



LES GENIES

0788308024

Bugesera – Ntarama – Kanzenze – Cyeru

lesgenies14@gmail.com



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SCHOOL GENERAL POLICY

1. PRINCIPLE

- (a) The School shall be run in accordance with the constitution of the Republic of Rwanda and all other regulations as set out by the minister of education.
- (b) LES GENIES SCHOOL is a Private School situated in Cyeru Village, Kanzenze Cell, Ntarama Sector of Bugesera District. The aim of LES GENIES is to create a Rwandan GENIUS outstanding Learner via **quality education**. Learners from LES GENIES are expected to be internationally excellent competitors and equipped to succeed in their life. They are trained to be problem-solver capable to deal with today and future's challenges. To achieve this, an Integrated Curriculum is used that combine both NATIONAL and INTERNATIONAL curriculum. Our learners are **READY TO SUCCEED**
- (c) Our motto reflects our goals: "LES GENIES FOR THE BETTER OF HUMANITY"

2. MANAGEMENT

- (a) All conditions regarding appointments, promotions, services, discipline, educator's code of conduct, dismissals, misconduct, holding of offices, leaves, duties and responsibilities of educators, etc, will be maintained as outlined from time to time by the School Management Team.
- (b) The School Management Team (SMT) ensures that the school realizes its Mission and Vision as outlined in its Vision and Mission Statements.

3. TEACHING STAFF

- a) The School Management Team (SMT) shall recommend suitable educator(s) for post(s) vacant time to time. Such Educator(s) will be expected to do everything in their power to promote education of the learners.
- b) New educator/staff-member shall be inducted by the SMT.
- c) The induction process shall expose the educator/staff member to all expectations of the school.
- d) Educators/staff-member shall be encouraged to upgrade their qualifications through various institutions. They shall also be encouraged to attend some workshops and seminars for their professional growth.
- e) Each educator shall be allocated duties for both curricular and extracurricular activities. A duty list in this regard shall be made available at the beginning of each academic year and revised at the beginning of each academic term.
- f) A high level of commitment and dedication is expected of our teaching staff. We expect our teachers and staff to inspire our learners in different aspects of life as per the say:

"A poor teacher instructs, a good teacher teaches, an excellent teacher inspires."

"The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires." – by William Arthur Ward



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4. NON-TEACHING STAFF

- a. The School expects its non-teaching staff to display high level of commitment and dedication in performing all their functions.
- b. The non-teaching staff shall also be expected to respect and promote the school vision in performing their functions.

5. SCHOOL POLICY DEVELOPMENT

The School Management Team, in consultation with all stake holders, spends time in discussing, monitoring, writing and evaluating Policies. Such Policies should be:

- (a) consistent with the aim of the school
- (b) well written, clear and easy to understand
- (c) approved and adopted by the School Management Team
- (d) available to all stake holders
- (e) used as management tool
- (f) applied appropriately
- (g) monitored, evaluated and reviewed regularly.

6. COMMUNICATION AND RESPONSE TO CIRCULARS/INSTRUCTIONS

- a. Staff briefings shall take place every Monday between 07:20 and 07:50.
- b. The briefings in (a) above, shall be used to share the school information and to remind educators of the work for that week.
- c. The SMT meetings shall be held every Friday from 15:00 to 16:30.
- d. A staff formal meeting shall be held once each month, on the Wednesday of the second week of each Month from 15:30 to 17:00.
- e. Every Educator must study and understand the contents of each circular/report/instruction as expected.
- f. Communication book shall be used to communicate the issues that may arise between the meetings and/or briefing sessions.
- g. The formal meetings shall deal with details regarding: curricular, extracurricular and any other issue of importance to the school life.
- h. A notice shall be issued for all formal staff meetings. This notice shall be circulated amongst staff. The notice shall specify the time (**if different from (d)**), date, venue and agenda for the meeting.



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7. SCHOOL MANAGEMENT TEAM

- (a) The **School Representative (RoS), Head Teacher, (HT) Director of Studies (DoS), Nursery Level representative (NL), Lower Primary Representative (LP), Upper Primary Representative, school secretary, School account and the School owner** shall serve in the School Management Team(SMT).
- (b) The School shall select some of its educators who are not in management posts to serve in the School Management Team for the purposes of leadership and management development.
- (c) The Educators in the SMT may be changed after a particular period to allow other educators an opportunity to grow professionally through serving in the SMT.
- (d) This SMT shall assist in the day to day management of different activities and function of the School.
- (e) Each SMT member shall have specified professional duties.
- (f) Each SMT member shall have a specified group of educators that such a member lead (**kind of mentorship**), and shall from time to time report the progress to the SMT.
- (g) The Head Teacher shall be responsible for the school management function.

8. TIME MANAGEMENT

The following will help the School in ensuring that the time at its disposal is used effectively and efficiently:

- (a) The School day shall start at 08:00 and end at 17:00.
- (b) Morning times, 07:30-07:50, shall be used to help learners with their Home Works, reading, remedial and any other academic activity.
- (c) Morning Assembly shall be conducted from 07:00 to 8:00.
- (d) A time table for curricular and extracurricular activities shall be drawn at the beginning of each academic year. Such a time table shall be accessible to all stakeholders on request.
- (e) Educators shall have their personal time tables that are derived from the school general time table.
- (f) Educators are expected to stick to the school time table of activities throughout all school days.
- (g) A year plan for each academic year shall be drawn and made available to all stakeholders.
- (h) Cleaning shall take place from 16:30 to 17:00. Only at this time, during break and school out shall we see learners outside their classes; except in the case a learner/or group of learners (particularly Nursery kids) will be answering to the call of nature OR performing a task as shall have been deemed necessary by their educators.
- (i) No learner shall be sent outside the School Compound during the active teaching- learning times.
- (j) Attendance to all periods is not optional, it is mandatory.
- (k) A supervision time table for late coming control and morning devotions shall be made available and adhered to.



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9. CURRICULUM AND EXTRA-CURRICULUMACTIVITIES

- (a) The school shall offer the following subjects: Kinyarwanda (KIN), English (ENG), French (FR). Mathematics (MATHS), Sciences, (SC)Information Sciences and Technology (ICT), Creative Arts and Life Skills (CAL), Life Orientation (LO), Social Studies (SS).
- (b) Sports, Drama, athletics, music and computer literacy shall be offered for enrichment purposes.
- (c) Both curricular and extra-curricular activities shall be allocated equitable times by the school.
- (d) Sports day shall be observed every Wednesday from 13:00-15:00.
- (e) The debating society shall take place every Friday from 13:00-15:00
- (f) The sports coach may extend the training times pending the need. In such cases, parents of the learners must be informed.
- (g) The school shall constitute a scholar patrol team which comprises of educators and learners to assist with safety while crossing the road. The scholar patrol team shall be trained (each year) by the qualified people from the school or from qualified authority such as National police, etc. All the administrative procedures about the patrol shall be in-line with the requirements by the above department.
- (h) Various teams and clubs shall be constituted by the school to deal with various issues eg environment care, entertainment and any other relevant team.

10. LEARNERS' ADMINISTRATION AND WRITTEN WORK

- (a) Admission of learners shall be done per admission policy of the school.
- (b) The school shall clearly define its uniform in its uniform policy.
- (c) Written work forms the nucleus of a successful school. The School's vision and mission statements call for intensive literacy and numeracy programs and that can be promoted through written work.
- (d) Details about written work and curriculum strategies shall be written in the school's quality teaching and learning policy.
- (e) If an educator takes a leave, his/her learners should be given tasks that will ensure that they remain focused and learning even during such teacher's leave days.
- (f) Learners may not for any reason be influenced to absent themselves from school when a particular educator takes a leave.
- (g) Whenever possible, arrangements must be made with other staff members to ensure that learners are engaged in profitable activities even during particular educator's leave days.



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11. QUALITY TEACHING AND LEARNING POLICY

a. Purpose

In response to the call that teachers and learners should be in class, on time teaching and learning, LES GENIES SCHOOL hereunder formulates a policy for teaching and learning. This policy aims at maximizing the school activities and regulating the general day to day academic practice.

b. School Curriculum

i. Core Curricular:

The following subjects shall be offered: Kinyarwanda (KIN), English (ENG), French (FR). Mathematics (MATHS), Sciences, (SC) Information Sciences and Technology (ICT), Creative Arts and Life Skills (CAL), Life Orientation (LO), Social Studies (SS).

ii. Extra- Curricular

Computer Literacy, Drama, Sports, Music and Arts

c. Duties and responsibilities

- i. The SMT shall manage the school and carry out such functions.
- ii. The educators shall be expected to carry out the tasks as outlined in teachers' responsibilities.
- iii. Workshops shall be organized from time to time to remind educators of their core responsibilities
- iv. The School Management Team shall meet once every week to assess the school's core business (teaching and learning) and suggest ways to improve that.
- v. The teaching staff shall meet once per month to get feedback and give input on the general and specific school programs.

d. Planning

- i. The school shall have the following plans:
 1. Year plan developed by the Representative of the school (RoS) with input from all staff,
 2. Assessment plan developed by the Head Teacher (HT) with input from educators,
 3. Extra-curricular activity plan drawn by various heads of those activities, monitored by the Director of Studies (DoS)
 4. IQMS (Integrated Quality Management System) Management plan drawn by the School Development Team, composed by RoS, HT, DoS and the School owner
 5. School Improvement Plan drawn by various stakeholders through the leadership of RoS,
 6. School Development Plan drawn by the development Team,
 7. Time tables (general, tests and examination) drawn by the Director of Studies (DoS),



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8. Lesson Plans (daily, weekly and monthly) drawn by subject teachers,
9. Academic plans developed and led by the Director of Studies (DoS) and all members of the SMT,
10. Staff development Plan led by the RoS,
11. Class visit plans led by the HT and
12. Academic improvement plan drawn by the HT & DoS with the assistance of all school management team.
13. Marketing Plan drawn by RoS

e. Time tabling

- i. The school general time table shall be drawn towards the end of the academic year.
- ii. The time table shall be quality assured by the HT, DoS and RoS and the administration at the beginning of the academic year (just before learners start their first school day).
- iii. The time table for the extra-mural activities shall be developed by the team leaders who will be chosen at the end of each academic year.
- iv. The examination time table, as drawn by the Director of Studies (DoS), shall be made available two weeks before the start of the examination.

f. Language of teaching and learning

- i. The language of teaching and learning shall be ENGLISH in all levels.
- ii. The school shall effectively teach the three (3) languages as subjects in all grades with KINYARWANDA as Home Language, ENGLISH and FRENCH as First Additional foreign Languages.
- iii. The Nursery Level educators shall be encouraged to take an extra mile in teaching the learners to adapt to foreign languages which shall be used Language of Teaching and Learning in the lower and upper primary levels.

g. Management of teaching, assessment and performance

- i. Lesson plans shall be moderated monthly and the dates for such moderation shall be reflected on the school's year plan.
- ii. Written work (informal assessment) shall be moderated weekly.
- iii. Formal assessment for recording and reporting shall be moderated by the SMT once a month and the dates for these assessment tasks shall reflect on the school year plan.
- iv. The HT shall moderate the assessment tasks set by the SMT who will in turn moderate the tasks set by the teachers.
- v. The school shall have an assessment and examination committee led by the Director of Studies (DoS).
- vi. The committee in 7.5. shall meet before every assessment session to map a way forward and has to meet after the sessions to evaluate challenges and successes.
- vii. The Director of Studies (DoS), shall, with the help of the SMT, analyze all the performances and send a copy to the HT and RoS for further planning and improvement strategy development.
- viii. Subject teachers shall be responsible for item analysis for their subjects. Such item analysis shall inform subject teachers of where to put emphasis during teaching and/or re-teaching and remedial.



