

## STARVILLE SCHOOL



## BOARDING HANDBOOK

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## 1. FOREWARD

*Welcome to Boarding at Starville School.*

Dear Parents/Student,

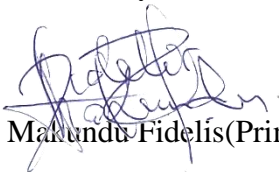
We hope that you will find By Starville Boarding Handbook useful. It has been compiled following detailed discussion with the Housemasters and Housemistresses. Maximum Standards for Boarding have also been taken closely into account.

You will in addition receive information about your son/daughter's Boarding House, which will give you specific routines etc. If you have any comments regarding the handbook, including suggestions for improvement and other items for inclusion, please address them to the PRINCIPAL at Starville School through [starvilleschoolabj@gmail.com](mailto:starvilleschoolabj@gmail.com)

The aim of Boarding at Starville School is to provide a safe and secure environment for the personal and academic development of each boarding student. The ethos aims to reflect, as far as is possible in a communal environment, the best values of family life. The Boarding experience encourages tolerance, respect for others, kindness, spiritual and moral awareness and self-discipline. It develops independence and the strength and ability of the individual to function as part of a team.

Care is taken to ensure a similar ethos and atmosphere across the Hostels, whilst at the same time maintaining the individual character of each Hostel and ensuring a progression of responsibilities and privileges commensurate with the different age groups. We will work closely with parents in the provision and development of the best care for our boarding students and we welcome any suggestions you may have, so please do not hesitate to let us know of anything that could benefit the Starville School boarding experience for you or your child.

Yours sincerely,



Mr. Makundu Fidelis (Principal)

## 2. INTRODUCTION

Starville Boarding school is a state of the art facility deliberately set up to accommodate students aged 11 to 16. Boarding is full time, with student only leaving the school on official school holidays. The boarding school is cared for by experienced boarding teachers. We aim at bringing back discipline, vocational skills and academic excellence synonymous with the boarding schools of old but in a modern facility. We plan to return your children back to you each term many times better than when they left home for school, when you look at all areas of their life. We also ensure that they learn for life with a range of academic, cultural, sporting and social events which ultimately develop independence and initiative.

Boarders at *Starville School* are members of a unique extended family. They can expect to receive a quality of care and attention that is surpassed only by that received in their loving family homes. Boarding staff are professional men and women who aim to facilitate a well-balanced College and home experience for your children.

There is certainly no place like home, but young people are good at adapting to new challenges. In their boarding house, the biggest challenge for the student is to be aware of the needs of a number of other people around them, much as they would be expected to do in a larger family. To help them meet this challenge, our boarding staff demand a high level of conformity to routine and encourage the students to develop a sense of community.

Though there are specific rules, consequences and rewards attached to many actions in the boarding house, all students are encouraged to be self-disciplined. The aim is to promote the initiative, growth and responsibility that is appropriate for young men and women.

Your child will be well cared for and treated with respect. At the same time, the Hostel will challenge him/her to achieve his/her best in all areas so that he/she makes a valuable contribution to the hostel community and develops a healthy level of self- respect. They will be given many opportunities to use these skills and initiative in a supportive and structured environment.

### **3. GUIDING PRINCIPLES**

#### **OUR VISION:**

“To provide well-rounded education that equips all learners with life-long skills to face the challenges and demands of the 21st century and beyond”.

#### **OUR MISSION:**

" To provide all learners with outstanding learning experiences through quality teaching and world class facilities where every child feels safe, happy and motivated to excel".

#### **OUR MOTTO:**

"Children, God's Heritage!"

#### **OUR CORE VALUES**

Commitment

Discipline Respect

Pro-activity

#### **OUR PHILOSOPHY:**

"To instill in our children the fear of God, impart a genuine feeling of being worthy and a strong belief that they can succeed."

## **4. ORGANISATION AND MANAGEMENT OF STARVILLE SCHOOLBOARDING**

### **The Director of Boarding**

The Director of Boarding is responsible for the direction and oversight of the boarding Hostel. The Director of Boarding reports to the Principal.

### **Matron/Patron**

The Matron/Patron assumes responsibility for all other House parents while overlooking the activities of the boys and girls in her/his care. He/she reports directly to the Director of Boarding. He/ She is the primary contact point for the parents. He/She also lives in the same house as the boys/girls in his/her care.

### **The House Coordinators/Parents**

The House Coordinator/parent assumes responsibility for the boys/girls in his or her care. They monitor the day-to-day care of the students. These staff members live in the same house as the boys/girls in their care. They provide after-hours care and work on a normal supervision roster.

### **Prep Supervisors**

When on duty, supervisors assume immediate responsibility for the boys/girls in their care. In conjunction with the House Coordinators they contribute to the day-to-day study time and care of the boys/girls.

## 5. YOUR CHILD ANDBOARDING

### **(i) Preparation**

Once you have made the decision to have your child board at Starville school, consider taking a number of opportunities that may constitute useful preparation for the boarding life.

For a start, your child should feel comfortable with the idea; talk about it as much as necessary. It may be useful to have your child spend some time away from the family, perhaps by visiting friends or extended family, as a way of developing his/her sense of independence. He/she should be encouraged to develop those skills necessary for independent living; bed making; caring for clothing; being aware of personal hygiene requirements. A daily routine of chores at home will be carried through inboarding.

### **(ii) Homesickness**

Boarding school can never replace home or the presence of the family unit, and a period of adjustment to this new situation is therefore normal. It should be noted that homesickness is absolutely normal and most boarders will experience this at some stage. It is best not to panic but to reassure your child that everything will be ok and the feeling will settle in time. It is advisable in such instances to avoid excessive contact with him/her; this can often exacerbate the homesickness. Rather, maintaining contact with your child's House Coordinator is a more useful way of ensuring that all is well.

## **6. SCHOOL RULES AND REGULATION**

These rules have been framed to make the School and Boarding community a place of which we are all proud of and within which we can live happily, safely, and productively. The rules of behaviour at Starville School are generally more stringent than those that may be enforced at home. Students should arrive prepared to abide by all expectations and rules.

The rules of the Boarding Program have been established to:

- Ensure the safety of students
- Preserve harmony so that energy can be directed toward studies, extracurricular activities, and the development of friendships
- Provide quiet times so students can study and relax from the stresses of the day
- Maintain an attractive, clean environment in which students can be comfortable

It is important to remember that these rules were made for teenagers living in a group situation. The Boarding Staff strive to maintain a balance between flexibility and consistency in enforcing rules. Although consistency is usually desirable, it will not always be the principle governing matters of discipline.

Discipline will be handled clearly and justly in addition to penalties.

