



PROSPECTUS

PRIMARY SCHOOL



CRESCENT PRIMARY SCHOOL



Mission Statement

Crescent Primary School strives, through the provision of an effective, holistic education programme, to establish, in co-operation with the Parent, a positive learning environment, so as to allow students to achieve their maximum potential, which will allow them to take their rightful place in society, as integrated citizens.

Vision

Crescent will be a model unified school and a quality educational service provider.

Forward

On behalf of the Board of Governors and the staff, it is indeed a privilege to welcome you to Crescent Primary School. Our School motto is "Striving for Excellence and as educators we are committed to this motto to ensure that as high a standard of education as possible is attained at Crescent School.

The effectiveness of our School is dependent not only on the staff, but also on the positive involvement and personal input of our students **and the parent community**. We therefore invite you to immerse yourself in all the activities and opportunities which the School environment presents for your participation. **Supporting your child is of paramount importance.**

We express the wish that your contact with Crescent School will be the start of a new stimulating, pleasant and enriching experience.

This Prospectus has been compiled in the interest of providing all members of the Crescent School community, as well as new Parents, with a detailed guide to the School. As the facilities on offer expand, this booklet will be updated to more fully describe the programmes available.

We hope this Prospectus will inform you of the policies, practices and regulations pertaining to Crescent School. We welcome any suggestions from Parents.

After reading through this document please complete the slip at the end to show that you have read and understood the document and are willing to comply with the policies and procedures laid out in it. The slip should be submitted to your son/daughter's class teacher on the first day of term.

Welcome to our Crescent family and we look forward to a long and enriching road ahead of us.

Lina Masime

School Head

Chairman

A Brief History of Crescent School

In 1955, the Bechuanaland Muslim Society approached the British Government with a request to build their own School. The government agreed to this proposal and was willing to share the costs on a pound for pound basis. The Muslim community, with the help of certain guarantors, raised the necessary £12 500 and construction began in early 1960.

The Lobatse Indian School was officially opened by the Resident Commissioner, Sir Robert Peter Fawcus, on 27 November 1961. A brass plaque was erected at the entrance to the School to commemorate this event. The first Headmaster was Mr. A C Naidoo. In 1963, Mrs. M McElroy was appointed as Headmistress and she remained in that position until 1990.

In 1964 the discriminatory laws were repealed and in 1965 the first Motswana pupil, named Tumelo Lejaha, was enrolled at the Lobatse Indian School. It therefore became appropriate to change the name of the School to Crescent School. As the enrolment at Crescent School grew, the enrolment of the English Medium School declined and in 1970 these two Schools merged.

On 19th October 1989, Crescent School was registered as a Private School under the Companies Act (CAP 42:01). According to the Government White Paper of 1990, the offering of State granted land is the limit of support to English Medium Private Schools in Botswana. Crescent School like all other Private Schools receives no financial support of any kind from the Botswana Government and is entirely dependent for its income on the parent community.

It should be noted that Crescent School operates on a “not for profit” basis and reinvests all surpluses back into School.

In line with this policy, a new double-storey building to accommodate the senior primary classes was opened in 1993 and three additional junior primary classrooms were completed. An additional classroom block, comprising 3 classrooms, a science laboratory, an additional classroom and toilets was completed in 2002. 8 Secondary classrooms with toilets were completed in 2003. In 2004, a further Secondary block was built, containing 5 classrooms, a computer room and a physics laboratory. More recently, a new Primary block was completed in December 2006. This contains three new classrooms downstairs and a spacious Art Room and a Computer Laboratory upstairs. Further Primary classrooms and a Secondary biology laboratory were opened in 2009.

As there was a need for an English Medium Secondary School in Lobatse, the Board of Councilors decided to launch the first Year One (Form One) class in 1999. The adjacent classrooms, attached to the Mosque, were hired for this purpose. The ultimate aim of the Board of Councilors was to build its own Secondary School campus and to follow the Cambridge IGCSE course. This aim has been achieved and the first secondary school class to be enrolled completed the IGCSE examination at the end of 2003. In February 2007, the first Cambridge ‘A’ level students began their studies, this being another positive venture for the School. Fully equipped Chemistry; Biology and physics laboratories; a computer room and a block of eight classrooms complete the Secondary Phase to date.

Authority of School Council/Articles of Association

The Crescent School Board of Governors acts as the overall legal and corporate authority of the School. All activities, programmes, associations and legal affairs within the school community fall under the authority of the Board of Governors. Decisions regarding the direction of the School programme, as well as decisions of general policy, are taken at the level of the Board of Governors. The Governors are guided by the Crescent School Constitution, Articles of Association and other associated regulatory frameworks.

