



STUDENT HANDBOOK



2024/2025



NATIONAL ANTHEM

Nigeria we hail thee, Our own dear native land,
Though tribes and tongues may differ,
In brotherhood, we stand,
Nigerians all, are proud to serve
Our sovereign Motherland.

Our flag shall be a symbol, That truth and justice reign,
In peace or battle honour'd,
And this we count as gain,
To hand on to our children
A banner without stain.

O God of all creation, Grant this our one request,
Help us to build a nation
Where no man is oppressed,
And so with peace and plenty
Nigeria may be blessed.

NATIONAL PLEDGE

I pledge to Nigeria my country.
To be faithful, loyal and honest.
To serve Nigeria with all my strength
To defend her unity, and uphold her honour and glory.



CORE VALUES

- ❖ Integrity
- ❖ Fairness
- ❖ Caring
- ❖ Respect
- ❖ Excellence
- ❖ Professionalism
- ❖ Innovation
- ❖ Diligence

VISION

To nurture confident and cultured global leaders of proven character deploying innovative techniques acceptable worldwide.

MISSION STATEMENT

Refining our learners in a caring and stimulating environment; continuously inspiring creativity through critical thinking; developing leadership skills and raising leaders for global impact by deploying the latest innovations in teaching and learning.

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Introduction

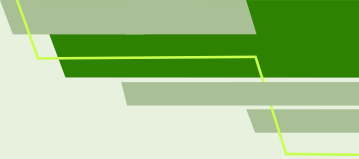
Dear Students, Parents and Guardians,

This Handbook is designed to provide information to parents and students who are beginning their boarding experience at City of Knowledge Academy and is only a snippet of boarding life at City of Knowledge Academy. This Handbook will provide a good guide for students and their families, and will describe life within the boarding community.

We are sure that you will find this Handbook useful in helping you prepare for the school year. Please read it carefully, as there is important information in it both for parents and students. There are two boarding houses open on site, one for boys and one for girls. Our small community is an advantage for adequate individual attention, as we look forward to future expansion of the school.

City of Knowledge Academy offers state of the art facilities for its students and the accommodation is no exception. We want the students to be proud of their and treat the buildings and furnishings with respect and care, as they would their own home.

There will inevitably be things that this Handbook fails to cover.



If you have any questions or points to query then please contact your child's House Parent who will be able to discuss, and hopefully, answer your questions. If you feel that you have a contribution to make or an idea to include, please let us know. This document is envisaged as a working Handbook, and will evolve as The College grows, and new issues arise. The development of City of Knowledge Academy is a truly wonderful opportunity for your sons or daughters. I am confident that we will provide an environment within which they will thrive. The Home-School partnership is central to a child's welfare, with student guidance very much at the heart of the curriculum.

This handbook has been prepared for boarding students and their parents following guidelines of best practice. It is an accurate description of policy and procedures at the time of publication (June/July each year). Routines may, of course, be modified in between publications of the handbook.

Principal Officers, Pastoral Staff & Contact

Head of School - 08075093531

Vice Principal Admin/Pastoral - 08075093533

Vice Principal Academic - 08075093532

| House Parents | Positions | Phone Numbers |
|----------------------|-------------------------------|----------------------|
| Olubunmi Fasakin | Girls' House | 09050505484 |
| Oluwatoyin Iwezuife | Matron | 08075093549 |
| Kehinde Adeyemi | Boys' House | 08075093541 |
| Akinnifesi Kolade | House Tutor/ Litt. Teacher | 07051441517 |
| Damilola Bolaji | School Nurse | 08113798994 |

Staff List & Contacts

| S/N | NAME | QUALIFICATIONS | EMAIL ADDRESS | PHONE NO |
|-----|-------------------------|------------------------------------|--|------------------------------|
| 1. | ABIOLA LAMIKANRA | M.Sc (Applied Ent.), M.Ed (G&C) | abiola.lamikanra@ckaintl.com | 08075093531 08023210988 |
| 2. | Edwin BANKOLE | B.Sc/Ed, M.Ed (Admin), PDJ, ACIPMN | edwin.bankole@ckaintl.com | 08075093533 07032974441 |
| 3 | Sylvester UGWUNNA | B.A(Ed.) ; M.A English | Sylvester.ugwunna@ckaintl.com | 08034091576 , 08075093532 |
| 4 | Tajudeen Ajayi AYANTOLA | B.Sc. Tech(Educ) 2000, MED, MCE | tajudeen.ayantola@ckaintl.com | 08099693442 08023180091 |
| 5 | Patience. ABOGE | HND , PGDE 2002, M.ED 2010, MCE | patience.aboge@ckaintl.com | 08075093539 |
| 6 | Alexander DESALU | M.Ed 2005, B.Sc/Ed1994,, MCE | alexander.desalu@ckaint.com | 08077670437 |
| 7. | Abayomi Kehinde ADEYEMI | B.Tech (Computer Science), MCE | kehinde.adeyemi@ckaintl.com | 08020664646 9 |
| 8 | Femi OSIFODURIN | B.A. Ed/ English | adefemi.oshifodurine@ckaintl.com | 08152579155 |
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| | | | | |
|-----|--------------------------------|---|---|----------------------------|
| 10 | Adeola Olufunmilayo JUBA | B.Ed (1998), M.Ed 2015, MCE | funmilayo.juba@ ckaintl.com | 08036765480 08075093540 |
| 11 | Gabriel Oshiorenu OBIDAH | HND Art, MCE | gabriel.obidah @ckaintl.com | 08075093536 08023332126 |
| 12 | Opeyemi IBIWOYE | B.Sc Edu/Economics , MCE | opeyemi.ibiwo ye@ckaintl.com | 09052503864 |
| 13 | Olubunmi FASAKIN | M.A(Eng), B.Ed English studies, MCE | olubunmi.fasaki neckaintl.com | 09050505484 |
| 14 | Babatunde FOLORUNSO | B.Ed Accounts/ Commerce, MCE | babatunde.folo runso.ckaintl.c om | 08035678975 |
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| 16. | Stephen INIOVOSAH | B.Sc. Physics; M.Sc.Ed (Physics), MCE | stephen.inihov osah@ckaintl.c om | 08062838995 |
| 17 | Adeyemi OKUNSANYA | B.Sc Maths/F.Maths, MCE | adeyemi.okuns anya@ckaintl.c om | 08034706155 |
| 18 | Adekunle OLUFOWOBI | B.Engr. 2000 Master in Facility Mgt. in view | adekunle.olufo wobi@ckaintl.c om | 08036809625 08075093535 |
| 19 | Oluwasegun ADEWUSI | B.Sc Ed, ABRSM GRD 5, 2017 | oluwasegunad ewusi42@gmail. com | 08130171798 |

| | | | | |
|----|----------------------------------|------------------------------------|--------------------------------------|----------------------------|
| 20 | Olukolade AKINNIFESI | HND. Mass Comm. | olukolade.akinni fesi@ckaintl.com | 07051441517 |
| 21 | Jeremiah Ogunjere | B.Sc, PGDE, M.Sc Chemistry, MCE | jeremiah.ogunje reeckaintl.com | 08075093545 |
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| 23 | Oluwaseun Adetoun SALAU | B.Sc. Biochem | Oluwaseun.sala u@ckaintl.com | 08056223565 |
| 24 | Sam Abiodun IGBAOYINBO | B.SC (ACCT) | bursar@ckaintl.c om | 08133451829 |
| 25 | Abosede Abiodun OKUSAGA | B.Ed.2008(Lang Yoruba/French), | abosede.okusa ga@ckaintl.com | 08075093548 08038521852 |
| 26 | Oluwatoyin Fabode IWEZUIFE | REG NURSE, REG MID-WIFE | oluwatoyin.iwez uife@ckaintl.com | 08062989477 |
| 27 | Damilola Abosede BOLAJI | SN/RN | damilola.bolaji@ ckaintl.com | 08163918356 |
| 28 | Kehinde Yinka ADEYEMI | HND Compt, MCTS 2013 | kenny.adeyemi@ ckaintl.com | 08151193079 |
| 29 | Joseph A . Kukoyi | B.Sc. Physics/Math, MCE | adewale.kukoyi @ckaintl.com | 07057304658 |
| 30 | Opeyemi BELLO | N.C.E, B.Ed, MSc. Ed, MCE | opeyemi.bello@ ckaintl.com | 08069205990 |
| 31 | Joy AKINYEMI | B.A Creative Arts | joy.akinyemi@ck aintl.com | 09042652571 |