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ix. Class visits:

1. They shall be done for the purpose of support.
2. All members of the SMT shall do class visits to the teachers under their supervision.
3. The HT and DoS, in consultation with the SMT, shall draw the class visit plan.
4. They shall be held once a quarter.
5. After each visit, the visited educator has to be given a feedback and support where there is a need.
6. The SMT shall, on one of its meetings, assess the impact of class visits based on the reports from various members.

h. Management of various departments

- i. Each subject teacher must have the subject policy/statement and all other policies regulating the subject.
- ii. School based policies shall be developed jointly by the subject teacher and the Representative in SMT of the level in which the subject is taught.
- iii. The DoS shall ensure that the policies are implemented as drawn and regularly support the educator in performing the given duties.
- iv. Monitoring shall be in the form of class-visits and reports which shall be filed in the Head Teacher's Office in the educator's files.
- v. Written work and assessment policies shall stipulate the number of written work (class and Home Works) per week per subject.
- vi. A checklist shall be used to find out the number of written works per week.

i. Staff development

1. The RoS and HT shall from time to time check on the development points of the staff based on various reports (IQMS, Class visits, phase meetings, teachers' requests and input, etc) and draw up a development plan to address the challenges as may be required.
2. It is the responsibility of educators to ensure that they master the content of various development programs and implement where possible, the ideas learned in the programs to their day to day running.
3. The school shall make available the resources for the purpose of its staff development.
4. It remains the responsibility of the HT to ensure that the staff is developed and to monitor such development programs.

j. Management of learners affairs

- i. Class registers shall be marked daily by the class teachers.
- ii. The class teacher shall alter the time of marking the registers from day to day.
- iii. At the end of each quarter, the class teacher shall report on attendance to the DoS responsible for general school attendance, absenteeism and drop-outs.
- iv. The DoS in 10.3 shall then send this report to the HT who will in turn sent it to the concerned people/Parents or governing institution.
- v. Should a learner become absent for three consecutive days without report from the parent, the class teacher has to consult the DoS responsible for absenteeism and drop-outs who



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- shall make follow-ups with the parents/guardian.
- vi. The school has a learner attendance policy that addresses the roles and responsibilities of all stakeholders and procedures to be followed to combat absenteeism and drop-out.
 - vii. Subject teachers shall have a plan in place to assist the absent learners to catch-up with what was taught.
 - viii. All issues related to learner discipline are outlined in the Learners Code of Conduct.
 - ix. Each class will have its classroom rules that are agreed to and discussed by the class teacher and that class.
 - x. The learners shall at all times put on their school uniform
 - xi. The school shall do everything in its power to remediate those learners with barriers. Programs for learner attainment shall be set aside to assist this category of learners. There shall be morning sessions to cater for such activities as remedial.
 - xii. A team of counseling and care shall be in place to address social issues related to the learner.
 - xiii. The sick learners' parents will be notified as soon as the learners are discovered and shall be accompanied to clinic at the request of the parent. In case of emergency, the parents shall be alerted after the children are sent for medical attention.
 - xiv. The school shall organize motivational speakers to motivate learners in the lower and upper primary.
 - xv. Learners with academic potential and those who show extra-ordinary talent in various fields shall, whenever possible, be awarded certificates, bursaries, trophies and stickers in their books. The bursary awards shall depend on the availability of funds/ sponsors.

k. Management of educators' absenteeism

- i. Educators shall inform the HT three days in advance, except for emergency, if they are not going to report for duty.
- ii. In case a teacher has to take a planned leave, such a teacher has to give details of what is being done in the subjects he/she is offering and if possible, give extra activities to be done by the learners during his/her absence.
- iii. In case of emergency, the educator must inform the HT through phone followed by an sms/email detailing the nature of the emergency.
- iv. All procedures required for leaves shall be followed in case of absence. It remains the responsibility of the educator who has been on leave to ensure that leave forms are accompanied by relevant attachments.



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1. Learning and teaching support materials (LTSM)

- i. Requisitions for these shall be done by the HT on the third term of the academic year.
- ii. Stationery and textbooks shall be given to the parents on the first day of the school reopening for the academic year (normally two days before learners reopening).
- iii. Class teachers shall be responsible for the distribution of stationery and recording of the textbooks issued to the learners via their parents.
- iv. The textbooks shall be retrieved immediately after the final examination for the subject.
- v. Parents shall be liable to replace textbooks that were lost or damaged by their learners.
- vi. The DoS shall be responsible for all official documents (policy books, textbooks, planning, files, etc) utilized by the educator during the year. Should there be a need for change of subject or teacher’s relocation, such teacher has to hand-over all the school official documents.
- vii. The excess books shall be handed back to the Library/Secretary.
- viii. The old books shall be stored in a room meant for this purpose; otherwise some will be given up for recycling or to organizations that may need them.

m. Vision statement

- i. LES GENIES SCHOOL envisages its learners being **literate, numerate, self-disciplined, responsible** and having developed **critical thinking for their better future and the better of the whole humanity**. We believe succeeding in life requires earlier care as Rwandan proverb says: “IGITI KIGORORWA KIKIRI GITO”. An educated well-equipped child is a better humanity savior. Success is guaranteed for any child entrusted to us.

n. Mission statement

- i. We, at **LES GENIES SCHOOL**, are dedicated to **educate excellently and Equitably** in order to build a **firm foundation** for our country. We commit ourselves to being **innovative, inspiring** and a **self-reliant** teaching and learning Centre. We will ensure that Our School provides **relevant and quality Education** to the learners that we **SERVE**. We will achieve these through **participation** in programs that call for; the **involvement of all stake holders, effective teaching and learning activities, developmental orientation, cooperation and hardwork**.
- ii. Our curriculum will be based around the four capacities of Curriculum for Excellence – **to ensure our pupils are successful learners, confident individuals, effective contributors, and responsible citizens**.

This policy has been discussed and adopted by:

STAFF: _____ HEAD TEACHER SIGNATURE _____ DATE _____

PARENTS: _____ SCHOOL REPRESENTATIVE DATE _____



12. ADMISSION POLICY OF LES GENIES SCHOOL

2. Aims

This policy has the following aims:

- (a) To ensure that there is no discrimination in the admission of learners.
- (b) To ensure that no learner is unlawfully refused admission and
- (c) To ensure that administrative procedures for admission are clearly defined.

3. Rights of Learners to admission

- (a) No learner may be denied admission on the basis of his/her ethnicity, gender, socio-economic status of his parents/guardians, religious background, or any other form of discrimination.
- (b) Learner may not be suspended or expelled from any school activity or denied his/her results or otherwise victimized on the ground that the parent except in the following cases:
 - (i) is unable to pay school fund
 - (ii) does not subscribe to the code of conduct of the school
 - (iii) has refused to enter into contract in terms of which the parent waives any claim for damages arising out of the education of the learner.
- (c) In the case that a parent cannot pay the required school fund, they are expected to make a written application or meet the Head Teacher in person to explain the reasons of delay and give the right date to pay. Beyond the given date, no further tolerance will be considered.
- (d) For student in upper primary level, intelligence test will be administered to determine the level for the admission of the learners.
- (e) Admission to Nursery (Baby Class) level is at the age of three turning four on.
- (f) Admission to grade 1 (P1) is at the age of six turning seven
- (g) Ideally, all learners must have completed their primary school at 12 years. A room is however made for all learners who have been retained to particular phase. These learners will have opportunity at school until age 14 if they have registered at appropriate school going age.

4. Admission Procedures

4.1. Responsibilities

- (a) The SMT shall constitute an admission committee responsible for learner admission.



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- (b) The committee shall comprise of the RoS, HT, DoS and the school Secretary.
- (c) Application forms shall be distributed each year on the third term and are supposed to be returned on or before the end of the same term or as may be determined by the school.
- (d) The forms so collected shall be captured in SDMS system and filed for reference.
- (e) Summary of the registered learners shall be recorded in the admission register.
- (f) The admission register shall be kept in the Head teacher's office and such a register shall contain all the relevant information about the learner, contact for parents/guardians and emergency contact in case parents are not available.

4.2. Admission in Nursery (Baby Class)

- (a) In the case a learner is registering in grade R, the following will be required from the parent/guardian:
 - (i) Birth Certificate
 - (ii) Clinic Card
 - (iii) Application Form
- (b) If a learner does not have one of the above, such a learner will be admitted temporarily until all the required documents are submitted.
- (c) If the learner has not been immunized, the principal will advise the parent/guardian to have the child immunized as part of Primary health care.

4.3. Admission of learners to other grades

- (a) In the case a learner is admitted to other grades, the following will be required:
 - (i) The learner's latest report
 - (ii) Birth certificate
 - (iii) Application form duly signed by the parent/guardian
- (b) The age norm for admission of learners shall be consistent with the school norms.