As mentioned earlier, **Crescent School is a non-profit organization** and all accrued funds are redeployed for the development of the school.

Board election

As per the School Constitution, The Board elects office-bearers from among its Members (previously known as Guarantors). There are currently nine (9) Members and from these, four are selected to participate on the Crescent Board including Chairperson, Vice Chairperson, Secretary and Treasurer.

Any vacancies on the Board may be filled by decision of the Board for the unexpired period of the vacating member's term of membership. The Board also has the discretion to invite additional participation from outside the Members (Guarantors) and stipulate the requisite term of office for the Non-Member participants.

The Board of Governors and the Professional Staff

The Board of Governors has vested both executive and administrative authority and responsibility in the School Head. The School Head is an ex-officio member of the Board and is directly responsible to the Board. All professional staff members are responsible to the School Head in all academic, professional and administrative matters.

Policies of the Board of Governors

The School Board of Governors undertakes to set the fee structure for each year, after reviewing the needs of the School. Fee increases are wholly dependent on the total enrolment of pupils and the need to cover costs as highlighted in the approved budget.

The size of the School and the enrolment figure per class are set by the Board. The official class size limit is between twenty-five and thirty children per teacher.

Apart from keeping abreast with new developments and allocating funds or raising funds for such developments, the Board assesses the academic and professional needs of the School in order to increase or create special teaching posts.

Financial Control

Each year at the Board of Governors annual general meeting, external auditors are appointed to audit the finances of the School.

Parent Representative Council

The Parent Representative Council is a voluntary group of Parents who assist the School in matters such as fund-raising, the provision of facilities and the carrying out of any duties conducive to the welfare and interest of the pupils.

The members of the Council are volunteers and are selected through an annual application process which involves evaluation by School Management and the Board of Governors. The Council holds termly meetings with the School Management. The Council operates under the authority of the Board of Governors.

Academic-Primary

Crescent School Offers seven years of Primary Education (Standards 1 to 7) culminating in the Cambridge Primary School Tests (Applied Knowledge) (PSLE- October). The Botswana curriculum has been merged with the International Cambridge Curriculum to create Crescent Schools School Based Syllabus. This syllabus incorporates all the curriculum from both the National and International curriculums offered at Crescent. Therefore producing students who excel according to both national and international standards.

Crescent School also has a Pre-Primary Department which offers a Kindergarten class and a Reception class which provides activities and education for children before they enter Standard 1.

We are proud of excellent PSLE results achieved by our students every year and the excellent performance of our Cambridge Primary students which always exceeds international averages.

Subjects and Additional Activities at Primary Level

Mathematics	English First language
Setswana	French
Social Studies/Cultural Studies	Science
Computer Studies	Art
Library	Physical Education
Agriculture	Religious and Moral Education
Creative and Performing Arts	Music

Note: Crescent offers French and Setswana to all its students from Standard 1 to Standard 5. At Standard 6 students get to pick one language to specialize in. Citizen students are required to take Setswana due to the national PSLE requirements. Expatriate pupils will be given a choice of French or Setswana. Expatriate pupils normally take French as a second language, but they have the option of taking Setswana if they undertake to write the Setswana examination at PSLE level

Administrative Information

Postal Address: Crescent School, PO Box 102, Lobatse.

Physical Address: Plot 328 Ramatlabama Road, Boswelatlou Ward, Lobatse.

Telephone Number: 5330409

Fax Number: 5330661

E-Mail Addresses: SchoolHead -primaryschoolhead@crescentschool.co.bw

Primary School

School hours:

Standards 1 to 7:

Co-curricular Activities:

Mondays to Thursdays

7:15 to 13:10

13:30 to 14:30, 14:30-15:30

Fridays

7:15 to 12:30

No activities

All Pupils

Pupils should be at School at least 10 minutes before the commencement of Registration at 07:15.

Pupils arriving late for School should report to the Deputy Head's Office.

Pupils are not permitted to leave the School premises without the written permission of the School Head or the Deputy Headmaster. Permission slips are obtainable from the Primary School Office.

Breaks

There is a mid-morning break from 10:30 to 11:00 for the Primary School. Parents should please provide students with **healthy and nutritious snacks and liquid refreshments, juice and water**, to be consumed at break by the children. Additional refreshments should be provided on P.E. days and for sporting events. Students should bring all their food and liquid requirements with them at 7:10. Should there be a need to deliver food or drinks to a student; these should always be handed in at the Office, please.