Heads of Departments

| HEADS | DEPARTMENTS |
|------------------|--|
| Olufunso Desalu | Vocational Studies /Creative & Cultural Arts |
| Abosedo Okusaga | Language Arts |
| Kehinde Adeyemi | Mathematics & ICT |
| Funmilayo Juba | Humanities |
| Steven Iniovosah | Science |

House Contact & Call Times

| Girls House | Boys House |
|--------------------------|--------------------------|
| 09167532107 (Video Call) | 08104037973 (Video Call) |
| 07011853592 | 08088561730 |
| 09160663606 | 0701805419 |

Call Times

Saturday

3.30pm-6.30pm, 7.30pm-8.00pm

Sunday

3.30pm-6.30pm, 7.30pm-8.00pm

*** Resumption for new student at the beginning of the session, calls can only be made from second week after resumption for a new session.**

Academic Staff 2024/2025

Department of Languages

| Academic Staff | Qualifications | Subject |
|--------------------------------|------------------|-----------------------|
| Abosede Okusaga (HOD) | B.A(Yor/French) | Yoruba/French |
| Adefemi Osifodunrin | B.A(English) | English Language |
| Bunmi Fasakin | M.A, B.A English | English Language |
| Olukolade Akinnifesi | HND Mass Comm. | Literature in English |

Academic Staff 2024/2025

Department of Humanities

| Academic Staff | Qualifications | Subject |
|--------------------------------|---------------------------|-------------------------|
| Funmilayo Juba (HOD) | B.A(Ed/Social Studies) | Geography/R.E |
| Opeyemi Bello | N.C.E, B.Ed | Bus. Studies/RNV |
| Opeyemi Ibiwoye | B.Sc. Edu/ Economics | Economics/Civic |
| Babatunde Folorunso | B.Ed. Accounting | Accounting/ Commerce |

Academic Staff 2024/2025

Department of ICT and Mathematics

| Academic Staff | Qualifications | Subject |
|------------------------------|------------------------|---------------------------|
| Kehinde Adeyemi (HOD) | B.Tech.(Comp. & Engr.) | ICT/ Computer Studies |
| Kehinde Yinka Adeyemi | HND Compt, MCTS 2013 | DataProcessing/Netw Admin |
| Adeyemi Okusanya | B.Sc. (Ed) Maths | Maths/F.maths |
| Adewale Kukoyi | B.Sc. Physics/Math | Math/F.Math |

Department of Science

| Academic Staff | Qualifications | Subject |
|-------------------------------|---------------------------------|----------------|
| Steven Iniovosah (HOD) | B.Sc. Physics, M.Sc. Geophysics | Physics/ Maths |
| Jeremiah Ogunjere | B.Sc Ed Chemistry | Chemistry |
| Uchenna John | B.Sc. Agric | Biology/Agric |

Academic Staff 2024/2025

Department of Vocational Studies

| Academic Staff | Qualifications | Subject |
|-------------------------------|----------------------------|-------------------|
| Alexander Desalu (HOD) | B.Sc.Ed., M.Ed. | PHE |
| Patience Aboge | HND, PGDE, M.Ed. | Home Economics |
| Ajayi Ayantola | B.Ed. Tech / M.Ed | TD/Intro Tech |
| Gabriel Obidah | HND Arts/Design | Fine/ Visual Arts |
| Oluwasegun Adewusi | B.Sc Ed, ABRSM GRD 5, 2017 | Music |

ADMINISTRATIVE STAFF

| Staff Position | Staff | Qualification |
|------------------------|---------------------|-----------------------------|
| Facility Manager | Mr. Kunle Olufowobi | B.Mech. Eng, M Fac. Mgt. |
| Bursar | Sam Igbaoyinbo | B.Sc. Acct |
| Chief Security Officer | Patrick Fayomi | NCE 1995 |
| Network Administrator | Kehinde Y. Adeyemi | HND Computer |
| Librarian | Florence Emeghara | B.Sc. Library Sc. |
| Matron | Oluwatoyin Iwezuife | SRN, FRN,SRM |
| Nurse | Damilola Bolaji | SRN / RN |
| Front Desk Officer | Seun Salau | B.Sc. Bio./Chem. |
| PA to the HOS | Kemi Oshiyale | B.S (Hons) English |
| Digital Media Officer | Joy Akinyemi | B.A Creative Art |



SCHOOL COMMITTEES

- **Continuous Assessment Team**
- **Extra-Curricular Activities Team**
- **Charity / SRI Team**
- **Staff Welfare Team**
- **Event Team**
- **House Leaders**

Homework **Policy**

Students are designated an hour and a half of prep time after lunch to do their homework. It is supervised by teaching staff who are available to help and guide the students through their tasks. Staff, are made aware of tasks set by other tutors, because each student has a planner which logs the details of the homework. Students are expected to take their student planner with them to every lesson and every prep session. Staff may make comments in the planner with respect to completion of homework, attitude and difficulties encountered. Planners are checked regularly by Form Tutors and House Parents. Students also have quiet study time in their boarding houses to complete unfinished homework, review notes or read.

Anti-bullying **policy**

It is the responsibility of all staff to take action on behalf of any victim of bullying.

Students should get advice or help to deal with the bully from their Form Tutor, House Tutor or a senior member of staff.

Bullying can be:

- Pushing & Physical abuse
- Totally ignoring somebody
- Taunts – racist, sexist, homophobic
- Making someone look stupid
- Intimidation for possession of valuables
- Harassment using a mobile phone to include text messages or photography/videoing of abuse or intimidation-(cyber-bullying)

Aims and objectives

- The School believes that
- in order to enable effective teaching and learning to take place, good behavior in all aspects of School life is necessary. It seeks to create a caring and learning environment in the School whereby all individuals feel safe and are not threatened by other members of the School's community.
- Everyone should have the chance to succeed. All students should feel safe and not threatened so they can achieve high standards of work. High standards of behavior are expected to make the School a pleasant and happy environment in which to aim for the highest levels of attainment.

Procedures What should students do?

- Sometimes, ignoring a bully can work and the bullying will stop. However, if the bullying continues, ignoring or putting up with it will only make sure that bullying continues.
- If bullying does take place, it is important that students should tell their tutor or a teacher they can trust who will then try to sort everything out. The student is asked to complete a bullying report sheet.
- Any student who bullies another student, either on their own or with others will be dealt with very seriously and may be excluded from class or School as a consequence of their actions.
- The incident will be treated sensitively. It is important that everyone realizes that telling someone is the only way bullying will be stopped. A student who is found out to have been bullying someone else will not be allowed to get back at them. Teachers will be informed of incidents of bullying and will be asked to watch out carefully for any repeat of the bullying. The School will contact and inform the parents of the victim.



Procedures **What should staff do?**

- At CKA all staff will listen to students and treat each reported bullying incident seriously and sensitively.
- The staff member will then make a note of the incident and give it to the tutor of the student being bullied. The staff member will also try to make sure that the bullying will not be repeated.
- It is important that any students who are bullying others realize the seriousness of their actions and it is expected that this is reported to parents by inviting them into the School for a meeting.
- The parents of the student who is being bullied will also be informed and a support plan will be organized, this may be with the Form Tutor, and/or House Tutor.
- Parents of both the person being bullied and those doing it will be told about the bullying by the LT and what is being done to stop it.