### **A. PAYMENT OF FEES**

#### **BOARDING FEE**

The Boarding School is a pre-paid service on first come, first served basis at the beginning of the term for those that had stayed in the hostel for the previous term first and then new boarders who have been cleared by the front desk personnel to go ahead and make payment. We do not reserve bed spaces for boarders that are yet to pay boarding fees at the beginning of the term. Boarding fees together with the school fees must be paid according to the STARVILLE PAYMENT PROCEDURE. (Payment procedure: Appendixii)



## **PAYMENT ON RESUMPTION DATE**

We would not accept any payment/ bank drafts on the day of resumption. Please clarifications of all payment related issues and clearance of all payment made should be obtained from the account office before resumption into the hostel.

**All fees must be paid in full on arrival.**

## **B. GROOMING**

After each College holiday students are expected to return to the school ready to begin the term. This means they arrive at their boarding house well-groomed and with an appropriate haircut/Hair do.

**GIRLS:** Hair extensions, braids and beads are not allowed for the girls. The acceptable hair for girls is weaving with their hair.

*Hair must be made before resumption.*

**BOYS:** Boys cannot come in with patterns cut on their hair or longer than acceptable level. The boys are to carry even low cut without any style.

Any boarder that defaults in hairdo will not be allowed into the hostel. He/she is expected to correct the hair and still resume not later than 24 hours after and will face disciplinary action upon resumption.

## **JEWELLERY**

Students do not need to wear jewellery while they are on the school's property. A watch will suffice.

## **C. BEGINNING AND END OF TERMS**

### **1. RESUMPTION**

#### **TIME**

All boarding students must resume between the hours of **4pm and 6pm.**

Parents who come in to drop off their children must leave the school premises on or before 6:10pm.

## **DROP OFF**

Students returning to school from vacation should plan to return to the hostels at the stipulated time (4-6pm) on the last day of vacation (Sunday). Parents are to sign in their children at the gate in the boarding register.

## **EARLY ARRIVAL**

Students arriving earlier than the scheduled hostel resumption date will need to make arrangements to stay elsewhere until the hostels open.

## **LATE DROP OFF**

Boarders will not be checked in after 6:00pm on resumption day.

## **RESUMPTION AFTER SCHEDULED DATE (SUNDAY)**

All boarders resuming after the scheduled resumption date which is usually on Sunday, would only be checked in after each school day between the hours of 4pm and 6pm.

A parent/guardian must be present during check in to be done by teachers in the secondary building.

## **BAGS**

All clothes must be ironed and well packed.

## **ACCOUNT CLEARANCE**

On arrival, the accounts personnel will first clear the boarder. Failure to be cleared by accounts department means denial of entry into the hostel.

After clearance, the boarder is accompanied by parents with his/her luggage to check-in arena.

## **CHECK-IN**

All boys move towards male staff in the stipulated hall while girls move towards the female staff in their own hall. All bags must be checked based on the Check-list provided by the school (Checklist: Appendix iii). All contraband or unwanted items are confiscated; all incomplete items are communicated to the parents for immediate completion. This must be done before 6pm on the arrival day. This means that the boarder will leave with his/her parents to complete the items and return to school on or before 6:00pm.

## **DRESS CODE ON ARRIVAL**

Dress code on arrival to Starville School must be house wear for the returning and new students.

## **WITHOUT HOUSE WEAR**

If for any reason the boarder's house wear is not available, a pair of blue jeans and a white t-shirt will suffice.

## **INCOMPLETE ITEMS**

Only boarders with all items on the checklist will be checked into the school at the beginning of any term.

## **(v) ITEMS TO BE GIVEN BY SCHOOL**

- a. 2 pairs of extra school uniform
- b. 6 housewears
- c. 1 Sunday wear (black skirt/trouser with whitetop)
- d. 1 Saturday sportswear (black joggers with branded sportshirt)
- e. 2 bedsheets/pillowcases
- f. 1 duvet

## **D. HOSTEL CLOSURE**

The hostels are closed for Christmas, Salah celebration, Easter, mid-term breaks and school vacations.

## **LEAVING THE HOSTEL**

Students will not be allowed to leave for holidays before the stipulated closing date and time.

## **PICKUP TIMING**

All boarders must be picked up on the day of vacation as communicated by hostel administration.

## **PACKING UP**

- All belongings of the boarder are packed up a night before departure and left beside the bed.
- If going to class in the morning, the belongings are to be kept neatly by the bed.

## **PICK UP**

- At pick up time, all boarders are to move all belongings to the hall and be seated with a houseparent.
- One of the house parents will be situated downstairs by hostel entrance to receive the parents and call the children down.
- The house parent with the boarders must ensure all items belonging to each child is moved down with the child while leaving the hostel.

## **SIGN OUT**

Parents picking up their children from the hostels must sign them out in the boarding register at the school's main gate.

## **LOCK UP**

- Before house parents leave for the day, they must ensure that the hostels have been tidied up and all unclaimed items neatly packed up and kept in storage.
- Any items forgotten by a boarder that is kept in storage can only be picked up after the hostel staff has resumed for the next term.

## **INTENT TO RETURN FORM**

Two weeks to the end of every term, a clearance form will be sent via e-mail to all boarders. Part of the information contained is whether the boarder would be returning to the hostel in the subsequent term. This is especially useful to our boarding administration as it helps in planning for the number of boarders being expected. All parents are expected to fill and return this form at most, a week to vacation.

(Intent to return form: Appendix i)

Failure to do so automatically means no show of interest and the bed space will be given out to an interested party.

## **D. HOSTEL**

### **I. CHORES**

**DUTY ROTA:** At the beginning of every term, there is a duty rota for each of the hostels respectively. Boarders are expected to work according to the rota to keep their environment clean. Every boarder is held accountable for the duty assigned per time.

**a. ROOM CLEANING:** The boarders are expected to tidy their individual spaces on a daily basis and in the absence of employed cleaners on Sunday, clean other assigned areas to ensure the hygiene of the entire community.

Rooms at this time should be clean, beds made neatly, bags packed neatly and cupboards neat and tidy. Laundry bags should be put away and shoes packed at the bottom compartment of your cupboard and not on the floor of your room.

**b. LAUNDRY:** Each boarder is expected to carry out his/her laundry by him/herself. This entails washing of one's clothes and ironing them. It doesn't just end there, while clothes are washed, each boarder is expected to monitor his/her own clothes during drying then bring them in and ensure they are kept in good conditions. Boys wash on Fridays while Girls wash on Saturdays.

### **ii. SIESTA**

Siesta is compulsory for every boarder. Noisemaking, chattering and roaming around are prohibited at this time.

Failure to observe siesta will lead to standing by the hostel door until siesta is over. Repeated occurrences will be escalated to Director of Hostels/ Principal for further disciplinary actions.

### **iii. LIGHTSOUT**

We expect students to honour the lights out hours (see hostel procedures). Being out of the hostel after lights out is a serious breach of trust and safety. Lights must be turned off after lights out.

### **ROAMING**

Any boarder caught moving around or talking after lights out will be made to sit down in the corridor for 3 hours.

