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BOARD OF GOVERNOR



Pst. Ogunseye Olukunle David



Princess Ogunseye Adeola



Folarin Modupe Victoria



Rev. Oladipo



Folarin Taiwo Omotayo



Iyaro Joshua Oluwaybemiga

WELCOME TO OUR WORLD



Dear Students, Parents, and Guardians, It is with great pride and excitement that I welcome you to **VICMOB SCHOOLS**. Our institution is more than just a place of learning; it's a nurturing environment where dreams take shape and futures are forged.

VICMOB SCHOOLS is a comprehensive institution, encompassing preschool, primary, and secondary education. We hold ourselves to the highest international standards, ensuring that every student receives an education that prepares them for a life of excellence.

With a rich history spanning over 17 years, we have grown into an educational institution that values the contributions of our dedicated educators, administrators, and the quality of the educational services we provide.

Here at VICMOB SCHOOLS, we go beyond the classroom. Our commitment extends to fostering holistic development through mind-enriching activities. We aim to equip our students not just for their immediate needs but also to thrive in an ever-evolving global society. Our alumni stand as a testament to our dedication, as they continue to make a substantial impact in higher institutions both at home and abroad, with many securing prestigious scholarships.

Our state-of-the-art facilities offer a conducive environment for learning, including modern school buildings, top-

notch sports facilities, well-equipped laboratories, and cutting-edge ICT resources. We are unwavering in our commitment to maintaining and upgrading these facilities to ensure an exceptional educational experience.

At VICMOB SCHOOLS, we embrace technology as a vital tool in education, instilling leadership qualities and promoting teamwork among our students. I invite you to explore the world of opportunities and knowledge that VICMOB SCHOOLS has to offer. Together, we will embark on a journey of growth, discovery, and unimaginable achievements. Welcome to VICMOB SCHOOLS, where dreams become reality.”



Folarin Modupe Victoria
Executive Director

HISTORY OF THE SCHOOL

VICMOB PRIVATE SCHOOL

Founding: VICMOB PRIVATE SCHOOL was founded on September 16th, 1996, by Pastor David and Deaconess Adeola Ogunseye.

Commissioning: The school's establishment was officially commissioned by Mrs. Wami Akinoso, who was Deaconess Adeola's former boss. Deaconess Adeola had worked at Toria School for 17 years before starting Vicmob schools.

Initial Start: The school began with 35 students and a staff of 5 teachers (2 males, 3 females) and a Bursar.

Change in Colors: The school originally had cream and dark brown colors, which were later changed to the current color scheme.

First Graduation: In 2003, VICMOB PRIVATE SCHOOL celebrated its first graduating class of primary 6 pupils after 11 years of successful operations.

VICMOB HIGH SCHOOL

Establishment: VICMOB HIGH SCHOOL was established on September 17th, 2007, with an initial enrollment of 11 students and a teaching staff of 5.

Motto: The school driven force is centered to provide a challenging academic environment that prioritizes faith in God, in a knowledge acquisition, and skill development.

Objective: VICMOB HIGH SCHOOL aims to build independent lifelong learners and well-rounded individuals who are intellectually, spiritually, and morally equipped to excel in all facets of life. First SS3 Graduates: In 2013, the school celebrated its first set of SS3 graduates, who have gone on to achieve academic success in various universities.

Location

Strategic Location: The schools are strategically located in the serene neighborhood of Shasha, Ojo and Elegbede Street respectively, Egbeda, Akowonjo, Lagos State. This location was chosen to minimize distractions and noise, creating an ideal environment for focused learning



..building **CHILDREN** To Become **EXCELLENT**
in All Facets Of Life.



To provide every child of **VICMOB Schools** with
an excellent and wholesome education by:

- ❖ Employing highly experienced teaching and non-teaching staff
- ❖ Providing a very comfortable safe and stimulating learning environment
- ❖ Promoting co-curricular activities in order to develop the children's innate and social skills
- ❖ Promoting cultural values which are woven into the school's curriculum
- ❖ Creating an awareness of God through His teachings.



