

Meadow Hall School Song

- 1) Meadow Hall the School built on God's foundation
Moulding lives and building great future generations
Working hard and praying hard, the legacy we follow
Trusting God our maker, so the standard won't go low
Our focus is to see a brighter tomorrow
The place to excel where we'll be loved and grow
We will not relent in our effort to be the best
The best indeed we ask oh Lord in all our feats.

- 2) We look up to you O God of all creation
To bring to fulfilment all our dreams and aspirations
Evergreen in wisdom, favour and in stature
Build in us the courage to be bold and face the future
Meadow Hall, the school must fulfil its destiny
With God on our side, we'll soar beyond the sky
Triumphantly we conquer; we sing a song of praise
Hurray! Hurray! We raise with joy the flag of victory.

INTRODUCTION

This Parent Handbook has been carefully put together as a resource for parents. It answers questions that may arise throughout the school year. Please read and familiarise yourselves with the policies and procedures enclosed.

Further questions should be directed to the Head of Administration

1) MEADOW HALL HISTORY

Meadow Hall (M-hall) is in its fourteenth year of operational excellence. At the beginning, the focus was on the early years' group and the lower primary school where emphasis was placed on building strong foundation skills in our learners. The second phase of our development was centered on the upper primary school where transitional, cognitive, affective and psychomotor skills were developed to prepare the children for high school.

We have since entered into another phase in which the Infant and Junior sections have been extended to accommodate our own middle and secondary school. Over the years, school facilities have been improved and updated. Also, as we have moved to our permanent site, additional facilities such as a Sports Unit, Library/Media Centre, ICT Suites, Science Laboratory, Physics, Biology and Chemistry Laboratories, a Language Laboratory, Conference Room, Art Studio, Resource Centre and Boarding Facilities for college students amongst others are now available.

2) VISION OF THE FOUNDER

To raise excellent and Godly children who will attain their highest potential in life and become lifelong learners.

3) MISSION STATEMENT

To provide every child of Meadow Hall with excellent and wholesome education by:

- A. Employing highly experienced teaching and non-teaching staff
- B. Providing a very comfortable, safe and stimulating learning environment
- C. Promoting co-curricular activities in order to develop the children's innate and social skills
- D. Promoting cultural values which are woven into the school's curriculum
- E. Creating an awareness of God through his teachings.
- F. Providing access to education opportunities of international standards, connecting our pupils to peers, and inspiring them to take action to change their local and global communities.

Thereby laying the foundation for each child to become a responsible citizen and contribute positively to society.

4) CORE VALUES

Our Core Values – The 7Cs

- Christ
- Care
- Cleanliness
- Creativity
- Culture
- Community
- Citizenship

5) PHILOSOPHY (CHILDREN)

We believe that:

- Our school philosophy and curriculum reflects, recognises, values and utilises the diversity of backgrounds and cultures of our country and school community.
- Education should serve, as a means of advancing understanding and cooperation, thus it's a journey not a destination.
- We must always continue to address physical, cognitive, social and emotional needs by capitalising on each student's strengths and providing strategies for meeting each student's individual needs.
- We must help children to appreciate each person's individuality, while developing the ability to work and play together, and instill an appreciation of the benefits of cooperation and fairness.
- We must foster in each child a responsibility to respect, value and improve themselves, their community and their environment.
- We must kindle in the children a love for learning and thereby help them become lifelong learners.

(PARENTS)

- Parents and teachers are partners in the children's education, while the parents remain the first and foremost teachers of their children.
- When parents partner with teachers, the children achieve more in school and learning is extended and deepened as a result of information being shared between home and school.

(STAFF)

- Our staff members are expected to be leaders of learning; thereby modelling the importance of learning to the students.
- They are role models to the children and must first be excellent and Godly in their ways in order for these values to be developed in the children too.
- Meadow Hall is a training ground for the staff members as they are empowered to become the best at what they do to attain their own highest potential.
- Our staff members must have a personal development plan and their own dreams.

6) AIMS

The School will:

- Develop in children the knowledge, skills, attitudes, and concepts required in key learning areas.
- Enable children to achieve high standards of learning and develop self confidence, high self-esteem and a commitment to personal excellence based on a positive set of values.
- Provide learning experiences which are appropriate to a student's age, learning readiness, stage of development and level of maturity which will enable the student to integrate skills and knowledge across grades and disciplines.
- Encourage the student to develop the fundamental skills necessary for independent learning, successful problem solving, critical thinking and aesthetic appreciation.
- Foster a warm, caring and safe learning environment that stimulates curiosity, freedom of expression, fairness and respect for others as

key elements and which promotes positive competition as well as productive and constructive cooperation and community spirit.

- Encourage the development of the whole child through the provision of a wide range of physical and extra-curricular activities.
- Develop each child's ability to effectively communicate in the language of instruction (English), while respecting the importance of the individual's own home language.
- Ensure effective teaching and learning by recruiting and developing skilled and committed staff to meet the needs of the children, the school and the community.
- Use technologies that enhance the delivery, quality and effectiveness of teaching, and which prepare students for today's changing world.
- Involve, inform and instruct parents in all aspects of their child's education

7) MEADOW HALL – BOARD OF GOVERNORS

The Meadow Hall Board of Governors is an advisory body which has been set up since the establishment of the school in July 2002.

The Board is chaired by Engineer. Kunle Ogunbayo.

The Board members provide a wealth of experience which they have gathered in their varied professions. They are also distinguished members of the society.

These Board members include:

- | | |
|------------------------------------|------------------------------------|
| a) Engineer. Kunle Ogunbayo | B.Sc. (Hons) |
| b) Mrs. Kehinde Nwani | LL.B, B.L, Mont.Dip, IPGCE, MA(Ed) |
| c) Dr. (Mrs.) Yetunde Ajibade | B.ED, M.Ed, PhD |
| d) Justice (Mrs.) Yetunde Idowu | LL.B, B.L, LL.M |
| e) Dr. (Mrs.) Efunsole Ilegbodu | M. B. B. S |
| f) Mr. Lolu Akinkunmi | B. A |
| g) Senator (Dr) Olorunnimbe Mamora | M.B.B.S |

Decision Making Process

The Board of Governors is charged with the responsibility of advising the school on policies and procedures. All decisions however, relating to the educational program is made by the Head Teachers and with input from the administrative and teaching staff and final approval given by the Chief Executive Officer/ Group Managing Director.

8) Lines of Communication

The School's Administration believes that the following lines of communication should be used to support the School's Mission Statement.

Students, Staff, Parents and Administrators.

Students

- Students-Staff
- Students-Staff-Head-Teacher- Education Director-Head of School
- Students-Staff-Head-Teacher-Education Director-Head of School-Parents
- Students-CEO

Staff

- Staff-Staff
- Staff- Head-Teacher-Head, Head,Human Resources- CEO
 - ❖ Staff could be a tutor, Head of Year, Head of Department

Parents

- Parents-Front Desk Officer to make appointment
- Parents-Teacher
- Parents-Teacher-Head Teacher
- Parents-Teacher-Head-Teacher-Head of School- CEO

It is the express desire of the CEO, the Board of Governors and The School's Administration that we work together going forward, hand in hand to foster a strong home-school partnership.