4.4. Admission of Foreign Learners

- (a) In case of foreigners applying for admission, the following shall be required:
 - (i) Study Permit or residence permits for parents/guardians
 - (ii) All Relevant Documents such as passport, proof of date of birth, previous academic reports,,,

4.5. Admission of Learners with Special Needs

- (a) Wherever reasonably possible, the School shall admit learners with special educational needs.

4.6. Closing Date

Closing date for registrations will be made known to parents every year by 31st of July.

4.7. Additional Information

- (a) Parents will be given dates for the collection of forms
- (b) Due dates for administration of such forms shall be set from time to time by the school.



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4.8 Removal of learner from the admission register

The learner's name shall be removed from the admission register when he/she:

- (a) Leaves the school after completing grade 6 (P6)
- (b) Applies for a transfer to another school and the transfer is effected.
- (c) Is expelled in terms of the procedures outlined in school policies
- (d) Dies

5. Repetition of Learners

- (a) A learner who has repeated one or more times at the school will be exempted from the age norm.
- (b) The school will discuss the learner's performance and progress with the parent/guardian and a record of such discussions will be kept.

6. Right to appeal

Any learner who has been refused admission to the school may lodge an appeal with the School Owner

7. Recruitment

The School will take the following actions to recruit learners:

- (a) Make the application forms accessible and in time.
- (b) Have realistic Closing dates for applications.
- (c) Publish itself through its year book (Magazine)
- (d) Have regular contact with the Community through its Community involvement Programs (Projects)
- (e) Engage in intensive teaching and learning programs that produce learners envisaged in the School's Vision and Mission Statements.
- (f) Promote community ownership through different Programs.

DATE ADOPTED BY SMT: _____

SIGNATURE OF THE RoS: _____ **SIGNATURE HT:** _____



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12. LANGUAGE POLICY OF LES GENIES SCHOOL

1. Aims of this policy shall be to

- (a) Recognize cultural diversity and promote multilingualism.
- (b) Promote non racialism and facilitate communication across barriers of color, language and religion.
- (c) Promote mutual respect for diverse cultures and languages
- (d) Raise status of formerly disadvantaged in languages.
- (e) Close the gap between Home language and other languages used as subjects.

2. Language of Instruction and Language as Subject

- (a) The predominant language spoken by the learners at the school is ENGLISH.
- (b) ENGLISH shall be used as the language of instruction for all Grades
- (c) FRENCH (First Additional Language) will be used as language of COMMUNICATION for 2 days a week.
- (d) Educators shall, as much as possible, assist the learners to effectively communicate in both the English and the First Additional Language (French).
- (e) Languages offered as subject shall be given the equitable time and resource.
- (f) Parents shall do everything in their power to ensure that learners master and effectively use their home language at home. However, the KINYARWANDA teacher has to reinforce this attitude. We are proud of our mother tongue and give it equal importance with French and English. The only difference is the weight we give foreign language as we are inspired to be international competitive.
- (g) KINYARWANDA (Home Language) shall NOT be used to give further explanation of certain contents and/or concepts from time to time. It will be only spoken in Kinyarwanda course as a subject.
- (h) Learners whose home language is not KINYARWANDA shall be given special assistance to master KINYARWANDA as a FOREIGN language TO THEM.
- (i) Various novels and story books (not prescribed) shall be available to assist and encourage learners to love both FRENCH and ENGLISH. The same for KINYARWANDA.
- (j) Text (reading) books and other materials shall be available for teachers and learners to use in intensifying language teaching.

3. Availability of teachers to teach in chosen languages

- a) The school shall do everything in its power to ensure the availability of teachers to teach in the languages of instruction.
- b) For Nursery up to P3, all teachers must be able to fluently use the learners' home language Kinyarwanda, to better interact with students during subject in teaching/learning.
- c) For P4 to 6, all teachers must be able to fluently use English (ENG) as a language of instruction. Mastering French will be an added value.



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4. Promoting Multilingualism:

In promoting multilingualism, the School shall

- (a) Acknowledge the cognitive and expressive value of the ENGLISH LANGUAGE of both the educators and the learners.
- (b) Encourage learners to participate in discussions using both the **English and French** language.
- (c) Motivate learners to master the art of writing and speaking as reflected in the school's vision and mission.

DATE ADOPTED: _____

SIGNATURE OF THE RoS: _____ **HEAD TEACHER:** _____

DoS: _____ **TEACHERS:** _____



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14. RELIGION POLICY OF LES GENIES SCHOOL

1. Introduction

The Constitution of the Republic of RWANDA requires that we recognize the diversity of religions. It protects each citizen’s right to freedom of expression and religion. We, at LES GENIES SCHOOL, are no exceptions. Our Equity principle goes beyond any discrimination. We are human hearted oriented and believe that diversity can make difference towards any development goal. The mutual respect is the KEY.

2. Religious Observance

- 2.1. We recognize any religions and denominations that is/will be found amongst the school Community: Islam, African Religion (namely called traditional, Christians (in all its varieties), Buddhism,...
- 2.2. There will NOT be any predominant religion. Every religion is respected.
- 2.3. For the sake of values, the School shall observe **ISLAMIC VALUES and practices**, that is, have “Not forcing anyone to believe in what you believe”. In this regard, the Quran says: “2:256 Let there be no compulsion in religion: Truth stands out clear from Error: whoever rejects evil and believes in Allah hath grasped the most trustworthy hand-hold, that never breaks. And Allah heareth and knoweth all things” Q 2: 256.
 - 2.3.1. Each learner should be taught to observe, respect and accept other learner’s beliefs.
 - 2.3.2. Educators must ensure that issues that have religious motives are handled with great care.
 - 2.3.3. No Religious apparels (such as cross,...) will be accepted at school. However, Muslim female are allowed to put their veil (hijab) because, for them it is mandatory, part of their identity. Otherwise, all learners must keep to the school uniform at all times.
 - 2.3.4. Religious holidays that fall within school calendar shall be respected though it must not negatively affect teaching and learning.
 - 2.3.5. There shall NOT be any Voluntary religious clubs formed by educators and/or learners at school. It is against the school values and must not disturb the normal school activities.

DATE ADOPTED:

SIGNED BY RoS: **HEAD TEACHER:** _____

DoS: _____

TEACHERS: _____



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15. FINANCIAL POLICY

1. PRINCIPLES

It is the responsibility of the SMT via the school accountancy to do the following:

- (a) Collect funds to supplement the school resources.
- (b) Manage School funds
- (c) Keep records of all money received and spent
- (d) Prepare annual financial statement
- (e) Have annual financial statement audited.
- (f) Sent audited financial statement to the school owner within one month after the end of the academic year.
- (g) Prepare and present to the SMT an annual budget for the school before the end of each academic year during the last term.

2. FINANCE COMMITTEE

2.1. The finance committee shall be constituted as follows:

- (a) The Accountant of the School (who shall serve as chairperson of the finance committee),
- (b) The secretary of the school (who shall serve as the secretary of the finance committee),
- (c) the chairperson of the SMT (school owner),
- (d) the school Head teacher and
- (e) the school RoS

2.2. It is possible to add other members not exceeding 9, with possible to come from parents

2.3. The committee shall meet once a month to deal with financial matters of the school.

RECEIPT AND RECORDING OF MONEY

- 3.1. The accountant shall be responsible for the collection of FUNDS.
- 3.2. He/She will record on daily bases, the income and expenditure of the School.
- 3.3. Receipts must be issued for all the monies collected. The receipt must have the following information:
 - 3.3.1. Full name and surname of payer
 - 3.3.2. Date at which the payment was made
 - 3.3.3. Reason for the payment
 - 3.3.4. Nature of payment (cash/cheque)
- 3.4. No alteration should be made on any receipt. In case a mistake, it should be cancelled by writing CANCELLED across the original receipt and the duplicate(s).
- 3.5. Deposit slips should be properly completed and the amount should balance with that on the receipt cashbook.
- 3.6. Arrangements should be made to receive bank statement at the end of each calendar month. The cash book and bank statement should be reconciled on monthly basis.
- 3.7. The School shall only operate with cheque account.
- 3.8. No blank cheques must be signed by any member under any circumstances.



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- 3.9. There must be three signatories to the account and any two may sign at one time (one assigned by the chairperson of SMT plus one of the two remaining). The signature of the person assigned by the chairperson of SMT (school owner) is mandatory. Without it, no withdrawal or payment is allowed.
- 3.10. No alterations should be made on cheques, if a mistake, a new cheque should be signed and the old one cancelled.
- 3.11. No cash may be used for payments before deposited.
- 3.12. Only one cheque book may be used at any given moment.
- 3.13. It is the responsibility of the SMT to approve quotations/tenders for non-routine expenditures.

4. WITHDRAWAL OF MONEY

- 4.1. Only authorized signatories may withdraw money with the approval of the SMT chair person.
- 4.2. Signatures of the withdrawers must appear on the slip

5. PETTY CASH

- 5.3. A maximum of RwF50,000 will be made available in cash for requirement of the school.
- 5.4. Only the Head Teacher, Financial Officer or any person duly authorized by the SMT may have access to petty cash.
- 5.5. The cash and the vouchers in the petty cash tin must always add to RwF50.000.
- 5.6. Petty cash should be stored in a very safe place at all times.

6. PAYMENTS AND PROCUREMENT PROCEDURES

- 6.1. Procurement procedures and recommendations of service providers shall be discussed and agreed on by SMT members. No individual will be paid without the approval of the SMT.
- 6.2. Aware of the prescripts, the SMT may allow petty services without the quotations. Such services can be cutting of tree, digging of a hole for rubble, removing of grass, repairing of damaged glass, fixing of a leaking tap, etc.
- 6.3. The services as defined above must not cost over RwF150.000. Above this amount, quotation and order approval by SMT will be required.

7. FINANCIAL REPORTING

- 7.1. The financial year of the school runs from 1 January to December 31 of that year.
- 7.2. The school's income and expenditure shall be reported to the SMT in all its meetings.
- 7.3. Monthly and yearly financial reports must include income and expenditure that correspond with the bank statement.
- 7.4. An audited financial statement shall be presented to the SMT within one month of the end of the financial year.
- 7.5. The SMT shall appoint a duly qualified person to audit the books, provided such a person is not a member of the SMT.



