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## **ADVENT HOPE ACADEMY SCHOOL POLICY**

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## **Introduction**

This policy shall be known as the Advent Hope Academy School Policy. It was crafted in line with the organization's human resources strategy whose goal is to improve its operational and administration efficiency and effectiveness so as to provide the highest possible service at the least cost. This policy is intended to guide the day-to-day education activities and decision making in the Advent hope Schools. This policy shall be used alongside the Education Act, 2006 Chapter 25:04 and Statutory Instrument 1 of 2000 (Public Service Regulations).

## **2.0 DEFINITION OF TERMS**

In this policy document, the following terms shall be used as defined:

**Facilitator:** a school facilitator employed by the Ministry of Primary and Secondary Education as a facilitator but servicing at Advent Hope Academy.

**Relief facilitator:** a facilitator standing in for another facilitator who is away from duty.

**School Head:** headmaster or headmistress who is the ultimate school authority.

**School Development Committee:** a committee established in terms of the Education Regulation of 1991. (SDC)

**Learner:** a person who is learning under the close supervision of a facilitator at the school.

**Parent:** the mother or the father of a child, the guardian of the child but does not include a parent whose parental rights have been terminated.

## **3.0 Ministry of Primary and Secondary Education:**

The roles of the Ministry of Primary and Secondary Education are as follows:

3.1 The Education Act, 2006 Chapter 25:04 in Zimbabwe requires that the Responsible Authority of every registered school establish a committee to be known as the School Development Committee (SDC), [Chapter 36 of the Education Act].

3.2 The Ministry of Primary and Secondary Education is responsible for the assessment of facilitators.

3.3 at least 80% of the teaching staff should be from the Ministry of Primary and Secondary Education to maintain the standards of the Ministry of Primary and Secondary Education.

3.4 The Ministry of Primary and Secondary Education only communicates directly with the school head and the responsible authority as and when necessary.

3.5 issuing guidelines on the stipulation of tuition fees.

3.6 the Ministry of Primary and Secondary Education from time to time issues circulars to all schools pertaining to the running of the schools.

3.7 The Ministry of Primary and Secondary Education provides the syllabi of the subjects to be taught and how they are to be taught.

3.8 The Ministry of Primary and Secondary Education remains responsible for all curriculum developments and the supervision of all learning at the schools.

#### **4.0 School Heads:**

School Heads must comply with all the Ministry of Primary and Secondary Education requirements. They have the obligation to advise directors of the schools on all matters including:

- 4.1 the welfare, administration and discipline of their staff and pupils.
- 4.2 advising the SDC and assisting in inducting the new SDC members.
- 4.3 Chairing the finance sub-committee and is a signatory to the school bank account.
- 4.4 the maintenance and recording of all school property and stores.
- 4.5 ensuring that all records, cash on hand, receipt books and other security documents are under lock and key.
- 4.6 holding and chairing staff meetings.
- 4.7 working hand in hand with the SDC and all parents with children at the school.
- 4.8 reporting to the school authority and SDC Chairman all disciplinary hearings and measures intended to be taken and all the outcomes of disciplinary hearings and measures taken against a facilitator.

#### **5.0 facilitators**

All facilitators shall observe high standards of discipline. If for any reason disciplinary standards are not met, school heads shall use either or all of the following instruments for corrective action:

- (i) Statutory Instrument 1 of 2000 (Public Service Regulations)
- (ii) The Education Act, 2006 Chapter 25:04
- (iii) Police

Every facilitator must fulfill the following roles in addition to those in their job description:

##### **5.1 Resource**

One of the top roles a facilitator must fill is that of a resource specialist. There will be many people who will come to the facilitator seeking information. Even if the person is only seeking a source of information, the facilitator is the one who must know how to find what the learner is looking for. Once the facilitator has given the information to the learner or coworker, he or she will often have to instruct the learner on how to use the information.

##### **5.2 Support**

learners are the ones who need support when learning a new skill or piece of information. A facilitator must act as the support person when the learner needs this help. Support can come in many forms such as a coach, leader and even a counselor. In professional circles, a facilitator may even have to support other facilitators leading a particular subject matter.