At all times it is hoped that we shall use the concept of T.E.A.M. - **T**ogether **E**veryone **A**chieves **M**ore, in the best interest of our whole school community.

9) **Class Structure**

Each class up to Year 6 has two teachers who are qualified and experienced and who teach all subjects areas except French, P.E., ICT, Art and Nigerian Languages. These are taught by Specialist Teachers. Year 7 - 11 students have form tutors and specific teachers for every subject.

*Children must have turned their new age by the 31st of August of any year, if not they will go to the lower class.

| Month and Year | Class |
|---|-------------------------------------|
| 31 st of August, 2016/ 3-12 months | Creche |
| 31 st of August, 2015 | Special Treasures (lower playgroup) |
| 31 st of August, 2014 | Early Dreamers (upper playgroup) |
| 31 st of August, 2013 | Explorers (Nursery 1) |
| 31 st of August, 2012 | Discoverers (Nursery 2) |
| 31 st of August, 2011 | Year 1 |
| 31 st of August, 2010 | Year 2 |
| 31 st of August, 2009 | Year 3 |
| 31 st of August, 2008 | Year 4 |
| 31 st of August, 2006 | Year 5 |
| 31 st of August, 2005 | Year 6 |
| 31 st of August, 2004 | Year 7 |

| | |
|----------------------------------|--------------------|
| 31 st of August, 2003 | Year 8 |
| 31 st of August, 2002 | Year 9 |
| 31 st of August, 2001 | Year 10 |
| 31 st of August, 2000 | Year 11 |
| 31 st of August, 1999 | Year 12 (Optional) |

10) **Placement Policy**

The basic criteria for placement are the age of the child on 31st August, and the school's assessment of the child during the admissions process. However, other factors will also be considered, including maturity, previous educational experience, level of achievement and placement of siblings.

The school reserves the right to place each child in the class deemed to be most appropriate and beneficial to that child.

Withdrawal of students during the academic year

All withdrawals during the academic year require a term's notice in writing to the Admissions Manager.

Withdrawal of students at the end of the academic year

Parents who wish to withdraw their child (ren) at the end of the school year must give notice in writing to the Admissions Manager at least 15 school days before the end of the school year. This will assist the school to prepare final reports, transcripts of attendance which will be needed by the next school so that a successful transfer can be made. It will not be possible to process final matters without reasonable notification in writing.

Responsibility

The school and its representatives will take all reasonable care to ensure the educational and physical well being of every student under its care.

We undertake to inform parents in a timely fashion of any areas of concern and to work with the parents to reach a suitable conclusion.

The school reserves the right to deny admissions or to exclude a child if it feels it cannot offer an appropriate program, or if information regarding a child has not been submitted accurately or if the school feels the child is an unsatisfactory member of the school community. In all cases the CEO's decision is final.

11) Admissions Policy

General Policy

Children are admitted to M-hall and placed in an age-appropriate class based upon information provided on a completed application form as well as from the school's assessment. M-hall does not discriminate on the basis of background, race, colour, gender, religion, nationality or ethnic origin.

It is however essential that parents inform the school of any special needs their children may have so that these can be considered in determining classroom placement. M-hall reserves the right to ask a child to leave the school based on non-disclosure of special needs at the time of application for admission or on the school's inability to meet the needs of a child after having tried its best to accommodate those needs.

REGISTRATION FOR A NEW SCHOOL YEAR (SEPTEMBER)

We will commence the sale of Admission Forms at the beginning of the school year in September. General interviews will be held during the half term holidays of the Easter Term (2nd Term). This might spill over into the first week of the Omega Term (3rd Term). An outcome of the interview will be communicated to would-be parents by the middle of May. They will be given a deadline of two weeks to pay the joining fee which will expire by the end of May.

Subsequent interviews will be organised in May, July and towards the end of August. Kindly note tha

t arrangements can be made for interviews to be taken abroad. For more information, kindly enquire from the Admissions Manager.

REGISTRATION OF STUDENTS (All year round)

The route to registration for the prospective parent:

Stage 1 – The first point of contact is the Admissions Manager. Her role is to receive prospective parents, answer enquiries and give general information about the school.

Stage 2 – Prospective parent purchases a form for N10, 000 (Infant and Junior) and ₦15,000 (College). Prospective parent may be given an informal tour at this point if he/she so desires.

Stage 3 – Parent completes application form and submits it with all requested documentation to Admissions Manager. Admissions Manager ensures it is a complete application and then schedules an assessment date with the CEO.

Stage 4 – Observation and Interview dates are scheduled and confirmed by the CEO. Main assessments for Junior School take place in February, May and July, while College Entrance Exams are in February and March. Other assessments take place all year round depending on available openings.

Stage 5 – The Admissions Manager sends a message to successful candidates and informs them of scheduled interview dates as determined by the CEO.

Stage 6 – The Admissions Manager sends messages to all candidates informing them of the outcome of the interview. Successful candidates are asked to pick up their admission letter.

A student will only be admitted when:

- I. Admission procedures are completed.
- II. The child's assessment has taken place and both parents and child have met with the Director or Principal.
- III. Reference forms are submitted by transfer candidates (College)
- IV. The Director issues a letter, offering admission.

- V. The Joining Fee is paid (within two weeks of offer) and a receipt issued.
- VI. Note that the child can only start school after the full payment of the school fees is made.

At this point (i.e. once the joining fee is paid) the Admissions Manager opens a file for the student (both as a hard copy and on the database/network), enters all information on the database/network, updates class list and school list, informs Director, Head Teacher and Teacher.

Stage 6 – As soon as school fees are paid, the accountant registers payment as per invoice and issues receipts accordingly.

Stage 7 – The Admissions Manager informs the Head Teacher and teacher of a new arrival and gives them a copy of the student’s basic particulars. The teacher confirms that all books, materials, desk etc are ready for the student. The Head Teacher will have a conference with the parent and student to explain class routine and curriculum prior to new student’s arrival. Resumption during the term will be on Mondays and Wednesdays.

Stage 8 – Admissions Manager, the Heads and Guidance Counsellor keep checking on each new student for the 1st half of the term or until the child settles in.

Waiting List – If there are no openings available, the applications will be placed on a waiting list. You will be contacted as soon as a space becomes available and will have two weeks within which to enroll your child by accepting the offer and paying the non-refundable Joining Fee.

Fees

M-hall does not receive any grant or sponsorship from any agency; therefore its successful operation and the provision of a program of excellence for students depend **totally** on the prompt receipt of school fees. School fees can be paid annually (which attracts a 5% discount depending on the number of children) or termly. However, Years 6 and 11 students will be required to pay **all** fees for the session at the beginning of the academic year in September and at the beginning of the 2nd term (January) i.e. third term fees will be paid along with the first term and second term fees according to the invoice that will be issued.