THE SCHOOL'S ANTHEM AND PLEDGE

SCHOOL ANTHEM

Friends tell me where I can go
Where potential can find expression
Where my dreams can be well spelt out
Where I can see the me in me
Oh VICMOB High School there we go
Where destinies are molded
Where faith, knowledge and skills we get
Memories of you we cherish

SCHOOL PLEDGE

Oh VICMOB High School
I can't afford to love you less
As I am being imparted by the reality
Of my purpose in your domain
I promise to apply the knowledge from thee
To the development of my father land
Long live VICMOB High School
Long live Federal Republic of Nigeria.

SCHOOL HOURS

Resumption time: 7:30am **Assembly time:** 7:40am

Reading time: 2-2:30pm (Mon-Tue)

Closing time: 2:30pm

Lesson: 3:00-4:30pm

EXTRA-CURRICULAR ACTIVITIES

Wednesdays: Sports(8-9:20am)

Thursdays: Mentorship session (2.-3pm)

Thursdays (fortnight): Club Activities

Thursdays (fortnight): Gender Assemblies (2 - 3pm)

OUR CURRICULUM

Our curriculum is a blend of wide range of learning experiences which is aimed at building a total child. Our teachers are highly qualified, laboratories are well structured with a variety of other facilities including a sporting complex, all for the purpose of making learning fun and homely. At **VICMOB** Schools, we operate a hybrid curriculum which enables our learners to be prepared for both local and international examinations. Students are prepared for **NECO** Basic Education Certificate Examination (**BECE**), Lagos State Junior School Certificate Examination JSCE, the West African Senior School Certificate Examination (WASSCE), NECO Senior School Certificate Examination, International General Certificate of Secondary Education (IGCSE), Scholastics Aptitude Tests (SAT), TOEFL and IELTS.

PLEASE NOTE THAT STUDENTS ARE NOT ALLOWED TO SIT FOR ANY EXTERNAL EXAMINATIONS, EXCEPT THOSE THE SCHOOL OFFICIALLY REGISTERS THEM FOR.

SUBJECTS OFFERED (Senior School)

❖ English Language
❖ Mathematics
❖ Physics
❖ Chemistry
❖ Biology
❖ Civic Education
❖ Literature-In-English
❖ French Language
❖ Christian Religious Studies

❖ Commerce
❖ Economics
❖ Financial Accounting
❖ Government
❖ Geography/Agricultural Science
❖ Further Mathematics
❖ Data Processing
❖ Technical Drawing

SUBJECTS OFFERED (Junior School)

❖ Mathematics
❖ English Language
❖ Yoruba Language
❖ French Language
❖ Literature-in-English
❖ Christian Religious Studies / Islamic Religious Studies
❖ Physical & Health Education
❖ Music
❖ Basic Science
❖ Civic Education

❖ Creative and Cultural Arts
❖ Social Studies
❖ Basic Technology
❖ Home Economics
❖ Security Education
❖ Business Studies
❖ Agricultural Science
❖ History
❖ Information and Communication Technology

OUR ADMISSION PROCEDURES

- ❖ Parents are to visit the school and obtain our admission form for a non-refundable fee of ₦15,000
- ❖ After submission of the form, the child will take an entrance examination (CBT or PPT). The expected cutoff mark for admission is 50% and above. Any child who scores lower will not be admitted into the school.
- ❖ After two weeks of taking the entrance examination, the successful candidates will be invited for an interview session with the admissions team for an oral test.
- ❖ On successful completion of the interview, a copy of the child's transcript for the last class/school MUST be presented to the admissions team.
- ❖ Parents are to therefore proceed to make at least a 50%-payment of the tuition fee within a stipulated period of time as directed by the admissions team. The remaining 50% tuition fee MUST be completed by at most the first week of resumption. A full one-time payment can however be made.
- ❖ All admitted students will be given an orientation on the first week of resumption where they will all be handed the Students' Handbook.

Documents necessary for registration are:

- ❖ Duly completed and signed Admission form
- ❖ Birth certificate of the child
- ❖ 2 recent passport-sized photographs
- ❖ Last term report from the immediate previous school.
- ❖ Recent medical report of the child's current health status

INTERNSHIP SCHEME

The internship scheme is designed for Junior Secondary School 3 students which they embark upon completion of the final paper of their external examinations. The working experience is further evaluated and defended in Senior Secondary School 1 and integrated as part of their assessment for first term.

