

NADI SANGAM SCHOOL

GATE DUTY POLICY

- ❖ The teachers assigned for gate duties and supplementary gate duty teachers are to arrive at 7.15am daily.
- ❖ The teachers must make prior arrangements if late or absent. Supplementary gate duty teacher takes charge in such cases upon advice from Duty teacher or from the Admin team.
- ❖ Teachers are only responsible for students crossing at the school gates.
- ❖ School staff are authorised to enter to and from 2nd SSKMC gate near the quarters
- ❖ Gate duty finishes at 8.00am and the teacher responsible (AHT) is to close the gate by 8.45 am
- ❖ Main gate will be closed at 9.45. am
- ❖ No vehicle except for the staff and authorised vehicles will enter from SSKMC gate and the main gate
- ❖ Cones will be placed outside the gate to keep driveway clear at all times
- ❖ Both the gates will open at 2.45pm after the dispersal of lines.
- ❖ Teachers need to supervise children during afternoon lines at the gate and while children boarding the bus.

CANTEEN POLICY

1. Food and drinks categorised as green and amber may only be included on the school canteen menu
2. Food containing caffeine must not be sold
3. The canteen must include wide variety of nutritious foods from these food groups
 - ❖ plenty of vegetables of different types and colours and legume/beans
 - ❖ fruits
 - ❖ Grain (cereal) foods, mostly whole grain and / or high cereal fibre varieties such as breads, cereal, rice pasta, noodle etc.
 - ❖ Lean meats and poultry, fish eggs, nuts seeds, legumes and beans.
 - ❖ milk, yogurt, cheese and / or their alternatives, mostly reduced fats
4. The canteen must limit sale of food containing saturated fat, added salt, added sugar and alcohol
5. The canteen must limit the sale of food and drinks containing added sugar such as confectionary, sugar sweetened soft drinks and cordial
6. All food must be protected from contamination and served hygienically in a closed container
7. The order book must be circulated by 9.00 am whereby students will place order and do the payment
8. All the students ordering food must receive their lunch 5 minutes before lunch time i.e. 12.00pm
9. Cook foods popular to students promoting health
10. Ensure rubbish bins are adequate both inside and outside the canteen
11. The cooks in the canteen must:
 - A) Never allow hair to hang or touch foods. It should be tied back or secured with a net
 - B) Never prepare food if they are ill unless they have medical clearance

- C) Use proper protective clothing that is clean .Never re-use dirty aprons
12. The canteen must always be kept clean, utensils must be sanitised regularly
 13. Canteen sales should only be done during recess, lunch and after the afternoon assembly
 14. Bus line students who are intending to buy things from the canteen must be released at 2.30 pm so they can buy and come back to their classrooms

(Malolo, Denarau, Togomasi, Martintar, Solovi and Navakai)

ARRIVAL / DEPARTURE TIME POLICY

- ❖ All students are required to be in school premises by 8.00am on every school day.
- ❖ In case of late arrivals the students are to report to the office, fill in a late arrival form explaining the reason and report to the class teacher with the form.
- ❖ Early departure should be obtained before 2.15pm
- ❖ Departure time for students is 2.45pm and parents can only pick their children and once they are released , after the assembly
- ❖ Students can depart early only upon receiving the early departure forms filled by parents / guardians (as per pick up authority forms)and endorsed by the HT or AHT
- ❖ No teacher is allowed to release any student without early departure form filled by the parents.

WET WEATHER POLICY

- ❖ Children are to use corridors and walkway to move during rainy days.
- ❖ Children should minimize movements during rainy days and any movements should be with greater care to avoid accidents and injuries.
- ❖ There will be no afternoon assembly on rainy days; children will be dispersed from the classrooms. Parents can pick their children from the classroom
- ❖ the bus stand line children are to wait for the line teachers and follow their instructions and act accordingly
- ❖ on rainy days the children will be dispersed at 2.30pm
- ❖ Children must carry umbrellas and rain coats during rainy season.
- ❖ The playground is out of bounds for all children during wet weather.
- ❖ No outdoor activities should be taken during rainy days.

SCHOOL UNIFORM POLICY

- ❖ Children to be in the school uniform on all school days and at school functions.
- ❖ Boys - black shorts with white shirt and school monogram to be sewn on the pocket
- ❖ Shirts to be properly tucked in
- ❖ Black shoe with socks or black sandals to be worn. Hair to be short and neat. Fancy hair styles prohibited

Girls - blue dress with the school monogram stitched on to the pocket

- ❖ The dress length to be 2" below the kneel
- ❖ Hair to be tied neatly into two plaits with white ribbon
- ❖ Black shoes with white socks or black sandals to be worn
- ❖ Strictly no jewellery, makeup or colourful hair accessories to be worn
- ❖ No fringes allowed or hair colour
- ❖ Girls with short hair to comb hair neatly