### **ANOTHER ROOM**

On the other hand, if found in another person's corner, on the bed or under the bed, after lights out, 2 weeks suspension from the hostel is applied.

(Hostel Routines: Appendix iv)

### **iv. PREP**

There are two preps observed every day except on Sundays when it is only night prep observed.

**Afternoon prep:** This is for an hour and a half after siesta. Teachers are assigned to aid the boarders in completing their assignments etc.

**Evening prep:** It starts immediately after dinner and the boarders are allowed to carry out their personal reading time guided by house parents.

## PREP RULES

- (i) **Punctuality:** You must report early for prep. Lateness to prep will attract kneeling down for 10 minutes.
- (ii) **Noisemaking:** Boarders must work quietly during prep. Noisemaking or engaging in non-productive behavior is unacceptable. You will be made to sit in the Home Economics laboratory for your prep.
- (iii) **Absence:** All boarders must be present for prep classes as absence from prep will not be tolerated. Any absence without permission from the Principal during prep hours attracts the cleaning of all dining hall tables.
- (iv) **Use of restroom:** Boarders are not allowed to use the restrooms in the hostels during prep. Only the restrooms in the halls can be used at this time.

**V. DINING HALL/ MEALS:** All students take their meals in the Boarder's dining hall. Meals and menu are designed according to the health benefits/nutritional value of the food. This is aimed at achieving a nutritional balance.

They receive:

- i. morning tea
- ii. breakfast
- iii. lunch
- iv. dinner
- v. "night cap" (Menu: Appendix v)

## DINING RULES

- All boarders must be punctual to each meal
  - They must be dressed properly; singlets, pyjamas or a bathroom slipper or the wrong shoes are not acceptable.
- They line up in a single file to collect their food
- They must be respectful to kitchen staff as they collect their food
- They walk quietly to their assigned seats and settle down
- They must have their napkins and correct cutlery
- At the completion of grace, eating commences.
- Boarders are not allowed to carry food (snacks, drinks) to the hostel.

## LATENESS TO MEAL

Being late or absent from meals will not be tolerated. You will be made to wash all the plates in the kitchen.

## F. UNIFORM AND ADDRESSING

Boarders must be clean and modest in their appearance. Clothing is to be in good condition, not ragged, undersized, faded and without patches.

Any cloned uniform or uniform parts will be confiscated and not returned to the boarder.

The school has four types of uniforms namely:

(i) **School uniform:** Boarders are required to wear complete school uniform to class. This is made up of:

- Neat and clean school navy blue skirt/trousers which must be worn around the waist (NO SAGGING)- (2 given at point of entry into school)
- Skirt must be to the knee cap or longer
- Clean and neat white short-sleeved school shirt, with full buttons and must be properly buttoned – (2 given at point of entry into school)
- Shirt must be tucked in
- Black leather belt must be visible for male students.
- A navy blue with red stripes tie (2 given at initial resumption)
- A pair of navy blue branded school socks – (5 pairs given at entry into school)
- A navy blue branded long-sleeved cardigan (to be worn on cold days)
- A navy blue branded Blazer (to be worn on assembly days/ outing days)
- A pair of black leather school shoes (NOT BOOTS)

(ii) **House wear:** Every boarder is given; i, 6 housewears,  
ii, A check dress for females/pair of  
iii. A check trouser and shirt for males.

These are in a variety of colours which represent the different houses; yellow, blue, green, red, purple. They are worn after school from Monday to Friday, and then on Saturday after sports.



(iii) **Sunday wear:** A pair of black trousers (boys)/ skirt (girls) and a white long-sleeved shirt.

(iv) **Sportswear:** For the boarders, there are two different sportswears:

a. A pair of shorts/ skirt according to the different house colours with a school branded white t-shirt worn during school hours on SportsDay.

b. A black pair of joggers and a school branded white t-shirt for weekend sports.

Footwear: Any sport shoe of choice.

(v) **Footwear:** A pair of white sports shoes (canvas) worn with navy blue school branded socks.

## CONSEQUENCE OF NOT DRESSING WELL

Any defaulter for improper dressing will be excluded from the function.

## G. FUNCTIONS

The school allows the boarders to participate in a number of social activities. There are certain requirements for attires to be worn for the events.

- Clothing should be neat (not faded, torn or ripped or undersized), clean and in good state.
- Students should not wear clothing with sexual, alcohol, nicotine, or other drugs references.
- Extremely short garments or clothes that are too revealing are inappropriate.

## i. CLOTHING FOR SCHOOL FUNCTIONS

We encourage students to bring clothing items needed for school functions per term. These include but not limited to:

**Culture Day:** Any attire that represents the culture the boarder wants to represent.

**Valentine's Day (Feb. 14<sup>th</sup>):** A pair of jeans with a top that has a touch of red.

**School/Class End-of-Year Party:** A pair of jeans and a t-shirt that has one of the Christmas colours. (green, white, gold, red)

This will be communicated to boarders at the end of every term and through the end of term newsletters for parents to help them prepare ahead of time.

**Please take note, parents will not be allowed to bring in or send any cloths/ items after the child has been brought back to the hostel.**

## **H. RECREATION**

Students have many opportunities to undertake recreational activities, both formal and informal. They have access to extensive grounds for sports, Indoor activities and other vocation activities.

### **i. SPORT**

They are involved in full seasons of sporting fixtures. Fridays are for Football League where the male and female teams play with their counterparts from day school.

Saturday sports include football, volleyball, badminton, basketball, table tennis and fitness sessions.

### **ii. VOCATIONAL TRAINING**

Boarders receive Vocational trainings over the weekend. The era of skill acquisition is fast taking over head knowledge. These involve the use of trained personnel and materials which will attract extra cost for the boarders.

#### **ACTIVITIES REQUIRING ADDITIONAL COST**

- IT: Coding/Programming will be taught to the boarders who have shown interest in this vocation.
- Dressmaking: Fabrics and sewing kits will be made available during this training.
- Plumbing: This vocation teaches hands-on repairs for home fixtures.
  - Culinary: Here, the boarders will be put through the techniques of baking and cooking.
  - Hair making: This is available for boarders who want to add the skill of hair making to the learning acquired in school. This skill teaching is available every other week.
  - Beading: Boarders who are interested in beading are taught to make exquisite designs. The cost of the training and the materials needed will reflect in the boarders' fee as the activity takes off. It is a project-based skill acquisition.

- Animal husbandry which includes snail and rabbit farming: Every boarder in the hostel is expected to belong to a group whose weekend task is to check up on the snails and rabbits in the school farm. They are to help the school gardener in feeding and caring for the animals.

## **I. STUDENT**

### **LEADERSHIP i. Prefects**

The hostels have a leadership program, which allows students to shape directly the community in which they live.

- The student leaders, called Prefects, help in the Management of the hostel and address topics of mutual concern.
- Each hostel has one or two prefects.
  - Prefects are selected by staff on the basis of personal integrity, community respect, and the ability to lead their peers.
  - By acting as student/staff liaisons and leading by example, the Prefects set a positive tone for their community.

