



**HAVEN
INTERNATIONAL**

**POLICY DOCUMENT FOR
HAVEN INTERNATIONAL
18TH FEBRUARY, 2022.**

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1.0.

INTRODUCTION

This document will serve as a legal document of governance of any defined unit or aspect of operation in HAVEN INTERNATIONAL. It spells out actions to be taken under any circumstance within and outside the premises of Haven International.

Management reserves the right to change, amend or modify the policies at any time. If situations occur which are not covered in this policy document, the Head of school will make decisions based on the merit of the individual situation.

1.1

RELATED LEGISLATIONS

The under listed documents shall serve as related legislations to Haven International Policy Document.

- Education Act, 2008 (Act 778).
- Ghana Education Service Act, 1995 (Act 506).
- Code of Conduct Manual for Haven International.
- Human Resource Manual for Haven International.

1.3

MISSION

- a. Haven exists to provide services that supports the development of professionals, parents and caregivers in promoting Inclusive Education.
- b. To be the leading inclusive education institution providing holistic education.

1.2

VISION

Haven International will be an exceptional Educational institution that will

- a. Pioneer and facilitate the establishment of centers of excellence in Sub-Saharan Africa, where individual learners are supported in an inclusive environment.
- b. Promote high quality all-round education using modern technology and child-centered methods of teaching to raise independent, dedicated and responsible individuals.

1.4

MOTTO

**Haven,
Committed to
Excellence in
inclusive
education**

1.5

OUR SERVICES

- a. providing pre-tertiary quality basic education from pre-school to Basic 9 with focus on STEAM.
- b. vocational program for young adults
- c. Professional development series
- d. evaluation and testing for developmental delays
- e. After school tutoring
- f. Jump start for early intervention for children with learning difficulties and delays.
- g. Resource Center: Haven International provides access to resources and tools for providers and caregivers of individuals with autism and other intellectual disabilities.

1.6

CORE VALUES

- a. **Excellence:**
We facilitate quality teaching and learning with our wide range of modern facilities and resources, to ensure that each member of the Haven International community reaches his/her peak of excellence, in STAM.
- b. **Creativity:**
We ensure an enabling environment for inquiry and innovations that motivate learners to find solutions to challenges in their local and global environment through exploration, analysis, experimentation and implementation.
- c. **Hard work:**
We encourage perseverance, passion and love for work.
- d. **Respect:**
We acknowledge the sovereignty of God and value the worth and diverse perspectives of members of the school community for growth.
- e. **Fairness:**
We endeavor to be fair and firm in our dealings with every one within Haven International school community.
- f. **Collaboration:**
We believe in and demonstrate team spirit in whatever we do.

1.7

STANDARD EXPECTATIONS OF LEARNERS, STAFF AND PARENTS OF HAVEN INTERNATIONAL

1.7.1

Learners

The following high standards are expected from our learners: Performance, Behaviour, Appearance, Communication, Commitment and Honesty.

a. Performance

It is expected that learners' performance will at least equal or exceed their natural ability. Regardless of learners' natural ability, all learners are expected to put their best efforts into every task they attempt.

b. Behavior

Learners are expected to be ready to;

- Learn
- Wear prescribed school uniform at all times.
- Be punctual and regular at all social gatherings.
- Respect and courteous to staff, co-learners and visitors.
- Be honest
- Keep the environment clean
- Do the right thing at all times.

c. Appearance

Learners are expected to be in prescribed uniform (worn properly) when they are in the school premises or in the immediate and or wider community representing Haven.

d. Communication

"If you See Something, Say Something" is the standard for all communications. If there is an issue or concern, then the individual(s) must communicate this issue or concern to the relevant authority. The acceptable medium of communication is English language or using non-verbal communication skills.

e. Commitment

Learners are expected to participate in all class/ school activities. Failure to do so raises the question of commitment.

e. Honesty

We live by this "Honesty is the best Policy". Haven learners must always be Truthful.

