9.2 Scholarships and Financial Aid Options

Scholarships/aid may be offered based on:

- Financial need (means assessment where applicable)
- Academic merit, leadership, or special talent
- Or other approved criteria by the school

Applicants submit required documents by the deadline (proof of need, academic records, recommendation letters, etc.). Decisions are reviewed by an approved committee and communicated to parents/guardians.

9.3 Refund and Withdrawal Policies

Withdrawal procedures: Parents must notify the school in writing of withdrawal and complete required checkout processes.

Refund approach: Refunds (if applicable) should depend on:

- Date of withdrawal (before term starts vs. after classes begin)
- Non-refundable administrative or registration fees (if applicable)
- Any outstanding obligations (uniforms, learning materials, services already rendered)

The finance office provides a clear refund computation and timeline for any approved refund. The school must handle disputes through the grievance policy process.

10. Co-curricular Activities Policy

10.1 Participation Requirements and Expectations

Learners must participate in clubs, arts, music, debates, and sports of their choice. Participation may require:

- Regular attendance to practice sessions
- Completion of academic responsibilities
- Proper use of uniforms/kit and equipment

Learners must follow schedules and reporting procedures during activities. The academy shall provide the basic facilities. All sports disciplines should receive a commensurate funding vote.

10.2 Code of Conduct for Clubs and Sports

- Respect coaches/instructors, teammates, and officials.
- No fighting, bullying, or harassment during activities.
- Proper sportsmanship: no cheating (illegal player, falsified eligibility, match manipulation).
- Equipment and uniforms must be cared for and returned if required.

10.3 Eligibility Criteria for Sports Teams

Eligibility may include:

- Meeting academic minimum standards set by the school

- Good conduct record (no serious disciplinary issues)
- Medical fitness/clearance where required
- Training/practice attendance requirements

Team selection is based on the school's selection process (tryouts, coach assessment, and availability). Injured learners may participate in modified roles if medically advised. All learners should be given an equal opportunity to represent Ivinar Park Academy in all disciplines.

11. Parental Involvement Policy

11.1 Guidelines for Communication with Parents

Communication occurs through approved channels:

- School notices, official emails/letters
- Phone calls from class teachers/administration
- Parent-teacher meetings
- School Development Committee (where applicable)

Parents must:

- Use respectful language and follow meeting procedures
- Avoid confronting staff directly in public spaces
- Provide relevant information promptly when a learner has issues (health, attendance, discipline)
- Co-operate in creating an enabling learning environment

11.2 Opportunities for Parent Involvement

- Parent-teacher conferences each term.
- Volunteering in school events (sports day, cultural day, assemblies).
- Supporting learning at home through homework routines and attendance encouragement.
- Participation in committees and school governance structures as permitted by policy.

11.3 Procedures for Addressing Parent Concerns

Step 1: Parent reports the concern to the Form teacher (for learning/behaviour matters).

Step 2: If unresolved within a reasonable time, escalate to the Head Teacher/Deputy.

Step 3: If still unresolved, escalate to the school management.

The school maintains records of concerns, outcomes, and follow-up actions.

11.4 School Development Committee (SDC)

The SDC supports improvement activities such as:

- Resource mobilization
- School projects and development planning
- Review of school progress reports