SCHOLARSHIP

A student qualifies for a scholarship for the next session by maintaining an average of 90% and above consistently for three terms in either Junior or Senior School for that session.

CLUBS & SOCIETIES

- ❖ Literary and Debating Society
- ❖ JETS Club
- ❖ Press Club
- ❖ Home Makers Club
- ❖ Taekwondo
- ❖ Robotics
- ❖ Ballet

VALUE-ADDED PROGRAMMES

The tutorial system further consolidates learning. Morning classes hold at 7am for all classes BUT is compulsory for terminal classes (JSS3 & SSS3). Students are taken through the basics and prepared further for their external examinations.

Evening classes also hold for everyone BUT is compulsory for terminal classes (Grade 5, JSS3 & SSS3).

Remedial classes are organized for new intakes who have issues with Mathematics and English Language. This is to proffer solutions to foundational issues detected during entrance examinations. It is to improve the reading skills of learners and addresses remedial aspects in mathematics

DETENTION

The focus of this programme is to correct students who default continually in notes and assignments. Concerned students are invited to the school and are kept for a period of three hours which attracts a minimum fine of N1,000.

SCHOOL POLICIES

2. PAYMENT POLICY

All payments in the school are made under two categories:

- ❖ Statutory Fees (School Fees)
- ❖ Non-statutory Fees

Statutory Fees (Upon Admission)

- ❖ Tuition Fee
- ❖ Supplies
- ❖ Notebooks
- ❖ Uniform & Tie
- ❖ Blazers
- ❖ Boular Hat
- ❖ Sports Wears
- ❖ Thursday Wears
- ❖ Friday Wears
- ❖ Textbooks
- ❖ Sewing Kits and Apron/Laboratory coat

Statutory Fees (Returning Students)

- ❖ Tuition Fee
- ❖ Supplies
- ❖ Notebooks

Non-Statutory Fees

- ❖ Christmas Party
- ❖ School Bus

Vicmob Schools operates a school fees policy. School fees is the lifeblood of the school, as the school can only run on the wheels of prompt payment of fees. The purpose of the school fees policy is to ensure parents are consistent in payment and also to ensure that pupils'/students' learning, aspirations, and engagement do not interfere with due to delay or non-payment of fees. In implementing this policy, the school and parents are to strictly adhere to the following principles.

Payment Plan

- ❖ School fees are always due at the end of an old term and the start of the current school term.
- ❖ School fees are non-refundable.
- ❖ All school fees must be paid on or before resumption. An extension is only

permitted until the end of the first week, after which the concerned child will not be granted entry into the school.

- ❖ All fees must be paid to the bank. Cash payments are not allowed in the school.
- ❖ Financial institutions frown at cheques that bounce, we therefore insist that parents double-check before turning in their cheques.
- ❖ School fees are a wholesome payment. Vicmob Schools does not tolerate "selective" payment of items on the school bill.

DRRESS CODE FOR HIGH SCHOOL

Boys

- ❖ Properly washed and ironed uniforms
- ❖ Well knotted tie
- ❖ A black belt
- ❖ A black pair of shoes
- ❖ A black pair of socks
- ❖ An appropriate school bag
- ❖ Low and decent haircut

Girls

- ❖ Properly washed and ironed uniforms
- ❖ Well knotted tie
- ❖ Skirt must be around the knee region or slightly longer
- ❖ Black pop socks
- ❖ Appropriate hairstyle for the week.
- ❖ A black pair of shoes
- ❖ A black pair of socks
- ❖ An appropriate school bag
- ❖ Non application of make up or use of jewelleries.

Exclusion from School

- ❖ If a debt rises to an unacceptable level, the school reserves the right, in extreme cases, to exclude the pupil /student on three days written notice if fees remain overdue for payment. By an unacceptable level, we mean, payment of fees for a single term and failure to reach feasible agreement of payment.
- ❖ If a pupil is excluded for a period of 28days (a month) by the parent, he/she will be deemed withdrawn from the school, all administrative process of withdrawal would be conducted if exclusion from school is done without notice. Upon exclusion, if fees are payable, a letter of notice will be sent to the parent, related financial and legal authorities will be informed to ensure that outstanding

payment is facilitated.

