

# **M'SALEM SCHOOL COMPLEX**



# **PROSPECTUS**

## **BRIEF HISTORY**

M'salem School Complex was established in September, 2005 at Kpone Saduase off the Dodowa-Oyibi road in the Greater Accra Region. We are fully committed to providing quality education at all stages of the academic ladder from Pre-school through to the Junior High School with our committed and dedicated staff. The school's motto 'In God we trust' has inspired us to strive higher as the sky is our limit.

## **MISSION**

The key aim of the school is to train, guide and nurture, instill discipline and the fear of God as well as impart academic knowledge in pupils.

## **VISION**

We seek to become a highly progressive institution with academic excellence. Thereby creating a safe, secured and friendly environment to promote teaching and learning.

## **DAY OPTION**

M'salem School Complex is a day school and therefore offers only day services.

## **ADMISSIONS**

Admission is done all year round (September-August).

Vacancies are also available for all classes from crèche to second year of Junior High School

Those who gain admission into M'salem School Complex will submit the following:

- Completed admission forms
- A (1) passport-size photograph
- Previous term's report

- Cumulative records/testimonial from previous school.

## SCHOOL FEES

- Fees are payable on or before the beginning of the term
- Payments can be made via momo/school's bank account /office
- Parents must demand an official receipt on payment of any amount.
- Fees must be paid promptly.
- It is an offence for any student who has not paid his/her fees to report to school after the grace period.
- **Fees paid are not refundable. All fees must be paid on or before mid-terms.**
- A Pupil sacked for fees when in school will not be allowed to go home unless a parent/guardian request to pick him /her from the school's premises.

## SCHOOL HOURS

School begins at 7:10am and closes at 3:20pm. JHS 1&2 are given extra tuition on Mondays, Tuesdays & Thursdays from 4:00pm - 5:30pm whilst the final year students are given extra tuition from 4:00pm – 5:30pm; Monday –Friday. No student should leave the school premises between 7:10am and 3:20pm without permission from school authority.

## PUNCTUALITY AT SCHOOL/FUNCTIONS

Students should note that all school functions are compulsory e.g. Morning Assembly, Wednesday worship, Graduation ceremonies, opening and closing assemblies.

## TEACHING STAFF

Our teachers show passion and love for their job because our recruitment has always targeted dedicated, highly qualified,

experienced, dynamic and resourceful staff.

## **APPEARANCE**

Students must be neat, decent in appearance, and must always wear the prescribed uniform and footwear.

### **Girls**

1. Wearing of hijab is not accepted on the premises.
2. All girls should wear small ear-rings with mild colours.
3. Footwear should be noiseless. Slippers shall not be worn.
4. Hair should be kept neat whether plaited or natural. There should be no artificial attachment. Cut hair should be low.
5. There should be no make-ups (e.g. Bangles, rings, necklaces, Rosary chain, painted nails etc.)
6. All uniform should have the School crest.

### **Boys**

1. All boys should wear the prescribed uniform and footwear
2. Hair should be natural and evenly low.
3. Footwear should be noiseless. Slippers shall not be worn.
4. All uniform should have the School crest.

NOTE: These rules apply to all categories of people. All uniforms (sown/material) are to be purchased in the school and should have the school's crest.

<b>DAYS</b>	<b>UNIFORM</b>	<b>FOOTWEAR</b>
Monday/Tuesday	School Uniform	Black shoe & White socks
Wednesday	School's T-shirt with blue jeans/black skirt for girls/ blue jeans/black trouser for boys	Canvass / sandals
Thursday	Ceremonial Wear	Black shoe and White socks
Friday	School's Friday wear	Canvass/Sandals

## **TRANSPORT SERVICES**

The school offers an optional transport service of which students can take the opportunity to join. The fares are reasonable.

## **BOOK SHOP**

The book shop is well stocked with all stationery and text books used by the school.

## **FACILITIES**

A well stocked library

A well-equipped science laboratory

A well-furnished and fully equipped computer laboratory

Canteen

## **MID-TERM HOLIDAYS/PUBLIC HOLIDAYS**

The school observes mid-term holidays every term and all public statutory holidays.

## **OPEN DAY**

A day(s) is set aside during the 3<sup>rd</sup> term for parents to personally observe the performance of their wards by going through their books and also have interaction with the teachers. We also encourage Parents to visit the school intermittently aside this days.

## **SPEECH / GRADUATION DAY**

This is an annual programme organized every 3<sup>rd</sup> term after vacation for the whole school. The ceremony is held to usher the KG2 and Basic 6 pupils to Basic 1 & JHS1 respectively. Also, deserving pupils and staff are awarded during the ceremony.

## **PARENT TEACHERS ASSOCIATION (P.T.A)**

M'salem School Complex has a strong P.T.A where meetings are held at least once every term. Therefore all parents/guardians are encouraged to actively get involved.

**FIRST AID**

The school provides first aid to pupils when indisposed whilst in school. In cases where issue is beyond us, parents are called to pick their wards to the hospital.

**DAMAGING SCHOOL PROPERTY**

A full cost recovery would be borne by any student who causes damage to school property.

**EXTRA CURRICULAR ACTIVITIES**

The school engages in extra curricular activities such as Cadet and Brass Band, Drama Group, Music, cultural trope etc.

**GUIDANCE AND COUNSELLING**

We have a vibrant counseling unit comprising teachers and management that offers assistance to all students as a way of solving their emotional and psychological problems to further their chance of putting in their best to allow them attain their targeted goals.

## OFFENCES AND RECOMMENDED PUNISHMENTS

<b>OFFENCE</b>	<b>ACTION</b>
1. Cheating in Internal Examinations	Warning and marks deduction, Internal suspension, External suspension.
2. Lateness	Warning, Internal Suspension, External suspension
3. Anonymous letters/ giving false information	Warning, Internal suspension, External suspension
4. Flouting the authority of the Head and other members of staff	Manual work, Internal suspension External suspension
5. Assaulting a student or group of students	Warning, Internal suspension and External suspension
6. Absenteeism/truancy	Warning, Manual work with counseling, Suspension
7. Leaving school under false Pretenses	Warning, Suspension
8. Fighting	Manual work, Internal suspension and External suspension
9. Petty theft/stealing	Warning, Internal suspension, External suspension
10. Damaging of School property	Pupil bear such cost Suspension