1.7.2

STAFF

Haven Staff must be professional at all times. Their actions and behavior are a reflection of themselves, their professional colleagues and Haven as a whole. Staff will demonstrate their professionalism through;

- a. Their commitment to excellence and high standards that will be reflected in the performance of their duties. Learners' performance and their results are considered a reflection of staff performance.
- b. Their loyalty and commitment to Haven at all times without exception.
- c. Their ability to make a difference to Haven as a result of their professional and personal contributions through value-addition in their individual areas of expertise.
- d. Their prompt follow-through on all tasks and requirements for which they are responsible.
- e. Their participation in extra-curricular activities and Haven events.
- f. Decorous communication to parents, co-workers and learners.

1.7.3

PARENTS

At Haven, all Parents/ Guardians are expected to;

- a. Support the school in any capacity.
- b. Support the policies and ethos of the school.
- c. Communicate any issues promptly to Management through the Head of school.
- d. Demonstrate courtesy and respect in their dealings with Haven staff and other Parents.
- e. Attend P. T. A meeting always.
- f. Participate in Haven functions and events.
- g. Pay school accounts according to the set time frames.
- h. Ensure their children are regular and punctual in school.
- i. Ensure their children return to school after vacation within set time frames.
- j. Desist from imposing their religious and spiritual practices on Haven community.
- k. Arrange for learners to be picked up and dropped off at designated points.

2.0

ADMISSION POLICY

Policy Statement

Admission to Haven International is open to children of any race, religion or ethnicity who can benefit from the educational services currently provided by **HAVEN**

HAVEN as an educational institution accepts all learners who are capable of abiding by our rules and regulations and code of conduct in addition to being ready to access our curriculum, opportunities and experiences.

At **HAVEN**, we believe that every learning experience is essential in developing life-long learning in all learners. We also believe that learners have their own talents which must be shaped. Notwithstanding, learners must be prepared for change, be open-minded and risk-takers to take advantage of the numerous opportunities that **HAVEN** offers.

In making admission decisions, the demonstration of a learner's potential to benefit from the school's programme through a **diagnostic test and evaluation and testing** is the

prime criterion in determining placement of the learner. Any child whose social, cultural, religious emotional, physical and special educational needs are at variance with the ethos of the school will be denied admission if **HAVEN** is not in a position to address any such specific needs.

Haven offers the **Ghana Education Service's curriculum** from **Pre-school** to **Basic** level. It is co-educational and offers admission to both Ghanaians and International students who are willing to abide by the rules and regulations governing the school.

Entry points for admission are **crèche class through to basic 8**. Admissions into final grades are mostly not encouraged except in rare circumstances. Students admitted into **HAVEN** are expected to pursue the **Ghana Education Service's Curriculum** from **Kindergarten to basic 9** with a **STEAM** bias.

2.7

General Conditions for Admission

- a. We do not discriminate in our admissions. All learners who pass our entrance exams and are ready to abide by our admissions policy are given admission.
- b. All applicants except the crèche and nursery 1 have to go through a mandatory diagnostic entrance test to inform their placement.
- c. Learners who do not meet the basic cut-off point of 60% may be made to repeat the last class they were in before seeking admission into Haven.
- d. The school's teacher-pupil ratio (TPR) is 15 (+/-1) learners from Basic 1 – Basic 6 and 20 (+/- 1) for JHS 1 – JHS 3. The TPR for our Special Education

classes is 4 learners to one facilitator.

- e. Previous records of learners are mandatory for any admission decision to be made unless the learner has never been to school.
- f. Physically challenged learners may be admitted based on availability of equipment to support such special needs.
- g. Siblings may be given special dispensation when it comes to admission procedures.
- h. School uniforms shall be purchased from the School Essential.
- i. In special cases, parents will be given the option to meet the school tailor/ seamstress in the school to measure and sew new uniforms.
- j. School uniforms sewed outside shall not be accepted.

- k. Foot wear shall be black shoes.
- l. Apart from school uniforms: no learner shall be permitted to put on necklace, rosary and no beads in the hair.
- m. Haven reserves the right for final admissions placement decisions.
- n. Haven is a non-denominational institution. The school reserves the right to refuse admission to learners whose parents insist on particular religious and or spiritual practices.
- o. The admission process is complete when the applicant accepts by signing the operating rules and regulations as well as meeting and completing all financial requirements and notices of acceptance by the school.