- ❖ The parent shall also be liable to pay all costs, fees, disbursement and charges including legal fees and costs reasonably incurred by the school in the recovery of any unpaid fees regardless of the value of the school's claim.

Fee Increase

- ❖ Fees are subject to increase based on the increased cost of learning materials and staff numeration needed to maintain the standard of the school.
- ❖ Fees are reviewed annually and are subjected to increase from time to time. Notice of increment will be sent to parents 21 days before due date.
- ❖ School fees are to be discussed with only the assigned authorities and all complaints as regards fees must be channeled to the school principal officers.
- ❖ All fees within the term will be stated in the school fees schedule and sent to parents at the end of the term.

Payment of Fees by Third Party

Upon reaching agreement with a third party on school fees payment, please note that the school is not liable if anything goes wrong in the payment process. Parent and the third – party are to bear the responsibility of such agreement and payment of fees would still be paid in full.

The parents shall indemnify the school against any losses, expenses (including legal expenses) and interest suffered or incurred by the school if the school is required to repay all or part of any sum paid to it by a third – party credit provider on behalf of the parents.

3. VISITING

The Visiting policy of Vicmob Schools cuts across the following categories of people:

1. Parents
2. Contractors
3. Other non-employed visitors

The following procedures are to be strictly adhered to:

Signing in Procedures

To ensure the school meets its Health & Safety/Security requirements, it is essential that our procedures for signing in and out of the school are followed by all students, parents and other visitors.

NOTE: Any student without his/her ID Card will not be allowed into the school premises.

Students

Students must clock into the school using only automated ID Card for security and record purposes. Students without proper school wears will not be permitted into the premises.

Visitors

A visitor is defined as any person seeking to enter a school building who is not an employee of the school or a student currently enrolled in that building.

General Procedures

- All visitors must receive a visitors form without which they will not be able to sign into the school at the security post and fill the visitors' book.
- All appointments scheduled with the principal/Director must be confirmed at the reception where the visitors will be issued a visitor's clearance tag after filling the visitors book.
- All visitors moving around the school site must wear a visitor's tag.
- Visits may be prohibited at certain times e.g., while standardized testing or other assessments are being conducted.
- Visitors are prohibited from entering into the classrooms.
- All visits are limited to the reception except invited into certain offices for special concerns.
- All visitors must be made aware of the school emergency procedures by the member of staff supervising their visit.
- All school visitors must comply at all times with the school's policies, administrative rules and regulations
- Any visitors on site who are not recognized, or who are not appropriately "tagged" should be politely asked their business.
- Students should be encouraged to report immediately any visitor who is not "tagged".

Staff's Guest (parent helpers, volunteers)

If a member of staff is expecting a visitor, it is best practice to give the Principal or Receptionist as much advance notice of the visit as possible. Where possible, visitors will be escorted while on the school premises. Wherever possible, it is expected that the relevant member of staff will receive the visitor. However, if required, the Receptionist or another member of the school staff will escort the visitor to the relevant member of staff.

When a visitor is ready to leave, it is best practice for the member of staff to escort the

visitor back to the security post, where the signing out process **MUST** be completed.

Contractors

All contractors visiting the premises to undertake works will be signed in and then issued with a Visitor's tag. Wherever possible, they will be escorted to the appropriate area by the Caretaker or another member of staff after thorough search.

Delivery/Courier Personnel

If appropriate, deliveries will be restricted to the Main Reception Area. However, if deliveries are being made further into the school building, the delivery personnel involved, will have to sign and follow the same procedures as Contractors and will be escorted around the building.

4. COMMUNICATION

This policy aims to promote the partnership between the school, parents/guardians and the students through effective and efficient communication. All parties are responsible for communicating in a considered and courteous manner, regardless of the method of communication.