Admission Policy

All children are formally, or informally screened (Kindergarten, Reception Class) before entry into the School. The screening is to determine whether he or she can cope at the level required for that specific standard/year and concentrates mainly on English and Mathematics.

The final decision about whether to accept a pupil into the School rests with the School Head and the professional staff and is, inter-alia, also dependent on vacancies being available.

Children should also reach the minimum age requirements for entry into the School. Requests for early entry into the School seldom have reasons based on educational values.

The Board has adopted the following minimum age requirements for entry into the School;

Kindergarten	2.5 to 4 years old before 30 June of that year.
Reception B	- 5 years old before 30 June of that year -
Standard One	6 years old before 30 June of that year -
Standard Two	7 years old before 30 June of that year

Continue adding a year for each of the following standards/years.

Please note that a pupil, who is two years older than the average age of the pupils in a specific standard, cannot be admitted to that standard. For example a pupil who turns 9 years old before 30 June will not be admitted to standard Two where the average age is 7 ½ years.

Application for Entry

Procedure

All parents wishing to apply for entry for their children into Crescent School should please obtain the necessary Registration form from the Secretary. This applies to the Pre-Primary and the Primary.

Please complete the form in detail, and attach the necessary **certified** birth certificate, reports, transfer and conduct letters from the previous school.

This form should be returned to the Secretary, together with the required non-refundable registration fee. Please note that the completion of the Registration Form and the payment of the required fee does not guarantee acceptance into the School.

Upon the receipt of the correctly completed registration form, Parents will be informed when the child should be brought to School to sit for the admission test. All registrations are tested before the term begins.

After completion of the admission tests the professional staff will reach a decision as to the acceptance of the pupil into the School. Parents will be informed in writing of the decision. **Upon receipt of the acceptance letter, parents are requested to pay a deposit of 50% of the term's fees, to ensure that a place is reserved for the pupil.** Failure to pay this deposit will be considered as a sign that the parent no longer requires a place for the child. The vacancy will then be allocated to another applicant.

Parents who pay the fees for the entire year, in advance, are entitled to a 5% discount. Parents who have three or more children at Crescent School are allowed to pay the fees in installments, over a period of three months, with the proviso that all the fees for a particular term should be paid before the end of that term.

Payment of Fees:

Development Fund Levy:

Over and above the normal School fees, all pupils are required to pay a non-refundable development fund levy of _____ per term per child.

Book Levy

A book levy of P _____ has been introduced to cover the cost of textbooks. This levy is payable at the beginning of Standard 1 and is non-refundable.

Both fees are therefore payable in the primary phase and **again in the secondary phase** if the student continues at the School. **Active School fees are payable per term in advance and must be paid in FULL by the first day of each term.**

Therefore the last day for payment is the **FIRST DAY of EACH SCHOOL TERM.**

School Fees

If at this stage fees have not been paid in full there will be a penalty of P100.00 per month added to the unpaid School fees.

After 21 school days, the pupil is automatically withdrawn from the School register. Parents will have to re-apply for admission including the payment of the P150.00/P200.00 registration fee. In such a case, a place in the School is not guaranteed.

Note that withdrawal from the register does not absolve the Parents from settling outstanding fee accounts. Parents will then be handed over to the Lawyers to recover all outstanding payments due to the School.

To avoid large amounts of cash being held in the School, all Parents are requested to deposit fees directly into the account at the First National Bank/Barclays Bank, Lobatse. The deposit slip should bear the pupils name and Standard/Year group. It is also possible to use the School swiping machine at the School Accounts Office.

It is essential that a copy of the Bank deposit slip should please be submitted to the Bursar immediately after this payment has been made.

Information on the current fees is available at the accounts Office and will be attached to this prospectus.

Further details and answers to any queries are obtainable from the School Bursar.

Reporting System

School progress reports are sent home at the end of each School term. These reports cover all aspects of the child's achievement in all subjects.

These electronically generated report cards can also be e mailed to parents on request, as e-mail addresses are included by the parents, in the School's admission forms.

Examination Policy

In Standard 1 there are no formal examinations in Term 1. Thereafter, the School follows a policy of continuous assessment until midterm and then an end of term test.

In Standard 2 to 7 the School follows a policy of continuous assessment and then end of term examinations in each term of each year.

In the Primary School certain subjects, such as Physical Education are not formally assessed but relevant comments are noted on the reports.

Both French and Setswana will be assessed internally at all levels. However, French will not be written in the final PSLE Examination.