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8. BUDGETING

- 8.1. The annual budget shall be drawn by the SMT or a person duly authorized by the SMT to do so.
- 8.2. Such a budget has to follow financial prescripts' recommendations of 10% sports, 60% curriculum, 8% ablution, 5% transport and 17% administration or as may be adapted by the SMT.
- 8.3. The budget must be presented at the chair person for adoption and approval.
- 8.4. There shall be a clear link between the School's Mission Statement and the budget. All activities of the school must be related to one or more goals of the Mission Statement.
- 8.5. The budget shall be drawn in line with the school policies.

9. CLAIMS

- 9.1. Any person, who has fulfilled School task that require funding, has to apply for such funding.
- 9.2. Transport claims shall be calculated at RwF200 per km or an amount equal to the charge by Public Transport and this shall be adjusted from time to time (based on inflation and other related factors) by the SMT.
- 9.3. A claimant has to provide full information of his/her claim as reflected in the claim form and/or claim book.
- 9.4. Claims for catering shall be determined by the School Management Team from time to time. Such claims must be accompanied by invoices.
- 9.5. Tariffs for local trips shall be determined by the SMT.
- 9.6. Catering fares shall be determined by the SMT.
- 9.7. The catering fares shall be determined according to the type of trip or workshop undertaken.
- 9.8. The Claim form shall have the following information:

- 1. NAME OF CLAIMANT :
- 2. CLAIM DATE :
- 3. AMOUNT CLAIMED :
- 4. REASON FOR CLAIM :
- 5. SIGNATURE OF CLAIMANT :
- 6. SIGNATURE OF THE HEAD TEACHER :
- 7. SIGNATURE OF THE ACCOUNTANT :
- 8. SCHOOL STAMP :

DATE ADOPTED: _____

.....
SMT CHAIRPERSON

.....
RoS SECRETARY

.....
HEAD TEACHER

ACCOUNTANT



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16. CODE OF CONDUCT FOR LEARNERS

1. NOTICE

This document is aimed at establishing a disciplined and purposeful environment to facilitate effective education and learning in the school. This policy affirms the democratic values of human rights, dignity, equity and freedom.

2. PRINCIPLES AND VALUES:

A. RIGHTS OF LEARNERS

- 2.1. Learners have the right to privacy and confidentiality
- 2.2. They have the rights to be listened to.
- 2.3. No person may unfairly discriminate against a learner who must enjoy the equal treatment, protection and benefits before the law, and therefore in the school LES GENIES.
- 2.4. There shall be respect to the learner's dignity.
- 2.5. Discipline must be based on dignity and respect.
- 2.6. Corporal punishment is a taboo.
- 2.7. Learners may not be locked in solitary confinement.
- 2.8. Learners have the right to freedom of expression.
- 2.9. Learners have the right to education.

B. VALUES

2.10. **The following values of the school will be promoted through this Code of Conduct:**

- (a) Self-discipline
- (b) Responsibility
- (c) Participation
- (d) Cooperation and
- (e) Hard & Smart work

3. LEARNER'S RESPONSIBILITY

- (a) Learners must commit themselves to doing all the work assigned to them in their class or at home and to catch up on lost time due to absence (s). Disruption of work is unacceptable. All learners have responsibility to learn and to develop their potential.
- (b) All learners have responsibility to protect and care for the school property and **any learner that damage or defaces school property shall have his/her parents/guardian paying for its repair.**
- (c) Learners have responsibility to attend school regularly. Should a learner fail to attend school on any particular day, his/her parent/guardian must notify the school and state the valid reason(s).
- (d) The following responsibility of learners are also implicit in the Vision and Mission of the school:
 - (i) Learning and developing full potential
 - (ii) Participate fully in the activities of the school
 - (iii) Opportunity to talk about one's problems



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(e) RESPONSIBILITY OF PARENTS REGARDING LEARNERS' CODE OF CONDUCT

- a. Support the school and encourage learners to observe the school rules and regulations and accept responsibility for their misbehavior.
- b. Take part in the child's education and ensure completion of school work.
- c. Attend all meetings organized by the SMT.
- d. To ensure that their children receive quality education.

(f) THE OPERATION OF SCHOOL RULES

- (a) The Educator shall have the same rights as the parent to discipline and control a learner during any activity of the school.
- (b) Learners and their parents/guardian will be involved in drafting and review of the rules in the following manner:
 - (i) Meetings called by SMT
 - (ii) Learners at P 4-6 meetings
 - a. Information given to all the other grades (N1-P6)
 - b. The content of the Code of Conduct will be spread within the school community.
 - c. Discipline shall be fair, unbiased, just, corrective, consistent and educative.
 - d. Discipline of learners shall not be delegated to fellow learners.
 - e. Serious misconduct shall be recorded in the school's discipline record book and parents of the learner will be involved.
 - f. The Principal and/or class teacher can upon reasonable suspicion search a learner for weapons, fire arm, stolen property, drugs and pornographic materials. **A staff member of the same gender as the learner may be used for such searches and a record of what is found shall be kept.**

(g) ORDINARY OFFENCES: Once repeated 3 times, cause learner suspension.

The following acts are considered as ordinary offences:

Late coming, eating during lessons, chewing gums, unnecessary noise, dodging classes, idling, wrong uniform, vulgar words.

(h) SERIOUS MISCONDUCT: Not tolerable. They cause immediate suspension of a learner.

The following are defined as serious offences:

Rape, indecent assault, sexual harassment, assault with intention to grievous bodily harm, serious intimidation, malicious damage of property, theft with aggravating circumstances, robbery, possession of dangerous weapons, possession of drugs, possession of obscene materials including material depicting sexual intercourse in all its forms, being drunk, taking alcohol, possession of intoxicating substances, theft of exam/test paper, continuous absence from school without valid reason, repeated ordinary misconduct.

Note: A learner may not be suspended, expelled or be punished on account of lack of cooperation, failure to follow rules or responsibilities that are to be carried by parents/guardian except for payment due where the school can't find another option except sending the learner home after 2 deadlines expired



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(i) DUE PROCESSES IN THE EVENT OF SERIOUS MISCONDUCT

The following procedures will be followed in the event of serious misconduct in order to ensure a fair hearing of the case. The penalties or suspensions can only be imposed after fair processes were followed. The Processes shall be:

- (a) Any learner alleged to have committed a serious misconduct shall be referred to the Head Teacher and the DoS who, together, shall get the first hand information and decide about the action to be taken.
- (b) In the event a learner is to be charged with serious misconduct, the Head Teacher has to write a letter, an email or a telephone, WhatsApp, sms, to inform the parent/guardian and arrange for fair hearing by a small disciplinary committee. Telephone call cannot be used for this matter.
- (c) The Head Teacher has to write the letter to the SMT to inform them of the decision to charge the learner.
- (d) If the learner admits the charge, he/she shall be deemed guilty. However, if the learner has to be expelled, the Head Teacher has to inform the Class teacher about that. The Head Teacher has to preside over the case and a prosecuting officer must be appointed (a teacher from the school).
- (e) The learner must be given enough time for the hearing, five days’ notice.
- (f) The learner has the right to be represented or to present personally.
- (g) The SMT is obliged to keep a record of the proceedings.
- (h) A learner or his/her parents have the right to appeal to the school chairperson.

9. PROMOTION OF THE CODE OF CONDUCT

This policy will be displayed openly in the following ways:

- (a) The SMT shall take it upon them to discuss it thoroughly with the parents during parents’ meetings.
- (b) Extracts from the code will be displayed at strategic points in the school.
- (c) The learners will be informed verbally.
- (d) Classroom rules will be pasted in the classrooms.

DATE ADOPTED BY SMT: _____ SIGNATURE (RoS): _____

HEAD TEACHER: _____ DoS: _____

PARENTS:.....



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17. EDUCATOR'S CODE OF CONDUCT

1. PURPOSE

1. In order to give practical effect to the relevant attributes to SERVE as an educator, educators at LES GENIES SCHOOL are expected to comply with the CODE of CONDUCT provided by MINISTER OF EDUCATION (MINEDUC) and other Statutory Bodies garnering education as well as the following **school code of conduct**.
2. This code of conduct should therefore be read in line with MINEDUC's Code of Conduct for Educators.
3. It should act as a guideline to educators as to what is expected of them from an ethical point of view both in their individual conduct and in their relationship with others.
4. Educators are therefore expected to comply with this code of conduct to enhance professionalism and help ensure confidence in quality education Service.

2. TEACHERS' WORK DESCRIPTION

The duties listed are not intended to be exhaustive or exclusive

- 2.1. Encouraging and fostering learning in pupils.
- 2.2. Teaching the Curriculum.
- 2.3. Teaching, according to their educational needs, the pupils assigned, for the assigned number of hours each week over the course of the full school year.
- 2.4. Assessing, recording and reporting on the development, progress and attainment of pupils
- 2.5. Classroom management including maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorized to be on the School premises and when they are engaged in authorized School activities elsewhere.
- 2.6. The effective supervision of the pupils during breaks, lunch periods, assembly, dismissal and throughout the school day.
- 2.7. Planning and preparation of class work and lessons.
- 2.8. Setting and correcting homework in line with the School's policy on homework
- 2.9. Making adequate written preparation for school work including:
 - 3.9.1. Preparing at the beginning of each school year or school term a long term program of work in each subject, in accordance with the Curriculum, the School Plan and the learning needs of the pupils; the long term program of work to include a class timetable and an outline of the weekly allotment of time for each subject.
 - 3.9.2. In the case of class teachers, noting at the close of every month, the portion of the curriculum dealt with during the month in a progress record, the format of which will be agreed at School level.
 - 3.9.3. Teachers other than class teachers are required to plan appropriate learning programs in respect of their pupils, and to maintain group or individual pupil progress records, as appropriate.



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- 2.10. Attending to Post of Responsibility duties.
- 2.11. Attending parent teacher meetings.
- 2.12. Attending & participating in staff meetings.
- 2.13. Attending in service days/courses.
- 2.14. Attending punctually: **Signing in the record book at her/his arrival at work and her/his departure and mark the exact time.**
- 2.15. Subject to the direction of the School Head teacher/Employer promoting cooperation between the School and the community which it serves.
- 2.16. Complying with the requirements of legislation; the requirements & policies of the Employer, the requirements, guidelines and circulars from MINEDUC.
- 2.17. Carrying out instructions/duties that are assigned to him/her by or at the direction of the School Head teacher, RoS and/or Employer.
- 2.18. Carrying out the professional duties appropriate to the post both in relation to teaching and non-teaching duties.