Below are areas of responsibilities for the school staff, parents/guardians and students:

- Teachers and parents should not have undue official discussions about the school or their children without the consent/knowledge of the school principal officers.
- Any staff discovered to have contact about official matters on WhatsApp, email or any other platform with parents, will be duly sanctioned.
- The school's official email address, WhatsApp and phone numbers are the recommended channels of contact and should not involve any member of staff without knowledge of the principal officers.

Open day

- The school reserves the right to pick a day to invite parents to meet with the class teachers of their children, to provide and receive feedback concerning their child's performance.
- Teachers are not permitted to exchange their phone numbers with parents. If there are concerns, they should be channeled to the school authorities through calls, WhatsApp or emails.
- Foul languages in the school are highly prohibited. Thought-provoking words and slangs are strongly frowned at.

5. MEDICATION

School Board policy states that schools may NOT give any medication(s) to children during school hours unless an Authorized Medication / Treatment Form is completed by the primary care physician and the parent. The Authorization / Treatment Form must be signed by the doctor and the parent/ guardian. If at all possible, the medication should be scheduled to be given at home, rather than during school hours.

Medication given during school hours requires a written order by the prescribing physician which must contain the following:

1. The purpose of the medication
2. The Dosage
3. The time at which or the special circumstances under which medication shall be administered
- 4 The length of time for which medication is prescribed
5. The possible side effects of the medication.

Medications given at school must be provided in current, original containers with original pharmacy labels. Please request the pharmacy fill your prescription in two (2) labeled containers so there is proper labeling at home as well as at school. All medication authorizations for chronic or long-term conditions must be renewed at the beginning of each school year. Parents are responsible for seeing that adequate supplies of the medication(s) are provided for the school.

ALL MEDICATION(S) MUST BE DELIVERED BY THE PARENT/ GUARDIAN TO THE SCHOOL NURSE. Students may NOT bring the medication to school.

6. SCHOOL BUS

In order to ensure the safety of each child, the School Board has set Bus behavior guidelines. Parents are expected to review and sign. Parents are also expected to review these guidelines with their children. Ignorance of the rules is not an excuse for non-enforcement. Students violating these rules may forfeit the use of the bus.

GENERAL BUS PICK UP/DROP OFF PROCEDURES

Students should observe the following procedures at bus stops/pick up and drop off points:

1. Be at the assigned spot/front of the house five minutes before the bus is scheduled to arrive. The bus will wait to for another three minutes if the child is not at the spot after which the bus would leave.
2. Stay off the road when waiting so the driver has room to stop.

3. Have respect for people's property. Do not trample lawns, flowers, or shrubs.
4. Students with bare feet will not be allowed to ride the bus.
5. The school will assist in solving problems at pick up and drop off points however, it cannot legally assume responsibility for incidents that occur.

GENERAL SEATING PROCEDURES

Students entering the bus should go immediately to a seat without crowding, shoving or disturbing others. They need to share seats with others; be seated at all times when the bus is moving; sit facing the front of the bus; and remain seated until the bus comes to a complete stop and the driver opens the door. Drivers may assign seats in the front of the bus to students with disabilities or to students who have a temporary physical impairment. Drivers, at their option, may also assign seats to avoid misconduct.

OBJECTS AND MATERIALS PROHIBITED ON REGULAR TO/FROM SCHOOL BUS TRANSPORTATION

1. No weapon of any kind is allowed on the bus. These include but are not limited to gasoline, lighters, knives, matches and any other flammable substances
2. No animal of any type is allowed on the bus.
3. It is illegal to transport any object which is likely to cause injury to a student.

LOST AND FOUND

The school is not responsible for items lost by students on the bus however any student who loses an item on the bus should contact the driver the next time he or she rides and also inform his/her class teacher. Items found by drivers will be handed to the school. Parents may contact the school on this

BUS ROUTE CHANGES/CHANGE OF ADDRESS

Bus stop change requests can be made by filling out the Bus Route Change Request Form. Bus drivers are not authorized to make changes at the request of the students. The Bus drivers would be duly informed of any change.

RESPONSIBILITY OF THE PARENT(S) OR GUARDIAN

Parents will obviously play the key role in influencing their children in all aspects of safety at home, at play, and going to and from school. This is particularly true of younger children.