Non-Payment of Fees

All fees must be paid before the first day of school each term. Clearance cards will be provided as evidence of payment which must be presented before children are allowed into the school upon resumption. After a written notice has been given and at the discretion of the CEO, M-hall may cancel the enrollment contract. Subsequently, the places of children with unpaid tuition will be filled. Where school fees and all other stipulated and outstanding fees have not been fully paid, it is the school’s policy to exclude the child from class until such payments are settled. Under no circumstances will a student be allowed to return to school where tuition or any outstanding fees such as ‘after school activities, late pick-up fees’ etc, for any period remain unpaid.

Returned Cheques

A ₦5, 000 returned cheque fee will be charged for all returned cheques.

Re-Enrollment

In the school’s bid to adequately prepare for the new session and to maintain a reasonable classroom size, a re-enrollment package will be sent out at the end of the second term outlining tuition and deposit fee amounts for the coming year. This re-enrollment offer includes a deadline for acceptance. If the school does not receive a student’s re-enrollment deposit by the deadline, this space will be made available to prospective students on the waiting list.

Also, if a child does not resume and the parents do not make contact with the school within the first week of resumption, the space will be given out even if the re-enrollment fee had been paid and the money will not be refunded.

ACCESS CARD CONTROL

The Meadow Hall access card is what grants you access into the School building. It is like an ATM card that has to be guarded jealously.

Kindly note that only ONE Access Card and ONE Family Identification Card would be given per family, while additional Family Identification Cards can be bought at a cost of N1000. (Access Cards cannot be duplicated).

The access card would be enabled automatically once payment of complete school fees is made.

Loss of the access card should be reported to the school authority immediately in writing. The missing card would be deactivated, while entrance into the school building would not be granted to authorised personnel.

A replacement card would be given within a week with a charge of N2, 000.

We urge our parents to cooperate with us by always coming to school with the Access Card and Family Identification Card to avoid delays.

12) Classroom Composition

At M-Hall we believe and expect that each child should be taught to his/her stage of learning and not his or her particular age. Young children especially, are so developmentally diverse that age is not the most appropriate criteria for class composition, e.g. in any group of 4 year olds there is likely to be a range of at least 2 years developmentally.

This philosophy reflects real life family and society groupings, where children and adults of different ages work and play together, and learn from each other. The benefits of mixed group teaching include:

- (1) For teaching and assessment purposes a greater range of abilities is viewed as normal and therefore 'high fliers' and children who we refer to as "up and coming" can all be catered for in a mixed ability classroom environment.
- (2) By teaching to a child's stage of development, it decreases parental pressures to push their child ahead too early or to pressure a child to "get better", to the detriment of their social, emotional and therefore cognitive development,
- (3) It allows for all students to develop as individuals at a progressive rate e.g. in this type of class the child with advanced verbal abilities but immature fine motor skills has the opportunity to develop both.

Teacher's expectations and perspective are widened, with the result being more responsive teaching. Because a wider range of development is seen as 'the norm', this approach decreases the likelihood of children being labeled as 'slow' or 'remedial'.

It allows greater flexibility, and single-age group teaching can still go on where appropriate e.g. for reading instruction.

Social development is enhanced in the following ways:

This approach allows children to develop at their own pace, rather than an artificial pace set by the single-ability group;

All children are special and we can all learn from children of all abilities. By allowing them the freedom to explore their own capabilities without fear of failure in an environment that is free of "pressure" we will see the children develop in ways that would not emerge with children in a uni-dimensional class. The belief that everyone can succeed given the right conditions is and will continue to be the key to our success at M-Hall.

ACADEMIC SUPPORT SYSTEM

Setting

Is a means of differentiating learning, through catering for the needs of individual sets according to their abilities. Each year group in Key Stage 2 comprises of four sets.

Pupils are grouped according to their ability within their year group and placed in a particular Numeracy and Literacy Class irrespective of their tutor groups.

The objective is to allow pupils working at similar academic level move ahead in their learning at a pace which matches their individual ability. Within this setting, the teacher is able to set a pace for the class and maintain it. However, pupils working above or below this pace are further supported by differentiated work. Therefore, every child is challenged at a level gauged to be appropriate for him or her, so that no one is left behind.

Thus, pupils in the same set with similar abilities motivate each other, and grow in confidence and self esteem as no one is made to feel inferior. Kindly note that 'setting' is only observed in the core subject areas, after which the pupils go back to the mixed ability classrooms.

Intervention

When pupils are still underachieving at the level which work has been differentiated in class, an effective strategy known as **Intervention** is then applied to assist them.

The class teacher, alongside other teachers in the Year Group, correctly identifies pupils' areas of challenge and maps out structured strategies to move their learning forward. This will require working one-on-one with each child based on their current ability for a period of time.

The programme will identify:

- A goal for the pupil's improvement
- The strategies to be used
- The structure involved: time, venue, materials, person, frequency, etc.
- Form of assessment to be used to judge progress
- Time to review its effectiveness.

In Meadow Hall, pupils are usually taken out during non-core subjects after the first twenty minutes into lesson so that they can still have basic access to concepts taught. Often times, additional time may be required before lessons begin in the morning or after classes in the afternoon.

It is however noteworthy that intervention is not perpetual. It is used only for as long as a child requires it after which it is stopped, after intervention, the child receives instruction similar to his or her peers.

13) **Arrival & Departure Policies**

All M-Hall students are expected to arrive at school on time. The school day starts at 7.30a.m for staff and 8.00a.m for children. Supervision will be provided for children from 6.45a.m i.e. 1 hour 15 minutes before the scheduled arrival time. Children arriving before 6.45a.m will not be allowed into the school premises. Kindly cooperate with us as teachers need time to pray, meet with their teaching team, complete daily record keeping and prepare the classroom for the day's activities. This preparation time is essential in maintaining the quality of our programme.

Kindly note that parents who drop off their children unattended before 6.45am at the gate, do so at their own risk. We strongly encourage parents to co-operate with the school to avoid any issues as there will be no staff member available to supervise the child/ren before 6.45am.

School Hours: 8.00a.m – 1.30p.m (Infants); 8.00a.m – 2.30p.m (Junior); 8.00am - 4.00pm (College). Extended hours are available to children in Infant School from 2.00 – 5.00p.m. Kindly note that this arrangement is outside school hours and so will require extra payment.

The school day for Junior School ends at 2.30pm at which point the children move to their respective pick up areas. The payment for the extra hours would be pro-rated.

Extra -curricular activities take place between 3.00pm – 4.00pm in the college.

*Kindly note that the gates are opened at **7.00a.m** and locked promptly at **8.30am**. Children who come to school after 8.30am (but before 9.00am) up to three times in a week will serve detention. Gates will not be opened from 9:00am to students and they will be turned back except they have cogent reason such as a hospital appointment. Please help us by respecting pick-up and drop off times. Visitors are only allowed into the school as from 9.00am and must leave the building before 1.00pm.