Parents Teacher Consultations

Parents are encouraged to keep in contact with the class/subject teachers responsible for the instruction of their children. A good method is to use the child's Communication Book (Homework Diary) for written notes. Furthermore, each teacher makes a Whatsapp distribution group for their class to pass on relevant information. Teachers can be sent direct messages or can be called when the parent need to contact them. Contact numbers are sent home in the student's communication book at the beginning of each school year.

Parents are granted the opportunity to discuss the student's work with the teacher during the term, at Parent-Teacher Consultation Days. As the pupil's books and C/A marks will be available at that time, a good idea can be obtained of progress being made. Teachers will invite parents through the communication book to attend such a meeting at mid-term, however, an appointment can be requested at any time.

If a parent requires a more formal consultation concerning the pupil's progress, an appointment can be made with the teacher, via the office, at a time convenient to both the teacher and the parent. Such appointments should be made at least a week in advance.

Parents are requested not to visit the classrooms during normal teaching hours, as both the teacher and the class are disturbed by such intrusions.

Please also note that teachers will not be called to the phone during teaching hours. Parents are requested not to telephone teachers, on their cell-phone, during teaching times. A Whatsapp message can be sent – a teachers are permitted to check their phones for such message at break-time and when not in contact with the children. Parents are also requested not to phone teachers after hours unless there is an emergency.

Newsletters

The School publishes newsletters periodically, for the benefit of all Parents in the Crescent School community. The purpose of the newsletter is to keep Parents informed of all the activities in the School and to keep in touch with developments at the level of the Board of Governors.

School Magazine

At the end of each academic year, the School may publish a School magazine which contains pictures and articles, written by the pupils, which reflect the activities of the School and portrays the creative ability of the pupils. These magazines are for sale to the Parents at a nominal cost.

Absenteeism and notes from home

Every time a child is absent from School due to illness or is away for any reason, a note from a doctor or the parents should please be given to the class teacher, explaining the reason for the absence.

Unnecessary absences from School are strongly discouraged. Parents are reminded to ensure that their child attends School throughout the term, unless he or she is ill.

Parents should refrain from allowing their child to take 'casual' days off; educationally, this is disruptive and may well result in the child assuming that School is not important.

Selection of Textbooks

Textbooks and School teaching and learning materials are either developed by the teachers themselves or are purchased from established publishing houses. The suitability of the text is first evaluated by the professional staff before being adopted for use in the School.

Parents are reminded that textbooks are on **loan** to the students and should therefore be covered with strong covers. **Students in Upper classes will be supplied with a set of textbooks they will need for the Term and they need to be returned at the end of the Term in the same condition that they were given.**

Great care should be taken of all books belonging to the School.

Parents will be required to pay for textbooks and library books that are not returned at the end of the School year or those which have been damaged.

A book levy has been introduced to cover the cost of textbooks. This levy is payable at the beginning of Standard 1 and is non-refundable.

Medical information and Procedures

All relevant medical information pertaining to the student should please be supplied on the Application Form and updated termly on the Parent Information Form sent home at the beginning of each term.

It is vitally important that the teachers and Administrative staff members are made aware of any medical problems a student may have, particularly in regard to allergies and/or diabetes.

If a pupil becomes ill at the School or is involved in a minor accident, the School will try to contact the parent to obtain further instructions. **It is therefore vital to have the correct contact details for the Parents, particularly Cell-Phone numbers. Kindly ensure that the school has all current contact numbers for parents and relatives.**

It is apparent that Parents sometimes send children to School, knowing that their children are ill. This is detrimental to the child's health. There are no facilities available at School to care for ill children; the condition could worsen and expose others to the same illness.

Please also note that for infectious diseases there is a fixed period of time for which children should not be sent to School.

If in doubt about whether a child should return to School or not, please consult a doctor.

School Uniform Code

The intention is for the pupils to wear a standard uniform which will be practical in appearance, be readily available and should not involve high costs. At present all items are obtainable from the School Uniform Shop.
It should be noted, please, that the wearing of all the items of clothing is compulsory.

Primary School

Boys

Summer:

All year

Grey, short or long trousers

Light blue shirt with collar

Grey long socks

School sun hat with badge

Black School shoes with laces

Girls

summer: Light blue cotton dress

White short socks

Black shoes with strap

School sun hat with badge

During cold or rainy weather, a V-neck navy jersey or a School track suit top or a navy raincoat may be worn.