- a) Go over with and discuss with your children, the contents of these procedures and guidelines particularly the responsibilities of the students.
- b) Provide extra help and guidance to their children during the first several weeks of

school, especially for kindergarten, grade one and grade two students. The children must have a good understanding of the school drop off and pick up procedures; behaviour while waiting for buses, as well as on board; what to do when buses are late, etc. Safety is of utmost importance and should be emphasized by the parents.

- c) Report any obvious and significant safety problems to the Quality Control Officer, giving specific details as to bus number, date, time, place, etc.
- d) Remind their children that vehicle drivers are sometimes negligent or careless and do not stop when they should, therefore, children should always proceed with utmost caution.

Parents can promote school bus safety in the following ways:

RESPONSIBILITIES OF THE STUDENT

Students riding on the bus must remember they are responsible for their conduct to the bus driver and through him to the principal.

- 1. The driver is in full charge of the bus and his/her directions must be obeyed.
- 2. The driver will report any misconduct to the principal
- 3. The driver may assign specific seats to students at any time.
- 4. While the bus is in motion, students must not extend parts of their bodies out of the windows, try to get on or off the bus, or move about within it. All students must be seated when the bus is moving.
- 5. Students must not throw paper or other material on the floor or out of the bus windows.
- 6. While on the bus, students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.
- 7. Scuffling, fighting, smoking, drinking alcoholic beverages, using drugs, and using obscene language on the bus are strictly prohibited.
- 8. Lunching on the bus is at the driver's discretion.
- 9. Students causing willful damage to the bus will be held fully accountable.
- 10. When leaving the bus, students must observe the bus driver's instructions. They should not cross the road without having a clear view in all directions.
- 11. In extreme cold or inclement weather, or under hazardous road conditions, students must be properly dressed. Parents must also arrange for alternate shelter and care if necessary.
- 12. Safety of students required to ride on school buses shall not be placed at risk by requiring operation of school buses, or other transportation, during extreme inclement weather or under hazardous road conditions. The responsibility for safety of children who are required to travel on school buses or other school-provided transportation is of necessity shared by the board, its staff, bus drivers and parents. School system staff and 18 bus operators shall exercise their responsibilities in accordance with the guidelines

approved by the Board.

DUTIES AND RESPONSIBILITIES OF SCHOOL BUS DRIVER POLICY

The Board believes that the bus should be operated in a safe and courteous manner.

GUIDELINES

1. The bus driver shall:
 - a) Be properly licensed for operating a school bus.
 - b) Be familiar with and adhere to the requirement of the Road Traffic Act and related sections of other Acts.
 - c) Have a medical examination prior to employment and as required by law thereafter – a copy of which must be supplied to the School Board.
 - d) Be thoroughly familiar with and adhere to transportation policies.
 - e) Attend seminars and in-service activities as required.
2. The bus driver shall not drive a bus for 12 hours after consuming alcohol. Failure to comply with guidelines on the consumption of alcoholic beverages will result in termination of employment.
3. In situations where schools may be closed due to weather or road conditions, or epidemic, the Board shall pay a driver basic salary for that day.
4. Suspension of license for any driving infraction will be reviewed by the Transportation Committee.

SCHEDULE REQUIREMENTS

1. The bus driver shall:
 - a) Conduct a bus evacuation drill with the students during the first week of school and one other time during the school year.
 - b) Arrange their schedules to ensure that the bus arrives at the school at the times specified by the School Board.
 - c) Be at school five minutes before the end of Morning Assembly.
 - d) Before leaving the school, take a roll call to ensure that the load is complete.
 - e) Leave the school when the load is complete, or if the load is incomplete, at the direction of the principal or designate.
 - f) Provide the School Board with a phone number at which the driver can be reached in the case of emergency.
 - g) Bus drivers shall not smoke in the bus.
 - h) Shall not take drugs while driving the bus that will affect his/her driving capabilities.
 - i) Ensure the bus and equipment are in safe mechanical condition and ensure that the

bus interior is clean and that the exterior lights are free of any obstacles.

2. Bus drivers shall ensure that students will reach their school and home safely.

Students will not be allowed off at other stops without written consent of the parents.

