

PENTAGON PRIVATE ACADEMY



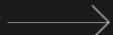
SCHOOL HANDBOOK



TABLE OF CONTENT

02	FOREWORD	FACILITIES	09
MISSION & VISION	03	PILLARS	10
04	HISTORY	CURRICULUM	11
05	SCHOOL - PROFILE	12 DEPARTMENT	
06	& SONG	EVENTS	13
07	SECTIONS	RULES & GUIDES	
08	STAFF FLOW C H A R T	PUPILS	14
		PARENTS	15
		STAFF	16

02
foreword



FOREWORD

You are welcome to the top choice citadel of learning, Pentagon Private Academy. Children are the primary reason of our existence. Hence, during the three/four years nursery school training and five year basic school training, we are saddled with the responsibility of producing all round high-flying scholars. As a prestigious academy, skills acquisition is a major aspect of our distinct structure. Therefore, on graduation from the academy, our products are affirmed to be multi-talented, physically fit, academically outstanding, morally sound, verbally fluent, fearlessly brave and amazingly wise.

A high level of organization is our major secret to accomplishing the task of building leaders of tomorrow that are presently in our care. This great task involves four active parties; the school management, the school staff, the parents and the pupils.

This handbook which also serves as the prospectus of Pentagon Private Academy gives adequate analysis of the entire structure of the academy. Furthermore, it explains attributes expected of the pupils and clearly states roles of the school management and staff whilst providing a guide for parents to follow.

It is expected that on admission into the academy, parents are to thoroughly digest the entire content of this handbook so as to always be in right standing with the school management. Whenever any of the rules contained in his handbook is broken, a disciplinary panel shall be set up to look into the case. Punishment for pupils eventually found guilty by the panel may range from warning to detention, painful/stressful labor, fine or expulsion as the case may be.

Together we can achieve. Once again, you are welcome.

Mrs C O Loko

MISSION STATEMENT

To provide global standard education and produce independent, competitive, innovative, top-ranking scholars.

VISION STATEMENT

To become one of the foremost DIGITAL ACADEMIES in Nigeria.

HISTORY

There once lived an erudite academician of blessed memories, Engr. S.K. Loko. He had a great vision and therefore embarked on a mission. The reality of the vision kicked off in the year 2011 through the establishment of the widely celebrated citadel of learning, Pentagon Private Academy (initially called Cornerstone College).

Over the years, Pentagon Pupils, students and staff have been uniquely identified as respectful, neat and intelligent throughout the Ikorodu-Abaranje environs. Educative and Scientific research has always been the secret to our displayed outstanding performances.

Pentagon has regularly presented pupils and students for all major National Examinations. These include: National Common Entrance Examination [NECO-NCEE], Basic Education Certification Examination [NECO-BECE], West African Senior Secondary Certificate Examination [WASSCE], Unified Tertiary Matriculation Examination [UTME]. Noteworthy is the fact that our candidates always come out in flying colors at external examinations.

Pentagon has the distinct culture of reaching out to the masses through public enlightenment and charity programs during the summer holidays. The academy has participated in a number of competitions in the past that earned her trophies.

All events organized by Pentagon have always been filled with lots of fun and memorable experiences for the kids. We have a joyful history of celebrations and to the glory of God, all alumni of Pentagon Private Academy always turn out to be the best at their various works of life.



PENTAGON PRIVATE ACADEMY

alias: P.P.A

22, Igbehinadun Street, Better Life Bus-Stop,
Ikotun- Abaranje, Lagos, Nigeria.

Motto: Watch and Pray

Founder's Day: 24th of January, 2011

Classes: Playground, Preparatory, Nursery, Basic

Population: 15 per Class [max.]