### **ii. Prefect Responsibilities**

Prefects have the following responsibilities:

- Assist with new student orientation
- Assist Boarding staff with Prep.
- Assist with planning and organizing House Functions.
  - Ensure that all hostel students are present for hostel meetings and other events.

### **iii. Prefect Expectations**

Prefects are role models and leaders. Being a prefect is a challenge and an honor

- They are expected to promote, support, and follow all the rules at this school.
  - Their conduct in every aspect of their life here at Starville School is under scrutiny by students and adults.
  - Prefects will undergo an evaluation process with the Boarding Staff and Head of School throughout the year.
  - In cases where Prefects do not meet these expectations their status as Prefect may be removed.

- Accordingly, any prefect breaking a major school rule may automatically lose his or her status as a prefect.
- If a prefect violates a boarding rule, he or she may lose his or her status if the infraction and the circumstances surrounding it are seen by the Principal as compromising the prefect's leadership ability.

## **J. MENTAL/ EMOTIONAL WELLBEING**

Boarding students are supported by a network of people who care for their emotional, spiritual and physical wellbeing at Starville School. These include:

- Supervisory staff members who are professional adults that oversee the care of the boarders and provide ready advice or just ready shoulders.
- Counsellors who are available to the boarders by referral or appointment.

### **CASES NEEDING PROFESSIONAL ATTENTION**

- There are some emotional issues ranging from severe depression to suicidal thoughts and actions that are beyond the capacity of our counsellors and trained personnel.
- In such cases that cannot be handled by the school, the parent is advised to withdraw the boarder from the hostel and in some cases, the school, for better monitoring and handling.

## **K. HEALTH**

### **i. Wellness Centre**

- During and after school hours, boarders have access to the school's Wellness Centre which is operated by qualified nurses.
- Medical care is provided to the students whenever the need arises
  - Any medication brought to school by a boarder must be handed over to the school nurse.

### **SELF MEDICATION**

- Self-medication is not allowed

### **SERIOUS HEALTH CHALLENGES**

- In serious health challenges, the parents are called to pick the boarder for better medical treatment.

## **ii. Communication of Healthstatus**

- The school insists on a thorough medical check-up for all new boarding intakes.
- We have provided e-medical forms for each child given accommodation in the hostel. (Appendixvi).
- This form must be returned upon entry into the hostel in order to enable the school handle medical cases that may come up and we assure you of its confidentiality.

## **iii. Wellness CentreRules**

- All boarders must have written consent for visiting the WellnessCentre.
- Clinic times are before school, recess, and lunch and after school. Urgent problems are accepted out of clinic hours withoutnotes.
- All visits to the centre must be documented by the schoolNurse.

## **L. VISITORS**

- Boarders are not allowed to receive visitors or communicate withany visitors (parents and siblings inclusive) except it is a visitingday.
- No parent is allowed to drop any item with the security personnel for their child/ward in thehostel.

### **NON-RESIDENT**

- Students no longer residing in the hostel are not allowed inside the hostel for visits in the course of a schoolday.
- Collection of food/snacks from non-boarders or staff members (even as small as bubble gum etc.) is not acceptable and will lead to withdrawal from thehostel.

## **i. VISITINGDAY**

- Once every term, parents are allowed to visit their children/ wards inschool.
- This is the second Saturday before the start of examinations everyterm.
- The timing runs from 10am to 4pm on the visitingSaturday.
  - Parents are allowed to bring in other family members and friends andany kind of edibles for theboarder.

## LEFT OVER FOOD ITEMS

The leftover food items from visiting days must be taken home by parents/ guardians. Any leftovers found with boarders after visiting day will be confiscated and trashed.

## M. COMMUNICATION OTHER STUDENTS

- Parents are implored not to communicate with their children/wards through other students who are not in the hostel or their parents.
- We also do not encourage letters via day students.

## CHECKING IN ON CHILDREN

- Parents are also not allowed to check on their children except it is a visiting day. This is to help them focus.
- Please do not send someone else to do so on your behalf nor send in food stuff or other items to your child/ward.

## DROP OFF AT SCHOOL GATE

- Items dropped off at the school gate will not be accepted by the security personnel.
- This means that all items on the school checklist for the term must be complied with.
- If there is any cogent reason to get across to the parents, it will be done officially.

## CONSEQUENCES

- Subsequently, any such actions will be treated as flagrant disobedience of hostel rules and the boarder asked to leave the hostel without *recourse to already paid boarding fees*.

## N. CELEBRATIONS

- **Birthday:** Parents are allowed to celebrate their children/wards' birthdays after pre-informing the hostel parents.
- **School- Day:** For a school day, items can be brought in by break time which is at 10:00am which affords the parent the opportunity to take pictures of the ward with his/her classmates if they so desire, after which the items are dropped off with the hostel parents.

- **Weekend:** If the birthday falls on a weekend, items are allowed to be brought in by 11:00am.

### **ACCEPTABLE ITEMS**

- The acceptable items for birthday celebrations of boarders are cake(s) and drinks only.
- **Resumption/Vacation:** Birthdays cannot be celebrated on the first and or last days of the school term.
- **Examination period:** As a school rule, birthdays are also not allowed during school examination period.

## **O. EXEAT**

### **(i) PICK UP OF BOARDERS IN BETWEEN SCHOOL PERIODS**

- Boarders are NOT allowed to be picked up in between the term as this interrupts their studies, emotions and general school time.
- Parents are to schedule all medical appointments, religious activities like confirmations, and family engagements during their mid-term or end of term holidays.
- Only emergency medical issues or bereavement of direct relatives will be allowed for pickup in the term.
- We would endeavour to send the next term schedule ahead of time to give plenty room for your plans
- Any parent that insists on picking the child/ward from the hostel will not be permitted to bring the child back for the rest of the term without recourse to boarding fees paid.

### **(ii) LEAVE**

In an effort to have the students to see as much of their families as possible the School calendar allows for a number of days off school.

- **Midterm Break:** The boarders return home for an extended weekend visit during the midterm break. All boarders leave the College at this time.
- **Extended public holidays:** The school can also decide to allow the boarders go home if the Government announces an extended public holiday.

- As a result, boarders leave the school grounds only when permission has been granted by the Director of Boarding with the approval of the Principal/ Director of School.

## **P. SEXUAL-RELATED ISSUES**

We expect every student to exercise restraint with respect to sexual activity. Sexual intimacy between students is not appropriate at this age level.

Students should refrain from these while on campus and in the school hostel rooms or lounges:

- (i) intimate touching
- (ii) kissing
- (iii) close cuddling

- Students are not allowed to lie down together on the lounge couches or on the hostel beds.

- No Girls in Boys hostels and vice-versa.

- Boarders must not be found in opposite sex restrooms (bathroom/toilet)

- In the event that a boarder is involved in homosexual/ bisexual/heterosexual relationship with another boarder, boarders or day students and the person is caught or reported, an inquiry is setup.

