

TEMA NEW CHURCH SCHOOL

SCHOOL HANDBOOK



GOALS AND PURPOSES

Tema New Church School is a mission school dedicated to the preparation of children for a useful and purposeful life in the future. Particularly, the school is committed to laying a strong foundation for a new Ghanaian who will be:

- Academically sound
- Technically equipped and trained to compete in today's world
- Growing to become a distinctive and productive adult
- Dedicated to improving the development of Ghana , the African continent and the world

Also, the school is committed to preparing children for the Lord's higher end. So it provides a heavenly-centered education, based on the Word of God, and is dedicated to giving children a distinctive moral and spiritual training.

- Looking to the Lord for deeper knowledge and faith in His teachings
- Striving to abide in the teachings and thus
- Preparing to become an angel in the Lord's kingdom

Admissions

We believe that the most fruitful field of endeavor for this school is with children whose parents ascribe to Christian principles.

Parents are to meet with the pastor for the overview of the teachings and traditions of the New Church.

Parents are also to provide full records from previous school and have their child/children meet with a teacher for appropriate testing.

Parents are to agree to provide any medical records required and to answer any questions related to the child's health.

School Fees

School fees should be paid promptly at the beginning of the term. If parents are paying in installments their fees should be completely paid immediately after mid-term.

If financial difficulties arise parents or guardians should contact the School Management for alternative arrangements. Students are expected to buy all their school supplies from the school book shop before the term begins.



Discipline

Without discipline no student can achieve his or her ambitions. The Tema New Church School therefore places a very high premium on discipline that includes the following.

- teachers and other adults providing the school program including the schools canteen and the transport crew. Respect for
- fellow students Respect for their
- school property Respect for
- properly attending to their studies Students
- other rules that make for a safe and orderly school. Abiding by any

Whenever possible the best education uses positive means to encourage the student toward proper and useful behavior. When these positive means fail, sterner and more negative means may need to be employed.

Blue book

When a student commits a very serious offence, this offence will be communicated to the headmaster who will document it in the Blue Book and will inform the parents. Very serious offenses include repeated and deliberate:

- name in vain Taking the Lords
- crude language Swearing and
- the 10 commandments such as stealing or lying. Breaking any of
- Cheating
- Malicious name
- calling or teasing Rudeness or
- disrespectfulness
- defiance, insolence or disobedience Significant
- Absence
without permission from lessons or other required school activities and repeated lateness



- possessing pornographic materials Accessing or
- Vandalism
- ,assaulting or battering Fighting
- including aggressive behavior and psychological abuse Bullying
- behavior (including dressing) Indecent

The Tema New Church School observes all civil laws of the country. Breaking any of these laws during school is also considered a serious offense.

Personal Appearance

Students are expected to arrive at school each day in their school uniforms which is to be clean, neat and without holes or torn edges.

- No jewelries of any kind may be worn except wristwatches and simple earrings for girls
- Hair should be kept neat and tidy. No exotic styles featuring artificial colouring or extensions may be applied.

Absenteeism

The only normal excuse for absence from school is sickness. If a student will be absent for this reason it is courteous for parents to notify the school as near to beginning of the school day as is reasonably possible. The student will be responsible for making up work that has been missed. Absence for reasons other than sickness is not recommended, but is at the discretion of the parent.

Homework

Assignments will be entered in each child's homework book everyday. Parents are requested to sign the homework book each night as a testification that the homework has been done and by the child.

If any difficulties are encountered, the homework notebook is a good way of communicating back to the teacher. Please feel free to make an appointment after school to see the teacher who gave the assignment



Extra Classes

In line with the schools commitment to provide excellent education, extra classes will be organized when the need arises.

Communication

When a problem first arises in the course of a child's education, parents should first communicate with the teacher concerned in the issue. If resolution is not achieved a parent is encouraged to communicate with the Management.

To keep the parent informed of the events at school, various notes will be sent home through your ward.

Canteen Policies

All students are expected to eat their lunch at the school canteen. The canteen will provide good nutritious lunch at a reasonable price. For those who cannot easily eat breakfast at home there is the option of buying their breakfast from the canteen before the beginning of school

The school canteen is an important extension of the school academic program. The students are required to follow the rules and instructions of the people running the canteen. Food from the canteen is to be eaten inside the canteen and adjoining room.

Worship

As a church school, we have a sphere of worship. The following kinds of worship occur during the school term:

- Every first and last Sundays of each term pupils are requested to attend a Sunday morning church service with the Tema New Church congregation. The school bus will be available to serve them. Parents are welcomed to join the congregation in these special services.
- In addition each week during the term, classroom worship will be led by the teachers on duty on Tuesday and Thursdays. On Mondays and Fridays there will be a short prayer during assembly time. On Wednesdays, there will be worship for the whole school led by a New Church minister.
- These worships are organized around carefully chosen important themes which form the basic and distinctive ideas of the new church.



New Church Day

June 19th is a special celebration day for the New Church. This day will be celebrated by both pupils and teachers as a school holiday.

Transportation

Transportation to and from school is provided by the school bus at a reasonable cost. Children will be picked up by the school bus at designated places and times and returned to those places at the end of the school business.

Students are expected to be respectful to the bus driver and follow his instructions. They should keep the bus neat and refrain from any act that may vandalize the bus.

Other School Rules and Policies

In order to maintain a safe, happy and useful school environment we request that:

- Pupils behave at all times and in all places in manner that upholds the name of the school.
- Children should promptly respond to the bell and follow up with the next required activities
- Noise making is not desirable
- Children are to walk quietly in the corridors.
- Children are to be in uniform when they come to school, when they are on excursions and on their way home from school.
- Children should not leave the school grounds during school hours without permission of a teacher.
- During break times the children should remain on the playing grounds or designated areas.
- During break times the children should play outdoors unless a teacher tells them otherwise.
- Children are not to litter but use bins provided.
- Unnecessary roaming should be avoided.

