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.

Visiting days should be according to the calendar of events.

6.3 Room Assignments and Responsibilities

Room assignments are managed by the administration/boarding manager based on:

- Age/grade level
- Gender considerations (where applicable)
- Safety and suitability
- Any medical needs (where declared)

Boarders' responsibilities include:

- Ensuring personal hygiene and cleanliness
- Proper storage of belongings
- Immediate reporting of damaged property
- Participating in room inspections

Repeated failure to follow room rules results in disciplinary action and/or reassignment.

7. Dress Code Policy

7.1 Uniform Guidelines and Expectations

Learners must wear the full academy uniform as issued/approved by the school:

- Correct school shirt/blouse
- Approved trousers/skirts
- School shoes
- Approved socks and belt (if applicable)

Uniform must be clean, neat, properly fitted, and worn correctly (no rolling of sleeves beyond permitted rules, no improper wear of belts/ties). Learners must have grooming standards aligned with school expectations (hair neatness, cleanliness).

7.2 Prohibited Attire

The following are not permitted:

- Clothing not matching uniform requirements (except when a special permit is issued)
- Excessive jewelry or accessories that violate school rules
- Offensive wording/imagery on clothing
- Any footwear that is unsafe for school activities
- Any attire that creates distraction or undermines learning discipline

7.3 Dress Code for Special Occasions

For events (sports day, ceremonies, assemblies), the administration will specify the required uniform/special attire in advance. Learners who miss uniform requirements due to illness or other valid reasons must submit justification to class teacher/administration.