Genuine issues in regards to the uniform to be forwarded to the A.H.T or H.T

Children are to maintain personal hygiene at all times

- should wear clean uniform
- should have short and clean nails
- should bring a clean handkerchief
- Hair to be free of nits and lice
- should have clean teeth

ABSENTEEISM POLICY

- ❖ Children can be absent from school if they are genuinely sick, have family commitments or for any other genuine reason that does not permit the child to attend school. However, no student has the right to excuse themselves for petty reasons.
- ❖ Students must under no circumstances leave the school premises without the administrator's knowledge.
- ❖ parents to take their own discretion during adverse weather condition
- ❖ students must produce an absence letter from parents , explaining reasons of their absenteeism and medical certificate from medical practitioner of applicable.(absent letters to be signed by the parent)
- ❖ students absent for more than five consecutive days should be referred to the admin team for discussion

DISCIPLINE POLICY

- ❖ children are to abide by all the school rules which is sighted and signed by parents on the day of enrolment
- ❖ children should behave in a proper manner in accordance with the rules and regulation as stimulated by the school
- ❖ all disciplinary measures will be dealt accordingly by the class teachers and admin team
- ❖ Class teachers will counsel for *three offences and then the matter will be taken to the AHTs then to the head teacher.
- ❖ serious offences should be reported immediately
- ❖ parents would be called for serious offences and for students showing no sign of improvement
- ❖ Serious offence will be informed to higher authorities' i.e. social welfare, police and ministry of education in consultation with the parents. Summary of offences and penalties to be followed accordingly if required

SICK CHILD POLICY

1. The teachers is to be notified immediately if the child is sick. The class teacher to follow the channel of communication i.e. direct supervisor (AHT) – HT(not in case of emergency)
2. Child to be referred to the hospital in case of emergencies and parents to be notified.
3. Parents to be notified if a student becomes ill during school hours by the class teacher and the students will only be released upon the arrival of parents to school and completion of early departure form.(Parent's signature required)
4. If any child becomes ill and parents are informed; the time elapsed between the phone call to parent and parent's arrival, if any mishap happen, the school will not be liable for.
5. If any student who has medical conditions and has not declared to the class teacher in writing, and falls sick or has an attack doing any school activity included in the curriculum, the teacher will not be liable for any mishap.
6. No sick child to be left without supervision
7. No medicine to be given by the teacher without written parental consent
8. Parents are not to send students to school if the child is sick
9. Student who is sick is to be isolated if child is known to or suspected of having contagious disease
10. No child is to be denied of medical attention

AFTERNOON LINE POLICY

- ❖ The main gate and SSKMC gate will be locked at 2.00pm
- ❖ Students will start moving to assembly area at 2.45pm and not before
- ❖ Students who need to go before 2.45pm their parents need to seek written approval from the HT and sign departure form in the class with class teacher before taking the child
- ❖ All children are to attend assembly and no child should be in the pavilion except for medical reasons.
- ❖ If any child has any medical issues the certificate must be produced for ref.
- ❖ Teachers are to move with their classes and report to allocated lines in the assembly area, line teachers are responsible for the students in their lines
- ❖ The AHT's to be present at the allocated gates (1st AHT- main gate, 2nd AHT –SSKMC gate) and take charge of any line without teacher.
- ❖ Line prefects to inform the absence of teacher to TOD and TOD to inform AHT's
- ❖ TOD to make necessary announcements and disperse lines accordingly
- ❖ The order should be as follows: MAIN gate ,SSKMC gate
- ❖ No parent is permitted in the school premises while the assembly is in progress
- ❖ All parents to give way to lines dispersed
- ❖ No parents shall crowd in the walkway
- ❖ AHT's to ensure school patrol and teachers have necessary equipment i.e. reflector vests, lollypop signs, umbrella, jacket, cones
- ❖ No line is to be dispersed without a teacher.
- ❖ Parents should start picking their children after all lines have been dispersed
- ❖ Students picked by the own transport should have a line and they shall be picked from school – pick- up zone
- ❖ All students waiting in the Pavilion must be picked up by 3.10pm.If any child is not picked up by 3.10pm, he/she shall be in the pavilion at their parent's risk.
- ❖ A written consent must be produced if a child has to be picked up by anyone else

- ❖ The safety and regulations are clearly displayed around for the pavilion users. If there is any injury/ mishap/ accident, the school shall not take the responsibility as this is a clear indication of not following the school rules
- ❖ Pushing and pulling is strictly prohibited in assembly area. Therefore, if any child gets injured .the school shall not take the responsibility
- ❖ All students are to be in their homelines at appropriate time. If students are loitering elsewhere and they miss the bus, the school shall not take the responsibility
- ❖ Waiting students have to be in assembly line with the rest of the school they should move to pavilion upon dispersal
- ❖ No sales to occur from canteen during assembly .If any sales occur and if any students get in any problem, the school shall not take the responsibility. This matter will be strictly between canteen authority and students as this is clear sign of not following school rules.