3.0

SCHOOL FEE POLICY

3.1

Guidelines for Fee Payment

The aim of this policy is to ensure convenient, fast and painless fee payment modes.

- a. School fees includes tuition, facility-user fee and toiletries supply of teaching and learning resources for teachers and learners.
- b. Learners shall be billed separately for food and bus services.
- c. Fees can be paid in advance or immediately school resumes.
- d. All fees must be paid through our bank accounts or at the front desk.
- e. Fees paid after Mid term will attract a penalty of 10%.
- f. Fees of all newly admitted students must be paid in full upon receipt of admission letter.
- g. All outstanding fees must be paid in full before or just after every mid-term break.
- h. Learners' full name must be used for all school transactions.
- i. Any other arrangement for fee payment

must be discussed with and documented by the Head of school.

- j. Fees will be regularly reviewed to reflect the prevailing economic conditions in the country at any given point in time.

Bank Payments details

Account 1

Account Name: Haven Smart Academy

Account number: 07120910008

Bank name: Bank of Africa

Branch: Octagon

Account 2

Account Name:

Haven International Centre for
Special Education

Account number: 0141168333016

Bank name: Universal Merchant Bank (UMB)

Branch: North Industrial Area

4.0

INFRACTIONS AND CONSEQUENCES FOR LEARNERS

OFFENCE	FIRST SANCTION	SECOND SANCTION	THIRD SANCTION
1. Failure to submit home work/ assignment	Parent(s) information Learner(s) will be asked to do the said homework. Verbal warning	Parents information. Empty bin. Academic work in detention.	Parents information Internal exclusion Denial of extra-curricular activities
2. Failure to write end of term examination.	Parent(s) information Learner scores zero mark. Counselling	Parent(s) information Scores zero mark Written warning	Parent(s) information Offense in same year will result in termination of enrollment.
3. Possessing of unauthorized materials related to examinations and likely to be used during examination e.g. blank piece of paper, notes, textbooks.	Parent(s) information Seizure of materials. Counselling	Parent(s) information Written warning	Parent(s) information External suspension between 1 – 3 days Counselling Task supervised by parents
4. Truancy (absenting oneself from classes)	Parent(s) information Counselling	Invitation of parent(s) Verbal warning	1-day Internal suspension
5. Anonymous letter writing and giving false information.	Parent(s) information Warning/ counselling	Parent(s) invitation Warning letter	External suspension between 1 – 3 days
6. Deliberate distortion of facts/ character assassination.	Parent(s) invitation counselling	Parent(s) information External suspension-1 to 3 days	Dismissal
7. Fighting	Parent(s) information Verbal warning Counselling	Parent(s) information Counselling	Internal suspension/Exclusion
8. Assault on fellow learner(s)	Parent(s) information Counselling	Parent(s) information Warning letter	Internal suspension/Exclusion

9. Assault on staff members (verbal/ physical).	Parent(s) information Counselling	Dismissal	
10. Flouting the authority of the Head of school.	Parent(s) information Counselling	Parent(s) information External suspension	Dismissal
11. Stealing in all cases.	Parent(s) information Restitution Counselling	Parent(s) information Restitution External suspension	Dismissal
12. Possession and use of alcohol, marijuana or other illicit drugs.	Seizure Parent(s) information Counselling	Parent(s) information External suspension-1 week	Dismissal
13. Smoking of cigarette	Parent(s) information Signing of Bond Counselling	Parent(s) information External suspension	Dismissal
14. Sexual misconduct	Parent(s) information Counselling	Parent(s) information Signing of Bond	External suspension
15. Possession of lethal weapons e.g. pistol, gun pen knives.	Seizure Parent(s) information Counselling	Parent(s) information Dismissal	
16. Refusal to participate in approved Haven activities without permission e.g. entertainment, church services, co-curricular, etc.	Parent(s) information Counselling	Parent(s) information Warning letter	Internal suspension
17. Willful destruction/ damage of property/ deliberate damage to furniture/equipment.	Parent(s) information Restitution Counselling	Parent(s) information 200% Restitution counselling	300% Restitution External suspension