Please note: **Shirts and Dresses should have the school badge on the pocket.**

Boys

“V”-neck blue jersey OR
Full track suit (top and bottom)
Navy blue gloves and woolen hat

Girls

“V”-neck blue jersey, OR
Full track suit (top and bottom)OR
Dress and navy blue tights
No white socks over the tights
Navy blue gloves and woolen hat

Boys and Girls

- A navy blue rain coat.
- Alternatively, a padded, dark-blue or black anorak, may be worn.

If pupils are still cold a **plain white T- shirt** (or vest/undershirt/ polo neck jumper) may be worn under the shirt. No logos on T- shirt should be visible through the shirt.

Physical Education and Sporting Activities

Pupils should please ensure that they wear the correct clothing for all these activities.

Boys and Girls wear similar items

Plain navy blue shorts
Golf t-shirt, with collar; sky blue with navy trim
Takkies/track shoes (black, blue and white)
Navy Blue School hats/ School caps
Royal Blue swimming costume
Navy Blue swimming cap (both boys and girls)

Blue Caps are required for all swimming sessions, please.

All students will be expected to have a House T shirt in their house colours available from the School Uniform Shop.

Bathoen – Red
Linchwe - Yellow
Khama - Blue

All items of clothing and shoes should please be clearly marked with the pupils’ name, using a permanent marker.

Parents and pupils are required to label, clearly, all items of stationery, clothing and personal books.

Hair

Dyed or coloured hair, dreadlocks and long braids are not acceptable. Girls’ hair should be tied back, away from the face, if it is shoulder length or longer.

Boys should have hair of a reasonable length. This will be decided by the members of Staff. No 'outlandish', modern hairstyle will be permitted.

Homework Policy

We consider homework to be a vital part of our academic programme. We believe that homework provides an additional tool, for the assessment of pupil progress by the teachers, and an opportunity for positive parental involvement. It also provides the child with the opportunity to work independently at home. Learning this skill is vital for the child's development at School.

We believe **the role of the Parents** in the homework programme is vital in the implementation of a successful homework policy and in the child's development.

Parents should stress the importance of homework, allocate a specific period when homework should be done and should confirm that the work has been completed satisfactorily, by signing the Diary (Communication Book). **The period allocated should be a quiet time with no external distractions such as young siblings or television.**

Each pupil is provided with homework diary (Communication book) and timetable, which the parent is requested to sign, on a daily basis, once the homework has been completed and the parent is satisfied that the child has done his or her best. If any problems were encountered, this should be noted in the homework/communication book so as to make the teachers aware of any difficulties.

-Parents should immediately become suspicious if the homework book continually fails to appear at home and, if this occurs, should contact the class teacher, via the office, as soon as possible.

Duration of Home work (approximately)	
Standard 1 and 2	20 minutes
Standard 3 & 4	30 minutes per day
Standard 5	40-45 minutes per day
Standard 6 & 7	60 minutes
Secondary:	Homework as set

If an occasion arises where a pupil may have finished his homework at School, the pupil should be encouraged to revise subject notes. **Academic progress will benefit if good homework discipline, including parental involvement, is established at early age.**

Inter-School Activities

The School involves itself culturally and competitively with other Schools, in our area, as well as with the Chops Schools. By participating in a diverse range of activities such as sport, chess, debates, quiz competitions Girl Guides, art, and essay competitions and so on, our pupils are provided with an opportunity to meet their peers from other Schools and to represent their School in Public. Such interaction also allows the Schools to assess its own programmes and standards. The School participates in competitive programmes in cricket, athletics, swimming, volleyball, softball, netball, football, tennis, table-tennis, badminton, chess and debating.

Transport Arrangements

The School provides transport for pupils to participate in all cultural and sporting activities, which take place away from Crescent School, at no additional cost.

Pupils will be returned to the School after such events and it remains the responsibility of the Parents to collect their children from the School promptly at the time specified.

It should be noted that return times to School are approximate. Drivers will not travel more quickly in order to meet these arrival times. Delays due to late finishing or heavy traffic may cause later than expected arrival back at School. Parents are asked to be patient.

Parents kindly take cognizance of this arrangement, as during winter it becomes dark early and pupils cannot be left at School alone while waiting for their Parents.

School Collection Times

Parents are also requested to collect their children promptly after School each day, depending on the activities taking place. Supervision is not provided for pupils whose Parents are delayed or who have not made the necessary travel arrangements. All teachers and staff members are off duty before 07:00 and after 16:00 and therefore cannot be held responsible for students,

Afternoon Activities

-On Mondays and Thursdays, co-curricular activities will continue from 13:30 to 15:30 in the Primary School.

-On Fridays, the pupils leave School at 12:30 and no afternoon activities take place.