- Once confirmed to be true, the school reserves the authority to communicate to the parents the findings of the school

- The school will also ask for immediate withdrawal of the child from the boarding house and school.

## **Q. EXAMINATIONS**

### **(i) EXAMINATION MALPRACTICE**

- As a school, our students are aware of our zero tolerance for exam malpractice.

- In view of this, we reiterate this for our boarders.

- Any boarder caught in any kind of malpractice ranging from but not limited to copying from the textbook during exams, taking an external sheet into the exam with answers written, keeping books in the toilet to read during an exam etc will be automatically expelled from the school.

### **(ii) EXTERNAL EXAMINATIONS**



- All examinations entered for the boarders by the school will be done by the boarders while in school except otherwise communicated.
- This means that the boarders in examination classes (SS3) will be charged extra to enable the school register them, move them to and from their examination venues.

## **R. OUT- OF- BOUND AREAS**

The following areas are categorized as out- of- bound areas;

- Other people's classrooms, Hostels or restrooms.
  - Alone in classroom area with a teacher
  - House parents' rooms
  - The Dining hall alone
- Kitchen area unsupervised
- Laboratories
- Security/gatehouse
- Farm
- Sports fields unsupervised by a staff

## **CONSEQUENCES**

Breaking of any of the above rules, carries a minimum sanction of a Weekend detention and a maximum sanction of expulsion from the hostel and school.

Remember the rules are there for your safety and your families' peace of mind. The benefit of being a well behaved, productive member of the Starville family is a lifetime of good memories, life experiences and friends from every corner of the world.

## **S. CONTRABAND ITEMS**

- Jewellery: Earrings must be one pair of simple studs (girls only) and a wristwatch. No other items of jewellery are permitted.
- Food/snack (Edible provisions , Chewing gum etc are not allowed in the school)
- Money
  - Any item not in the boarders' checklist
  - Make-up is not allowed.
  - Digital/ electronic and any internet gadgets like mobile phones, / play stereo/MP4 or mp3 players

- Black leather belts with large or overly styled buckles
- Non- school shoes/sandals
- Alcohol
- Drugs (be it hard or medications for ailments)
- Wristbands

Confiscated contraband will not be returned to boarders or their parents.

## **T. BODY PIERCINGS AND TATTOO**

All forms of body piercing are not permitted

## **U. DAMAGES**

- Every damaged door lock will attract a surcharge of not less than N5000 only.
- Any damage caused by a boarder will be communicated to the parents for repair/payment at a bill to be determined by school authority.

## **V. MOBILE PHONES/ INTERNET DEVICES**

Mobile phones/smart watches and internet devices are not allowed in the boarding house and is punishable with EXPULSION.

## **W. BULLYING**

- Bullying of any form is not permitted in the hostel.
  - If a boarder is reported to be bullying another child, an investigation will be carried out
- After which the parents of the boarder will be communicated to.
- This attracts automatic expulsion from the hostel.

### **Policy on Bullying**

STARVILLE SCHOOL Boarding House has a “Zero Tolerance” policy towards bullying behaviour and any bullying will be treated very seriously. Any boarder that suspects his/herself being bullied should talk with a Boarding Staff/management staff member immediately.

### **Definition and Identifying Factors**

Generally, bullying is a behaviour intended to hurt others, whether verbal or physical, and is typically repeated over time.

Bullying often involves most or all of the following:

- A desire to hurt
- Hurtful action
- A power imbalance
- Unjust use of power
- Repetition (usually)

- Satisfaction by aggressor
- Sense of oppression by victim

### **Some Examples of Bullying**

- Saying hurtful and unpleasant things
- Making fun of others
- Using mean and hurtful nicknames
- Body shaming
- Completely overlooking someone
- Deliberately excluding someone from a group of friends
- Hitting, kicking, pulling hair, pushing or shutting a person inside
- Telling lies / Spreading false rumours
- Sending mean notes
- Trying to get other students to dislike another person

### **Dealing with a bullying situation**

- Do NOT do nothing – this can contribute to the bullying
- Ensure own safety before acting
- If you feel comfortable with stopping the bullying peacefully, act immediately, with fact and care.
- You should also befriend / offer support to the victim after the situation.
- Get help from a responsible adult
- Make sure both the victim and the person displaying bullying behaviour receive attention from a responsible senior or staff member
- Always talk to a member of Boarding Staff about the situation immediately after any of the above

### **Dealing with a bullying complaint**

If someone approaches you with a complaint that might involve bullying, always treat the matter seriously:

- Make sure the person being bullied and others are safe. You may need to comfort the victim(s).

Try to find out the following information and write it down:

- Who was involved
- Details about the hurtful action (what happened & by who, where and when)
- How the victim reacted to the actions
- What events have occurred prior to the current incident
- Whether the victim provoked the bullying person
- Suggest seeing a responsible member of staff to deal with the issue together.
- If asked about confidentiality, you can offer confidentiality from other boarders, but you cannot keep confidentiality from the Boarding Staff.
- Always talk to a member of boarding staff about the situation immediately after any of the above.

## **X. GENERAL**

## **I. SCHOOLRULES**

- No Climbing walls, rails, roofs ortrees.
  - No balls games are allowed in classrooms area or close tobuildings
  - No one is allowed in the kitchen or dining hall unless on duty Rota and supervised by a member ofstaff.

- Jewellery: earrings must be one pair of simple studs (girls only) and a wristwatch. No other items of jewellery are permitted. All forms of body piercing are not permitted.
- Chewing gum is not allowed in the school. Chewing gum = Weekend detention.
- Students must respect the hostel. No Litter.
  - Students must always be neat and tidy. Top buttons of shirts must be fastened and ties up to the collar and properly tied. Ties must be an appropriate length.
- Make-up is not allowed.
- Students should follow the instruction of the prefects/teachers/sectional heads.
  - Shoes must be polished and clean. And laces must be tied. Black school shoes only.
  - Skirts must not be rolled and must be worn below the knee. Socks cannot be rolled in or dragged into the shoes
- All accidents should be reported immediately.

## ii. CLASS RULES

- Arrive on time, with the necessary books and equipment.
- Line up neatly and quietly in single file.
- Enter classroom quietly and stand behind your chair.
  - Once the teacher and class has exchanged greetings you will be instructed to be seated.
  - The classroom is a place of learning. Concentrate hard on your work and allow others to learn.
- Treat others, their work and equipment with respect.
- Listen to the views or comments of others, even if different from your own.
- Eat only at meal times and breaks not in class.
- Use appropriate language at all times.
- Raise your hand when wanting to ask or answer a question.
- Always acknowledge visitors to the class by standing and greeting them.
- Follow all instructions given.
- If in doubt, ask!!
- Complete all work to the best of your ability.
- Present work neatly and accurately.
  - All pieces of written work should have a date, whether the piece is classwork or prep and the title neatly underlined with a ruler. TIPPEX is not allowed for mistakes, a single ruled horizontal line should be used.

