IVINAR PARK ACADEMY

SCHOOL POLICIES & COMPLIANCE FRAMEWORK

PREAMBLE: LEGAL AND REGULATORY ANCHORING

The policies set forth in this document for Ivinar Park Academy derive their legal mandate and operational authority from the Constitution of Zimbabwe (Act No. 20 of 2013) and are anchored upon the following primary legislation, statutory instruments, and policy guidelines of the Ministry of Primary and Secondary Education (MoPSE) and relevant statutory bodies:

- **Constitution of Zimbabwe Amendment (No. 20) Act 2013:** Specifically Section 75 (Right to Education) and Section 81 (Rights of Children to safety, security, and equal protection).
- **Education Act [Chapter 25:04] (as amended by Education Amendment Act, 2020):** Governing non-discrimination, mandatory education standards, child protection against corporal punishment or inhumane treatment, and operational guidelines for independent and government schools.
- **Cyber and Data Protection Act [Chapter 12:07] (Act No. 5 of 2021):** Regulating data privacy, lawful collection, processing, and protection of personal data of learners, parents, and staff, and enforcement under POTRAZ.
- **Criminal Law (Codification and Reform) Act [Chapter 9:23] (as amended):** Enforcing provisions against cyberbullying, unauthorized system access, identity theft, child safeguarding, and academic fraud.
- **Statutory Instrument 1 du 2020 (Education Regulations):** Standards for school registration, administration, safety, and governance.
- **MoPSE Secretary's Circulars & Policy Directives:** Including Circular No. 3 of 2019 (Guideline on School Safety and Health) and MoPSE Written Work and Assessment Circular Policy Guidelines.
- **Public Health Act [Chapter 15:17]:** Guiding communicable disease management, school hygiene, and medical safety procedures in residential/day institutions.
- **Manpower Planning and Development Act [Chapter 28:02]:** Governing tertiary, technical, and vocational assessment standards (HEXCO alignment).

1. Admissions Policy

1.1 Criteria for Student Admission

The academy admits eligible learners who meet the school's class/age requirements. Admission is based on:

- Learner's age and eligibility for the relevant form level
- Prior academic record (where applicable)
- Any required documentation submitted on time

Learners with special educational needs are admitted where the academy can provide reasonable support as defined by school capability and local regulations.

The academy does not discriminate on the basis of race, religion, gender, disability, or any other protected characteristic.

1.2 Application Process and Timeline

Applications open and close on dates communicated by the school administration. Applicants must submit:

- Completed admission form
- Grade 7 result slip
- Birth certificate
- Transfer letter (if transferring from another school)
- Academic reports/certificates (for higher classes)
- Any other documents specified by the admissions office
- Three names of parents or guardians

Shortlisted applicants may undergo:

- Entrance assessment (literacy/numeracy screening)
- Interview (especially for higher forms or special programmes)

1.3 Non-Discrimination Policy

- All applicants are treated fairly.
- No learner is denied admission for reasons other than meeting stated eligibility criteria.
- Any complaint regarding discrimination must be reported to the Admissions Officer/Head Teacher using the school's complaints procedure.
- Complaints will be handled confidentially and without victimization.

2. Academic Policy

2.1 Curriculum Standards and Expectations

The academy follows an approved curriculum and ensures lesson delivery matches curriculum objectives. Teachers use schemes of work and lesson plans aligned to term outcomes.

Learners are expected to:

- Bring required learning materials (books, notebooks, stationery)
- Attend classes punctually
- Complete classwork and homework assignments
- Participate respectfully in classroom learning activities

Teachers maintain learning records and document learner progress.

2.2 Scheming and Planning

Teachers must prepare:

- Schemes of work for each term