-The co-curricular programme is designed to offer all pupils the opportunity to participate in sporting and cultural activities.

~~-All pupils are expected to attend a minimum of one sport and one other activity each week.
Only those who are excused, in writing by a Doctor, are exempted from this requirement.~~

Co-curricular Activities Offered include:

TERM 1	TERM 2	TERM 3
Marimba	Marimba	Marimba
Traditional Dance	Traditional Dance	Traditional Dance
Cricket	Netball	Basketball
Netball	Soccer	Tennis
Tennis	Coding club	Softball
Swimming Team	Stem Club	Swimming

Chess	Art Club	Chess
Gardening Club	Gardening Club	Gardening Club

Other activities are added as the need or interest from pupils arises.

School Supplies

Primary Phase

-Pupils are provided with all the exercises books they require.

-Parents are responsible for providing all writing equipment

-The following items may be needed, but a specific list will be provided by the class teacher at the beginning of each School year.

- 2 lead pencils (HB)
- Eraser
- Pencil sharpener
- Glue stick
- Blunt nose scissors
- Coloured pencil crayons
- Blue or black ballpoint pens

In addition to all of the above terms, the following should pleased be provided;

- a set of mathematical instruments
- a plastic file for library and reading books.
- dictionary – oxford pocket

The use of Typex is not allowed, please.

~~Pupils Withdrawing From School~~

A term's notice in writing must be given to the School of the intention to withdraw a pupil. The last day of attendance should be stipulated. To issue a transfer form and to release other documentation, clearance will be needed from the teachers and librarian, indicating that all books have been returned. The Accounts Department will also need to confirm that all fees have been paid.

Corporal Punishment

-It is the policy of Crescent School that no corporal punishment is allowed at any time under any circumstances.

-Reports of physical or verbal abuse between students are responded to immediately and with great seriousness by the Professional Staff.

Code of Practice for Discipline

Under normal circumstances, the following steps would be taken in the process of formally enforcing the School's disciplinary code. Each case will be considered individually, but in the event that a pupil poses a clear danger to himself/herself or others, immediate action may be taken by the School Head.

- 1. Incident report.** An internal report will be submitted to the Discipline Committee, Deputy Head and or the School Head. These reports can be due to a number of issues when normal reminders have not inspired change in the student. Examples could include perpetual failure to do homework, failure to complete tasks, inappropriate behaviour etc. The student may be placed in **break time/ lunchtime detention, asked to write a letter of apology, write out lines, or be given supervised garden work (usually reserved for older students).**
- 2. Parent Notification.** Following an incident report or subsequent reports, the parent will be notified either directly, via a notification in the communication book or a note from the teacher, senior teacher, Deputy Head or the School Head. This notification serves to keep the parent informed about the incident/s.
- 3. Verbal Warning.** Following repeated failure on the part of a student to abide by instructions, the School rules, standard or expectations of the School, a verbal warning will be issued directly to the student and Parents will be informed that such a warning has been given.
- 4. Written Warning.** After a verbal warning for non-compliance, a written warning will be issued to the student and the Parents. The Parents will be expected to respond to such a written warning by signing the letter and meeting with the Deputy Head and the School Head. If non-compliance continues, the student will face suspension and, depending on the circumstances and seriousness, **possible expulsion.**
5. Note that suspension and expulsion are subject to appeal through the School Head to the Board of Councilors.

Policy on Dangerous Articles

-The Board of Councilors has established policy with regard to the safety and conduct of all children at the School.

-The School Head has been granted the authority to suspend immediately, without warning, any student in **possession of dangerous articles** and who poses a clear and present danger or threat to anyone.

Such articles include **firearms, knives, any form of weapon** or any instrument which may be used as a weapon. **Drugs, alcohol or any other dangerous substances** will be confiscated and the sanction applied immediately. Parents and Students should be aware that periodic and irregular searches will be undertaken at School to ensure that no such articles are brought to School.

Damage to School Property

Any pupil found guilty of willfully damaging School property will face disciplinary measures and the Parents will be expected to compensate financially for any such damage. This is particularly relevant to damage to windows (breakages), bathroom and toilet fittings, science equipment, sports equipment, gardens and so on, but is extended to include any other School property not specifically listed here.

Second Language Programme

All Primary School pupils are expected to study both French and Setswana. Citizen pupils will be expected to write Setswana at PSLE and I.G.C.S.E. Levels. Non citizen pupils in the Secondary School may choose French as an option and write it at the I.G.C.S.E. level.

Merit Awards – Primary School

The School has a system of merit awards in place.