18. Watching pornography in school.	Seizure Parent(s) information Counselling Parent interview	Parent(s) information Counselling Internal suspension	
19. indecent exposure	Counselling	Counselling Signing of Bond	
20. Writing/ grafting defacing of walls, washrooms, desks, table tops, books, etc.	Parent(s) information Cleaning washroom Pay the cost of repairing or replacement.	Parent(s) information 200% payment of the cost	300% of the cost External suspension
21. Misbehavior in bus and dining hall etc.	Parent(s) information Warning letter	Parent(s) information Signing of Bond	Parent(s) information Barred for joining the bus for 1 week
22. Engaging in dangerous activities running, jumping, skating, sliding on rails	Parent(s) information Counselling	Parent(s) information Warning	Internal Suspension/Exclusion

5.0

STAFF RECRUITMENT POLICY

The aim of the school's recruitment policy are as follows;

- a. To ensure that the best possible staff are recruited based on their merits, abilities and suitability for the position.
- b. To ensure that all job applicants are considered equally and consistently.
- c. To ensure that no job applicant is treated unfairly on any grounds including race, religious belief, disability, or age.
- d. To ensure that the school meets its commitment to safeguarding and promoting the welfare of learners by carrying out all necessary pre-employment checks on applicants.

5.2

Recruitment Procedures

Management shall;

- a. Declare vacant position(s) in the school.
- b. Develop job-related criteria for the position.
- c. Select the media in which advertisements shall appear (Newspaper, electronics e.g. radio).
- d. Develop all written communications (i.e. recruitment letters, letters acknowledging receipt of application, letter to nominee and non-selection notification).
- e. Review applicants to determine if the applicants meet the advertised qualifications.
- f. Undertake all necessary pre-employment checks on all applicants.
- g. Develop a list of core interview questions to ask applicants.
- h. Participate in the screening of applicants.
- i. If a member of Management has a close personal or familiar relationship with an applicant, they must declare it as soon as they are aware of the individual's application.

5.3

Application Form

Haven International will use its own application form and all applicants for employments will be required to fill an application form containing questions about their academic and full employment history and their suitability for the role.

5.4

Appointment of Teaching Staff

- a. All appointments shall be through interview.
- b. All appointments shall be for a probationary period of 6 months. In special circumstances, Management may recommend a shorter or longer period.

5.5

Qualification and Experience for Teachers

Teachers and TAs must;

- a. Have good character and high degree of personal integrity.
- b. Be a scholar in teaching and learning.
- c. Possess strong ICT skills.
- d. Be a professional teacher with a minimum of a Diploma in Education or a relevant certificate.
- e. Possess a minimum of SSSCE/WASCE in case of Teacher Assistants.

5.6

Duties and Responsibilities of Teachers and Teacher Assistants (T. As)

Teachers must;

- a. Teach and assess learners' work.
- b. Set and mark assignments and examination questions of learners.
- c. Invigilate examinations.
- d. Ensure Learning materials are clearly written and presented in a language and style that is understandable to all learners.
- e. Ensure that marking and other assessment procedures are explained, followed and available to and easily understood by learners.
- f. Use a variety of methods for assessing learners work where appropriate.
- g. Set homework regularly, mark them with constructive and positive feedback to learners.
- h. Keep records of work covered in each lesson as well as learners' grades of performance accurately and effectively.
- i. Respond promptly and appropriately to lapses in learners' attendance and punctuality.
- j. Undertake regular checks and refer learners to support services e.g. skills support, career guidance and counseling.
- k. Pay due attention to a safe and constructive learning environment.
- l. Ensure that learners' work is displayed and celebrated as appropriate.
- m. Encourage and help learners to work with each other.
- n. Prepare lesson plans and notes.
- o. Prepare learning resources in advance.
- p. Make available a range of resources to meet the needs of students of differing ability levels.
- q. Desist from any form of religious and spiritual indoctrination during teaching and learning.
- r. Any other duty that may be assigned to the teacher by the Head of school.

5.7

Induction Program

All new employees will be given an induction program which will clearly identify the school policies and procedures, including code of conducts and make clear the expectations which will govern how staff carry-out their roles and responsibilities in Haven International. As part of the induction process, new staff must complete personal record form.