- Expect to repeat or complete the work again if it is unsatisfactory.
- Punctuation, spelling and good use of grammar is very important in all lessons.
- Keep books and your prep diary free from graffiti.
- Complete all prep and return it on time.
- Stay seated at all times unless you are asked to move by the teacher.
- Do not rock on the chairs or sit on the tables, as this will cause damage.
  - No use of mobile phones or mp3 players in class, dining hall or school buildings.

### **iii. HOSTEL RULES**

1. We expect students to honour the lights out hours. Being out of the hostel after lights out is a serious breach of trust and safety.

2. We expect every student to exercise restraint with respect to sexual activity. Sexual intimacy between students is not appropriate at this age level. Students should refrain from intimate touching including kissing and close cuddling while on campus and in the school hostel rooms or lounges. Students may not lie down together on the lounge couches or on the hostel beds. No Girls in Boys hostels and vice-versa.

3. We expect students to abstain from the use of incense, candles, or other incendiary items in the hostels and buildings at Starville School.

4. There will be no possession, use, distribution or display of alcohol, beverages containing alcohol (or the containers), nicotine, drug paraphernalia, marijuana, and/or other illicit or dangerous drugs of any kind on or off campus. Any over-the-counter or prescription drug used for a purpose other than its primary indication will be considered illicit.

5. Starville is a violence-free campus. Acts or threats of violence, including bullying or harassment, will be treated with utmost seriousness.

6. Honesty: Students are expected to be open and honest in their interactions with Boarding Staff. Lying or attempting to deceive or hide information can create an atmosphere of distrust. Even when a student has broken a rule, the boarding staff have much more respect for a student who is able to be truthful about what he or she did, rather than further the problem by being deceitful.

7. Hostel students cannot use tobacco products on or off campus while they are enrolled at Starville School. Smoking in the hostels will result in immediate expulsion.

8. Sunday evenings are observed strictly. Inspection of rooms, uniforms, sports equipment and schoolbooks. School shoes are to be placed beside the bed polished. No one is to be walking around the hostel and should be preparing for the week ahead.

9. Toilets should be left in an acceptable state. Remember the daily cleaning staff are not your slaves and are an important part of a happy Hostel. A cleaning Rota is to be set by House Parents.

10. Duty-week prefect to make sure the house members set up the Hall on Saturdays for Sunday morning fellowship.

11. No visitors allowed in Hostels, members only. Visiting friends are not permitted except on agreed days by the school and is done in common areas within the school.

12. Communication with parents are not allowed except done officially as permitted by the school authorities.

13. Students no longer residing in the hostel are not allowed inside the hostel.

14. Collection of food/snacks from non-boarders or staff members (even as small as bubble gum etc) is not acceptable and attracts REMOVAL FROM THE HOSTEL.

## **Demerits**

When students commit minor infractions they receive a demerit. A Boarding staff member or prefect for a number of infractions may give a demerit. A student who receives a total of three demerits in a term will be on Principal's Detention from 4:00 p.m. Friday until 6:00 p.m. on Sunday. Repeated Principal's Detention will be dealt with on a progressively serious basis. At the term's end any remaining Demerits will be erased and students start with a clean slate. You may receive a demerit for any of the offenses below.

1. Returning to the hostels between 9:00 a.m. and 3:00 p.m. (except for Fridays to Sunday).
2. Being out of your hostel after check-in (6:00pm) and out of your room after 10:30 p.m. (11 p.m. for seniors).
3. Neglecting to follow prep rules or engaging in nonproductive behaviour.
4. Locking your door during day, while you are in the room.
5. Not reporting for prep, or reporting in late.
7. Having your lights on, moving around or discussing after lights out.
  8. Being in an opposite gender Hostel. (Will lead to expulsion)
9. Being in an opposite gender rest room. (Will lead to expulsion)
  10. Using offensive language.
  11. Being too loud.
  12. Engaging in rough physical contact. (Suspension/Expulsion)
  13. Being disrespectful or uncooperative.
  14. Having a messy room.
  15. Misusing/ Damaging school property will attract payment/replacement
  16. Dishonesty.
  17. Not using English language within the HOSTEL.
  18. Being late or absent from meals.
  19. Being Late for inspection.
  20. Not Lining up correctly for EVENTS
  21. Bullying in the hostel (Expulsion)



## **INVITATION OF PARENTS TO SCHOOL**

There are times we invite parents of boarders to school. If your child continues to commit minor offenses or is refusing to cooperate within the hostel community. It is hoped that your presence as a parent will deter your child/ward from recalcitrant behaviours.

## **REPEATED OFFENSES**

Repeated minor offenses might result in more severe consequences, as determined by the Boarding staff, Director of Hostel and Principal.

It is the hope of the Boarding staff that all punishments are served in a timely manner, are just and equal in dispensation. We do realize that certain circumstances require us to make unpopular decisions. Determined to do what is best for the community, we also realize that flexibility is a position of strength. We ask parents to support our actions and allow us to perform to the best of our abilities and the good of the School.

## **SUSPENSION FROM RESIDENCE HALLS**

Some disciplinary offences are serious enough to result in removal from the hostel community. In these instances, the school authority will suspend or expel the student from the boarding house.

Prior to departing for any break, students must make sure their rooms are clean. This includes students participating in activities. Every room is inspected, and students are responsible for the cleanliness of their rooms, regardless of their weekend obligations. At year's end, cleaning and damages will be assessed by Boarding/Domestic Staff and charged to the student's residence account if there is excessive damage in a room.

## **Y. SUMMARY OF HOSTEL RULES AND APPLICABLE SANCTIONS**

1. All students must leave the hostel by 7:00 am from Mondays to Fridays.
2. All students must return to the hostel by 3:35 pm after school. No boarder is allowed to remain in class after others have been moved to the hostel except by special permission granted by the school authority. Any boarder who does not obey this rule will kneel down till it is time for prep.
3. All boarders must wear 'appropriate clothing' at all times.