This takes the form of special **certificate**, awarded to pupils who achieve pleasing results. These are handed out during weekly Assemblies.

Leadership Development

Pupils from the Upper Primary are elected, annually, to serve as prefects. Prefects are inducted into office at special Assemblies, at the beginning of each School year after attending a Prefect Leadership Seminar/retreat.

The prefects are assigned specific duties by senior members of staff, who also meet with them on a regular basis.

Prize-Giving

At the end of each academic year, a prize-giving ceremony is held to which all Parents are invited. At that ceremony, prizes are awarded to pupils for meritorious work or for outstanding sporting achievements during the year.

Educational Excursions

The class/subject teachers arrange excursions for their pupils to places of specific interest and relevance to the curriculum.

Parents have to pay for the transport and entrance costs. Parents will be informed, well ahead of time, of such excursions and the times of departure and arrival.

Student Rules and Regulations

General Values

Students are expected, at all times, to display **exemplary values** which will enhance the good name of Crescent School. This applies within the School, on educational, cultural or sporting visits and wherever they may find themselves. These values include the standard of dress, manners, behaviour, language and overall attitude. The displaying of good manners and respect for others is always expected. _____

All forms of anti-social behaviour, such as fighting, intimidation, bullying, including verbal, general rowdiness, disrespect, refusing to obey specific commands given by those in authority (including prefects), will be regarded as a breach of the general School rules and will be dealt with severely. In addition, the use of foul and unsavoury language will not be tolerated.

1. There shall be no running on School corridors, passages or verandahs.
2. Students may not enter any classroom, Laboratory, Library or the Assembly Hall without the teachers' permission, but should line up in an orderly fashion outside the classroom/hall, until the necessary permission has been granted.
3. Students are expected to be on time for the start of School, for all lessons and for all co-curricular activities.
4. Students are required to complete all homework tasks set neatly and timorously.
5. **No chewing of gum is allowed on the School premises.**
6. **At no time will alcoholic beverages or any form of banned substance be allowed on the School property under any circumstances.** Any student found guilty of this transgression will lose his or her place at the School.
7. **Cell phones are not permitted in School.**

8. **Students should be dressed in the correct School uniform at all times. Please refer to the School Uniform list. Whenever they are in uniform, students are representing the School and their behaviour should be exemplary.**
9. Students may not lend each other items of clothing and other personal items such as stationery, combs, brushes, towels and so on.
10. **Writing names on desks, tables, walls or School equipment will not be tolerated. Any damage done to School property, which subsequently needs repairing or replacement, will be charged to the parent's account.**
11. **Students caught carrying out any form of vandalism can expect firm punishment.**
12. Dangerous behaviour or games within the School, but particularly in the swimming pool area, will not be tolerated.
13. No student may leave the School grounds, during School hours, without the written permission of the School Head or Deputy Headmaster. A permission slip will need to be handed to the Security Guard at the main gate.
14. **During break, lunch and free times, students should use only designated areas in the School grounds. Areas behind the double storey classroom blocks and across the internal paved road are out of bounds.**
15. No jewellery may be worn to School other than wrist watches and medic alert bracelets. Girls are allowed to wear small plain studs in their ears.
16. Nail polish and make-up may not be worn to School.
17. The hair of all pupils should be neat at all times. Girls' hair should be tied back with white or blue ribbons, hair clips or bobbles. (Refer to the statement under School Uniform Code, regarding hairstyles).
18. No beads are allowed in the hair nor is dyed hair permitted. Dreadlocks are not acceptable.
19. Boys should note that no facial hair (beards, moustaches, long sideburns) is permitted. All boys are expected to be clean shaven.
20. Students may not bring any dangerous substances, drugs, toys, or weapons to School. **The School authorities reserve the right to make periodic checks and searches to ensure that this rule is not being broken.**
21. Students are **expected to speak English** at all times while on the School premises. Except during specific language lessons such as Setswana and French.
22. All Students are to greet any visitors, parents and teachers encountered within the School premises.

23. Textbooks, library books or any other material issued to the student remain the property of the School and should be returned in good condition on leaving the School.
24. Loss or damage to such books or material will be charged to the parent's account.
25. Students may not use the telephone in the School office except in emergencies. These calls should be paid for by the pupils concerned. No phone calls may be made without the permission of the Head, Deputy Head.
26. Students are to **keep all areas of the School free of litter at all times** and will be required to assist with the picking up of litter each day.
27. Students are expected, when required to do so, to assist the teachers with the carrying of sporting or other equipment to the venue where it is needed.
28. Students are expected to adhere to specific additional health and safety rules that are applicable to the library, the computer and science laboratories, and the swimming pool.
29. Proper use should be made of the Students' toilets and, under no circumstances, may boys enter girls' toilets or vice versa. **Toilets may not be used for gathering of students.**
30. Students are expected to participate in a minimum of one summer and one winter sport.