3. CODE OF CONDUCT: Failing to comply leads to expulsion or dismissal

1. The School expects its educators to display excellence in the way they relate, behave and carry their professional tasks. **“A poor teacher instructs, a good teacher teaches, an excellent teacher inspires.” We expect every single teacher to be excellent and therefore inspire his/her learner to be outstanding learners.**
2. LES GENIES SCHOOL educator should comply with the following:
 - (a) Acknowledges the noble call of their profession to educate and inspire the learners by performing effectively and efficiently all responsibilities enumerated in point (3) above.
 - (b) Personalizes and internalize positive attitude, dedication, self-discipline and love of the learners.
 - (c) Cooperates fully with other employees and Community to advance Public interest.
 - (d) Refrains from favoritism in work-related activities and never abuse authority.
 - (e) Respect the dignity, beliefs and other Constitutional Rights of Children and colleagues including the right to privacy and confidentiality.
 - (f) Strives to enable learners to develop asset of values consistent with those of the school (LES GENIESVALUES).
 - (g) Fill the leave form for leave and movement register for movement.
 - (h) Not bring along or be in contact with alcoholic substances and any dangerous weapon in the school compound.
 - (i) Vulgar language is a taboo.
 - (j) Always use appropriate channels to air his/her views and grievances or to direct presentations.
 - (k) Avoids any form of humiliation, gossip and refrains from any form of child abuse, physical or



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- psychological.
- (l) Be honest and accountable in dealing with school's services, facilities and other resources effectively, efficiently and only for the authorized official purposes as educator.
 - (m) Does not engage in any transaction or action that is in conflict with or infringes on the execution of his/her official duties.
 - (n) Is always punctual to school and to classes for effective teaching and learning.
 - (o) Recognizes parents as partners in the education and promotes harmonious relationship with them.
 - (p) Takes reasonable steps to ensure the safety of the learner
 - (q) Recognizes that an educational institution serves the community and therefore acknowledges that there will be differing customs, codes and beliefs in the community. Therefore, **a teacher must be the model to the society and reflect only positive manners and values.**
 - (r) Respects the various responsibilities assigned to the colleagues and the authorities that arise there from, to ensure the smooth running of the educational institution.
 - (s) Keeps abreast with educational trends and development.
 - (t) Accepts that he/she has professional obligation towards the education and induction into the profession of new members of the teaching profession.
 - (u) Refrains from discussing confidential and official matters with unauthorized persons.

3. DISCIPLINARY PROCESSES AND PROCEDURES

The following procedures will be followed in the event of teachers' misconduct in order to ensure a fair hearing of the case. The penalties or suspensions can only be imposed after fair processes were followed. The Processes shall be:

- (i) Any teacher alleged to have presented misconduct shall be referred to the Head Teacher and the DoS who, together, shall get the first hand information and decide about the action to be taken.
- (j) The Head Teacher has to write the letter to the SMT to inform them of the decision to charge the teacher.
- (k) The Head Teacher, then, will write a letter to the concerned teacher with copy to SMT **after consulting the SMT before writing the letter.** This letter will be titled: "Request of explanation on your Misconduct". This letter shall have a date of its submission, the period of misconduct or date, the time to respond, the implication of that misconduct, and the possible decision in case of not responding.
- (l) If the teacher admits the charge, he/she shall be deemed guilty and remediation measures shall be taken. However, if the teacher has to be expelled, the Head Teacher has to inform the DoS and RoS before drafting a dismissal letter. The Head Teacher has to preside over the case and a prosecuting officer must be appointed (a teacher from the school). The SMT will assign an investigation team to investigate the issue and give the proposal of what to be done and how to do it. At this level, the teacher in question should be temporarily suspended by the MST until the final decision from the team.
- (m) The teacher must be given enough time for the hearing, five days' notice.
- (n) The teacher has the right to be represented or to present personally.
- (o) The SMT is obliged to keep a record of the proceedings.
- (p) A teacher has the right to appeal to the school chairperson.



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4. PROMOTION OF THE CODE OF CONDUCT

This policy will be displayed openly in the following ways:

- (e) The SMT shall take it upon them to discuss it thoroughly with the teachers during teachers' meetings.
- (f) Extracts from the code will be displayed at strategic points in the school.
- (g) A Teacher can request a copy.

5. APPEAL

The educator has the right to appeal. The appeal processes shall follow the direction given by the school chairperson

ADOPTED ON _____

HEAD TEACHER'S SIGNATURE _____

RoS' S SIGNATURE _____

DoS SIGNATURE _____

TEACHERS' SIGNATURES _____



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18. HIV/AIDS Policy of LES GENIES SCHOOL

a. **PREAMBLE**

LES GENIES SCHOOL is inclusive and recognizes the urgent need for schools to develop policy in response to HIV/AIDS crisis and other sexual transmissible diseases. We aim through this policy to

- (a) Avoid or Minimize the chances of HIV/AIDS transmission in the school community.
- (b) Ensure that the message of HIV/AIDS awareness is effectively communicated in the school community
- (c) Make the school supportive environment for HIV positive teachers and learners.
- (d) Integrate sexuality education and life skills within the curriculum.
- (e) Support and care for those affected and infected.

b. **ACCIDENT AND INJURY**

2.1. The school will make the following first aid kit available for use in the event of injury:

- (a) Sick Bay,
- (b) Single bed
- (c) Scissors
- (d) Basin
- (e) Buckets
- (f) Towels
- (g) Soap
- (h) Antiseptics

The above items will be stored in the sickroom.

2.2. No one should have direct with another person's blood or body fluids. The following precautions will be followed in the event of an injury at school:

- (a) Use gloves/plaster bag
- (b) Use running water
- (c) Use antiseptics
- (d) Don't move a bleeding person until bleeding has stopped.
- (e) Cover the cuts and sores

2.3. The following will be will be observed during sporting activities

- (a) Adequate wound management
- (b) Blood stain clothes be changed for both educator and learner
- (c) First aid kit be available

The above information will verbally be communicated with the teachers and learners



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c. SEXUAL BEHAVIOUR

- i. Learners will be helped through sexuality education programs to minimize chances of being infected. **Here we will only advocate for “Abstinence”**
- ii. We strictly condemn sexual relationships even if it is the learner’s consent between themselves or adult teachers. Such practice lead to an **IMMEDIATE EXPULSION** if sexual relationship is observed at school. No teacher, no learner, and no staff shall practice any sexual action at school.
- iii. In the event sexual assault or abuse has occurred, the school shall
 1. Take the victim to clinic/hospital
 2. Report the matter to the parents and the police
 3. Continue with the support, care and counseling programs to help the victim recover.

d. CREATING SUPPORTIVE SCHOOL ENVIRONMENT FOR HIV POSITIVE STAFF AND LEARNERS

- i. We believe that every person has the right to human dignity and respect and shall as a school ensure that no one is discriminated due his/her HIV status. We shall do the following in this regard:
 1. Learners will not be denied admission due to HIV status.
 2. School shall take care of all who become sick for as long.
 3. Educator’s promotion and tasks not be based on their HIV status.
 4. The sick should be free to go to the sickroom when they feel tired.
 - ii. In the case an educator or learner has confidentially disclosed his/her HIV status, the following measures shall be taken to protect them:
 1. Welcome the disclosure
 2. No dismissal/threatening of the person who has disclosed
 3. Give opportunity for such person to go for check-ups.
 - iii. In the case an educator has been absent for extended period of time, the school shall where applicable:
 1. Recommend for an appointment of a substitute.
 2. Ensure that the educator’s monthly salary is paid to her convenient place.
 3. Organize home-based care for such educator.
 - iv. When a learner extent his/her absence at school due ill health, the school shall where applicable:
 1. Encourage parents to get learning materials from school
 2. Give clear instructions and guidance to the parents on how the affected can be helped.
 - v. The following special considerations shall be offered to learners who are orphaned:
 1. Ensure that they apply and receive social assistance from school where possible



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2. Give them additional meals during break (from feeding scheme) if possible
3. Provide emotional guidance
4. Grant them forms for nonpayment of school fees
5. Communicate their complications with the Social Workers.

vi. The school shall only exclude HIV positive learners when:

1. They are too weak for any work.

We shall ensure that those who are negative do not for any reason threatens those who are positive and shall allow each learner to continue learning at own pace.

e. DEVELOPING HIV/AIDS AWARENESS IN THE SCHOOL

Every year the school will organize awareness activities that include: dramas, choirs, poems and posters.

f. This policy has been discussed and adopted by the SMT at_

_____ on this _____ day of _____ 20.....

SIGNATURE OF THE RoS: _____ DATE: _____

HEAD TEACHER : _____ DATE: _____



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19. SAFETY AND SECURITY POLICY OF LES GENIES SCHOOL

1. INTRODUCTION

This policy aims to ensure a safe and secure environment for learners, educators and all persons visiting LES GENIES SCHOOL. This policy will be frequently communicated with all stakeholders who are also expected to cooperate in its full implementation.