Assembly

Assembly in Junior School takes place twice a week on Monday mornings at 8.00am and Fridays at 2.00pm. In College, assembly takes place on Mondays, Wednesdays and Fridays. On Mondays, we have a prayer assembly called Chapel which takes the form of a 'Sunday School' where the children sing hymns and are taught more of God's teachings. Messages are shared by different ministers both from within and outside the school. Parents are welcome to join us as we pray for the school, our children, family and nation. We encourage all children to make it to assemblies as it is important to start the day with prayers while also building up their sense of civic responsibility to the country as they recite the National Anthem and Pledge etc.

In the college, Wednesday assemblies include 'Toe to Toe'. Students are required to research about states in Nigeria and countries in Africa as may be assigned and are given an opportunity to tell the whole school what they have discovered. These assemblies build confidence, public speaking and research skills in our students.

There are presentations every fortnight during the Friday assembly in the junior school which will build self-esteem and public speaking skills in the children. Children present for assembly will earn house-points that go towards their various houses. Friday assemblies are conducted by the prefects in the college. Here leadership and organisational skills are encouraged. Students are also encouraged to read newspapers and listen to both local and foreign news in order to keep abreast of happenings around them. Year groups take turn to collate news items and broadcast them at the assembly. All staff must be at assemblies.

14) Dress Policy

Rationale

At M-Hall, we see our students, what they wear and how they wear it as part of our image and identity. Also uniform plays an important role in creating a safe environment. Therefore, this document which is a pointer to what is acceptable in terms of uniform is imperative.

Hair

Girls with braids should have it packed at the nape of the neck with simple plain ruffles (white, blue or black). Braids should not be too full and bulky, but compact and easy to pack. If hair is cut, it should be low and natural. Artificial texturizing, perming or curling, wigs, dreadlocks and weave on are not allowed.

Boys will wear their hair cut short. 'Texturizing', curls, afros, Mohawk and all other such styles are not allowed. Facial hairs, such as a moustache, beard or side-burns will not be allowed.

Adornments

Adornments are limited to earrings (studs or small-round earrings) and wrist-watches. Such adornments should be inexpensive, as the school is not obligated to conduct investigations into such missing items. Children who wear necklaces or chains for religious reasons need written permission from their parents before they can wear these items in school. Finger or nose rings, wrist bands (only Meadow Hall wristbands allowed), necklace and other ornaments are not allowed.

School Uniform

Infant School

Infant School students come in their own clothes. There is no uniform for this section of the school.

Junior School

Girls in Junior School can wear pink, yellow or blue blouses with their navy blue pinafore. Socks should match colour of blouse worn. White socks are allowed in absence of coloured socks. Boys in the Junior School can wear yellow or blue shirts with navy blue shorts. Socks should be plain black or navy blue.

College

In the College, students should come to school in the complete school uniform; the tie should always be properly knotted. The blouses and shirts must have the school logo on them. Skirts for girls should be two inches below the knee. The hemline must be on or below the knee. Socks should be plain black or navy blue for boys and white for girls and should be 2 inches from the ankle.

General items of clothing

Sweaters and cardigans are optional, however, if worn; it must be plain navy blue.

No clothing apparel with a hood is to be worn within the school building/ premises.

Boys are to wear black belts with their school uniform.

Shoes: All students must wear plain black shoes with low heels of not more than one inch, with or without laces.

Sportswear

The school's sportswear should be worn for all PE lessons. Only predominantly white trainers are allowed when sportswear is worn.

Branded jerseys/shorts of favourite clubs would not be allowed during P. E periods. However, this may be worn during football extra-curricular activity. Football boots should only be worn on the field, and taken off before coming into the school building.

Students in the swimming club can change in school, but must come down to the lobby decently dressed. No student should be seen on the corridors or in the lobby in swimwear ONLY.

Failure to abide by the school's dress policy would attract penalties in the following order:

| | | |
|----------------------------|---|---------------------------|
| First time offender | - | Verbal warning |
| Second time | - | Internal Exclusion |
| Third Time | - | Detention |
| Final warning | - | Suspension |

15) Late Pick-Up

All pick up after 4.30pm, will attract a penalty of N1000. When picking up the child an invoice will be given and the amount can either be paid on the spot or paid the following day. However, if such penalties are not paid as stated above, it will be reflected in your statement of account which must be settled within ONE Week of receipt of same; failure of which will result in the child(ren) being prevented from receiving lessons. Kindly note that the School policy on late Pick-up only ensures a teacher being on duty till 4.30pm after which he/she is allowed to go home.

Multiple Intelligences (MI) Centre

The MI Centre, which comprises of the Music Academy, Learning Centre, Art Education, Youth Fitness Centre, Book Café, Language Parlour, SEN Centre, After School Care and STEM ensures that through consistency and practice, each child develops valuable qualitative skills in his/her various areas of interest, which will invariably contribute to him/her becoming a well rounded individual. This new extra-curricular initiative has been programmed to encourage the children to develop meaningful relationships, enjoy the benefits of exciting learning experiences and build their confidence. **Students are encouraged to stay with the same activity for the whole year, in order to gain some level of mastery in their chosen activity.**

MI Centre in Junior School & Infant School

Each child is expected to choose a maximum of two clubs per term (besides the Learning Centre for Junior School and After School Care for Infant School) on Tuesdays and Thursdays.

The Learning Centre meets 3 times a week on Mondays, Wednesdays and Fridays.

After school care for the younger ones is provided daily until 5:00pm latest.

Music Academy is open every day from 3pm to 5pm, Mondays to Fridays.

Students may choose one or more 30 minutes sessions on any day.

MI Centre in College

Each student is expected to choose two activities; a club and a sport

Sporting activities hold twice a week on Mondays and Fridays while other activities hold once a week, including mandatory weekly Leadership & Citizenship sessions.

Music Academy is open every day from 3pm to 5pm, Mondays to Fridays.

Students may choose one or more 30 minutes sessions on any day.

Parents should kindly note that the children are encouraged to register for a minimum of 2 and maximum of 3 extra- curricular activities a week. This is the only way that a total and wholesome education can be achieved.

16) PARENTAL INVOLVEMENT & COMMUNICATION

a) Open Door Policy

Parents are encouraged to make an appointment with the teacher to discuss matters of concern relating to academics. They should do this by sending the teacher a note, leaving a phone message or booking an appointment through the Front Desk Officer. They can also make use of the Communication Book sent through the children daily.

For anything of a minor nature, Parents are encouraged to pop in on Wednesdays between 7.40 – 8.00am or any day after school as you will have quick access to the teachers at these times.

THE SCHOOL DAY IS TEACHER'S TEACHING TIME AND PARENTS ARE ASKED TO RESPECT THIS TIME

Kindly refer to the Head Teacher any issues that cannot be resolved by the teacher.

At all times, we expect that Parents engage teachers in a positive and constructive manner. However if this is not so, then teachers should inform their Head Teacher and a follow up meeting will be arranged.

b) Parent Volunteer Services

We believe this is an excellent way to highlight the excellent work teachers are doing at school as well as removing the fear of the unknown. The more parents know about what we are doing for and with their child the better they will appreciate and understand our efforts.