### 5.3 Mentor

One of the biggest roles a facilitator may have is that of a mentor. learners look up to facilitators and may pattern their own behavior and work ethic to match the instructor. An older facilitator can even be a mentor to a younger facilitator who is just starting out in the profession.

### 5.4 Helping hand

A leader in a school is a person who takes on extra tasks such as leading the SDC meetings and other school events. facilitators who are active in the school will often have more jobs than just the one they were hired to perform. Often, the goals of the facilitator will match the direction that the school is taking.

### 5.5 Learner

One last important role a facilitator must fulfill is that of a learner. There is always something new to learn. A learner is a person who is always growing in life and will never claim that they know it all. A facilitator will be challenged everyday with a new task that will help them grow into a better person.

## **6.0 School Development Committee (SDC)**

6.1 School Development Committee (SDC) establishment in Advent Hope Academy Schools shall function in accordance with this policy and the Statutory Instrument 87 (1992). The term office for the committee shall be 1 year, except where the school votes to have a two year term in order to facilitate continuity and development.

6.2 The School Development Committee (SDC) shall be made up of at least two members who will be:

(a) The Chairman as appointed

(b) Five parents/guardians elected by parents/guardians of current pupils at an Annual General Meeting of parents of the school.

6.3 The school development committee shall be supportive the school and decision making.

6.4 The SDC Chairman is appointed to supervise the running of the school. The chairman liaises with the director of the school and the head on critical issues that may affect the school.

6.5 the SDC recommends levies to the school for the development of the school infrastructure.

6.6 the SDC appoints the finance committee to supervise all the income and expenditure of the school.

6.7 ensures that the school produces quality education through approved curricula and co-curricular activities.

6.8 ensures that the school attracts learning customers to the school by helping the school build a good reputation through quality education and good discipline.

6.9 the SDC authorizes and supervise utilization and upkeep of all learning materials and school assets.

6.10 the SDC is the driving force that is responsible for ensuring that every child in the school community of their responsibility has access to a full educational programme.

6.11 the SDC ensures that the quality human, material and financial resources are mobilized for the school to provide quality education and embark on projects that generate funds for the development of the school.

6.12 the SDC comes up with a school development plan driven by what the school wants to achieve in terms of infrastructure and other requirements.

6.13 constantly monitors how well the planned action of the school operation and development are being implemented.

6.14 To accomplish the above stated mandates, the SDC is therefore empowered to:

- a) utilize school resources to promote its objectives
- b) invest funds not immediately required in order to generate surpluses for the benefit of the school.
- c) to seek and take professional advice on matters affecting the committee and the school.
- d) receive grants and donations approved by the committee and the responsible authority.
- e) insure school property and facilities with reputable companies against loss or damage

6.15 the SDC performs its functions on voluntary basis, however there is need to appreciate their sacrifice and commitment to duty by offering simple incentives depending on the availability of resources.

6.16 a parent is disqualified from being an SDC member if he/she:

- (a) is declared insolvent
- (b) has quarrelsome personalities
- (c ) cannot tolerate other people's views
- (d) is convicted or sentenced to imprisonment.
- (e) taken to debt collectors or cautioned for non payment of fees
- (f) influences revolt against the school
- (g) does not share or support the vision of the school

6.17 the SDC should learn to deal with conflict which is almost inevitable through effective communication, participative decision making and clarity of roles especially those of the Head and the Chairman.

## **7.0 School funding:**

### **Management and Handling of Funds**

The school shall be funded from, but not limited to the following sources:

- (i) school fees paid by the pupils
- (ii) capital levy from pupils for specific development purposes
- (iii) any bona fide approved fundraising activities that may be carried out
- (iv) general levy paid by the pupils
- (v) grants from sponsors/donors

### **7.1 The Finance Sub-Committee**

The finance sub committee shall be made up of, but not limited to:

- i. School Head
- ii. Deputy School Head
- iii. The SDC Chairman
- iv. SDC Treasurer
- v. Accountant

## **8.0 The Parents**

The rights of parents can be expressed as the authorities that parents can use in the education of their children. The responsibilities of parents include:

- i) raising, developing, maintaining and securing the environment that the learner lives in.
- ii) participation in the meetings and programs held at school and filling the required documents regarding their children.
- iii) helping children with homework, supporting their home learning activities and helping them to improve their study habits.
- iv) supporting school programs such as, but not limited to participation in school trips, assisting end-of-year programs, taking part in activities that will provide income to school and doing voluntary work for the school.
- v) Meeting the child's physical needs: Providing the child adequate nutrition, shelter, clean and appropriate clothes, adequate personal hygiene, appropriate medical care, opportunities for physical exercise and an environment that facilitates the physical development of the child.
- vi) Fees is to be paid within the first week of each school term. If the child for any reason attends school without paying fees for that term, full term fees shall be paid by the parent even if the learner withdraws during the course of the term.
- vii) ALL FEES ARE NON-REFUNDABLE
- viii) For all examination classes, fees are to be paid in full before examinations commence.
- ix) Parents are encouraged to support their children in college fundraising/ancillary activities
- x) Parents are encouraged to inform the college in time in the event that the child will not attend classes.

- xi) Parents are encouraged not to send learners who are not feeling well to school. In the event of any medical emergency at school, any expenses, eventualities and complications arising from the decisions taken by the school to manage the emergency, shall be fully passed on to the parent affected and the bill footed at the earliest opportunity to allow the school to recoup any costs incurred.
- xii) Parents may only consult/meet the staff on dates and times prescribed by the Principal.

For these reasons, communication channels with parents should always be open. These communication channels include one-to-one interviews between parents and facilitators at times prescribed by the school, parent-facilitator meetings, consultations, phone calls, e-mails, WhatsApp messages, letters, absence letters, and home visits

### **9.0 The Learner**

It is the school policy that the learner shall be expected to fulfill the following roles:

- i. Conduct themselves as prescribed by the **School Code of Conduct**, precepts of Ubuntu and the laws of the land.
- ii. Meeting Academic Expectations.
- iii. Being Punctual & Respectful.
- iv. Being in their best behavior.
- v. Obey all the facilitators.
- vi. Maintain discipline in the school and at home.
- vii. Keep the school neat and clean.
- ix. Follow the rules & regulations of the school.
- x. Do the assigned work on time.
- xi. Uphold the school values, traditions and norms.

## **LEARNER CODE OF CONDUCT**

1. Advent Hope Academy is a Christian institution and as such, enrolling your child with the institution implies that you subscribe to the cores and values of the institution. Therefore all devotionals, convocation and other activities are all compulsory.
2. All transfers (in/out) shall be approved by the Principal.
3. Any additional/fees top-up are payable by the due date as set by the management.
4. Enrolling your child with the institution implies that you agree to the disciplinary code of the college in accordance to the guidelines of the Ministry of Primary & Secondary Education and/as the college sees necessary
5. Visitors are not allowed at the college.
6. No cellphones are allowed at the school. Learners found in possession of cellphones shall face a minimum of two weeks suspension from school.
7. learners are to wear appropriate school uniform according to the uniform rules . (see uniform rules attached)
8. The basic task of a learner is to attend school. This is the first step in working towards high standards of results and discipline. Absenteeism of up to 5 consecutive days without any valid reason/formal communication shall result in de-registration of the learner. Cumulative absenteeism within a month will call for a hearing.
9. Bullying, fighting/violence and any form of abuse shall result in immediate expulsion. Where necessary, cases may be referred to law enforcement agents.
10. Registration for public examinations shall only be done at the approval of the college based on the learner's performance and conduct.
11. Learners are enrolled by the college so as to educate them. Romantic/love affairs constitute gross misconduct. learners involved in such misconduct shall be disciplined as the college sees fit.
12. A learner is an ambassador of the college to the outside community. Any misconduct within or outside the school environment may place the school's name into disrepute. Therefore disciplinary measures are not limited to misconduct/offenses committed within the school premises.
13. Drugs, substance abuse, alcoholism, peddling and possession of such substances will result in immediate expulsion. Where necessary, cases may be referred to law enforcement agents.
14. Vandalism, defacing, misuse, theft and neglect of any school property shall result in disciplinary measures and the parent shall be liable to pay ascertained cost of the damage.
15. Learners are not allowed to convene, participate or in any way partake in any unsanctioned gatherings, meetings or fora.
16. All forms of photography are not allowed within the school premises. Indecent images in school uniform shall not be posted on social media.