2. EMERGENCY NUMBERS

INSTITUTION – NAME	CONTACTS
POLICE: Emergencies, traffic accidents and fire brigade	112 & , 113 & 0788311110 , 111 & 078831120
LES GENIES SCHOOL TEL NUMBER	0788308024
The Representative of she school (RoS) : Mr Amran RUMANZI	0788657561
The School Head Teacher:	
The School Director of Studies (DoS): KAREMA ISSA	0725241042
The School Secretary : ALICE KAYIRERWA	0788691830
The School administrative assistance: JOYEUSE UWASE	0785834922
Teacher of Baby Class:	
Teacher of Middle Class:	0767564808
Teacher of Top Class:	082 5590 834
Assistant teacher in Nursery school:	
Teacher of P1:	080 0002 383
Teacher of P2:	0800330022 (079 422 4458)
Teacher of P3:	013265 9374
Teacher of English in P4,5,6:	0860100304
Teacher of French in P4,5,6:	072 687 6617
Teacher of Kinyarwanda in P4,5,6:	082 2582479
Teacher of Mathematics in P4,5,6:	013 2197 288
Teacher of Science in P4,5,6:	
Teacher of ICT (Sciences) in P4,5,6:	
Teacher of Social and Religious Studies in P4,5,6:	
Teacher in charge of sports and creative arts:	
Teacher in charge of Discipline and Life skills:	
School Accountant:	
LES GENIES EMAIL, FACEBOOK PAGE, TWITTER, YOUTUBE,...	lesgenies14@gmail.com
For a matter to take beyond school staff, contact School Chairperson: NDAYISABA ALI AHMED BUREGEYA	+2207880645 (WhatsApp and normal call) , E-mail: bundahal@gmail.com



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3. SAFETY

HAZARDS ON SCHOOL PREMISES

The following hazards are identified on the school premises:

Stairs, gas, garden equipment, slide (and some toys similar to life threatening materials) electricity/fire, etc. The following actions will be taken to prevent and or to minimize the risk and communicate the danger that they pose:

- (a) The garden equipments such as slide, balance, round, swing will be kept away from reach of children. They will as far as possible be kept under lock or supervision of an adult.
- (b) The fireplaces shall at all times be used when the adults are there. No learners are allowed to make fire; it be burning of papers, etc.
- (c) The stairs that look dangerous could be climbed under supervision of an adult.
- (d) Safety measures will be displayed at strategic corners of the school. Some of these measures shall form part of the Classroom rules.
- (e) Learners are not allowed to come with Cellphones and earphones. If found, they will be confiscated and will only be returned to owners at the end of the academic year.
- (f) Warning signs will also be placed at strategic points nearing the danger zones.

HAZARDS ENCOUNTERED WHEN TRAVELING TO AND FROM THE SCHOOL

The following hazards are identified in the immediate school environment:

Busy road surrounding the school entrance. These will be addressed as follows:

- (a) A comprehensive Life Orientation Class to all Learners that include road safety shall be conducted at school.
- (b) Scholar crossing assistance shall be put in place to assist learners to easily cross the road in the morning and after school.
- (c) Learners would not be allowed to get out of the School Compound during break.
- (d) Parents will be involved in the teaching of road safety.

FIRST AID

- (a) The School shall have a SICK BAY (ROOM) which is fully equipped with FIRST AID materials and medication which includes beds and cupboards for medication and equipments.
- (b) A staff member shall be elected to serve as the FIRST AID OFFICER and shall be assisted by other members of staff.
- (c) The School shall build a closer working relationship with the Local Clinic to promote Health.
- (d) The SICK BAY will be accessible to all learners as well as staff but would always be monitored by the FIRST AID OFFICER.



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- (e) There shall be a budget to address first aid equipments and medication.
- (f) The FIRSTAID OFFICER in collaboration with the Head Teacher, staff and the LOCAL CLINIC shall have awareness campaigns on how to deal with communicable and non-communicable diseases.
- (g) Parents will be encouraged as much as possible to take their children to the CLINIC for medical attention if they discover any disease at any given moment.

FIRE

- (a) In the event of fire, a serine will give a signal and learners will assemble at their assembly place and further instructions will be given from there.
- (b) Fire extinguishers which should be clearly visible outside each BLOCK will then be used by the adults to fight such fire. In case the fire becomes out of our control, the fire department would be contacted at the numbers provided.
- (c) The School shall invite fire department to give lessons on fire fighting.
- (d) The following persons shall be responsible for firefighting:
TEACHER ISSA, TEACHER LAMBERT, TEACHER ALOYS, TEACHER IDDY and any other person who can handle the fire extinguishers. The other staff members will also be involved in letting out the learners and ensuring that they assemble at the targeted sport.

4. SECURITY

4.1. ACCESS

- (a) Upon entering the School premises, visitors will first get to the administration Clerk who will then register them and show them the person they want.
- (b) The School premises will be locked or kept under guard during break times and after school.
- (c) Security personnel shall be hired to keep the school under guard during the night and the administrative assistant together with the Head teacher, the accountant and the secretary will ensure this during the day.

4.2. PROHIBITION

- (a) Learners are prohibited from carrying the following: knives, guns, wires, glue, and any other dangerous object as shall be identified by an adult or other learner.
- (b) There shall be no “hidden” place in the School.

4.3. CRIME PREVENTION

- (a) The School will work hand-in-hand with Community Policing, Police and Political Organizations to promote crime free environment.
- (b) The School will allow community members and organizations to utilize its premises for the purpose



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of promoting ownership and crime prevention. Such organizations and Community members are to get prior permission before using the premises.

4.4. SECURING THE PREMISES

- (a) The gates should be kept locked after School and on school holidays unless when being utilized by authorized persons/organization. A written authorization should be issued by the SMT
- (b) A night watchman shall be hired to guard during the night and shall as much as possible report any suspicious person/group/event to the police and SMT.
- (c) Security lights are installed to ensure visibility during the dark hours.
- (d) A strong room and other rooms with additional security means; such as the COMPUTER and TECHNOLOGY rooms, will be used to keep electronic and other valuable school materials.

5. DISCLAIMER

- (a) The School will not take any responsibility for the Safety of any person who enters the premises without due authorization or permission from the relevant authority.

6. ADOPTION

This policy was adopted on the and duly signed by

(SMT), the DoS, The RoS.....

and the Head Teacher..... date_____.



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20. FEEDING AT SCHOOL AND NUTRITION PROGRAM: POLICY

The National School Nutrition Program Policy made it an obligation for all learners in Nursery school and not mandatory for Primary school learners. To ensure this mandatory side of learners in Nursery school, LES GENIES SCHOOL decided to make a feeding program as a private service under the school supervision where the following are observed:

1. FOOD

- 1.1. The School will ensure that food is kept in a clean and secure place.
- 1.2. The Head Teacher together with the school Accountant responsible for the School Nutrition shall always check the **QUANTITY** and to a certain extent **QUALITY** of food delivered.
- 1.3. The persons in 3.2 above should keep a file for all **Nutrition/feeding** activities and correspondences.
- 1.4. Learner are supposed to eat during break which is normally after 10:00 AM.
- 1.5. No learner shall carry her/his food outside the room reserved for Nutrition/Feeding.
- 1.6. Eating should be under supervision of the **NUTRITION/FEEDIND CONTRACTOR** who **should keep a record of all learners who have taken a particular meal in that particular day**. This record should meet the one taken by accountant for payment at the end of the month.
- 1.7. The remaining food shall be given to the neediest learners as determined from time to time by the class teachers.

2. FEEDING TEAM AND CLEANING

- 2.1. Organizing the place where feeding will take place is **a sole responsibility of the contractor. No school staff is to be used during the feeding program.**
- 2.2. **After eating, the contractor should make sure that everything used is clean: Cups, plates, tables, chairs and the place.** In addition, any material broken during feeding time should be replaced by the contractor.
- 2.3. Learner/parent who will not be satisfied with service provided by the feeding contractor will report complains to the the school head teacher or to the accountant, who will then follow the normal procedures to make sure that the principle of LES GEIES to “SERVE EXCELLENTLY” was not contraducted.
- 2.4. In case any complain remains unresolved, the principal shall report the matter to the SMT.

ADOPTED BY THE SMT ON _____ ACCOUNTANT: _____

HEAD TEACHER: _____ CONTRACTOR: _____



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21. HEALTH POLICY

1. PURPOSE

- 1.1. LES GENIES school should establish its own Health Advisory Committee UNDER the School Management Team.
- 1.2. The committee should be set up by the school Management Team to:
 - 1.2.1. Advise it on all health matters including HIV/AIDS
 - 1.2.2. Develop and promote a school plan of implementation on HIV/AIDS and review it from time to time, especially as a new scientific knowledge about HIV/AIDS becomes available and
 - 1.2.3. Be consulted on provisions relating to the prevention of HIV transmission.

2. MEMBERS OF THE COMMITTEE

- 2.1. The following may be elected into the School Health Advisory Committee (**HAC**) from:
 - 2.1.1. Two (2) Educators of LES GENIES SCHOOL
 - 2.1.2. One (1) Other Staff members of the School
 - 2.1.3. Two (2) Representatives of Parents of learners at LES GENIES SCHOOL
- 2.2. The chairperson of the HAC committee shall preferably be a person with knowledge in the field of health care, if possible.
- 2.3. The committee will meet from time to time and develop programs that aim at health promotion.

3. HEALTH PROMOTION

- 3.1. The HAC shall work closely with the Life Orientation and Life Skill teachers to promote health education of the school.
- 3.2. The School shall, where feasible, take part in any program that aims at health promotion.

4. ADDITIONAL INFORMATION

- 4.1. This policy must be read with HIV/AIDS and School Safety Policy.
- 4.2. Members of HAC may change from time to time as a need arise.

5. ADOPTED AND SIGNED BY THE SMT

Adopted on: _____ RoS: _____
Head Teacher : _____ DoS: _____



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22. LEARNER ATTENDANCE POLICY

1. Purpose

The purpose of this policy is to:

- (a) Promote punctual and regular attendance at LES GENIES SCHOOL and
- (b) Provide LES GENIES SCHOOL with standard procedures for recording, managing and monitoring learner attendance.

2. Importance of regular school attendance and attendance records

- 2.1. It makes a room for provision of education as a fundamental right.
- 2.2. Enrollment at school places a learner under obligation to attend school punctually and regularly unless there is a valid reason for absence.
- 2.3. To improve retention and performance of learners.
- 2.4. Regular attendance at school is a powerful brake on teenage pregnancies and HIV infection.
- 2.5. Attendance records help the school to monitor learner's absence and take appropriate action to follow up with both parents and learners.
- 2.6. Records of learner attendance may be required for legal purposes and for that reason, they must always be accurate.

3. Learner absence

A learner is deemed to be absent from school when the learner is not present in class or not participating in a school activity when register is marked.

4. Valid reasons for absence

- (a) A learner has a responsibility to attend school punctually and regularly and may be validly absent due to:
 - (i) Physical or psychological illness.
 - (ii) Assisting a family emergency issue. This should be discussed in advance with the school administration prior to the emergence requiring student's absence.



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- (iii) Death of a family member.
- (iv) Appointment at court, social services or other official agency, for which the school administration may require documentary proof.
- (v) Suspension by the SMT.
- (vi) Acts of nature (events outside human control).
- (vii) Exceptional circumstances for which, in the view of the school administration and parents, a temporal absence from school – is in the interest of the learner; or was unavoidable.