4. Siesta is compulsory for every boarder. Failure to observe siesta will lead to standing by the hostel door until siesta is over. Repeated occurrences will be escalated to Director of Hostels/Principal.
5. Neglecting to follow prep rules or engaging in non-productive behavior is unacceptable. You will be made to sit in the Home Economics laboratory for your prep.
6. You must report early for prep as absence from prep will not be tolerated. Any disobedience during prep hours attracts the cleaning of all dining hall tables.
7. Lights must be turned off after lights out. Any boarder caught moving around or talking after lights out will be made to sit down in the corridor for 3 hours. On the other hand, if found in another person's corner, on the bed or under the bed, after lights out, 2 weeks suspension from the hostel is applied.
8. You must not be found in an opposite gender Hostel. This will lead to expulsion.
9. You cannot use an opposite gender rest room. It will also lead to expulsion.
  10. Using offensive language is prohibited. You will be denied from participating in the social night for that week.
  11. Noise making is unacceptable hostel behavior. The hostel parents will apply the appropriate disciplinary sanction for this. (Ride bicycle for 10 minutes).
  12. Engaging in rough physical contact will NOT be condoned. Any fighting in the hostel leads to expulsion from the hostel.
  13. Being disrespectful or uncooperative to your peers, elders, house parents, and school authority attracts disciplinary measures which includes being reported to the Director of Hostels/Principal and depending on the gravity, a two week suspension from the hostel is applied.
  14. You must keep your room/corner tidy at all times. Failure to do so will make the culprit dress all the beds in his/her room for 3 days.
  15. Misusing school property is not allowed. Any damages caused by a student must be repaired, replaced or paid for by parents of the boarder at a cost determined by the school authorities.
  16. Dishonesty is highly frowned upon. These cases are referred to the counselling unit for sessions.
  17. No vernacular is allowed {not using English language} within the hostel. You will empty all the hostel/ dining room dustbins.
  18. Being late or absent from meals will not be tolerated. You will be made to wash

plates in the kitchen.

19. Always line up correctly for events. Failure to comply will attract a delay in attending the event.

20. Bullying of any form is not permitted in the hostel. If a boarder is reported to be bullying another child, an investigation will be carried out, after which the parents of the boarder will be communicated to. This attracts automatic expulsion from the hostel.

21. Pick up of boarders by parents during a school term is prohibited except for emergency medical attention. Boarders will not be permitted to attend family occasions, trips, church activities such as confirmations or thanksgiving during the term. Any parent that insists on picking the child/ward from the hostel will not be permitted to bring the child back for the rest of the term without recourse to boarding fees paid.

22. Communication with parents are not allowed except done officially. In the event that this is observed, a letter is sent to the parent stating that the child would no longer be allowed to stay in the hostel in the subsequent term(s).

23. Collection of food/snacks from parents, siblings, non-boarders or staff members (even as small as bubble gum etc.) is not acceptable and attracts disciplinary actions. This will automatically mean the boarder will be suspended from the hostel.

24. All overtly loud, exuberant and boisterous activity should take place outside the hostel buildings. Under no circumstances should any kind of ball, Frisbee, or projectile be used in the hostels

25. There is no reservation of hostel space. Preference is given to already existing boarders which when declined, is opened up to interested persons. Once the hostel capacity is reached in first term, no other child can be admitted except if there is vacancy in subsequent terms.

**APPENDIX i**

**INTENT FORM**

**BOARDER'S BIO DATA**

NAME:

SURNAME

FIRSTNAME

MIDDLENAME

DATE OF BIRTH: \_\_\_\_\_ GENDER: \_\_\_\_\_ CLASS: \_\_\_\_\_

**HOSTEL INFORMATION (To be filled by house parents)**

DID THE BOARDER CAUSE ANY DAMAGES?

IF YES, STATE THE NATURE: \_\_\_\_\_

HAS THE BOARDER CLEARED ALL ITEMS BELONGING TO HIM/HER FROM THE HOSTEL? \_\_\_\_\_

**OTHER INFORMATION (To be filled by parents/guardians)**

IS THE BOARDER RETURNING TO THE HOSTEL NEXT TERM?

IF NO, FEEL FREE TO STATE YOUR REASONS: \_\_\_\_\_

BOARDER PICKED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

## **APPENDIX ii**

### **PAYMENT PROCEDURE**

You can pay fees with any of the three options below:

**Online:**

click: [www.starvilleschool.com/payment-procedure](http://www.starvilleschool.com/payment-procedure)

**Bank transfer:**

click: [www.starvilleschool.com/tuition-and-payment](http://www.starvilleschool.com/tuition-and-payment)

**Bank Draft:**

A Bank draft can be raised in favour of **Starville School**.

The name and classes of the beneficiaries should be written behind the draft and brought to the Accounts office between the hours of 9am and 12noon.

## **APPENDIX iii**

### **HOSTEL ROUTINE**

Below is an outline of the *general* daily routine.

BOARDING STUDENTS' DAILY ROUTINE	
MONDAYS TO THURSDAYS	
TIME	ACTIVITY
5:45AM	WAKE UP TIME
5:45AM – 6:00AM	MORNING DEVOTION
6:00AM – 7:00AM	SHOWER, PREPARATION, ROOM CLEANING AND ARRANGEMENT
7:15AM	ALL STUDENTS EXIT THE HOSTEL
7:15AM- 7:30AM	MORNING TEA
8:00AM	CLASSES BEGIN
10:00 – 10:30AM	BREAKFAST
2:10PM – 2:40PM	LUNCH
2:40PM - 3:30PM	CLASSES CONTINUE
3:30PM	HOSTEL RE-OPENS
3:30PM 4:10PM	CHANGE OF UNIFORMS TO HOUSE WEAR
4:10PM – 5:30PM	SUPPORT CLASSES
6:00PM – 7:00PM	REST/SHOWER
7:00PM – 7:30PM	DINNER
7:30PM – 9:30PM	NIGHT PREP
9:30PM – 9:40PM	NIGHT CAP
9:40PM – 9:55PM	NIGHT DEVOTION
9:55PM – 10:00PM	ROLL CALL
10:00PM	LIGHTS OUT
FRIDAYS	
5:45AM	WAKE UP
5:45AM – 6:00AM	MORNING DEVOTION
6:00AM – 7:00AM	SHOWER, PREPARATION, ROOM CLEANING AND ARRANGEMENT
7:00AM – 7:15AM	ALL STUDENTS EXIT THE HOSTEL
7:15AM- 7:30AM	MORNING TEA
8:00AM	CLASSES BEGIN
10:00 – 10:30AM	BREAKFAST
1:00PM – 1:20PM	LUNCH