In addition to the mornings when parents may be invited to join in classroom activities, teachers are encouraged to involve parents informally throughout the year. Ways of doing this might include: helping with an outing; hearing children read; small group art & craft activity; playing a game with a small group; sharing a special interest or skill; telling a story or helping with a celebration from their own culture.

Parents are also encouraged to sign up for volunteer activities and fund-raising campaigns such as Funfair, Book Drives, Nigerian Day and any other committees that may be raised by the school.

c) School Newsletter

Are sent out regularly by the administration, this keeps the parents informed on current and upcoming events and general developments. Most letters will be sent home on a Friday.

d) Class Newsletters

Teachers will send class/subject/section newsletters home at the beginning of the term and at half term informing parents about current work, themes, as well as specific notices, outings etc. They will cover all subject areas. Please check your calendar for dates.

e) Access to ELT (Education Leadership Team)

As ELT members are often at meetings or in the classroom monitoring and observing teaching and learning, kindly book an appointment with their secretaries if you need to see them or simply call/leave messages on these numbers:

| | | |
|-----------------------|---|-------------|
| Mrs. Kehinde Nwani | - | 08080888116 |
| Mr Ola Opesan | - | 07043303030 |
| Mrs. Yinka Obafisoye | - | 08073000556 |
| Mrs. Senami Adepoju | - | 08023016331 |
| Ms. Rita Ekpeyong | - | 08060430124 |
| Mrs. Bidemi Oyedepo | - | 08023661321 |
| Mrs. Toyin Awe-Joseph | - | 07039890873 |
| Mrs. Ayodele Oluyemi | - | 08032011632 |
| Mrs. Delphine Nnakwe | - | 08023014698 |
| Mrs. Joy Otuokere | - | 09053816217 |

17) Student Behaviour and Support System

Students are expected to attend the school each day dressed in the school uniform. We will be here and prepared to do our best for and with the students. We expect only their best efforts and their most positive attitude. The important thing is to always try to do their best and we will assist the students in this.

At no time will the school tolerate behaviour, which interferes with the learning time of other students.

At all times staff will model the high expectations we expect of the students. This includes no mobile phones, no chewing gum, and being on time for classes and

school, being prepared for lesson, courtesy, tolerance, understanding and kindness.

Each member of staff is responsible for ensuring that the children are aware of the M-hall behaviour expectations. Student behaviour is not only the responsibility of the staff member on supervision duty, or an individual class teacher, **the students are our collective responsibility**. Therefore parents should be aware of the basic expectations the school has for each child. Please review, discuss and model these guidelines with your child.

At all times the situation will be dealt with sensitively with discussion, and the desired outcome understanding and "amicable" resolution. If this does not happen then we will follow the line of communication process.

18) School Policy on Student Discipline

M-hall does not sanction corporal punishment. However, the Chief Executive Officer may administer same at her discretion based on gravity of offence.

Discipline problems at this school are few and it is expected that most students, in most instances, will be able to live happily and comfortably within the basic rules of conduct laid down by the school.

However, there may be times when a student needs to be reminded of the responsibility he/she has toward the School as a whole as well as to him/herself as an individual, and there must be some sensible rules for dealing with such reminders. The school has published guidelines for Behavior Expectations. These are in both the parent and teacher's handbook.

Infant School Discipline Policy

1. Class Rules
2. Reinforcement through positive means
3. Verbal Warning
4. Time alone apart from classmates
5. Moral Instruction during circle time
6. A visit to the Year Group Coordinator, Deputy Heads, and Head Teacher

7. Parents' Conference
8. Visit to CEO

1. Class Rules

At the beginning of every term, the teachers and the children agree on accepted behaviour in the class.

2. Reinforcement

We believe more in positive reinforcement and that the main reason for discipline is to encourage good behaviour. Each teacher will develop various ways of encouraging children to behave positively. Some methods are listed below:

- a-Stickers
- b-Commendation of good behaviour
- c- Smiley or sad faces
- d-Gift or small token
- e-Certificates
- f- Privileges e.g. take small group of children who have done something special that day out of class for a special treat around the school.

3. Verbal Warning

Verbal warning is done to correct a child who has misbehaved or disregarded the class rules. The teacher stoops low to the child's level, makes direct eye contact and corrects the child with a firm but low tone of voice.

Most times, it is better to take the child to a quiet place and issue the verbal warning.

4. Time Out

Time out is not the same thing as being sent to 'naughty corner'. Time out is separating a child that is misbehaving in class from the rest of the group. The key thing in time out is that the child will be engaged in a more demanding individual task and have time to reflect on behaviour while the other children continue to work as a group.

5. Moral Instruction circle time

Moral Instruction circle time is about approaching behaviour (bad) from the biblical point of view. The teacher discusses what the Bible says about a particular bad behaviour especially one that a child has just committed. The teacher will often use this method of discipline in reinforcing good behaviour by mentioning the names of the children that have made progress in their behaviour.

6. A visit to the Year Group Coordinator, Deputy Head, or Head Teacher

This method is used when the teacher has tried all above methods of discipline and the child persists in an undesirable behaviour.

7. Parents' Conference

A Parents' Conference is scheduled when a child's behaviour has defied all corrective measures. This method can only be used with the consent of the Head, Infant School.

8. A visit to Chief Executive Officer

This is used in extreme behaviour issues. It is usually used on the direction of the Head Teacher. When the CEO becomes involved, she may send for the parent of erring child and the next line of action is determined thereafter.

A Typical Day in Infant School

A 'Typical' day in our Infant School classroom at the beginning of a new session is as follows:

Arrival: Children are greeted by the teacher and the children (ages 2 and above) do self-registration. This encourages children to recognize their names as they pick their name tags.

Circle time: Circle time is when the children, teacher and class helpers gather together for songs, finger puppet play, sharing, news of the day, stories, group games, etc.

Work time/Centre time: Different centres are set up on the tables and around the classroom, some focusing on the theme for the day, some creative art projects and some evoking manipulative skills. Some of the regular centres are the dramatic play area, book corner, blocks, sensory/water table, painting easel, etc. Children flow from center to center as their interests dictate. Such centres are also replicated outside which cater for children who prefer the outdoors to being indoors.

Lunch and snacks: The school provides healthy lunch and nutritious appetizers/deserts for all interested children; please see the Accounts Department for further enquiry. Families are also free to provide lunch for their children. Snack time is a fun time for social interaction and nourishment.

Small Group Time: An adult meets with a small group of children to engage in a fairly structured activity planned by the teacher. The activities vary based on the maturity of the age group.

Outside Play: Scheduled playground time for about 20-30 minutes daily.

Outdoor Learning: This is different from outdoor play; it is about children having their lessons outdoor through exploration and discovery methods.

September is a transition time for a lot of children as such teachers will be helping children and parents feel comfortable with goodbyes. The teacher will support the children who are not yet independent with keeping their bags in the cubicles, completing self registration process etc., while encouraging parents to allow children to develop independence. Teachers will also help parents with the separation too. Sometimes children are more prepared to separate than their parents, so it is important for parents to limit the time they spend during the farewell process to allow their children to develop independence.