Curriculum: Up-to-Date Universal Basic Education Curriculum
[Federal Government Standard]
British and Indian Delivery Methods

CONTACTS

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SCHOOL SONG

VERSE 1

God make my life a little light
Within the world to glow
A little flame that burneth bright
Wherever I may go

VERSE 2

God make my life a little flower
That giveth joy to all
Contempt to bloom in native bower
Although the place be small



VERSE 3

God make my life a little song
That comforteth the sad
That helpeth others to be strong
And makes the singer glad

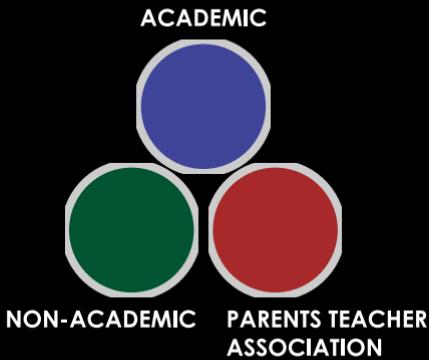
VERSE 4

God make my life a little staff
Whereon the weak may rest
And so what health and strength I have
May serve my neighbors' best

VERSE 5

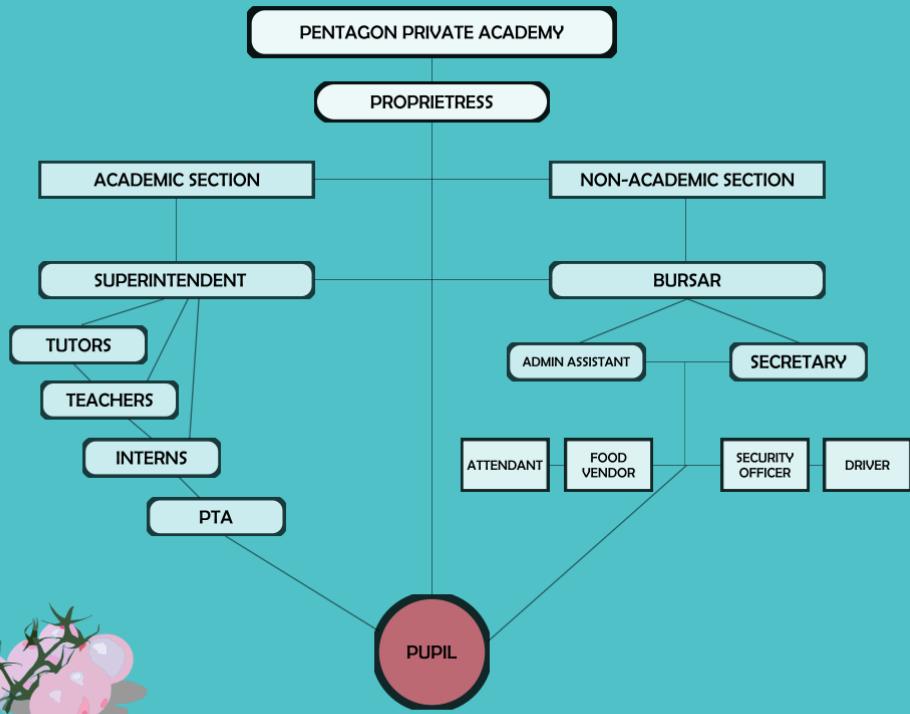
God make my life a little hymn
Of tenderness and praise
of faith that never waxeth dim
In all its wondrous ways

SECTIONS



07
sections

Staff Flow Chart





FACILITIES

The 5 Pillars of Pentagon are the strong holds of the Academy. These pillars put together enable us build the all-round child. In the process of administering the contents of these pillars, it is expected that every child discovers his/her talents and develops them with ease.

Creative Arts

Otherwise called Creativity. This is a weekly activity channeled towards putting the brain and hands of pupils to action. Practical activities such as paper crafts, modeling painting, cooking, bead-making, fashion designing, hair styling, make-up, etc. are carried out during this period (usually Fridays).

ICT

The world as of today is a global village. Hence, computer literacy is compulsory for all. At Pentagon, all pupils are taken through the basic packages and programs encountered in the Windows and Android environment. Shallow internet research in form of assignments is another way we get pupils involved. In all, every Pentagon pupil makes use of a computer daily.