3. Under extreme conditions where this cannot be assured, the students will remain on the bus until released to a parent or alternate as designated by parent/guardian.

4. The bus driver shall seek the assistance or advice of the principal whenever a student engages in conduct injurious to the safety of other students.

5. The bus driver shall submit a medical certificate.

FELLOWSHIP

It is compulsory for all Christian students to join the school fellowship which is slated for every Fridays between 1-2PM except during examinations

SCHOOL JUMAT SERVICE

Its compulsory for all Muslim students to partake in the Friday Jumat prayers done in the school. They are expected to come along with Hijabs and other necessary praying items.

ATTENDANCE/ABSENCE

It is of utmost importance that your child/ward is present every school day and arrives on time to take part in all of the various activities. If your child is going to be absent, please in for many of the school heads

ASSESSMENT

Assessment is an integral part of learning and teaching. It helps to provide a picture of a child's progress, achievements and to identify next steps in learning. Teachers will use arrange of assessment to assess the curriculum. All assessments provide information about student progress and the effectiveness of learning and teaching and help to inform future planning.

Assessment includes: assignments, projects and written tests. They all are very importance

This part of the handbook provides a quick reference to what constitutes an offence, the enormity and ensuing sanctions. Offences in the school are in three categories viz:

1. Expressly forbidden offences
2. Forbidden offences
3. Minor offences

EXPRESSLY FORBIDDEN OFFENCE

The listed offences attract outright expulsion from the school.

- Entering toilets of opposite sex
- Bullying or threat to life of students or staff of the school
- Truancy/persistent absentee without permission or medical report
- Vandalism or willful damage to school property or other student's property
- Parents or guardian of our students insulting or assaulting a staff of the school
- Theft, or unauthorized removal of school property.
- Sexual misconduct or amorous acts e.g fondling, caressing, kissing etc.
- Possession of pornographic on any print surface or soft copies.
- Abuse or harassment of staff or students whether without or within the school .
- Possession or being under the influence of alcohol or illegal drugs or cigarettes.
- Examination malpractice in either tests or examination
- Refusing to participate in religious activities
- Refusal to join or participate in extra-curricular activities in the school
- Falsification/forging of school documents
- Refusal to participate in compulsory school activities like internships, community services, leadership trainings

PUNISHMENT FOR EXPRESSLY FORBIDDEN OFFENCES

- Criminal charges
- Permanent withdrawal from the school (expulsion)

FORBIDDEN OFFENCES

These are normal morally prohibitive behaviors. No student of VICMOB schools should be committing such offences, these includes:

- Disobeying constituted authorities
- Dress code violations (sagging, improper dressing) Ø Possession of unwanted items e.g CDs, jewellery, games, phones
- Immoral behaviors (writing of letters with sexual under tones to the opposite sex)
- Refusal to represent the school in Competitions

- Insubordination
- Removal of items pasted on the notice board
- Littering the school compound
- Copying or cheating in homework, assignments and classwork
- Misuse of computer system/laboratory equipment
- writing on the wall, desk, chair etc
- Persistent lateness to school
- Use of foul language

SANCTIONS FOR FORBIDDEN OFFENCES

- Washing of toilet for several days
- Suspension (in-school and out-school suspension).
- Restitution in case of vandalism or theft
- Reporting to school on Saturday for punishment
- Referral to counseling.
- This may also include students writing a letter of apology to the entire school and reading it on the assembly.
- The parent writing a letter of undertaking stating that their child/ward will be of good behaviour. If found wanting again, the school reserves the right to expel him/her.

MINOR OFFENCES

These are morally unacceptable behaviours. They are aberration from the expected moral and disciplinary standard of the school.