5.7.1

Recruitment to other staff positions follows the same processes and procedures outlined above

In addition, applicants must;

- a. Have good character and high degree of personal integrity.
- b. Possess excellent communication and interpersonal skills.
- c. Be able to work under pressure to meet deadlines.
- d. Possess a minimum of SSSCE/ WASCE and or relevant job-specific certificate or license.
- e. Be analytical, critical and result-oriented.
- f. Possess hands-on ability to work independently

5.7.2

Other Positions

- Accountant
- Accounting Assistants
- Secretary
- Deputy Secretary
- Security
- Drivers
- Librarian
- Janitors
- Catering staff
- Driver Assistants

6

TEACHING AND LEARNING POLICY

6.1

Aim

To encourage, support and enhance teaching and learning by responding to the needs, interests and aspirations of individual learners through quality teaching, innovation and the sharing of good practice.

It is also to ensure that learners learn and reach their full potential, achieve their individual learning goals and progress successfully.

6.2

Specific Objectives of the Policy are to ensure that;

- a. Teachers and Teacher Assistants provide broad access to the standard-based curriculum and other relevant curriculum materials.
- b. Use appropriate pedagogy of teaching consistently with the aim of achieving of learners' individual learning objectives.
- c. Integrate technology into the teaching and learning of all subjects.
- d. Learners are facilitated with supervised use of ICT. This is to ensure that technology tools are not used for inappropriate activities i.e. pornography, fraud, sexual harassment, illegal peer-to-peer file sharing.

To achieve the above teaching and learning objectives,

6.3

Learners should;

- a. Abide by the policies of Haven International.
- b. Show respect to all staff of Haven International.
- c. Attend classes regularly and submit homework's/assignments on time.
- d. Develop desirable attitudes such as respect, tolerance, care for school property, cleanliness, punctuality, regularity and hard work.
- e. Understand how well they are progressing in their academics and what they need to do to improve.
- f. Work productively by making effective use of their time.
- g. Show respect for and support others in their learning.
- h. Be reflective and self-critical about their work.

6.4

Teachers should

- a. Abide by Haven International policies.
- b. Ensure Learning materials are clearly written and presented in a language and style that is understandable to all learners.
- c. Ensure that marking and other assessment procedures are explained, followed and available to and easily understood by learners.
- d. Use a variety of methods for assessing learners work where appropriate.
- e. Set homework regularly, mark them with constructive and positive feedback to learners.
- f. Keep records of work covered in each lesson as well as learners' grades of performance accurately and effectively.
- g. Respond promptly and appropriately to lapses in learners' attendance and punctuality.
- h. Undertake regular checks and refer learners to support services e.g. skills support, career guidance and counseling.
- i. Pay due attention to a safe and constructive learning environment.
- j. Learners' work is displayed and celebrated as appropriate.
- k. Learners are encouraged and helped to work with each other.
- l. Learning resources are prepared in advance.
- m. A range of resources is available to meet the needs of students of differing ability levels.
- n. Desist from any form of religious and spiritual indoctrination during teaching and learning.

6.5

Teachers' use of Mobile Phones during school hours

- a. No phone calls should be made or received in class.
- b. All phones should be put on silence whiles in class.
- c. No phone calls shall be made or received during examinations.
- d. Teachers are allowed to screen cast using their phones.
- e. Any use of phone during lessons must be indicated in the plan of lesson.
- f. Phones can be used for research purposes in class.
- g. Any teacher seen on Social Media in class will be sanctioned appropriately.
- h. Staff members can make or receive call during their free periods.
- i. Phone usage during social gatherings such as dining halls, staff meetings, and morning assembly is prohibited.

7

HAVEN EXTRACURRICULAR ACTIVITIES

The important goals of Haven extracurricular activities program are to give learners direction in developing specialized skills and talents, leadership, teamwork and opportunities to participate in fun activities.

Participating in extracurricular activities is considered an extension of, but separate from the regular classroom activities.

After school programs are optional and parents can sign on their wards by filing a registration form and making payment to qualify for the program.