Boarding Staff can **guarantee that they will:**

- Pass on information to only the minimum number of people to ensure that the proper action is taken to tackle the problem,
- Never tell anyone who does not have a need to know,
- Take whatever steps they can to protect the informant from any retaliation or stress that might be feared as a result of the disclosure of alleged abuse.

All students are expected to adhere to the school's Acceptable Use policy.



Child Protection Policy

CKA fully recognizes its responsibility for child protection.

Every Child matters at CKA. There is a framework in place to ensure the following values are upheld:

- ·Be Healthy
- ·Stay Safe
- ·Enjoy and Achieve
- ·Make a Positive Contribution
- ·Achieve Economic Well-being.

Aims & objectives

- ·Our policy applies to all staff and adults working in the School.
- ·Ensuring we practice safe recruitment in checking the suitability of staff working with the children.
- ·Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- ·Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.

Child Protection **Policy**

Supporting students who have been abused


- Establishing a safe environment in which children can learn and develop.
- We recognize that because of the day-to-day contact with children, School staff are well placed to observe the outward signs of abuse.

CKA will therefore:

- Establish and maintain an environment where students feel secure, are encouraged to talk, and are listened to.
- Ensure students know that there are adults in the School whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for students to develop the skills they need to recognize and stay safe from abuse.

We follow these procedures:

- Ensure we have a designated teacher for child protection who has received appropriate training and support for this role.
- Ensure every member of staff and adults knows the name of the designated teacher responsible for child protection and their role.
- Ensure all records are kept securely; separate from the main student file, and in locked locations.
- Keep written records of concerns about students, even where there is no need to refer the matter immediately.

- 
- Ensure all staff and adults understand their responsibilities in being alert to the signs of abuse and responsible for referring any concerns to the designated teacher responsible for child protection.
 - Ensure that parents have an understanding of the responsibility placed on the School and staff for child protection by setting out its obligations in the School prospectus.
 - Ensure safe recruitment practices are always followed.
 - Develop and then follow procedures where an allegation is made against a member of staff or any adult on site.

We recognize that children who are abused or who witness violence may find it difficult to develop a sense of self-worth. They may feel helpless, humiliated and some sense of blame. The School may be the only stable, secure and predictable element in the lives of children at risk. When at the School, their behavior may be challenging and defiant or they might be withdrawn. The School will endeavor to support the student through:

The content of the curriculum

- The School ethos which promotes a positive, supportive and secure environment and gives students a sense of being valued.
- The School climate for learning policy which is aimed at supporting vulnerable students in the School. The School will ensure that the student knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Ensuring that, where a student is subject to a CP Plan and transfers to a different School, their information is sent immediately.

The Head is responsible for Child Protection matters.

The Vice Principal (Pastoral) is the Head of School's deputy in this regard and takes a large responsibility for day-to-day management of child protection issues under the guidance of the Head of School.

All members of staff are interviewed and references personally checked by the Head of School.

Any member of staff with a concern about a student should go directly to one of the named people (LT members). They should make no intervention until they have sought guidance and the named people should lead this with responsibility for child protection.

Child protection is a priority issue within the School and should always take precedence over other issues needing to be addressed.

Drug Administration Policy

The School Medical Centre opens everyday of week and has a qualified nurse and a matron running it with a medical consultant supervising.

Medicare Care:

The school holds medical information on all students as contained in the confidential medical form submitted by all parents on behalf of their wards. This will enable us provide appropriately for their needs and look after them adequately when they are ill or injured. The medical information that is available with the school will require updates by the parents as the case may be and the school should be notified.

Medical Records

We keep a record of all treatments that each child receives during the term-time at school. We also record all injuries and accidents, if any, involving each student.

Access to students' medical records is restricted to only the nurse, Matron, VP Pastoral and the Head of School.

Parents will be contacted, within 24 hours, if a student suffers more than a trivial injury or he/she becomes unwell during the term-time.

A medical/ injury report will accompany the student home to notify parents of any treatment in school

Medication Brought to School

Any medication / drug brought to school, for a student, must be handed over to the Matron/Nurse by the parent with dosage and the doctor's prescription.

No student is allowed to have any medicine (this includes Over-The-Counter and prescription medicine) in their possession at any time.

The relevant academic /pastoral staff will be informed, in confidence, of any condition that is likely to affect him/her in any area of school activity.

All medications must be brought in their original containers.

Medication Brought to School

Non-prescription medicines must have the student's name written or tapped on the container. Only with specific instruction from the doctor may the students keep the medication with them. These instructions must be presented to the Matron at the clinic especially inhalers for asthmatic students.

A special medication administration form must be filled out by parents/guardians and submitted at the school clinic.

Rationale for rewards and sanctions policy

One of the main tasks for a school is to prepare young people to take their place in the wider community and the world of work. If children are to be able to work to the best of their ability, it is vital that their learning is not disrupted by aversive behavior.


CKA's approach to discipline is based on the rules of the workplace; the standards that one would expect within a service sector environment. In practice this means that the rules that apply to the staff as professionals in a working environment also underpin our expectations of our students.

At CKA, we have been working to embed the principle of work-based rules. We believe that if students understand why certain behavior is unacceptable, they are more likely to try to modify it.

The vast majority of the students at CKA demonstrate a very positive attitude upon which we seek to build.

The school's success and tradition is based on the philosophy of 'Achieving Our Personal Best' and our clearly defined system of Rewards endorses our commitment to bring this to fruition.

In defining our Sanctions we expect that, in most cases, this will deter poor conduct and correct averse behaviour.



Students are expected to adhere to basic standards in common courtesy and therefore inappropriate language and swearing will not be tolerated. Most school rules are based on Health and Safety. These are especially important and cover a range of issues including movement around the school, appropriate footwear and excessive jewelry.

Additional rules in specialist areas such as Science laboratories and DT workshops must also be observed. Students are expected to wear a uniform. This continues to be the preference of parents when choosing CKA.

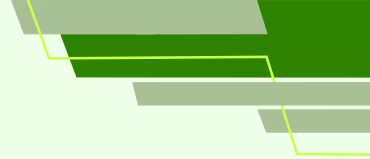
We believe that if young people are dressed appropriately for work, then it sets the tone and ethos conducive to a cooperative and purposeful teaching and learning environment.

We strive to ensure that each child feels safe and secure and is able to work to the best of his or her ability in order to achieve his or her full potential.

Conduct that impedes the progress of others, or undermines the quality of the learning environment, will not be tolerated.

We aim to help students develop self-discipline in all aspects of school life to prepare them for their place in the wider community and the world of work.

This will be demonstrated in the students' ability to show consideration and respect for other people, their achievements, their feelings, their possessions and the environment.



Students are expected to work sensibly, to move around the school quietly and safely, and to be courteous at all times.

It is school policy to determine if there are any special circumstances that warrant specialist help or support from external agencies. Where possible, the school will work to ensure that students with behavioral problems and their parents are given appropriate advice.

As far as possible, staff will seek to resolve matters of indiscipline in a non-confrontational and supportive manner.

Form tutors will work hard to try to nurture within the students a sense of responsibility and self-discipline. However, where self-discipline fails, it may be necessary to impose sanctions.

These take various forms in increasing order of seriousness. It should be noted that students who actively encourage others to misbehave will be treated in the same way as those they incite.

Rewards

At all times we aim to encourage high standards of individual achievement and positive behavior.

Merits

Students earn merits for good behavior, work, effort or for exceptional performance in the school activities.

Students who earn highest number of merits are decorated with the badge of student of the week, and the student with the highest number of merits in each term is recognized.

Sanctions

Demerits

Demerit slips are given to students for various misconducts and bad behavior in different areas of school activities.