- Failure to complete or do homework
- Eating in class during lessons
- Loitering about in the school compound
- Idleness/carelessness
- Noise making especially that disrupt the school activity
- Gum chewing in classroom/school compound

SANCTIONS FOR MINOR OFFENCES

- An offence may attract any or combination of the following:
- Washing of the toilet
- Denial of long break
- Verbal reprimand
- Any other kind of suitable punishment for such offences

CODE OF CONDUCTS

COMPETITIONS WITHIN AND OUTSIDE THE SCHOOL

1. Chess
2. Scrabble
3. Cowbell
4. Spellingbee
5. Mathematics (VICMOBPEDIA)
6. Debate

APPOINTMENT OF PREFECTS

A. Qualifications A prospective prefect shall fulfill the following requirements:

1. A good academic standing: to be qualified for any leadership post in the school, such student must score a consistent percentage of 80% and more.
2. Must be free of any allegations or negative attitude within and outside the school premises.
3. Must be neatly dressed at all times
4. Must maintain a friendly relationship with all and be open to team work.
5. Must adhere to all school rules and regulations
6. Must attend all Students Representative Council Meetings.
7. Must lead by example. 8. Must be enthusiastic, encouraging and motivation to fellow students.
9. Must take good care of school properties.
10. Must be able to work independently and complete given tasks.
12. Must be excellent ambassadors for the school, representing the school image positively.
13. Must be willing to take on extra responsibilities.
14. Must abide by all the school rules and regulations.

SANCTIONS

1. A Prefect will be stripped off his/her leadership post if he/she fails to fulfill his/her responsibilities.
2. A prefect will be removed if his/her academic performance is on a decline.
3. A prefect who violates any school rule shall be suspended. If he/she refuses to change or shows defiance he/she shall be removed completely from his/her leadership position and face the school disciplinary committee for further punishment.

EXAMINATION PROCEDURES AND GUIDELINES

1. Examination

Venues Examinations for each year group will be conducted in their respective classrooms. A list of students assigned to each classroom will be posted on the class notice board.

ICT Practical examinations will be held in designated computer labs during the scheduled time as indicated on the timetable.

2. Study Time

Study periods, referred to as prep on the timetable, will be supervised by assigned teachers. Students must bring study materials and are not allowed to leave the exam room during these sessions. Short revision time will be provided before each exam, so students are encouraged to bring necessary revision materials.

3. Non-Examination Sessions for SS1 and SS2 Students: When not scheduled for an examination during a session, SS1 and SS2 students must utilize this time for silent revision in the reading room within their wing, supervised by a teacher

4. School Timings: School starts with assembly at 7:30 AM and ends at 3:00 PM, unless an examination is scheduled to conclude at 4:30 PM. Students are not permitted to arrive late or leave early, even if they do not have an examination during the first or last session of the day. They are required to attend full school hours regardless of their examination schedule.

5. Examination Requirements. Students will be informed in advance of any specific equipment required for an examination. For all examinations, students must bring: Blue pens and spare pens. Pencils and spare pencils (sharpened as needed and use only if required). Ruler, Eraser (no correction fluid allowed). Calculators or geometry sets as specified (ensure calculators are functional). All items must be carried in a clear plastic bag or pencil cases.

6. Examination Rules: Each examination will have invigilators to ensure compliance with the following rules:

Arrive on time; no extra time will be given for latecomers.

- Do not enter the exam room until invited to do so; maintain quiet and order.
- Wear full school uniform during the examination period.
- Maintain silence upon entering and exiting the examination room.
- Ensure you have all necessary materials; nothing will be provided during the exam.
- Keep notes, textbooks, and revision materials in your bag placed in the reading room on your wing.
- Turn off any alarms or beeping functions on watches.
- Bring water and tissues for emergencies.
- Visit the toilet before the examination starts.

- Respect fellow candidates by arriving and leaving quietly.
- Do not open examination papers until instructed.
- Answer scripts will be collected at the end of the allotted time; you may leave the classroom only during breaks.
- During prep sessions, stay in the classroom and prepare under the assigned teacher's guidance.
- Raise your hand to get the attention of an invigilator.
- Any form of malpractice, such as copying, passing notes, or having unauthorized materials, will result in strict consequences.
- Avoid leaning against windows, gesturing, or talking through them, and refrain from walking around the exam room.
- Maintain courteous behaviour towards invigilators and fellow students at all times.

THE SCHOOL'S FEE (UNION BANK ACCOUNT)

- Account number: 0009230584
- Account name: VICMOB SCHOOLS

BANK FOR SCHOOL SUPPLIES

- Account number: 3152823837
- Account name: **Folarin Modupe**
 - Bank: First Bank