- Parent notification after repeated lateness
- Progressive consequences for frequent late arrival

Speech and prize giving should be held in the second week of opening every third term

4.3 Excessive Absenteeism

Learners with repeated absences are referred for support intervention. The school may:

- Conduct a meeting with parents/guardians
- Create a learner attendance improvement plan
- Recommend counseling/support measures

After 3 days' absence, the form teacher must contact the parent.

Persistent absenteeism may lead to formal consequences in line with school and education guidelines.

5. Health and Safety Policy

5.1 Contagious Diseases

Learners showing symptoms (fever, persistent cough, rashes, vomiting/diarrhea) should report to staff immediately.

The academy requires:

- Hygiene practices (handwashing, covering mouth when coughing)
- Regular cleaning of classrooms and common areas

Where necessary, learners may be:

- Sent to the clinic/assigned medical point
- Referred for medical evaluation

Return-to-school may require clearance or a parent confirmation as guided by school health procedures.

To be collected by a parent or guardian listed in Section 1.2

5.2 Emergency Procedures and Evacuation Plans

The academy maintains:

- Emergency exits and clear evacuation routes
- Emergency contact lists for parents/guardians

Teachers conduct emergency drills (e.g., fire/evacuation) and train learners on:

- What to do when alarms sound
- How to move calmly to assembly points
- Headcount procedures during/after evacuation

During emergencies:

- Staff prioritize learner safety
- Parents are contacted as soon as practicable

5.3 First Aid and Medical Care Provisions

The academy provides basic first aid through trained staff (where available). Injuries requiring medical attention are referred to approved health facilities.

The school maintains:

- Medical records (allergies, chronic conditions)
- Emergency contact numbers

Any medication administration must follow school procedures and parental consent where required.

5.4 Reporting Injury to Parents

Any injury must be recorded in an incident log. Parents/guardians are informed promptly and details shared, including:

- Time and location of the incident
- What happened (as reported by involved staff)
- First aid provided
- Advice on next actions

Serious injuries are escalated immediately.

6. Residential Life Policy (Boarding)

6.1 Rules for Boarding Students

Boarders must:

- Observe wake/sleep schedules
- Keep rooms clean and orderly (daily cleaning routines)
- Follow study schedules and attend supervised study time
- Use proper conduct in dining and common areas
- Avoid bringing prohibited items into boarding (as defined by boarding rules)
- Respect boarding staff instructions and house rules
- Observe out-of-bounds areas

6.2 Safeguarding Boarders

The academy safeguards all boarders by:

- Ensuring adequate supervision in dormitories and common spaces
- Maintaining safe staff-learner boundaries
- Providing clear reporting channels for abuse allegations, threats, or unsafe behavior
- Handling sensitive cases confidentially and promptly
- Training staff on safeguarding, child protection, and reporting requirements

Only the listed parents or guardians referred to in Section 1.2 should collect the learners.

Conduct impromptu roll calls and parades for boarders at the hostel.