5. Responsibilities

- (a) The Head Teacher (HT), teachers must show zero tolerance for absence from school without valid reason.
- (b) The school must tackle the alienation of learners by creating a supportive and safe school environment; providing interesting and challenging curricula, including stimulating extra-curricular activities; and teaching the learners well.
- (c) The School must give appropriate support to learners whose families struggle under the burden of poverty, serious illness and bereavement, especially learners who are compelled by circumstances to be caregivers or to head their own households.
- (d) Learners have responsibility to attend school punctually and regularly.
- (e) Parents are expected to
 - (i) Ensure that the learners attend school daily, on time and for the whole school day unless there is a valid reason.
 - (ii) Ensure that learners are not taken out of school without valid reason.
 - (iii) Inform the HT or class teacher if the learner is absent or late to school with valid reason.
 - (iv) Cooperate with the school if the learner is absent for no valid reason.
 - (v) Encourage and support learner to make up for the time lost for the absence from school.
- (f) The school community led by the HT and SMT, is responsible for promoting and monitoring school attendance in order to give learners the best chance of benefiting from their school experience.
- (g) The SMT has to include regular and punctual attendance in its code of conduct.
- (h) The HT working with the SMT and the Teachers, is responsible for developing a culture of punctual and regular attendance at school ensuring that all records of attendance are accurately kept.
- (i) The class teacher is responsible for compiling and marking the class register and must inform the principal when the learner is absent without valid reason.

6. Procedures

- (a) The following registers will be kept:
 - (i) Class register (maintained by class teacher)
 - (ii) Summary register (summary of attendance managed by SMT)
 - (iii) Period register may be used to control attendance to class.
- (b) Class registers may be marked during break when learners are to go out for playing and the verifications for full day attendance may be done towards the end of the school day.



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- (c) Registers must be made available to an authorized official upon request.
- (d) If a learner is absent for three consecutive days without explanation, the class teacher must report the matter to the HT. The HT must, as soon as possible, make a reasonable effort to contact the parent(s) by whatever means are suitable for the circumstances of the school and of the family concerned.
- (e) If the learner is absent without valid reasons for three consecutive school days, the principal must –
 - (i) Inform the parent of the importance of regular attendance.
 - (ii) Emphasize learner’s duty to attend punctually and regularly.
 - (iii) Inform the parent of the legal implication of not attending the school by a child.
 - (iv) Inform the parent of the risk of the learner’s record in the class register being cancelled for continuous absence.
 - (v) Request the learner’s return to the school.
 - (vi) Where necessary elicit support of district office, government organizations and if the learner persist being absent then-

- 7.1.1.1. The learner is charged with breach of the school’s code of conduct for learners.
- 7.1.1.2. The learner’s record must be cancelled if the learner is absent for ten consecutive school days.
- 7.1.2. A record of all communication with the parent must be kept.
- 7.1.3. Cancellation of the learner from the class register is an administrative action not disciplinary action.
- 7.1.4. A learner may be cancelled from the class register for one of the following reasons:
 - (i) Expulsion;
 - (ii) Transfer to another school;
 - (iii) Continuous absence;
 - (iv) Notification by parent that the learner will not return to school; or
 - (v) Death of a learner
- 7.1.5. Female learner’s record may not be cancelled on the ground that she is pregnant
- 7.1.6. When the learner’s records are cancelled, the HT must, in writing:
 - (i) Inform the parent and class teacher of the date and reason for cancellation.
 - (ii) If the learner is of compulsory school-going age, inform the district education office of the date and reason for the cancellation.
- 7.1.7. If the learner has been cancelled and is later readmitted to the school, the class teacher must make new entry for the learners in the class register.
- 7.1.8. The School shall fill in the quarterly return on learner’s attendance. The quarterly return shall be verified and the template sent the school administration (SMT).

ADOPTED AND APPROVED BY THE SMT on.....

SMT/RoS

HT

DoS

TEACHER (S)



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23. ASSESSMENT POLICY OF LES GENIES SCHOOL

1. PRINCIPLE:

- a) It forms the basis upon which assessment, both formal and informal should be conducted at LES GENIES SCHOOL and how all stakeholders will be informed of the learner's progress from time to time.
- b) The main purpose of this policy is to ensure that assessment of learners is done in line with the educational and the school policies as outlined SMT.

2. ASSESSMENT

- a) Assessment is continuous, formal or informal, baseline, diagnostic or formative and should be part of the general teaching learning process.
- b) Educators must keep a record of all formal recorded assessment tasks and evidence of such tasks in the form of tests and memorandum, rubrics, projects, etc.
- c) Learners' performance on formal recorded assessment task must be recorded and such records must be accessible on request by the stakeholders and school management team.
- d) Homework time tables will be drawn by each class teacher (P 1-6) and must be discussed with subject teachers to ensure compliance.
- e) At the end of each term, the educators will conduct the quarterly test that will form part of the formal recorded assessment activities. In the case of a project been considered for such term, an educator responsible for a particular subject will indicate such to the time table responsible (DoS).
- f) A clear time table of the quarterly assessment activities will be made available to educators and learner.
- g) To encourage learners to read, write and improve especially Mathematic and Sciences, we will have the following activities included in our general assessment techniques and teaching:
 - i. Intensify our programs and engage learners in reading and writing tasks that include at least DICTATION being done weekly.
 - ii. Expose and help learners with reading that also include comprehension passages to be given once per week.
 - iii. Use phonic freeze i.e. cartoons and pictures that are cut and pasted and communicated with and by the learners and few words or sentences being written about such cartoons/pictures.
 - iv. **Create class library corners in each classroom and teacher keep a clear record of what is being done with such libraries.**
 - v. Have homework timetable that ensures that learners get a homework daily (especially P 4-6) and that each Learning Area should ensure that learners are given a class work as per subject policy.
 - vi. Stick a proper keeping and controlling of **occupational task or portfolios.**
 - vii. Have regular meetings, once a month, amongst educators of the same class (grade) that aim at checking the progress of the learners (each learner).
 - viii. Ensure that the work given to the learners is controlled by the educator



ix. Give adequate Languages, sciences and Mathematics practice exercises.

3. RECORDING PROCESS

3.1. The number of formal recorded assessment tasks will be in line with the requirements of the subject statements policies (as follows):

subject	No. of class activities per week	No. of home activities per week	No. of formal recorded task per term (Base: A term is 3 moths)
KINYARWANDA	3	2	2+2+2+1 (Exam)
FRENCH	3	2	2+2+2+1 (Exam)
ENGLISH	3	2	2+2+2+1 (Exam)
MATHS	5	3	3+3+3+1(Exam)
Science and ICT	5	3	3+3+3+1(Exam)
SST	2	1	2+2+2+1 (Exam)
Sports	1	1	1+1+1+1 (Exam)
LIFE SKILL	1	1	1 (Challenge)
CREATIVE ARTS	1	1	1 Work complete
ADDITIONAL FOR P6			
Past paper Test	1/week for 3 weeks + 1 home heavy activity		3 + 3 + 3 + 1 work
TECHNOLOGY	Make sure learners understand well the use of technology I real life problem solving. Understand research tools and the danger of social media ad how to use it for your benefits. Internet as a tool /booster of development.		

3.2 Procedure:

- (a) During the course of the term, teachers will record learners’ performance in all formal assessment tasks.
- (b) At the end of each term, schedules shall be compiled, send to the administration (SMT) and copies be kept for the teacher for record. At the end of the year, all copies kept should be submitted to the school.
- (c) A comprehensive analysis of performance shall be compiled and discussed with the relevant stakeholders.
- (d) The parents will be given progress report of their learners at the end of each term or the beginning of the following term. A report day shall be organized to discuss learner’s performance. The learner’s performance discussion shall be held in presence of learner, parent (s) and teacher.
- (e) The progress report will include all essential information as required by the LES GENIES policies.
- (f) Report will be issued without erasure or alterations.
- (g) At the end of each year, the learner’s progress report shall indicate whether such learner progresses to the next grade or is retained to the same grade.
- (h) In the case of retaining a learner, his / her parent(s) must have been involved and engaged in discussion of possible means of helping the learner and sufficient evidence of such encounters kept.



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- (i) Progressions and retentions will be in line with the LES GENIES Policies.
- h) School Report will be addressed to the parent/ guardian of the learner, and wherever possible, must be collected by the parent/guardian of the learner.
- i) Comments on the reports should be used to describe the learner's performance in each subject and shall be in line with the SCHOOL requirements as follows:

RATING CODE	DESCRIPTION OF COMPETENCY	PERCENTAGE
7	Outstanding achievement	80 – 100
6	Meritorious achievement	70 – 79
5	Substantial achievement	60 – 69
4	Adequate achievement	50 – 59
3	Moderate achievement	40 – 49
2	Elementary achievement	30 – 39
1	Not achieved	0 – 29

- j) A learner with exceptional gift/talent or performance will be acknowledged through certificate or any relevant token e.g. a sticker in the learner's book, etc, this does not include money.
- k) A learner with special education need will be assisted through remedial programs.

4. PARENT / GUADIAN INVOLVEMENT

- a. Parents shall from time to time be invited to come to the school to check on their children's performance.
- b. There shall be at least two general parents' meetings per year, that aim at checking the learners' performance.
- c. These meetings will allow one-on-one dialogue between the **educator and the parent in the presence of the learner.**
- d. The meetings in (b) above shall be **motivational in nature.**
- e. Evidence of parent having attended and talked to a teacher regarding his /her learner progress will be kept by the class teacher.

5. AMMENDMENT OF THE POLICY

- a. This policy will from time to time be reviewed and amended.
- b. In the case the government put forward any strategy that will assist the school in relation to assessment, LES GENIES SCHOOL will comply while keeping the school standards at high.