1:20PM	HOSTEL RE-OPENS
1:20PM – 1:50PM	CHANGE OF UNIFORMS TO HOUSE WEAR
2:00PM – 4:30PM	STARVILLE FOOTBALL LEAGUE
4:30PM – 6:00PM	LAUNDRY
6:00PM – 7:00PM	REST/SHOWER
7:00PM – 7:30PM	DINNER
7:30PM – 9:30PM	NIGHT PREP
9:30PM – 9:40PM	NIGHT CAP
9:40PM – 9:55PM	NIGHT DEVOTION
9:55PM – 10:00PM	ROLL CALL
10:00PM	LIGHTS OUT
SATURDAYS	
6:00AM	WAKE UP
6:00AM – 6:15AM	MORNING DEVOTION
6:15AM – 6:50AM	GENERAL HOSTEL CLEANING
7:00AM – 7:50AM	MORNING AEROBICS
7:50AM – 9:00AM	LAUNDRY , SHOWER PREPARATION FOR SATURDAY LESSONS FOR JSS3, SS2 & SS3
9:00AM – 9:20AM	BREAKFAST
9:30AM	WEEKEND CLASSES FOR JSS3, SS2 & SS3
11:00AM – 2:00PM	PREP/STUDY TIME FOR JSS1, JSS2 & SS1
2:00PM – 2:30PM	LUNCH
2:30PM – 4:00PM	SIESTA
4:00PM – 6:00PM	SPORTS TIME (ALL STUDENTS)/ CALL TIME
6:00PM – 7:00PM	SHOWER
7:00PM – 7:30PM	DINNER
7:30PM – 9:00PM	MOVIE TIME/SOCIALS/MOTIVATIONAL TALK/ IRONING
9:20PM – 9:30PM	EVENING DEVOTION
9:30PM – 9:50PM	ROLL CALL
10:00PM	LIGHTS OUT
SUNDAYS	
6:45AM	WAKE UP
6:45AM – 7:00AM	MORNING DEVOTION
7:00AM – 8:00AM	SHOWER, ROOM ARRANGEMENT/CLEANING AND PREPARATION FOR SERVICE (ALL CHRISTIAN STUDENTS)
8:00AM – 9:00AM	SERVICE
9:00AM – 9:30AM	BREAKFAST
10:30AM – 2:00PM	IRONING
2:00PM – 2:30PM	LUNCH





2:30PM – 4:00PM	SIESTA
4:00PM – 5:00PM	IRONING CONTINUES
5:00PM – 6:30PM	SHOWER TIME
6:30PM – 7:00PM	DINNER
7:00PM – 9:00PM	NIGHT PREP
9:00PM – 9:20PM	NIGHT CAP
9:20PM – 9:30PM	EVENING DEVOTION
9:30PM – 9:50PM	ROLL CALL, UNIFORM AND ASSIGNMENT CHECKS
10:00PM	LIGHTS OUT

**APPENDIX iv****MENU**

<b>DAY</b>	<b>BREAKFAST</b>	<b>LUNCH</b>	<b>FRUIT</b>	<b>DINNER</b>
<b>MONDAY</b>	BREAD AND OMELET	WHITE RICE AND BEEF SAUCE	WATERMELON	FRIED SWEET POTATOES & FISH SAUCE
<b>TUESDAY</b>	BOILED YAM, BOILED EGG WITH FISH SAUCE	JOLLOF RICE & BEEF	MIXED FRUITS	BEAN & PLANTAIN
<b>WEDNESDAY</b>	FRIED CHIPS & EGG WITH KETCHUP	GARRI & OKRO WITH BEEF	APPLE	WHITE RICE & BEANS WITH FRIED FISH
<b>THURSDAY</b>	BREAD & OMELET EGG	YAM PORRIDGE AND FRIED FISH	BANANA	SPAGHETTI (PASTA) & BEEF
<b>FRIDAY</b>	FRIED YAM WITH GIZZARD SAUCE	JOLLOF RICE & BEEF	WATERMELON	BEANS (EWA AGOYI & BREAD
<b>SATURDAY</b>	AKARA, PAP (OGI) WITH MILK & SUGAR	POUNDED YAM & EGUSI SOUP WITH BEEF		VARIETY NIGHT
<b>SUNDAY</b>	BOILED YAM & EGG SAUCE	JOLLOF RICE CHIKEN, COLESLAW & DESSERT		SPAGHETTI & BEEF SAUCE

**APPENDIX v**

**MEDICAL FORM**

**PART A: BIODATA** (To be completed by parents)

Name \_\_\_\_\_ of \_\_\_\_\_ Student: \_\_\_\_\_

**MEDICAL HISTORY**

**Does your ward have any of the following conditions? (Tick appropriate option)**

Sicklecell	Yes.....No.....	Diabetes	Yes..... No.....
Asthma	Yes.....No.....	Skindisorder	Yes..... No.....
Heartdisease	Yes.....No.....	Ulcer	Yes.....No.....
Tuberculosis	Yes.....No.....	Epilepsy	Yes.....No.....
Incontinence	Yes.....No.....	Mentalillness	Yes.....No.....
Hearing/Sight difficulties	Yes.....No.....		
Orthopediccondition	Yes.....No.....		
Allergies	Yes.....No.....		

If yes to allergies, kindly give details and treatment required:

.....  
.....  
.....  
..... Drugaddiction Yes.....No.....

**Others (Please state)**

.....  
.....

..... Is your ward presently on medication? Yes.....  
No.....

If yes, kindly give details including names of medication and dosages.

.....  
.....  
.....

In case of any medical emergency, give the details of the person(s) to be contacted: Name:

.....

Address:

.....  
.....

..... Telephone: ..... E-mail: .....

**PART B: MEDICAL CONSENT FORM** (To be completed by parents) To: The Principal

I/We \_\_\_\_\_ being the parent/guardian of \_\_\_\_\_ consent to the

administration of medicines specified below and any other notified by me/us in writing as required. This consent shall remain valid unless withdrawn and notified by me/us in writing to the school.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Relationship with Student: \_\_\_\_\_  
\_\_\_\_\_

**Non Prescription or “over the counter” medications**

The following medications are held in the sick bay for the relief of minor pain, coughs, cold or fever. Please sign beside each medication that you authorize us to administer to your child if required.

Paracetamol: \_\_\_\_\_

Colipan: \_\_\_\_\_

Gestid: \_\_\_\_\_

Coughsyrup: \_\_\_\_\_

Heatrub: \_\_\_\_\_

Throatlozenges: \_\_\_\_\_

Flagyl: \_\_\_\_\_

Anti-Malarial: \_\_\_\_\_

Please list below any other non-prescription medications that your child may need and the name of the condition being treated.

.....  
.....  
.....  
.....  
.....  
.....

**PART C: MEDICAL REPORT** (To be completed by a doctor after examination)

Name \_\_\_\_\_ of \_\_\_\_\_

Doctor: .....

Hospital: .....

Phone: ..... E-mail: .....

Kindly fill in as appropriate, after medical examination. Weight: \_\_\_\_\_

.....

Height: .....

Genotype: .....

Blood group: .....

PCV: .....

Urinalysis: .....

HIV status: .....

Tuberculosis:.....

Hepatitis B:.....

Hepatitis C:.....

Remarks:.....

.....  
.....  
.....  
.....  
.....

.....

..... Signature/Date



## BOARDING AGREEMENT

I, \_\_\_\_\_ (parent's name),

With my child/ward, \_\_\_\_\_ (boarder's name),

have read the above daily routine, rules, regulations and code of conduct of Starville School Boarding House. I agree that my child/ward will abide by the rules and regulations stipulated therein. I also understand that the rules and sanctions enumerated are inexhaustible and may not cover all offences. If my child as a boarder defaults in any of the rules, I give my consent for the applicable sanction to be applied to him/her. Thank you.

Student's Name:.....

Student's Signature:.....

Date:.....

Parent's Name:.....

Parent's Signature:.....

Date:.....