7.1 After School Programs.

7.1.1 Homework Support

7.1.2 Art Club and Music Club

7.1.3 Sporting Activities

7.1.4 Coding and Robotics

7.1.5 Excursions

7.1.6 Jumpstart for early Intervention

7.2

Extra-Curricular Expectations

- a. Learners must meet all academic and behavior guidelines and strive for excellence in academics as well as extracurricular activities.
- b. Learners must abide by the decisions of and show respect toward the supervisors, patrons, advisors and judges who are charged with administering the activities.
- c. Learners are to respect the talent and efforts of their peers, participants from opposing schools, their advisors and sponsors. Any disrespect shown these individuals is in bad taste and cannot be condoned.
- d. Respect must be given to fellow learners as individuals. Racial, ethnic, or other prejudices have no place in extracurricular activities.
- e. Learners must regularly attend all extracurricular meetings, practices and contests, comply with all rules; and accept constructive criticism from their supervisors, advisors or judges.

8

EXCURSIONS AND STUDY TOURS

8.1

Purpose

Excursion are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions are important aspects of the educational programs offered at Haven International.

8.2

Aims

- a. To reinforce, complement and extend the learning opportunities beyond the classroom.
- b. To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- c. To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- d. To further develop problem solving and life survival skills.
- e. To extend understanding of learners physical and cultural environment.

In approving an excursion proposal, consideration will include;

- f. The contribution of the activity to the school curriculum.
- g. Appropriateness of the venue.
- h. The provisions made for the safety and welfare of learners and staff.
- i. The adequacy of the learner supervision.
- j. The high-risk nature of some activities.
- k. Emergency procedures and safety measures.
- l. Staff-learner ratios
- m. Learner experience

8.3

Guidelines for study tours and excursions

- a. There must be adequate preparation in terms of planning and organization in relation to school policy and guidelines provided by GES.
- b. Learners not attending an excursion will be placed in another class and have an appropriate learning program provided by the class teacher.
- c. Prior to the excursion, parents/guardians are to be made aware that Haven does not provide learner-accident cover.
- d. Parents are to make payments towards excursions. Sufficient time will be given to parents to make payments.
- e. The decision to exclude a learner will be made by the Head of school only.

Policy on Late Picking.

School officially closes at 3:30 pm.

Parents who pick their wards after will pay a fine of twenty cedis per hour.

This payment should be made to the administrator at the front desk upon arrival to pick up your ward.

9.0

Staff Appraisal

Appraisal in Haven will be supportive and developmental in nature. It is designed to ensure that all staff have the skills and support they need to carry out their roles effectively. It will help to ensure that staff are able to improve their professional practice and develop.

9.1

The Appraisal Periods

All staff are subject to annual appraisal. i.e. the appraisal period for all staff will run for twelve months i.e. January - December/September - August.

9.2

Appointment of Appraisers

- a. The Head of school and other leadership teacher posts will be appraised by the Governing Board, supported by suitably skilled and or experienced external adviser who has been appointed by the Board.
- b. Teaching staff will be appraised or formally observed by the Head of school and others occupying leadership teacher posts.
- c. The Head of school will decide who will appraise non-teaching staff.
- d. When the need arises, learners will appraise their teachers.

9.3

Setting Objectives for the Appraisal

- Objectives for all employees will be set before the start of each appraisal period. In some circumstances it will be appropriate to set objectives for the upcoming year.
- The Head of school/ other leaders' objectives will be set by the Board after consultation with the external adviser. Objectives will be focused on key school priorities and take account of the relevant national standards.
- Agreed Continuing Professional Development (CPD) for teaching staff should form part of the objectives.
- The Head of school and non-teaching staff must discuss and agree on the objectives set for them.
Objectives may be revised if circumstances change.

9.4

Classroom Observation

Haven believes that observation of classroom, leadership and work practice is important both as a way of assessing teachers' performance and gaining useful information which can inform school improvement.

- a. In this school teachers' performance will be regularly observed but the number and type of formal classroom observation will depend on the individual circumstances of the teacher and the overall needs of the school.
- b. Formal observation will usually be with prior notification, most likely agreed as part of objective setting.
- c. Teachers who have responsibilities outside the classroom should also expect to have their performances observed or assessed.
- d. In addition to formal observation, Head of school or other leaders with responsibility for teaching standards may informally "drop in" in order to evaluate the standards of teaching.
- e. The length and frequency of "drop in" observations will vary depending on specific circumstances.

