder	2		
7.	Sponge	2		
8.	Toilet Bag	1		
9.	Toothbrush	2		

10.	Toothpaste	2		
11.	Nail Clippers	1		
12.	Tissue paper	As needed		
<i>Clothes and Footwear</i>				
13.	Trousers for Friday/Sunday wear (Black or Blue Jeans)	2 pairs		
14.	A pair of Sneakers/Trainers	1		
15.	Bathroom Slippers	1		
16.	Boxers	12		
17.	Hair Dressing Kit (Creams, Combs, Clippers, etc.)	1 set		
18.	House T-shirt (provided by school)	2 sets		
19.	Trousers for daily wear	2 pairs		
20.	Shorts for daily wear	1 pair		
21.	Inner Vests	6		
22.	Pyjamas(sets)	2		
23.	Sandals	2		

24.	Socks (black) {for school}	4 pairs		
25.	Socks (white) {for sports}	2 pairs		
26.	Swimming Kit	1		
27.	Towels (white only)	2		
28.	White Canvas for sports	1 pair		
29.	English/Formal Wear	1		
30.	Native Wear (traditional wear depicting where the child is from)	1		
31.	Football or Basketball gear (For those who are in the team)	1		
32.	Badminton Racket and Shuttle (For those in the badminton team)			
<i>Bed Sheets/Pillow Cases and Duvets</i>				
32.	Blue Bed Sheet with Pillow Case Size 4 x 6 inches for ordinary bed sheet or 3 x 6 inches elastic adjustable bed sheet for easy tuck in	1		
33.	Grey Bed Sheet with Pillow Case Size 4 x 6 inches for ordinary bed sheet or 3 x 6 inches elastic adjustable bed sheet for easy tuck in			
34.	Any Other Colour with Pillow Case Size 4 x 6 inches for ordinary bed sheet or 3 x 6 inches elastic adjustable bed sheet for easy tuck in			
	Duvet – Size 4 x 6			

<i>Others</i>				
36.	Handset/Cell phone	1		
37.	Provisions (cereals, milk, sugar and biscuits only), Lucozade boost, Ribena, fruit juices (No fizzy drinks)	As needed		
38.	Pocket money (N8,000-N20,000) to be paid into the Pocket Money Account below: Name of Bank : UBA Account No. 2102174252 Account Name : Aduvie International School			
39.	School bag	1		
40.	Book of worship including Revised Standard Version of the Holy Bible and Hymn Book 'SOP or SOS' or the Holy Quran and any other relevant item	1		
41.	Hand Sanitizer – Pocket Size Big Size	1 1		
42.	Face Mask	As needed		
43.	Face Shield	1		
44.	Mosquito Net	1		
45.	Bucket	2		

- **Please ensure that all uniforms, clothes, bed sheets, duvets and towels have the children's names inscribed on them.**

BOARDING PARENTS' UNDERTAKING

As a parent of a student in Aduvie International School, I have read, understood and accepted the policies and procedures listed and outlined on this policy document. I will closely monitor the activities and school policies. My signing this agreement confirms my informed consent to all the policies and procedures.

I have also read and explained the policies and procedures of the school to my child/ward and he/she says he/she understands the contents therein.

I UNDERSTAND AND ACCEPT THAT as my child goes through the school programmes, the policies may be updated and it is my responsibility to follow and be aware of all updates.

I give permission for my child,

_____ to attend Aduvie International School by this written consent and I understand and accept all the policies.

Parent's/Guardian's Name and Signature:

_____ Date: ___/___/_____ Note:

All information gathered about the effect of your relationship on your child's school performance is strictly for the purpose of evaluating the programme and will be kept confidential.