Sports

Sporting activities is a daily continuous process with Wednesday mornings specially dedicated to organized group exercise and competitions. Each pupil belongs to one of the four colors of houses (Orange, Red, Green and Yellow). Indoor games such as puzzles, scrabble, poker, chess, ludo, squash, etc. are played on Wednesday afternoons while outdoor games like football, basketball, tennis, table-tennis, athletics, skipping, etc. are played on Wednesday mornings. Notwithstanding, pupils are free to engage in any sports of their choice during recess periods on a daily basis. Pupils also partake in a mandatory daily mile activity as a form of daily exercise.

Music

Music takes three (3) special forms at Pentagon; singing, instrumentation and the theory of music. Each pupil must have learnt to sing not less than 100 educative songs and hymns before graduation from the Academy. Also, pupils of the lower basic classes learn to play the recorder while pupils of the mid-basic learn to play the keyboard. The theory of music is not left out as every pupil is thoroughly taught the fundamentals of sight reading before graduation from the Academy.

Spelling and Debating

Pupils are daily drilled in spelling of common words and keywords form every subject. The basic techniques involved in essay writing, public speaking whilst applying the appropriate phonic pronunciations, proper intonation, right pacing and stressing of words and the confidence as well as the proper gestures required for debating are special skills acquired at Pentagon by all pupils.

PILLARS

TIME-TABLE

	7:45	8:10	8:20	9:00	9:45	11:15	11:50	12:30	1:15	1:30	2:15	
mon	assembly		maths		english I	LONG RECESS	BST		SHORT RECESS	RNV		
tue			maths		english I		RSV			APT	MUSIC	
wed			sports		pvs		BST			FRENCH	CLUB EXT ACTIVITY()	
thur			maths		english II		YORUBA			APT	COMPUTER	
fri			english II		CCA		drawing	fellowship				

	7:50	8:10	9:00	9:30	11:00	12:00	12:50	1:40	2:00
mon	assembly	HAND WRITING	MORNING DRILLS	NUMERACY	LITERACY	NURSERV SCIENCE	RECESS TIME	SNACK TIME	NURSERY SCIENCE
tue		sports		NUMERACY	LITERACY	HEALTH HABITS			T.V. VIEWING
wed		HAND WRITING		LITERACY	NUMERACY	PHONICS			BIBLE CLUB
thur				NUMERACY	SOCIAL NORMS	WORLD AROUND US			T.V. VIEWING
fri				HANDS ON CRAFT	BIBLE CLUB				

CURRICULUM

TERMS

1st Term = Alpha Term
2nd Term = Central Term
3rd Term = Ultimate Term



CLASSES

KG/RECEPTION = PREPARATORY
NURSERY 1 = EXPLORERS' CLASS
NURSERY 2 = DISCOVERY CLASS
BASIC 1 = BEGINNERS' CLASS
BASIC 2 = ENTHUSIASTS' CLASS
BASIC 3 = EXPERTS' CLASS
BASIC 4 = ERUDITES' CLASS
BASIC 5 = ACHIEVERS' CLASS

SUBJECTS

ENGLISH I = Grammar, Proficiency test, Comprehension, Composition [80]
ENGLISH II = Literature, Poetry, Phonetics, Handwriting, Spellings [60,2D]
MATHEMATICS = Numeracy, Arithmetic, Geometry, Measurement, Statistics [80]
B.S.T [Basic Science & Technology]
ICT, Physical & Health Education
R.N.V [Religion & National Values]
Social Studies, Civic, Christian Religious Knowledge, Security Education
A.P.T [Aptitude Test] = Quantitative, Verbal, Vocational Studies, General Knowledge
P.V.S [Pre-Vocational Studies] = Agriculture Science, Home Economics
C.C.A [Cultural & Creative Art, Creative Art, Fine Art]
LANGUAGES = French, Yoruba, and other local languages.
Others: Drawing Book, Test Book, Assignment Book, Jotter.