6. CONLUSION

The content of this policy was discussed and adopted by the educators, SMT and the parents as guideline for assessment on day of 20..... and signed

.....
HT signature and date

.....
RoS and DoS signature and date



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24. LEARNER ATTAINMENT PROGRAMME

For learners who will be still struggling with reading and writing; there will be a need for programs to help them in general (in all grades) to improve their academic performance. There will be much focus on Numeracy/ Mathematics and Sciences to develop the potential to improve the above areas of concern. We will resolve to:

1. Intensify our literacy programs and engage learners in reading and writing tasks that include at least **DICTATION** and **REFLECTIONAL EXERCICES** being done each week.
2. Expose and help learners with **PROBLEM - SOLVING** readings that also include comprehension passages to be given once per week.
3. Use phonics freeze i.e. cartoons and pictures that are cut and pasted and communicated with and by the learners and few words or sentences being written about such cartoons/pictures.
4. Create class library corners in each classroom and teachers keep a clear record of what is being done with such libraries
5. Have a homework timetable that ensures that learners are given homework (especially P4 -6) and that each Subject should ensure that learners are given written work as per written work policy.
6. Stick to proper keeping and controlling of **PORTFOLIOS**.
7. Have regular meetings (once or twice a month) amongst educators of the same grade and phase that aim at checking the progress of the learners.
8. Have regular meetings with parents to talk about their learners' performance. The school shall organize one meeting per term and teachers may ask particular parents in between these meetings, to visit the school for discussion on academic progress of their learners.
9. Ensure that the work given to the learners is controlled by the educator.
10. Identify learners who are experiencing learning problems and have remedial classes in place for them. These classes shall be attended after the normal classroom time.
11. Introduce Computer Literacy Program at earlier age/grade especial to P4-6 to encourage reading and technology use.

APPROVED BY THE SMT AND STAFF on this ___ day of _____ 20.....

HT, DoS and RoS

TEACHER (S)



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25. SCHOOL READINESS PROGRAMME

THE FOLLOWING SHOULD BE ABSERVED IF A CHILD HAS REACHED SCHOOL READINESS:

1. A GOOD HABIT WITH REGARD TO TOILETS, CLEANLINESS AND TIDY IN THE CLASSROOM.
2. ABILITY TO FOLLOW INSTRUCTION FOR EXAMPLE: GROUP, MOVEMENTS, ILLUSTRATIONS.
3. SHOW STRENGTH IN THE FINGERS BY BEING ABLE TO DRAW LINES, CURVES AND CORNERS WHICH ARE PARTS OF THE LETTERS
4. ABILITY TO WORK ALONE AND IN A GROUP.
5. ABLE TO COMPARE BODY SIZES AND POSITIONS.
6. ABILITY TO MOVE: JUMP, RUN, BALANCE (BODY MOVEMENT)
7. ABILITY TO USE ALL SENSES; HEARING, SMELLING, SEEING AND TOUCHING
8. KNOWLEDGE OF THE RIGHT AND LEFT SIDES OF THE BODY AND OBJECTS MOVEMENT FROM LEFT TO RIGHT.
9. RECOGNISE SIZES AND SHAPES SUCH AS SQUARE, RECTANGLE, SHORT, LONG, BIG, SMALL, TALL, ETC.
10. RECOGNISES COLOURS IN THEIR ENVIRONMENT.
11. USAGE OF COUNTING NUMBERS FROM 1-10
12. RECOGNITION OF PATTERNS AND ABILITY TO MAKE PATTERNS WITH OBJECTS SUCH AS STONES, STICKS, ETC
13. ABILITY TO SEE SOME DETAILS IN A PICTURE e.g. COUNTING ALL THE BIRDS, TREES AND SMALL ANIMALS IN A PICTURE.
14. ABILITY TO SING SONGS AND PLAY GAMES.

ADOPTED BY THE STAFF on ___ day of _____ 20.....

HT and DoS

NURSERY TEACHER (S)

School stamp



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26. SCHOOL PUBLIC USE AND RENTAL POLICY

1. Preamble

This public use and rental policy of the school Management Team shall regulate the use of premises and equipment of the school by public.

2. PUBLIC USE

- 2.1. The school Management Team shall allow a reasonable use of equipment and property of the school by public.
- 2.2. The school Management Team shall clearly differentiate between activities that aim at making profit and those that do not.
- 2.3. In the event the school Management Team allows the activities that are profit making to take place within its premises, those activities shall be charged for the purposes of fundraising.

3. Hirer

- 3.1. The Hirer must be over 18 years of age and shall be the person by whom the application form for the hiring is signed.
- 3.2. Such person shall be responsible for the payment of the fees payable in respect of the hiring and for the observance and performance in all respects of the conditions and stipulations contained in the hire agreement.
- 3.3. In the case the school is to be used for non-profit activities, a signed agreement shall be entered into.
- 3.4. Such a signed agreement as in 3.3, shall bind the hirer to take all reasonable means to protect and care for the school property.
- 3.5. Reasonable use by the learners of various institutions shall be allowed after a proper analysis to avoid the learners in question.



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Bugesera – Ntarama – Kanzenze – Cyeru

lesgenies14@gmail.com



4. Fees and Charges

- 4.1. The hire fee shall be paid in full upon signing the hire Agreement together with any returnable deposit required by the School Management Team.

5. Duration of the Hire Period

- 5.1. The School Management Team shall determine in advance the duration of the hire period.

6. Cancelling of Hire by School Management Team

- 6.1. The School Management Team reserves the right to refuse any application.
- 6.2. The right is reserved to cancel any hire without notice, where the School Management Team considers it necessary for any cause outside their control.
- 6.3. The School Management Team reserves the right to cancel the Hire Agreement at any time where the Hirer is in breach of the terms of the Agreement and no compensation shall be payable to any person in consequence of cancellation.
- 6.4. In such event as in 6.3, the School Management Team shall not incur any liability to the Hirer other than for the return of any fee or the appropriate part of any fee paid in respect of the hiring.

7. Cancellation or Postponement by Hirer

- 7.1. Hirers will be allowed to cancel or postpone such bookings.
- 7.2. Refunds or fees payable are at the discretion of the School Management Team.

8. Hired Area

- 8.1. Access is strictly restricted to the hired area and any toilet facilities, entrances, exits and corridors as directed by the School Management Team.
- 8.2. The School Management Team reserves to themselves, and their officers, the right to enter the hired area at all times on producing evidence of their identity.



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9. Variation of Conditions

9.1. There shall be no variation to the conditions of hire without the express consent of the School Management Team.

10. Care of School Premises

- 10.1. The Hirer is responsible for everyone who is on the school's premises for the activities they are organizing and, generally, for everyone who comes on to the parts of the school's premises which are under the Hirer's control at the stated times.
- 10.2. The Hirer is responsible for ensuring that they comply with all the terms of the hire agreement.
- 10.3. No permanent notices or placards shall be affixed to, lean upon or be suspended from any part of the school premises.
- 10.4. No bolts, nails, tacks, screws, pins or other similar objects shall be driven into any of the walls, floors, ceilings, furniture or fittings.
- 10.5. The Hirer shall ensure that no persons using the permitted area wear shoes with stiletto heels or other footwear which may, in the opinion of the School Management Team, be damaging to the floor surfaces of the hired area.
- 10.6. No alterations or additions to any electrical installations either permanent or temporary on the hired premises may be made without the written consent of the School Management Team.
- 10.7. Electrical apparatus must be switched off after use and plugs removed from sockets.

APPENDIX

ASSESSMENT OF SCHOOL PREMISE & EQUIPMENTS FOR COMMUNITY USE

School Areas	Suitable for community use		Times available	Issues effective use
	Yes	No		
School Classroom	<input type="checkbox"/>	<input type="checkbox"/>	(18:00-23:00 & 08:00-23:00) After hours & weekends & school holidays respectively	40 learners Max
Computer lab	<input type="checkbox"/>	<input type="checkbox"/>		Lies with the SMT approval
Garden	<input type="checkbox"/>	<input type="checkbox"/>		
Kitchen	<input type="checkbox"/>		08:00-23:00 on weekends & school holidays	
Mix Playground Basket/Volley Ball	<input type="checkbox"/>		(17:00-18:00 & 08:00-18:00) After hours & weekends & school	100 people Max or
	<input type="checkbox"/>			Lies with the SMT approval
Laptop, Chairs, etc.)			Only possible during holidays	Lies with the SMT approval
Staff room		<input type="checkbox"/>	N/A	N/A



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PART A: PRIMARY SCHOOL COSTS

PROPOSED RENTAL AGREEMENT: ESTIMATE OF USE OF PREMISES	
RENTAL	PRICE (RwF)
Water	6.000
Electricity (in case night use or power extension is needed)	5.000
Toilets	2.000
Cleaning	2.000
Waste disposal	1.000
General Maintenance	2.500
Total cost per Day/ Week/Month/Year	18.500/50.000/ 300.000

11. SCHEDULE OF CHARGE (Rate per hour)

Item to Hire	Holidays	Evenings	Weekends
	(08:00-21:00)	(18:00-23:00)	(08:00-20:00)



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PART B: APPLICATION FOR THE PRIVATE HIRE OF PREMISES (APPLICANT)

APPLICANT PERSONAL DETAILS																			
Name																			
Identification number (ID)																			
Address																			
If you are acting on behalf of club or organization (Name) :																			
Mobile number:																			
Details of the particulars required																			
Hall																			
Computer Lab																			
Classroom/s																			
Kitchen																			
External Garden																			
Other* Please specify																			
PURPOSE FOR WHICH FACILITIES ARE REQUESTED (Tick)																			
Sport/Physical																			
Lifelong/Learning																			
Meeting																			
Other* Specify																			
PERIOD OF USE																			
Frequency(Tick)	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly <input type="checkbox"/> Other* Specify																		
	<table border="1"> <thead> <tr> <th colspan="2">Morning</th> <th colspan="2">Afternoon</th> <th colspan="2">Evening</th> </tr> <tr> <th>Start</th> <th>End</th> <th>Start</th> <th>End</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Morning		Afternoon		Evening		Start	End	Start	End	Start	End						
Morning		Afternoon		Evening															
Start	End	Start	End	Start	End														

Declaration

I confirm that I have received and read a copy of the Terms and Conditions of hire. I undertake to comply with the Terms and conditions of hire affecting the use of educational premises.

I agree to the current hire charges undertake to be responsible for the charges and costs incurred. Signed

.....Designation-----

Date.....

For SMT:

I confirm the approval of the private hire of premises as set out in Part A and B.

Signed.....Designation.....

Date.....

THIS POLICY WAS ADOPTED BY SMT ON.....

SIGNATURE (RoS for SMT) _____ Hirer _____

SIGNATURE (HT) _____ Accountant: _____