Medical

1. Students who need to take **medication during School hours** should inform the Deputy Headmaster and the class teacher.
2. **Prescribed medicines** should be handed to the class teacher or Secretary for safe keeping upon arrival at the School.
3. Any **medication** needed by students for an illness **should be provided by their parents as no oral medication permitted to be provided by the School.** Accurate written instructions should please be sent with the medicine.
4. Only minor cuts, grazes, bruises and so on will be treated at School.
5. Students who are unable to take part in sport due to medical reasons should produce a sick note from the Doctor.
6. Students who have **allergies** (e.g. bee-stings), or who have any medical problems, (e.g. diabetes) **should make the School aware of such problems annually** and mention any specific treatment required. This should be in the form of a letter addressed to the School Head.
7. Students who have contracted a **contagious disease** e.g. measles, chicken pox, mumps etc. will be excluded from the School until allowed to return by a Doctor. A Doctor's letter should please be sent with the child.
8. In the case of one or more days of illness, **a doctor's note or medical certificate** is required.

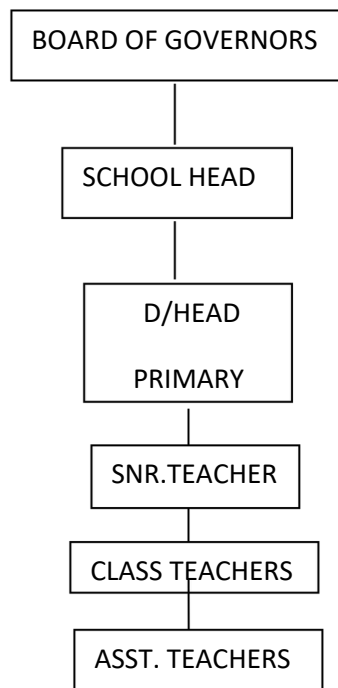
General

It is essential that parents take a full part in the education of their children. By showing such an interest and being fully involved in the education of the pupil, the child may be expected to reach his or her full potential.

1. The communication Book (or Homework Diary) is to please be checked and signed by the parent **each day**.
2. By signing the Communication Book, the parent is confirming that the work has been done and that it has been completed to his or her satisfaction.
3. Parents are expected to attend **parent/teacher consultations and meetings**.
4. **Parents are asked to contact the Class Teacher should they have any concerns whatsoever.**
5. Parents are also expected to collect and read school reports, when these are issued.
6. Regular School functions, including those organized by the PTA, are held at Crescent School;
Parents are urged to attend these.
7. A student, who misses school, even for one day, is expected to have a note, from his or her parent, giving the reason for the absence.
8. **All school fees should please be paid in advance and in full by the First Day of Each School Term, as published on the annual School Calendar.**
9. Students will not or may not be transported to any external function by anyone except their parents, unless their parents have completed the school's indemnity form

School Reporting Structure

All concerns or complaints concerning your son/daughters academic progress in the school should begin with the class teacher, either through the communication book or a direct message on Whatsapp. Appointments can also be made for a face to face meeting at any time when the teacher is free, during working hours. If the matter is not solved with the class teacher the matter may be referred to the SNR Teacher, D Head or School Head. If the matter is still not amicably or successfully resolved a letter to the Board of Governors can be handed into the School office. All matters concerning School fees or financial issues should be referred directly to the accounts office which is in the same building as the Primary School office.



Communication channel

All telephone communications should be done through the School Secretary and all correspondences should be addressed to the School Head. The School Head can be emailed at schoolhead@crescenschool.co.bw.

Agreement between Crescent Primary School and Parent

Please complete and sign the agreement below and submit it to your son/daughters class teacher on the first day of term. The document will be filed in the School Behaviour File for future reference.

Name of parent: _____

Name of Student: _____

Date: _____

I the parent of _____ (insert name) in Standard _____ (insert standard) acknowledge that I have received Crescent Primary's School Prospectus and have understood its contents. Furthermore, I agree to follow its terms and conditions and abide by the rules and regulations that it outlines. I also promise to endeavour to encourage my son/ daughter _____ (insert name) to abide by the rules and regulations explained within.

Parents signature: _____

Class Teachers Signature: _____