Monitoring forms

Reports are used to monitor behavior or academic progress following persistent failure to meet expectations. The Monitoring form will be issued by the Vice Principal Academic in consultation with the Form Tutor. The form will require a signature and comment from the subject teacher in each lesson attended. Parents will be informed and are requested to demonstrate their part in monitoring their child's behaviour / progress at Home during holidays.

Removal of Student from Lessons

It may be necessary, on certain occasions, to remove a student from a lesson where behaviour is unacceptable and the student fails to respond to the teacher's instructions.


During this time, a student may be given work to complete, under the supervision of a Form Tutor, to allow for a 'cooling off' period. However, where defiance of school authority persists, and if deemed appropriate by a member of the Leadership Team LT, the student may face a period of exclusion, for failure to comply with school standards.

School Community Service

School Community Service refers to any activity to support the school but is most likely to take the form of a 'litter pick' for which a special retrieval implement will be issued.

Students may be given School Community Service for:

1. Failing to support the school standards in appearance
2. Dropping litter
3. Chewing gum
4. Persistent lateness to lessons
5. Throwing things
6. Smoking
7. Name-calling / unkindness to others.



Depending on the nature of the incident or degree of non-compliance, any of 1,5,6 & 7 above, if not resolved, could lead to more serious sanctions, as defined below.

Exclusion

Temporary or fixed term exclusion

A temporary or fixed term exclusion of up to 5 days may be imposed for indiscipline such as:

- 1.Refusing to obey an instruction, and / or using abusive language towards staff.
- 2.Refusing to co-operate and behave in lessons, thus disrupting other students' learning, including persistent and unnecessary lateness.
- 3.Physical abuse of other persons.
- 4.Failure to respond to a Monitoring Form
- 5.Bullying or threatening behaviour.
- 6.Deliberate damage to property or equipment, including security and Health and Safety installations
- 7.Using or bringing in to school alcohol, solvents or cigarettes.
- 8.Theft.
- 9.Any behaviour that may be considered detrimental to the safety, well-being and education of other students or which undermines the authority of staff, or standards of discipline, in the school.
- 10.Any behaviour that is offensive to members of the public and detrimental to the school's reputation.

Permanent Exclusion

Permanent exclusion is applicable in the following circumstances:

- 1) Persistent failure to obey staff instructions and / or use of abusive language to staff.
- 2) Failure to obey the instruction of a senior member of staff.
- 3) Any act of physical violence towards another student or students.
- 4) Any act of physical violence towards a member of staff.
- 5) Bullying or threatening behaviour towards a student or staff.
- 6) Deliberate damage to property or equipment.
- 7). When a student is involved in bringing on to the premises any substance or item that is prohibited (illegal), including any offensive weapon, whether real or imitation.
- 8). When a student does not accept or support the school's discipline policy and sanctions thus making it impossible to educate the student.
- 9). When a grave misdemeanor has occurred which necessitates the student's removal from the school.
- 10). Any serious misconduct that damages the reputation of the school.
- 11). Any behaviour in or outside school that is an offence (whether the police are involved or not) and it is considered that it may have a negative impact on the school community.
- 12). When two or more incidents of indiscipline, which by themselves warrant a temporary or fixed term exclusion, occur.

Typical School Day (Monday - Friday)

| TIME | ACTIVITY |
|-------------------|-------------------------|
| 5:30am | Wake-up Time |
| 5:35am - 6:30am | Devotion |
| 6:30am - 7:20am | Informal Prep |
| 7:30am - 7:50am | Breakfast |
| 8:00am - 8:15am | Class Registration/PSHE |
| 8.15am - 11:20am | Class Periods |
| 11:20am - 11:30am | Recess/AM Snacks |
| 11:40am - 2:25pm | Class Periods |
| 2:25pm - 3:05pm | Lunch |
| 3:15pm - 4:00pm | Siesta |
| 4:10pm - 5:20pm | Formal Prep |
| 5:20pm - 6:30pm | Sports |
| 6:30pm - 7:00pm | Dinner |
| 7:05pm - 7:10pm | Media News |
| 7:20pm - 8:30pm | Informal Prep |
| 9:00pm | Lights Out (Juniors) |
| 9:30pm | Lights Out (Seniors) |

Saturday

| TIME | ACTIVITY |
|------------------|---|
| 8:30am - 9:00am | Breakfast |
| 9:00am - 11:00am | Periods 1- 3 |
| 11:00am-11:15 pm | Back to Boarding House to relax & prepare for lunch |
| 11:15am-1:00pm | Music Lessons |
| 1:00pm - 1:30pm | Lunch. |
| 1:30pm - 3:30pm | Hand washing. / Down Time |
| 3:30pm - 4:00pm | Tuck Time |
| 3:30pm - 6:00pm | Parents' call time |
| 4:00pm - 5:30pm | Sports |
| 5:30pm - 6:00pm | Down Time |
| 6:30pm - 7:00pm | Dinner |
| 7:00pm - 8:30pm | Relaxation (Parents can call until 8:30pm) |
| 9:00pm | Lights out |

Sunday

| TIME | ACTIVITY |
|-------------------|------------------------------|
| 8:15 am | Breakfast |
| 9:30am– 11:00am | Religious services |
| 11:00am – 11:15am | Recess |
| 11:30pm – 12:50pm | Weekend chores / Down Time |
| 1:00pm - 1:30pm | Lunch |
| 2:00pm - 3:30pm | Prep |
| 4:00pm – 6:00pm | Down Time (Parents can call) |
| 6:00pm – 6:30pm | Dinner |
| 7:00pm – 8:00pm | Personal Study / Down Time |
| 8:00pm – 8:10pm | Media News |
| 8:30pm – 8:45pm | Prepare for next day |
| 8:45pm | Warning bell for Lights out |
| 9:00pm | Lights out |

ASSEMBLIES

| DAY | TIME | ASSEMBLIES |
|------------------------------|---------------|----------------------|
| Monday | 8.00am-9.00am | School Assembly |
| Tuesday/Thursday/Friday | 7.45am-8.00am | Class Assembly |
| Wednesday | 8.00am-9.00am | PSHE/House Assembly |
| Wednesday (Last in the term) | 2.30pm-3.30pm | Last School Assembly |

GENERAL INFORMATION

Form Tutors 2024/2025

| CLASS | FORM TUTOR |
|---------|------------|
| Year 7 | John |
| Year 8 | Osifodurin |
| Year 9 | Ibiwoye |
| Year 10 | Aboge |
| Year 11 | Bello |
| Year 12 | Kukoyi |

Responsibilities of Form Tutors

- Conduct daily home-rooming activities with the students.
- Organize the students for conducting morning class assembly.
- Deliver the Personal, Social and Health Education curriculum to the students.
- Monitor students' academic and behavioral progress
- To maintain good order and discipline in accordance with the School procedures and to insist on good practices with regards to Punctuality, Behaviour, Dress Code and Standards of Work.
- To meet with parents of students on consultation and also communicate as appropriate.
- To complete student reports on termly basis following the School's guidelines.
- To follow agreed systems for communication in the School.
- To maintain a positive, safe learning environment (classroom).
- To behave as a positive role model to the students.
- To share and support the School's responsibilities to provide and monitor opportunities for personal and social growth and development.
- To organize the students to set ground rules for acceptable behavior and responsibilities in the classroom.
- To attend all School functions and assemblies as directed by the Head of School or her delegates.
- To contribute to and attend club activities as appropriate.
- To be an active member of at least one of the School Committees as directed by the Head of School or her delegates.
- To be open to coaching and mentoring as part of staff development.
- To undertake any other duty as specified by the Head of School or her delegates.