9.5

Feedback

Employees will receive constructive feedback on their performance throughout the year and as soon as practicable after formal observation has taken place or other evidence has come to light. Feedback will include post-observation conference with the employee. The discussions will highlight particular areas of strength as well as areas that need attention and suggest any appropriate actions required.

9.6

Continuous Professional Development (CPD)

Appraisal is a supportive process which will be used to inform continuing professional development. The school wishes to encourage a culture in which all employees take responsibility for improving their teaching skills through regular attendance of school-based professional development sections.

9.7

Pay Reviews

- a. Decisions regarding pay progression will be made with reference to Performance appraisal reports and any pay recommendations there in.
- b. To be fair and transparent, assessments of performance will be properly rooted in evidence.
- c. To ensure fairness Management will monitor pay recommendations in assessment reports thoroughly.
- d. Final decisions about whether or not to accept a pay recommendation will be made by the Board, having regard to the performance appraisal report and taking into account advice from Management.

9.8

Pay Progression based on Performance

Pay increment for members of staff will be subject to review of their performance. Employees will be eligible for annual pay increase where they;

- Have been assessed as meeting all of their teaching standards, throughout the year.
- Have had their teaching assessed at least good overall during the assessment period.
- Have been assessed as meeting the requirements of their job description/ job role.
- Have demonstrated a personal responsibility for identifying and meeting their CPD needs.
- Where performance has not been of a sustained high quality (i.e. school priorities and standards are “not met” or ‘partly met’) the Board may decide that there should be no pay increase.

9.9

The evidence which will be considered in assessing performance will include;

- Pupil progress data
- Observed practice
- Output of work
- Professional dialogue
- Received feedback from parents
- Performance appraisal statements
- CPD records
- Orderly and sequential implementation of SBC.
- Submission of termly and yearly schemes of learning within set time frame.
- Submission of lesson plans and notes within set time frame.
- Attendance and punctuality.

9.10

All successful employees will be notified at the end of the observation.

10.0

ASSESSMENT POLICY

The assessment will be used to promote learning and its purpose is to identify the strengths and weaknesses of learners. It helps teachers to ascertain their learners' responses to both formative and summative formats.

Formative assessment is viewed in terms of Assessment as Learning and Assessment for Learning while summative will be viewed as Assessment of Learning.

The policy has the following as its objectives;

- a. To help learners understand how they will be assessed and how their overall progress shall be monitored.
- b. To encourage learners to be reflective and evaluate their own performance and set targets for improvement.
- c. To encourage learners to be resourceful and to take responsibility for their work.
- d. To support a culture of reciprocal relationships where learners collaborate appropriately with others.
- e. To obtain feedback from learners to monitor how the policy is working through quality assurance system.

10.1

Guidelines

Haven shall provide academic environment where;

- a. Assessment shall be fair in that learners are entitled to parity of treatment when it comes to assessment.
- b. Assessment of learners' performance shall be by a combination of continuous assessment, and end of term examinations.
- c. Continuous assessment shall comprise; mid-term assessment (MA), assignments, projects and In-lesson tests (ILT).
- d. Failure to write examination shall result in scoring zero for the particular subject(s).
- e. Learners who will be unable to write their examinations due to illness and or domestic affliction etc. shall seek advance permission from the Head of school to take the examination at a different time.
- f. Class exercises, homework, assignments and projects must be marked and feedback given to learners within 48 hours.

Teachers who may over-score or under-score learners' assignments, homework, projects, class exercises and or examination scripts resulting in unfair scores will be sanctioned.

11.0

HEALTH AND SAFETY POLICY

The health and safety of all members of the Haven School Community is of immense importance to Management. The school recognizes that all members of her community have a right to expect, as is reasonably practicable, a healthy and safe working and learning environment.

The policy however places an obligation on all staff and visitors to take personal responsibility for their health and safety.

Staff must work with colleagues cooperatively to establish consultative and collaborative work place where everyone is healthy, safe, happy and motivated to work.