CHILDREN PICKING AND DROPPING POLICY

- ❖ Parents must drop their children at the dropping zone [main gate] in the morning if travelling by own transport
- ❖ Parents must pick their child from the picking zone [main gate] in the afternoon, after assembly if travelling by own transport
- ❖ No parent is allowed to pick or drop their child in the classroom
- ❖ Entering in the classroom without permission from the office is strictly prohibited
- ❖ Parents must pick their children before 3.10pm in the afternoon
- ❖ All the students waiting for their parents should sit and wait in the pavilion .Any student waiting outside the gate is not the school's responsibility.

MINOR ACCIDENTS / INJURIES IN SCHOOL POLICY

- ❖ All accidents/ injuries must be recorded as per accident record sheets. (in the classroom and in the office record and OHS record)
- ❖ The admin team must be notified about all injuries and the child must be provided with first aid treatment if required for minor injuries only.
- ❖ For major injuries the child should be referred to the hospital accompanied by the teacher and the parents should be notified
- ❖ All injuries must be notified to parents by admin staff/class teacher.
- ❖ The OHS record book must be signed by any admin officer and the OHS in charge at the end of every week.

WET WEATHER POLICY

- ❖ Children are to use corridors and walkway to move during rainy days.
- ❖ Children should minimize movements during rainy days and any movements should be with greater care to avoid accidents and injuries.
- ❖ There will be no afternoon assembly on rainy days; children will be dispersed from the classrooms at 2.30 p.m. Parents can pick their children from the classroom
- ❖ The bus stand line children are to wait for the line teachers, follow their instructions and act accordingly
- ❖ Children must carry umbrellas and rain coats during rainy season.
- ❖ The playground is out of bounds for all children during wet weather.
- ❖ No outdoor activities should be taken during rainy days.

RECESS / LUNCH POLICY

- ❖ Students with class teachers are to follow the allocated recess/ lunch intervals
i.e.: 10.15 – 10.30 – lower primary (classes 1 – 4)
10.30 – 10.45 – upper primary (classes 5 – 8)
- ❖ Students who are actually buying are to be sent to the canteen only
- ❖ Students to be prompt to their classroom at the end of recess and lunch breaks
- ❖ All students ordering lunch should be sent to collect their lunch before the bell goes for lunch.
- ❖ Students are to be in their classrooms from 12.00 - 12.10 having their lunch.
- ❖ All students are to have at least some lunch at lunch time.
- ❖ Teachers to monitor/ supervise their students
- ❖ Teachers monitor and keep records of students not having their lunch
- ❖ Students are to abide by all the safety instructions and signs displayed while moving around during breaks
- ❖ Should any injury happen the nearest teacher to attend and class teacher to be informed immediately. (Accident/ injury policy)

ABSENTEEISM POLICY

- ❖ Children can be absent from school if they are genuinely sick, have family commitments or for any other genuine reason that does not permit the child to attend school. However, no student has the right to excuse themselves for petty reasons.
- ❖ Students must under no circumstances leave the school premises without the administrators or class teachers knowledge.
- ❖ Parents to take their own discretion during adverse weather conditions.
- ❖ Students must produce an absence letter from parents , explaining reasons of their absenteeism and if possible medical certificates from medical practioners (absent letters to be signed by the parent)
- ❖ Students absent for more than five consecutive days should be referred to the class teachers and class teachers to notify to the office.

SCHOOL SPORTS POLICY

The school recognises sports as an integral component of a child's development. Sports would serve as a mechanism for holistic development, stress management and induce anxiety in children to tackle NCD's

The school sports policy defines that:

- ❖ Sports shall be taken as per the class timetable
- ❖ No child shall be discriminated to take part in sports based on race, gender and /or academic ability
- ❖ Students should have appropriate sports attire
- ❖ Students without sports change shall be spectators for that day
- ❖ All children to change back into uniforms before going for afternoon assembly
- ❖ Sports shall be played if the weather is favourable and ground conditions do not pose risk of injury
- ❖ Children who have known / declared medical conditions in writing to the teachers shall be exempted from taking part in sports
- ❖ Children should be supervised whenever playing
- ❖ The admin team has the right to postpone / cancel sports programs if need arises.eg weather
- ❖ If any injury occurs during sports, refer to accident and injury policy and all injuries must be recorded.

PICKING CHILDREN DURING SCHOOL HOURS POLICY

- ❖ All the parents to report to the office first.
- ❖ Parents are to fill in the “Early Department Form” for early release of children, signed by the HT / AHT with a valid reason.
- ❖ A “Visitor Pass” or “Parent Pass” is a must before meeting the class teacher.
- ❖ Children would be released upon sighting the pass and the “ Early Department Form” endorsed by the Admin Team
- ❖ Teachers are to retain the “Early Departure Form” after making all the requirements as stated above and then to be released.