CODE OF CONDUCT FOR EXAMINATIONS

| | |
|-----------------|--|
| Identity | <p>*No person will be allowed in an examination room during an examination except the candidates concerned and those supervising/invigilating the examination.</p> <p>*The subject teacher might be called upon for correction if explanation need be. Otherwise, he/she has no business whatsoever around the examination room during an examination.</p> <p>In case a student with learning support need is writing an examination, the subject teacher might be called upon to give such student a tip for the examination question but not to answer the question for him/her.</p> |
| Arrival | <p>*All students should arrive at the exam venue 10 minutes before the examination is due to begin to allow time to settle down.</p> <p>*Students are to sit down quietly in designated/assigned seats pending the arrival of the examination paper and invigilator/supervisor.</p> <p>*As soon as the invigilator/supervisor announces the commencement of the examination questions, students should not communicate with anyone other than the invigilator/supervisor.</p> <p>*Candidates are to sign in the attendance sheet to commence an examination.</p> |
| Late Arrival | <p>*For whatever reason, candidates should avoid lateness to the Examination Room.</p> <p>*For genuine reasons only, students who are late are allowed into the examination room during the first 30 minutes after the start of an examination.</p> <p>*Arrival time is recorded by the invigilator/supervisor.</p> <p>*No additional time may be allowed for the examination.</p> <p>*Students that come late will not be permitted to take an examination at a rescheduled time.</p> |

| | |
|--|---|
| <p style="text-align: center;">Personal Items/Materials</p> | <p style="text-align: center;">AUTHORIZED</p> <p>*All students are to come into the examination room with the following items:</p> <ol style="list-style-type: none"> 1.General stationary(Pens, pencils, eraser, sharpener, mathematical set) 2.A translating material/dictionary as approved 3.Other materials like a calculator or as specified by a teacher as required for a particular examination 4.Personal items like wristwatches/time pieces should be placed on the table <p style="text-align: center;">UNAUTHORIZED</p> <p>Items that will not be allowed into the Examination Room include:</p> <ol style="list-style-type: none"> 1.Mobile phones 2.Books of any category 3.Bags 4.All electronic devices <p>Coats, jackets, knapsacks, purses, bags, notes, books and all electronic devices are to be deposited in areas designated by the chief invigilator/ supervisor.</p> |
| <p style="text-align: center;">Temporary Absencel</p> | <p>*In case of an emergency, a student may be allowed to leave the Examination Room. This should be at the discretion of the invigilator/supervisor who also records the time of absence of the candidate.</p> <p>*The candidate will be supervised during a temporary absence from examination room. There should be no communication with any other person other than designated persons and/or the supervisor.</p> <p>*The candidate must not take any material out of the examination, have access to, or return with any material during the absence.</p> |
| <p style="text-align: center;">Malpractice</p> | <p>*The candidates must not communicate with one another during the examination</p> <p>*Unauthorized material(s) brought into the examination room is/are sure evidence of an attempt to engage in malpractice.</p> <p>*No candidate is allowed/ permitted to borrow any required item/material from another candidate during an examination.</p> <p>Any student found or caught in an act of malpractice will complete a form presented to him/her by the Assessment Committee Chairman as evidence, duly signed by him/her. A mark of zero is recorded for such student in the said examination.</p> |

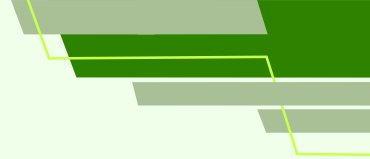


| | |
|------------------------|---|
| Early Departure | <p>*Candidates are not allowed to leave the Examination Room during the first hour or during the last 15 minutes of any examination.</p> <p>*If a candidate leaves the Examination Room before the scheduled end of the paper, the candidate will not be allowed to return.</p> |
|------------------------|---|

Examination/Assessment

ASSESSMENT POLICY

| | | | | | | | | | | | | | | | | | |
|------------------------------|---|---------------------|----------------|---------------|--------|------------|----------|--------------|-----------------|--------------|---------|---------------|--------|------------|----------|--------------|-----------------|
| <p>Preamble</p> | <p>Assessment is an integral part of teaching and learning which is evident in every lesson. CKA believes that the main purpose of assessment is to support teaching and learning by identifying what the student already knows and can do and what their next step should be. We adopt a combination of summative and formative forms of assessment. The procedure of assessment ensures that the results obtained are a fair and true reflection of the ability of the learner and also seek to promote effective learning and academic excellence in the learner</p> | | | | | | | | | | | | | | | | |
| <p>Conduct of Assessment</p> | <p>Continuous Assessment 1(CA1) is usually conducted in the first half term of every term. It is the combination of:</p> <table border="1" data-bbox="454 730 827 1003"> <tr> <td>Homework(HW)</td> <td>5 marks</td> </tr> <tr> <td>Classwork(CW)</td> <td>5marks</td> </tr> <tr> <td>Test 1(T1)</td> <td>10 marks</td> </tr> <tr> <td>Total</td> <td>20 marks</td> </tr> </table> <p>CA1 is extrapolated to one hundred percent in half term report</p> <p>Continuous Assessment 2(CA2) is usually conducted in the second half of every term. Like CA1, it is also made up of:</p> <table border="1" data-bbox="407 1195 860 1481"> <tr> <td>Homework(HW)</td> <td>5 marks</td> </tr> <tr> <td>Classwork(CW)</td> <td>5marks</td> </tr> <tr> <td>Test 1(T2)</td> <td>10 marks</td> </tr> <tr> <td>Total</td> <td>20 marks</td> </tr> </table> | Homework(HW) | 5 marks | Classwork(CW) | 5marks | Test 1(T1) | 10 marks | Total | 20 marks | Homework(HW) | 5 marks | Classwork(CW) | 5marks | Test 1(T2) | 10 marks | Total | 20 marks |
| Homework(HW) | 5 marks | | | | | | | | | | | | | | | | |
| Classwork(CW) | 5marks | | | | | | | | | | | | | | | | |
| Test 1(T1) | 10 marks | | | | | | | | | | | | | | | | |
| Total | 20 marks | | | | | | | | | | | | | | | | |
| Homework(HW) | 5 marks | | | | | | | | | | | | | | | | |
| Classwork(CW) | 5marks | | | | | | | | | | | | | | | | |
| Test 1(T2) | 10 marks | | | | | | | | | | | | | | | | |
| Total | 20 marks | | | | | | | | | | | | | | | | |



Terminal Assessment

At the end of each term, an examination is administered to measure/evaluate rate of learning of a number of skills and knowledge acquired based on content and set objectives. After each terminal examination, the learners scores are recorded as follows:

| | |
|-------------|-----------|
| CA1 | 20 marks |
| CA2 | 20 marks |
| Examination | 60 marks |
| Total | 100 marks |

Reports

Reports are generated twice in a term and, are a combination of both formative and summative forms of assessment. Basic components of assessment reports include:

a. **Score Grades**

| Grade | Description |
|-------|-------------|
| A* | Outstanding |
| A | Excellent |
| B | Very Good |
| C | Good |
| D | Fair |
| E | Poor |
| F | Fail |

b, **Effort Grade:**

describes effort exhibited or put in by students to perform tasks in learning

| Grade | Description |
|-------|--------------------------|
| 1 | Highest |
| 2 | Average |
| 3 | Fair (Needs Improvement) |
| 4 | Poor |

a. **Leveling**

The leveling record also forms an integral part of reports. The process of assessing learners based on leveling is briefly summarized as follows:

- Teacher conducts baseline test for new students according to predefined subject based leveling descriptor

| | | | | | | | |
|----------------|---|----|----|----|----|----|---|
| Reports | <p>Baseline score recorded according to the performance of each learner</p> <ul style="list-style-type: none"> • Teacher schedules meetings with individual students to set targets and discuss expectations. • At the end of an academic year/session, the level attained by the learner becomes the new baseline for the next academic year irrespective of whether the learner meets the target or not, or, he/she surpasses the initial target | | | | | | |
| | Rubrics of leveling | | | | | | |
| | Increasing order of levels | | | | | | |
| | 3A | 4A | 5A | 6A | 7A | 8A | The student is secure in all learning objectives of this level. |
| | 3B | 4B | 5B | 6B | 7B | 8B | The student has a good grasp of the majority of learning objectives but still has some misconceptions |
| | 3C | 4C | 5C | 6C | 7C | 8C | The student has ‘just’ achieved this level |
| | <p>Leveling however stops in year 9. Grades are used from year 10</p> <p>D. Comments Comments from each subject teacher, form tutor and pastoral staff are an integral part of the report and are true reflections of the levels and learning behavior of the child. Basically, teachers write comments based on:</p> <ul style="list-style-type: none"> • ·Student’s achievement • ·Skills acquired • ·Expectations from the learner • ·Attitude | | | | | | |

| | |
|---|--|
| <p>Setting of Examination Questions</p> | <p>The academic calendar is drawn up by Assessment Committee Chairman and presented to Vice Principal Academics for approval in the first week of resumption, who in turn publishes it to the entire staff. The document contains detailed time, day, date and deadline for submission of examination papers. A reminder memo is sent to the members of staff in the fourth week of the term by the assessment chairman.</p> <p>Examination questions are usually submitted the week before half term break into a designated folder on the CKA intranet.</p> |
| <p>Vetting Procedure</p> | <p>Assessment and examination committee members share the questions among themselves to vet during the mid-term break. They check whether the question papers conform to required acceptable set standard format in terms of font, alignment, arrangement, orderliness and whether the questions are set in accordance to a proven table of specifications.</p> <p>The questions are then submitted to the Leadership Team on resumption for approval. Any defaulter would have his/her questions returned for proper correction. Thereafter, the questions are ready for printing on/before the second week after mid-term break.</p> |
| <p>Storage</p> | <p>A secured storage room exists which functions as storage for both internal and external (if required) examination papers and materials.</p> |
| <p>Description of Sample Examination Paper</p> | <p>(See sample file)</p> <ul style="list-style-type: none"> *Questions follow Bloom's taxonomy *Students answer in the examination paper especially in English Language, Mathematics and Science *Objective answer sheets are provided to students to answer multiple choice questions |
| <p>Conduct of Examinations</p> | <p>Refer to Code of Conduct of Examination</p> |

| | |
|--|---|
| <p>Sending of Reports</p> | <p>Students' academic reports are sent to parents twice in a term via the email by the VP Academics or his designate. This is done a twenty four hours before the day of vacation.</p> |
| <p>Consultation Day</p> | <p>On the last day, parents can check the academic progress of their children. Notebooks are checked and parents are free to have brief interaction with subject teachers on real or perceived observations. They also complete designed forms as feedback to the school management. Parent consultations are also virtual.</p> |
| <p>Virtual Learning Environment (VLE)</p> | <p>In line with the trend of 21st century best teaching practices, the school operates on a VLE in order to be on top of present day challenges. CKA equips her students to have confidence and stand out wherever they may find themselves. Teachers interact with students and get responses from them. The students are also assessed through this media and the results are recorded. Teachers' planning, reports and resources are mostly in soft form on the school network</p> |



Code of Conduct

Students' conduct at City of Knowledge academy is expected to be excellent. One vital element within the guidance process is that of good discipline, with an emphasis on enabling students to acquire appropriate self-discipline over time.

General Guidelines for Positive Behaviour

- Students are expected to treat all adults and fellow students with respect and courtesy at all times. Behaviour that interferes with the rights of others to learn and to feel safe is unacceptable.
- Students are expected to show respect for all school property, other students' belongings and their own, and to keep the school environment clean and litter-free.
- Students are expected to take pride in their appearance, to have all books and required materials and to be in the right place at the right time.
- Students are expected to comply with a teacher's instructions, to work to the best of their ability and to present assignments and homework neatly at the right time.
- Students are expected to attend every class and all school activities unless they have been excused by the Nurse or House Parent.

Students conduct in Examinations

Warning

If a student is found in possession of an unauthorized material, even with no intention to use it, the student will be sanctioned.

If you cheat, try to use any unfair practice, or break the rules in any way, you will:

- Be required to fill an Irregularity form and write a report
- Appear before the School Disciplinary Committee
- Receive sanctions recommended by the Committee which ranges from cancellation of the examination paper(s) to suspension or expulsion from school.

NETBOOK POLICY

Students are responsible for the general care of the Netbook they have been issued by the school. Netbook that are broken must be taken to the Network Administrator.

General Precautions:

- No food or drink is allowed next to your Netbook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Netbook.
- Students should never carry their Netbook while the screen is open, unless directed to do so by a teacher.
- Netbook should be shut down before moving them to conserve battery life.
- Netbooks must remain free of any writing, drawing, stickers, or labels that are not the property of the School.
- Netbook must never be left in any unsupervised area.
- Students are responsible for keeping their Netbook's battery charged for school each day.

Carrying Tablets.

The protective cases/bags provided with Netbooks have sufficient padding to protect the Netbook from normal treatment and provide a suitable means for carrying the computer within the school.

The guidelines as stated below should be followed:

Netbook should always be within the protective case when carried. Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Netbook screen. The Netbook must be turned off before placing it in the carrying case.

Screen Care

The Netbook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Netbook when it is closed.
- Do not place anything near the Netbook that could put pressure on the screen.

Do not place anything in the carrying case that will press against the cover.

- Do not poke the screen.
 - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

USE OF NETBOOK AT SCHOOL

Netbooks are intended for use at school each day. In addition to teacher expectations for Netbook use, school work, assignments, calendars and schedules will be accessed using the computer. Students must be responsible to bring their Netbooks to all classes, unless specifically advised not to do so by their teacher.

Netbook Left at Home

Netbook as a tool for teaching and learning at CKA ,If students leave their Netbooks at home, they must immediately contact their House Parents to phone parents to bring them to school. First violation will be a warning, 2nd violation will result in points being deducted for all classes where the Netbook is not present.

Netbook Undergoing Repair

The Network Administrator will undertake the repair of Netbooks but refer same to System Engineers outside the school where the fault cannot be handled in school.

Charging Your Netbook's Battery

Netbooks must be brought to school each day in a fully charged condition. Students need to charge their Netbooks each evening. Repeat violations of this policy will result in appropriate sanctions from the Form tutors
In cases where use of the Netbooks has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

Screensavers

Inappropriate media may not be used as a screensaver. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

Passwords on screensavers are not to be used.

Hard drive passwords are forbidden. If used, students may be responsible for the cost of hardware replacement.

Sound

Sound must be muted at all times unless permission is obtained from the subject teacher for instructional purposes.

Printing

Students may use printers in Admin office, the Library, and ICT Lab with teachers' permission during class or breaks. Students who want to print on a Boarding House printer must ask the House Parents/ Network Administrator to add their printer software to the Network computer.

Managing Your Files & Saving Your Work

Saving to the School Network

Students will be logging onto our network in order to back up their work.

Students will have their own user account and folder on the network with ample space to back up any school-related work.

The Netbook will be set up with a Network in which students should save their work. The Network will automatically save a copy of all student documents saved to the students' domain the school server.

When a student adds a document to the Network folder while working at home or away from school, that document will be copied automatically to the school server when the student logs onto the network at school.

Additional folders in the Network may be created or added by the student. All student work should be stored in one of the Network folders. Only files stored in the Network will be automatically backed up and saved.

Saving Data to Removable Storage Devices

Students should also backup all of their work at least once each week. Removable memory cards, flash drives and other storage devices are not allowed in the school.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

Software On Netbook

Originally Installed Software

The software originally installed by CKA must remain on the Student Netbook in usable condition and be easily accessible at all times. The Tablet is supplied with the original version of Microsoft Windows XP Professional operating system and with additional software.

From time to time the school may add software applications for use in a particular subject.