11.1

To establish healthy, safe and happy working environment, Haven staff shall;

- a. Be responsible for all children under their charge by effectively supervising their activities.
- b. Practice adequate safe work habits.
- c. Ensure that all incidents involving an injury/illness of learners are reported promptly to the Head of school.
- d. Ensure action is taken to prevent a recurrence of such incidents.
- e. Report hazardous or unsafe equipment, conditions and behavior promptly to the Head of school, and where appropriate, make suggestions for corrective measures.
- f. Report immediately to the Head of school all work-related accidents or injuries and obtain medical treatment form without delay.

In addition to the above;

- g. Head of school shall establish Health and Safety Committee in the school.
- h. There shall be designated school first-aiders.
- i. All staff must deposit a photo copy of a ready-to-use Health Insurance cards with the Secretary.
- j. The matron must maintain suitable standards of hygiene in the kitchen and storage areas.
- k. Kitchen and cooking facilities must be subjected to high standards of control and organization to prevent kitchen fires.
- l. Kitchen staff must undergo annual health screening.

11.2

Cases of home accidents/injuries/illness which may prevent a worker from reporting to work

- a. He/she must inform the Head of school.
- b. He/she should visit the nearby health facility to obtain a Doctor's report.
- c. If the report requires that the worker be excused, he/she must submit a duly signed excuse duty to the Head of school.
- d. ncidents of illness involving learners during school hours shall be referred to health and safety committee.
- e. Learners with any unusual or serious illness (e.g. asthma, allergies and sickle cell anemia) must inform the school authorities prior to admissions.
- f. Any medication if handed over to staff by parent(s)/guardian(s) must be administered by a staff. Under no circumstance are learners allowed to administer such medications when not in a presence of a staff.

12.0

POLICY ON USE OF HAVEN PROPERTY

The purpose of this policy is to ensure that all properties maintained by Haven are kept in the best possible working condition.

Property as the term is used in this policy, is defined as any piece of equipment, furnishing, vehicle and building.

- a. Haven property should not be used for any personal purpose by employees.
- b. NO Haven employee should expect any privacy on haven premises or when using haven property, except that which is required by law (i.e. washrooms). This policy is not meant to violate any employee's legitimate right to personal privacy.
- c. Haven property (including computers, telephones, cell phones, copiers, fax machines, internet services and printers) is intended for business use only. Haven reserves the right to discipline employees for personal use of such property items.
- d. Any employee who is found to have neglected or misused Haven property will be subjected to disciplinary action.
- e. If an employee misuses or damages Haven property, Haven reserves the right to require the employee to pay all or part of the cost of repair or replace the property.

12.1

Use and Dissemination of AEC Information

No employee of Haven International is permitted to speak or release Haven classified information to the public. Haven Board of Directors or Management members whose job description permits them to do so may speak or release such classified information on behalf of Haven International.

- a. Information as the term used in this policy, includes without limitation any information owned or used by Haven such as;
- b. Any school employee, customer or client lists.
- c. Any school database information including examination results, addresses and telephone numbers.
- d. Any information from Haven employees' personal files, including employees addresses, telephone numbers, employment status, health history and wage history.
- e. Any photographs, videotapes and sound clips of Haven.

13.0

ENFORCEMENT AND NON-COMPLIANCE POLICY

- School Management Committee is responsible for enforcing and implementing Haven International policies, procedures and programs within their functional areas of responsibility.
- School Management Committee must ensure that all employees within their respective units are informed of Haven International policies.

13.1

Non-Compliance with Policy

Should there be any act of indiscipline or non-compliance involving staff, appropriate action will be taken. Depending on the nature of the allegation(s), a formal investigation may be conducted by the school. Upon completion of an investigation, any findings that are contrary to the policy may result in actions being taken against the non-compliant (staff). Sanctions may include warning, suspension without pay, forfeiture of staff motivation and termination of appointment.

13.2

Due Process

Due process will be followed in all disciplinary actions. Due process will include the appropriate hearings and reviews. In all cases the rights of individuals will be ensured and protected.

13.3 Notification of Disciplinary Actions

The Head of school shall send written notification to staff or learners' parents/guardians informing them of a pending disciplinary action against them.