Homework Policy

For us, in Meadow Hall Infant School, homework is a revision of taught topics (in school at home. We send out a balanced amount of homework worksheets and activities (taking into account the cognitive, affective and psychomotor domains

of child development) on Tuesdays and the completed package is to be returned the following Monday. We encourage you to spend quality time daily supervising and supporting your child during the homework sessions. Do remember to be patient with your child while she completes assigned task.

Junior School Discipline Policy

1. Verbal reprimands the first two times
2. The third time, the child is punished. Punishment includes:
 - Denial of playtime for five to ten minutes and other privileges – e.g. being class monitor, playing the drums
 - Picking up litter around the school premises during playtime
 - Writing of letter of apology which could be read at assembly and kept in the child's file
 - Being brought out at assembly
 - Time out of class in another class in the same Year Group during break for a specified time.
3. A visit to the Guidance Counsellor to enable the child reflect on his/her behaviour.
4. Internal Exclusion - a child can be excluded from classroom during school hours, and be otherwise engaged in other productive activities around the school;
5. Detention - takes place outside of the learning time; the student is given extra work to do, often in a subject he/she is challenged in;
6. Phone call to child's parents
7. Visit to the CEO
8. Suspension
9. Expulsion

General Note on Discipline.

Please bear in mind that Class Teachers keep a record of behaviour misdemeanors in the Behavioural Book.

The Head Teachers, Year Group Leaders and the Class Teachers are responsible for setting and enforcing rules of behaviour and for coping with behaviour problems as appropriate to the students' age and maturity.

At all times the use of positive reinforcement is the school's preferred approach to discipline. Conversely, teachers are expected to treat each student with respect, courtesy and consideration.

To express the School's views on providing corrective measures as pertains to the students, when there are breaches of discipline in all cases, the Head Teachers, Education Director or Head of School will be the decision making authority. However, their decision may be appealed to the CEO, who is also the Chairman of the Board.

Suspension shall mean a disciplinary measure, which requires the student to stay away from School for a specified period.

Expulsion/dismissal shall mean a disciplinary measure, which requires the student to be struck from the school rolls.

Behaviour that consistently deviates from accepted standards as judged by the administration will lead to suspension from one to five school days by the CEO. A suspended student cannot return to School until a conference is held between the administration and the student, parent(s) or guardian. Work missed during suspension must be made up prior to re-entry to school.

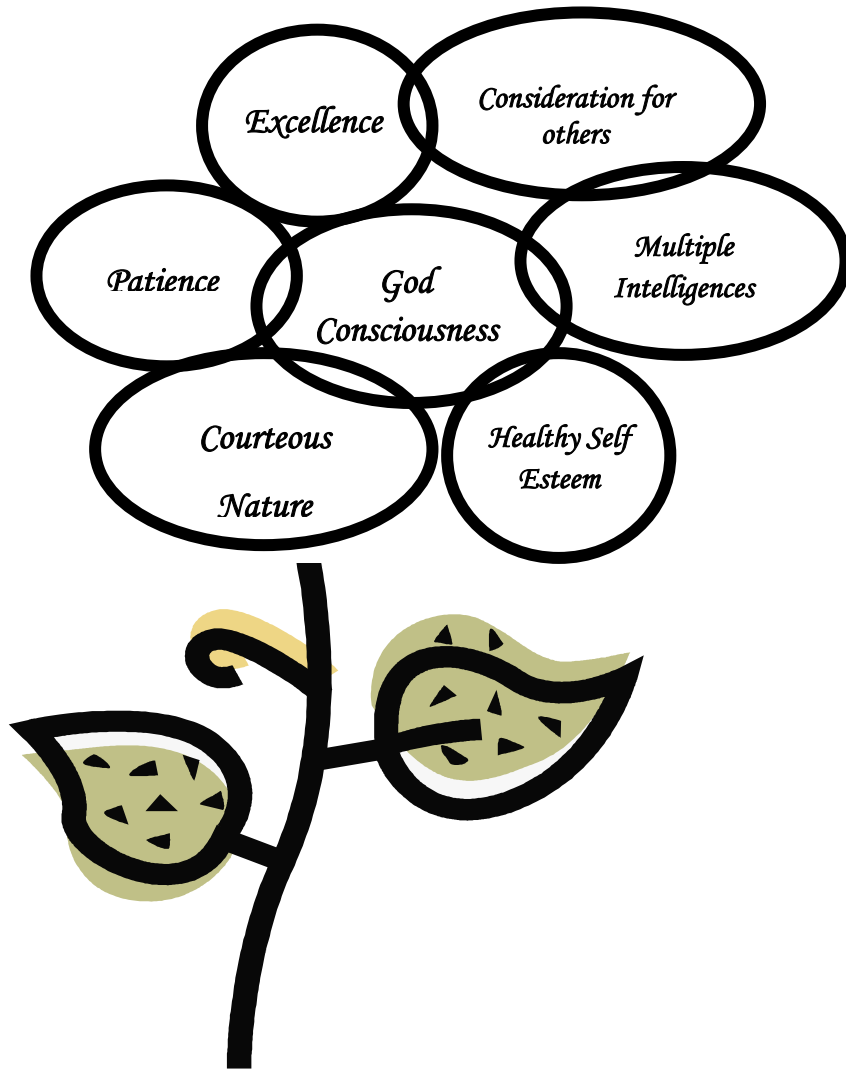
Behavioural Expectations

- Always try your best, it is appreciated.
- Respect yourselves, others and our environment
- Be kind to each other

- Work together
- Be honest
- Solve problems peacefully
- Ask before using other people's things
- Take good care of all things, belonging to you and to others
- Be polite and respectful
- Act in a safe and responsible way
- Play peacefully and safely
- Tidy up after working and after playing
- Always follow instructions given by the teacher
- Stay in areas where you are allowed
- Talk quietly inside the building
- Always walk inside the building (no running)
- Respect our environment
- Look after our school
- Be on time to lessons
- No chewing gum
- Be in uniform during all school days and activities

*Please note that there is **Zero** level tolerance for bullying in M-hall and bullies are dealt with quickly and decisively so as to avoid such behaviour being copied or children being hurt.

Meadow Hall Students and Staff's Code



Our brand 'flower' represents the following to both staff and students:

- God consciousness
- Excellence
- Multiple Intelligences
- Consideration for others
- Patience
- Healthy Self Esteem
- Courteous Nature

19) Divine Delight Dining

The school has a school lunch option for interested parents, however the children should still be provided with mid-day snacks, drink and water by their parents. Where parents do not patronize the school lunch, they should provide mid-day snacks, lunch, drink **and** water for their children.

Please note that due to the number of children in the school, it is not possible to reheat lunches. For hot lunches, kindly sign up for school lunch, if not please pack cut lunch e.g. sandwiches for your child. Please ensure that your child's lunch is a friendly one that he or she can manage on his/her own and that fosters independence.