Virus Protection

The Netbook has anti-virus protection software. This software will scan the hard drive for known viruses on boot up. The virus software will be updated from the network. The school's storage server is also installed with virus protection software and hardware.

Additional Software

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their Netbook. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

- Any additional software must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- Students are responsible for ensuring that only software that is licensed to their Netbook is loaded onto their computers.
- Violent games and computer images containing obscene or pornographic material are banned.

Inspection

Students may be selected at random to provide their Netbook for inspection.

Software Upgrades

Upgrade versions of licensed software are available as the need arises from time to time from the Network Administrator. Students will be instructed to upgrade their software from the school's network periodically.

Acceptable Use of Netbooks

General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the CKA.
- Students are responsible for their ethical and educational use of the technology resources of the School.
- Access to the CKA technology resources is a privilege and not a right. Each Staff and student will be required to follow the Use of Technology Resources Policy.
- Transmission of any material that is in violation of any statute/ law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual or the Network Administrator, will be considered an act of vandalism and subject to disciplinary action.

Privacy and Safety

- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Legal Propriety

- • Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or the VP Academic /Network Administrator.
- • Plagiarism is a violation of the CKA school handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- • Use or possession of hacking software is strictly prohibited and violators will be subjected to disciplinary action. Violation of applicable Cyber Laws, Computer Crimes, may result in criminal prosecution.

E-mail

- Always use appropriate language.
- Do not transmit materials that are profane, obscene, abusive, or offensive to others.
- Students should maintain high integrity with regard to email content.
- No private chatting during class without permission.

Consequences

The student in whose name a Netbook/or computer hardware is issued will be responsible at all times for its appropriate use.

Non-compliance with the policies and regulations guiding Netbook use or Use of Technology Resources Policy will result in disciplinary action.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated members of staff to ensure appropriate use.



Students' Representative Council

The Students Representative Council exists as a forum for students to discuss ideas for the improvement and development of the school and to work collaboratively with the staff team. The SRC is made up of Class Reps from each class in the school and meets under the guidance of the Vice Principal Pastoral.

Role of Class Representatives

The duties of the representatives are to embody the council's efforts to be the student voice. Representatives must develop a dialogue between students and staff.

The purpose of the Student Council is:

1. To develop positive attitudes and practice good citizenship.
2. To promote harmonious relations throughout the entire school.
3. To improve student/teacher/management relationship.
4. To improve school morale and general welfare.
5. To provide a forum for student expression.
6. To plan special events or projects.

Responsibilities of SRC members

- Report Council activities to student body on a regular basis.
 - Present as fairly as possible, students' ideas and concerns to the Council
 - Attend all Student Council functions (fundraising, work projects etc)•
 - Make special effort to inform students about upcoming Council projects and activities
 - Take informal polls on how students feel about certain issues
 - Encourage non-members of the Student Council to participate in projects and activities
 - Be active in Council meetings
 - Report any problems to the management before they develop into major issues
 - Respect all faculty and administration
 - Seek the opinions of teachers on various issues
 - Display proper behaviour at all times



Class Representatives Roles

They are the link between their class and the form tutors and the Students' Council.


Class Reps provide the first point of contact for other students in their class.

Class Reps are, most importantly, the ears and voice of the students.

Class Reps provide an important point of consultation when changes need to be made or are being proposed in the school.


Class representative responsibilities


- Represent your class at various students' fora
- Represent your class at Student Council meetings.

- 
- Attend Student Council meetings and report back to class.
 - Report class feedback to the Council.
 - Rotate positions to give more students a chance to participate.
 - Conducts him/herself with academic integrity and exemplary conduct.
 - Assist to maintain decorum in the class at all times.
 - Ensure that classmates do not behave inappropriately.

Regular Contact with Family and Friends at Home

Regular communication and contact between students and their families is encouraged by the following means:

- 
1. Telephones are provided to receive incoming calls at designated times during weekends, the numbers for each Boarding House are available on the contact sheet;
 2. Contact with home is encouraged using email. Students have free access to the school network and can log onto the internet through a wireless connection under supervision of staff;
 3. For reasons of personal security, instant messaging and social networking websites are blocked by the school's filters. This is the same in most boarding schools as young people can be vulnerable to adult predators on these sites;
 4. **FAMILY VISITING DAYS:** Family visiting days are designated on the calendar to provide your child with vital emotional support. We expect parents to make the effort to attend, or if this is not possible to send another family member or friend.



Should no one be available, please inform the House Parent in advance, so your child can be paired with another family for the day.

Families may also bring along a picnic to share with their child in designated areas. Whilst parents are welcome to visit in the Boarding Houses, no food is permitted there. The day ends at 4.00p.m. Please note that this is the only time that food from home is allowed on the premises.

Reception of Visitors

The School is security conscious and visitors are not allowed on campus without reason. The Security Guards will check all visitors' business and record their name, car number and purpose of visit. All visitors to the school will be directed to the Reception whatever the nature of their business. It will NOT be possible to meet students unless it is an emergency. Parents are not allowed to visit their child(ren) at other times except during Family Visiting Day.

SCHOOL UNIFORM POLICY

The School uniform policy applies to all students and parents/guardians are enjoined to ensure that their children/wards comply with this policy.

Uniform list & other boarding house requirements for girls

Formal Uniform-

| | | |
|----|--|---|
| 1. | *Bottle green College Blazer with school crest | 1 |
| 2. | *Apple green Shirt | 2 |
| 3. | *Formal School Tie | 1 |

Day Uniform-

| | | |
|----|---|---|
| 1. | *Grey shirt | 3 |
| 2 | *White Shirt with school crest | 6 |
| 3. | *School Tie for day uniform | 2 |
| 4 | *Plain V-necked grey jumper | 1 |
| 5 | Rainproof Jacket | 1 |
| 6 | Black /grey ankle socks | 6 |
| 7 | Black covered toe, strap or lace up polish able shoes (max heel 3cm) (NO BOOTS PERMITTED) | 1 |

House Wear-Girls

| | | |
|----|--|--------------|
| 1. | * Polo Shirt with crest | 6 |
| 2. | *Chinos trousers | 5 |
| 3. | * Ankara for Sunday Wear | 2 |
| 4. | Dressing Gown | 1 |
| 5 | Nightwear | 4 |
| 6 | Underwear -Pants -Vests Bra (if applicable) | 12 8 4 |
| 7 | Sandals (Trekksers please) | 1 |
| 8 | Non-slip bathroom slippers | 1 |
| 9 | *Beddings | 1 set |

Boys Uniform List

Formal Uniform

| | | |
|---|---|---|
| 1 | *Bottle green College Blazer with school crest | 1 |
| 2 | *Apple green Shirt | 2 |
| 3 | *Formal School Tie | 1 |

Day Uniform

| | | |
|----|--|---|
| 1. | *Grey Trousers | 2 |
| 2. | *White Shirt with school crest | 4 |
| 3. | *School Tie for day uniform | 2 |
| 4. | *Plain V-necked grey jumper | 1 |
| 5 | Rainproof Jacket with school crest | 1 |
| 6 | Black /grey socks | 6 |
| 7 | Black covered toe, strap or lace up polishable shoes (max heel 3cm) (NO BOOTS PERMITTED) | 1 |

House Wear- Boys

| | | |
|---|---------------------------------------|---------|
| 1 | * Polo Shirt with crest | 4 |
| 2 | *Chinos trousers | 3 |
| 3 | * Ankara for Sunday Wear | 2 |
| 4 | Dressing Gown | 1 |
| 5 | Pyjamas | 4 |
| 6 | Underwear (Vests + Boxer shorts) | 10 each |
| 7 | Sandals (Trekksers please) | 1 |
| 8 | Non-slip bathroom slippers | 1 |
| 9 | *Beddings to be purchased from school | 1 set |