20) Lost but Found

With so many children, it is difficult to keep track of clothing and other belongings. Having each article of clothing clearly labeled with the child's name aids in the effort to connect a lost item with its owner. This is very important especially for Infant School children. A "lost but found" table is maintained in the matron's office. Clothing that is not claimed after reasonable time period will be donated to charity.

21) Excursions

During the second term of every school year, pupils will go on field trips/ Educational Visits to local areas of interest, in co-ordination with topics being studied in class. Parents will be notified in advance of an upcoming trip as well as

informed of any associated fees. We also have a Field Trips Unit which organizes international and local trips to other notable places of interest outside those being studied under the curriculum.

22) Founder's Day

This comes up annually on the first day of May. The day begins with a Charity Walk which is led by the Founder, Mrs. Kehinde Nwani. It is a day spent with less-privileged children of the society. A party is organised in the school premises for these children from various orphanages. Clothes, books and toys are given to cater to their educational needs while we also share the word of God with them to cater to their spiritual needs.

23) TIMES OF REFRESHING

Please join us and other parents for our weekly Times of Refreshing every Thursday when school is in session from 8:00am to 9:00am. It is a refreshing time of worship and prayers for the school, our children, families and our nation. Coffee and light refreshments are served.

24) Playground Guidelines

- Use playground equipment as intended (e.g. no walking on slides)
- Allow anyone who wants to play to join in games
- Do not tackle, trip or roughhouse in any games
- Stop chasing or playing scary games when asked to stop
- Keep sand and sand toys in the sandbox. No throwing of sand
- Keep sticks and stones on the ground. Do not pick them up and never throw them
- No bullying on the playground.

Any student who repeatedly breaks the ground rules stated above, or who on even one occasion endangers the health and safety of others, may be asked to leave the school by the CEO.

25) Rules for All

Drugs, Cigarettes and alcohol are strictly forbidden on the premises. Any violation of this rule will be grounds for immediate expulsion.

i. Violence and Harassment

M-hall School cannot and will not tolerate any irresponsible and dangerous behavior

-ur, acts of violence, threats of violence, emotional or sexual harassment or verbal abuse directed toward anyone be it pupil or staff. It is absolutely illegal and forbidden to bring or carry a weapon to school or on the grounds of the M-hall. All verbal threats will be taken seriously and will be promptly dealt with by the Security Supervisor.

ii. Smoking

M-hall is a smoke-free environment. No one may smoke on school grounds.

iii. Care of the Environment

The entire school community, including teachers, students, parents and administrators are responsible for helping to maintain the order and neatness of the school environment. Please use the trash receptacles that are placed throughout the school.

26) Communication

Each classroom has a newsletter that will be sent home every 6 weeks as well as termly. This is in addition to general school letters and communication books sent home daily through the children.

Emergency Procedures

In case of an emergency such as fire, a bell will ring continuously. The teacher with the class is responsible for the safety of the class. Each teacher should take his or her register and have the class leave the building by the appropriate exit, without running, and in a quiet and orderly fashion. Before leaving, the teacher should check the bathroom, and should close all doors and windows and turn off the lights (when there are 2 staff members present, one should leave the building with the children while the second carries out the checks). No one should delay to collect any personal belongings.

Once outside, teacher should proceed to the Muster Point and ensure that the class remains together in the allotted place and check that everyone registered for that day is accounted for. She should inform the CEO as soon as she accounts for everyone or immediately there is a problem. No one should re-enter the building until cleared to do so by the administrator.

A fire Drill is conducted once in a while during school hours to sensitize the children and staff on expectations in case of a fire outbreak.

27) Homework Guidelines (Junior School)

Parents please note that homework is intended as a supplement and support of the school day and it should not under any circumstances be done by parents for the students. If a child is having difficulty please note this in the communication book, then have the child return it to his/her teacher. This will assist the teacher to know what areas the child needs extra help or re-teaching in and will go a long way to helping your child to achieve mastery of the subject matter.

It is more important to know what a child knows and can achieve success in, than it is to know how much work has been completed. Completion does not equal understanding. We ask all parents as our partners in your child's education to assist us to teach them both well and effectively. It has been proven that a child who can proceed to the next activity with knowledge and understanding and confidence will have the skills and confidence to go forward successfully and well.

A reasonable amount of homework will be assigned to reinforce and support the material covered in class. It will also reinforce good study habits and to encourage independent work. Students at M-hall are expected to write all assignments in the communication books. Teachers are required to monitor its use. Teachers should write a comment each week to inform parents of the student's progress that week. This should be returned to the teacher with a parent's signature and comment.

Teachers are requested to coordinate their homework giving schedules so as to avoid overloading the students. Excessive demands can have an adverse effect on what should be a supporting activity for the students.

Children, who fail to submit their homework twice in a week, would be made to serve detention on Fridays. Parents would be informed before the day detention is to be served.

28) School Matron

The school has qualified and experienced Matrons who are on duty every school day from 7:30 am to 4:00 pm. (Monday – Friday). They are in charge of the school's Healing Bay.

The Matron attends to all minor injuries and illnesses. If a child is ill enough to keep him/her from class for more than two periods, or in the case of emergency, the Matron will contact the parents for additional, immediate medical attention.

The Matron also ensures that all students have the requisite immunizations and health certificates. Parents should also keep the matron informed of all allergies.

Illness

If your child shows signs of illness then you are advised to keep him/her at home, both for individual recovery and protection of other children and staff at school. If your child has a communicable disease, the school should be notified at once and in writing so as to protect the health and safety of the other children.

When your child returns to school after a period of illness please explain in a note to the teacher. This will help to update our records.

If your child becomes ill in school, you will be notified and it may be advisable to take him/her home.

Minor injuries during school hours will be treated by the School Matron and you will be informed in writing of the circumstances and advised of any treatment or recommendation. In the case of more serious injury or accident we will take appropriate action and you will be contacted as soon as possible. The school has access to its own Doctor.

Medications

Please sign in all medication with the School Matron. As a precaution, please indicate in **writing** the medication, dosage and time to be given. The first dose of medication should be given at home before coming to school. **Medications must be in their original package.** Teacher will document time, date and dosage given. **N.B:** To assist us in contacting you we ask that all parents complete the family information page so that we have a current address and contact number for you

at all times. Should you change house or phone number then please update our records as soon as possible.

29) Equipment needed in school

General: Please clearly label your child's belongings with his/her name.

Classroom: The class teachers will inform you of their specific needs in your welcome package.

Books & Stationery: Textbooks will be given to your child for the session. Parents must sign for books received, and books must be covered in plastic. Parents will be charged ₦5,000 for the replacement of any lost book.

All consumables e.g. workbooks, exercise books, craft materials, worksheets and photocopied materials will go home once completed. Children will be given a homework bag at the beginning of the session.

There will be text books currently being used by the children on sale in the school's Resource Centre so that parents who wish to purchase extra copies for their children may have the opportunity to do so.

30) School Attendance and Absences

Consistency and routine are important to every child's development and continuous progress. When a child misses school for whatever reason, there is a period of re-adjustment. Irregular attendance is disruptive to the child's adjustment and strongly discouraged. School is open 5 days a week and all children are encouraged to attend.

Parents should kindly give 24 hours notice whenever their child will be out for a day, coming in late or leaving school early. For longer term absences, please give the class teacher one week's notice, so make up work can be prepared for your child.

31) Bus Services

Bus services are available for pick up of children in the mornings and drop off in the afternoons. The cost varies with location. These services are provided by Netcell Limited, Enhanced Solution Services Limited and Klapo Ventures Limited

and are monitored by the school. Interested parents should sign up with the providers.

There is also a free shuttle provided for our students in Ikoyi. Registration is on first come first served basis.

We trust that all the above information has been of help to you. If however there is anything you feel is missing, then please inform us so that we can include it in the future handbooks.

ETHICAL STANDARD

It is against our policy for Meadow Hall Staff to accept any gifts or gratification from parents or the children. Therefore we implore you not to offer any to them in cash or kind.

In the event that a Meadow Hall staff (including the security personnel) demands such, please send your complaints to director@meadowhallschool.org or put your complaint in the Parents Satisfaction Survey Box at the Front Desk.

In the same vein, if you would like to commend any staff member, kindly send a mail to director@meadowhallschool.org.

Thank you for your cooperation.

Management.

| DATE | EVENT |
|-------------------|---|
| ALPHA TERM | |
| SEPTEMBER | |
| 4th | WEB Day |
| 6th | Boarders Resume |
| | First day of Term/College |
| 7th | Orientation |
| 8th | International Literacy Day |
| 14th-18th | Whole school Debate Parents' Seminar/Meeting with Parents of Yrs 9 & 12 |
| 19th | Students |
| 24th-25th | Eid el Kabir Holiday |
| 28th-2nd Oct | Nigerian Week |
| OCTOBER | |
| 1st | Independence Day |
| 5th | World Teacher's Day |
| | MOCK:YR10 Checkpoint & YR |
| 6th-9th | 12 IGCSE |
| 8th | Times of Refreshing |
| 12th | Numeracy Week |
| 13th | Oct Checkpoint Exam |
| 14th-16th | De-worming Exercise |
| 15th | Times of Refreshing |
| 16th | Destination (College) |
| 22nd | Times of Refreshing |
| 23rd | Open Day |
| 23rd-25th | Swimming Camp |
| 26th-30th | Half term |
| 27th-29th | Yr 11 Revision Classes |
| NOVEMBER | |
| 2nd | Resumption after Half Term |
| 3rd-11th | Yr 11 Mock Exam week |
| 1st-6th | Meadow Hall Footie Week |
| 9th-13th | Year Group meetings |
| 12th | Times of refreshing |
| 14th | World Diabetes Day |

| | |
|-----------|---|
| | Dental Screening (infant)/College Revision/Practical Exam Week |
| 16th | |
| 17th | Dental Screening (KS 1 & 2) |
| 18th | Dental Screening (College) |
| | Times of Refreshing/Harvest Assembly |
| 19th | Junior School/Yr 9 Mock Exam/College Exam Week |
| 23rd-27th | |

| DATE | EVENT |
|------|--|
| 1st | Music Recital |
| 2nd | Swimming Gala |
| 3rd | Excursion KS3 |
| 4th | Excursion KS4 |
| 5th | Christmas Carnival |
| | Christmas Assembly-Infant & Junior School |
| 8th | |

| DATE | EVENT |
|------|---|
| | Christmas Party-Infant & Junior School/College |
| 9th | Christmas Assembly |
| 10th | College Christmas Party |
| 11th | ARD |

| DATE | EVENT |
|--------------------|--------------------------|
| EASTER TERM | |
| JANUARY | |
| 5th | Boarders Resume |
| 6th | First Day of Term |
| 10th-15th | Science Week |
| 14th | Times of refreshing |
| 15th-17th | Swimming Camp |
| 18th-22nd | College 1st Assessment |
| 20th | Times of Refreshing |
| 21st | Meet My Parents Day |
| 25th | BURNS Night |
| 25th-29th | Junior School Assessment |

| | |
|-----------------|---|
| 28th | Times of Refreshing |
| FEBRUARY | |
| 1st-5th | College 2nd Assessment Word Burst Competition-KS 2,3 & 4 |
| 3rd | Times of Refreshing |
| 4th | Eye Screening-Infant |
| 8th | Eye Screening(KS 1 & 2) |
| 9th | 2016 MHGT Audition |
| 9th-10th | Agape Day/Sports (Infant & KS1)/Entrance Exam Internal |
| 11th | Open day |
| 12th | MHC-Entrance Examination |
| 13th | |
| | Half Term Break/Year 10 Work Experience Resumption after Half Term/ Yr 9 Psychometric Test |
| 15th-18th | International Modern Language day |
| 22nd | Careers Day-Yr9 |
| 23rd | College 3rd Assessment |
| 24th | Literacy Week/Children's' Book Week/Book Fair Week |
| 29th-4th Mar | |
| 29th | MHC-Entrance Examination Junior School Assessment/Yr9 Subject Selection |
| MARCH | |
| 5th | Times of refreshing/MHGT 2016 |
| 7th-11th | French Day |
| 10th | College 4th Assessment |
| 11th | Times of Refreshing |
| 14th-18th | Multiple Intelligence Week |
| 17th | |
| 21st | |

| DATE | EVENT |
|-------------------|---|
| | End of term for Junior School/Music Academy Recital |
| 22nd | Current Affairs/Easter Assembly/End of term |
| 23rd | ARD |
| 24th | Good Friday |
| 25th | Easter Sunday |
| 27th | School Trip |
| 28th | |
| OMEGA TERM | |
| APRIL | |
| 4th-8th | Spring Meadow Camp |
| 5th-7th | College Easter Camp |
| 10th | Boarders Resume |
| 11th | First Day of term |
| 21st | Times of Refreshing |
| 25th-29th | Numeracy Week |
| 28th | Times of Refreshing |
| MAY | |
| 2nd | Founder's Day |
| 3rd-6th | Vocational Week |
| 5th | Times of Refreshing |
| 12th | Times of Refreshing |
| 13th | Multiples Intelligence test |
| 16th-24th Jun | College Exam |
| 19th | Times of Refreshing |
| 20th | Open Day |
| 23rd-27th | Half-Term Break |
| 27th | Children's Day |
| 29th | Democracy Day |
| JUNE | |
| 3rd | Times of Refreshing |
| 6th-10th | Year Group Meetings |
| 9th | Times of Refreshing |
| 13th | Hearing Test (Infant) |
| 14th | Hearing Test (Junior) |

| | |
|--------------|---|
| 15th | Hearing Test (College) |
| 16th | Times of Refreshing |
| 27th-1st Jul | Junior School Graduation |
| JULY | |
| 1st | Music Academy Recital Infant School Graduation/College Prize |
| 4th | Giving Day School Closes/College Awards Ceremony & Graduation |
| 5th | Dinner (Tentative) |
| 6th | ARD |