Games Kit

| | | |
|----|--------------------------------|---|
| 1. | *Green/gray shorts | 2 |
| 2. | *Green/gray T –shirt | 2 |
| 3. | White sports socks | 5 |
| 4. | Trainers (predominantly white) | 2 |
| 5 | Black Sports Bag | 1 |
| 6 | Swimming Trunks | 1 |
| 7 | Football boots/shin guards | 1 |
| 8 | Tennis Racket | 1 |
| 9 | Swimming Goggles | 1 |
| 10 | Sweat Band | 1 |
| 11 | Wrist Band | 1 |

Miscellaneous

| | | |
|----------|----------------------------------|------------|
| 1 | Name Tags | 120 |
| 2 | Scientific Calculator (FX 83ES) | 1 |
| 3 | Small combination padlocks | 2 |
| 4 | Hair Comb , shampoo, conditioner | 1 each |

| | | |
|----|--|-------|
| 5 | Hair accessories in Black/White | 2 |
| 6 | Nail Clippers | 2 |
| 7 | Pencil Case, ruler, eraser, coloured pencils, pencils, pencil sharpener , glue stick | lots |
| 8 | Drinking Water Bottle (durable) | 1 |
| 9 | Wash bag and toiletries (Roll-on deodorant please! No sprays permitted) | |
| 10 | Bath Towels named at the corner , with hook for hanging | 4 |
| 11 | Shoe Cleaning Kit | |
| 12 | Detergent | |
| 13 | Sanitary Towels | |
| 14 | School Bag (rucksack) | 1 |
| 15 | Collapsible laundry basket | 1 |
| 16 | Plastic / Wooden Clothes Hanger | 1 doz |
| 17 | Notebook for devotion | |
| 18 | Bible/Quran/Praying Mat where applicable | |

·All items marked * will be supplied by the school

·All items should have name tags

·All equipment like clippers and other personal items must be clearly marked

·All students are advised to bring a set of traditional attire for national day celebration.

EXTRA CURRICULAR ACTIVITIES POLICY

The objectives of extra-curricular activities policy is to give better fitness to students and inculcate a sense of sportsmanship, competitive spirit, leadership, meticulousness, cooperation and team spirit in them.


Extra-curricular activities can help students build their skills outside of the classroom. In addition to building skills within a specific discipline, extracurricular activities are great for developing general academic and soft skills. Think debating for public speaking, academic competitions for exam strategies and sport for teamwork.

EXTRA-CURRICULAR ACTIVITIES IN CKA

| Academic | | |
|------------------------------|------------------------|----------------|
| Activity | Meeting Day | Status |
| Debates | Wednesday | Non-fee Paying |
| Public Speaking | Wednesday | Non-fee Paying |
| Science Quiz | Wednesday | Non-fee Paying |
| Mathematics Quiz | Wednesday | Non-fee Paying |
| Chess | Monday | Non-fee Paying |
| Scrabble | Wednesday | Non-fee Paying |
| Instrumentals/Piano, etc. | Saturday | Fee Paying |
| Robotics | Saturday | Fee Paying |
| Spelling Bee | Wednesday | Non-fee Paying |
| Media Resource Group | Thursday | Non-fee Paying |
| JETS/STEM | Wednesday/ Thursday | Fee Paying |

EXTRA-CURRICULAR ACTIVITIES IN CKA

| Sports/ Games | | |
|-----------------------------|------------------------|----------------|
| Karate | Friday | Fee Paying |
| Basketball | Monday/Tuesday | Non-fee Paying |
| Volleyball | Monday/Tuesday | Non-fee Paying |
| Soccer | Wednesday/ Thursday | Non-fee Paying |
| Soccer Academy | Thursday | Fee Paying |
| Athletics | Monday | Non-fee Paying |
| **Swimming | Monday/Tuesday | Non-fee Paying |
| CULTURAL | | |
| Drama | Wednesday | Non-fee Paying |
| Poetry | Wednesday | Non-fee Paying |
| Orchestra | Friday/ Saturday | Non-fee paying |
| Choir | Friday | Non-fee Paying |
| Dance | Friday / Saturday | Non-fee paying |
| Hair Weaving / Hair Cut | Sunday | Fee Paying |
| Bead | Saturday | Fee Paying |
| Red Cross | Wednesday | Fee Paying |
| Duke of Edinburgh Awards | Saturday | Fee Paying |



The different activities available in the schedule above will be constantly reviewed to bring new ones on board and re-invigorate others to make them more relevant. The Duke of Edinburgh (DoE) program, STEM and other Hands-On activities for the students. Students are encouraged to participate in any non-fee paying activities of their choice and at least 2 fee paying activities for which they are passionate about.

Staff members are appointed to coordinate these activities including:

- organizing internal competitions amongst them
- preparing the students for external competitions
- monitoring students' progress on the appropriate skills development chart
- All staff members are encourage to have membership of any activity of their choice and passion.




BENEFITS OF EXTRA-CURRICULAR ACTIVITIES TO STUDENTS

1. Improves students' academic performance. Participating in activities that they are passionate about can increase their brain function, help them concentrate and manage their time better, all of which contribute to higher grades. High endurance skills in sports which will train students on how to focus and build stamina in the face of intense difficulty. This is an added advantage for students especially when it comes to studying and taking exams.

2. Explore Interests and Create Broader Perspectives

When students participate in multiple different activities, they have the opportunity to explore a range of interests and unlock passions they never knew they had!




The more they achieve success through activities that they are passionate about, the more their self-confidence will improve. Working hard and mastering new skills in a fun, relaxed – and sometimes competitive – setting allows each student to be successful without the pressure of getting a fantastic grade.

3. Social Opportunities

Making friends can be hard but one of the easiest ways to make friends is through extracurricular activities! Each extracurricular activity you engage in provides you with another opportunity to expand your social network, which will also come in handy when you're looking for a job.

4. Productive Breaks

Extracurricular activities give students something fun to do aside from school.



It also gives them the chance to explore their passions to discover things you may be interested in beyond academics while taking some time off hitting the book.

5. Essential Life Skills

The various activities helps to fully develop and give “real world” skills.

These skills include: Goal setting, Teamwork, Time management, Prioritization, Problem solving, Analytical thinking, Leadership, Public speaking.

6. Resumes

Without much previous work experience, students can develop public speaking and debating skills that can stand them out in the work place in the near future.




7. University Applications

Proficiency in extra-curricular activities adds to candidates points for admission into Universities in the UK and the USA. Part scholarships are sometimes awarded to students who excel in any of these areas.

BENEFITS TO THE SCHOOL

1. To build a stronger and more creative mind for the student body.
2. Activities such as sports will enable the students build additional skills such as team spirit.
3. Helps the school build a wider social circle. Students get to meet other students with like interests and this could lead to the creation of long-lasting relationships.



4. Extracurricular activities play a key role in developing your child's personality by improving confidence because of the high level of involvement and participation.

5. Excelling at various activities provides an opportunity for scholarships into some Universities in the UK, USA, or Europe.

SCHOOL ANTHEM

City of Knowledge Academy
Gateway to sound education
Through diligence And discipline
Soaring to the top, to be the best

Chr: We are for culture,
good character and confidence
In every child
Firmly we hold unto these virtues
Hail our great Alma Mata

Behold the City of Knowledge
Citadel of great Achievers
Grooming desired future leaders
Surely we all stand for excellence

Chr: We are for culture,
good character and confidence
In every child
Firmly we hold unto these virtues
Hail our great Alma Mata

SCHOOL PRAYER

Oh God Our creator!
We thank you for the opportunity to see a new day,
Guide us in all our ways,
Bless the students, Staff, Parents and friends of our School,
Bless the Founder and Members of the Board of Trustees,
Make our school a place where we love to learn and where we learn to love,
We pray for renewed confidence and sound minds to carry on our daily activities.
And make us seek to do Your will in everything that we do.
All these we ask in the name of God. Amen

City of Knowledge Academy