DEPARTMENT

TALENTS CLUB PUBLIC RELATION
CREATIVITY FELLOWSHIP
BIBLE CLUB WELFARE
EVENTS SPORTS
MEDIA BAND

EVENTS

CAROL PARTY [DECEMBER EVERY YEAR]
EXCURSION [EVERY CENTRAL TERM]
CULTURAL DAY [EVERY ALPHA TERM]
CHILDREN'S DAY [MAY 27TH EVERY YEAR]
INTER-HOUSE SPORTS [EVERY CENTRAL TERM]
GRADUATION PARTY [EVERY ULTIMATE TERM]
PRACTICAL ACTIVITY DAY [EVERY TERM]

1. Be Punctual to school always. Assembly starts by 7:50am
2. Always put on proper, complete and neat uniform
3. Do not touch the walls, fan regulators, electric sockets & switches, white-board and & board rulers, window decorations and instructional charts.
4. Make use of the stairs. Do not crossover the flower beds
5. Respond promptly to the bell
6. Do not go outside the school gate during school hours
7. All assignments must be done properly and checked by parents or guardian
8. Do not cheat during tests and examinations
9. Thou shall not steal. Do not take school properties home
10. Do not bring electronic gadgets and toys to school
11. You are allowed to use the toilet a maximum of twice a day
12. No borrowing or sharing of learning materials.
13. No rough playing or fighting
14. No eating during lessons
15. No noise making

1. Early to bed, early to rise. Children are to be dressed and prepared early enough so as to arrive by 7:30am.
2. Health is wealth. Sick pupils should not attend school until a qualified medical practitioner certifies such pupil fit.
3. Children's health status should be properly monitored. Living environment should be kept clean at all times.
4. Children should feed on balanced diets regularly. Proper arrangements should be made towards feeding during school hours.
5. For safety reasons, metallic cutlery are not allowed!
6. Parents are expected to provide toiletries (2 Tissue rolls and 2 toilet soaps per child) each term.
7. Parents of toddler's and preparatory pupils are to daily provide diapers for their wards until the Mistress declares wards free from use of diapers.
8. Settle all fees on or before resumption of each term.
9. Ensure that your children's learning materials are complete and well-kept at all times.
10. Don't leave it all to the teacher. Correct all wrong doings of your children instantly.
11. Parents are allowed to arrange private lessons for their children with any tutor of choice either at home or at school (during closing hours) Extra-lessons at school close by 4pm.
12. Pupils are not allowed in the school compound 30 minutes after the close of the day except for pupils receiving extra-lessons.
13. Use of calculator is prohibited both in school and at home while solving assignment.
14. Use more of English Language while communicating with children at home.
15. All assignments must be properly checked, corrected and signed by parents.
However, parents should only assist but not pen down answers for children
16. Weekly report is a communication channel between the parents and the school. Monitor your children's progress and respond under "Parent's Remark". Major complains could however be communicated to the school management through formal writing for rapid response.
17. Endeavor to check the notice board regularly.
18. Screen the TV programs your children watch. Only educative programs should be encouraged.

19. Check your children's association with other children at home, at religious platform and at outings
20. Suggested toys for kids: kiddies laptop, magic, board, puzzles, bicycle, recorder, keyboard, trumpet, saxophone, violin
21. For Safety reason and in case of emergency endeavor to make your children memorize your phone number
22. Parents are not allowed into the school premises except for reasons of inquiry or fees payment
23. Fees should be paid into the school's bank account. However, minor cash payments should be made only to management staff
24. Birthday Celebration; Photo sessions with the birthday cake are allowed only during recess period. Only packaged gift items are allowed to be shared to the pupils. No sharing of cake
25. Open Day; A day is set aside every term for parents to check on their children's progress at school. Open day is mandatory for all parents as it enables the parents as it enables the parents and teachers interact on ways of improving the children's performance at school.
26. Parents Teachers Association;
PTA meeting holds once a term (except for emergency meetings which may arise at any time). PTA levy is compulsory for all parents as debtors would be deprived of report sheet and would not be allowed to contribute during meetings.
27. School Uniform/Dress Code:
Monday, Tuesday and Thursday - Strictly School Uniform on Black Leather Shoes with socks. Wednesday - sportswear on white trainers with white socks. Friday - wear on blue jeans and white trainers with white socks. N.B - Pupils must appear neat at all times. Pupils are not permitted to wear any other sweater except the school sweater on temperate days. Handkerchiefs are compulsory. Finger nails should be kept neat and cut regularly. Male pupils should always be on a neat low-cut. Female pupils should either wear a neat low-cut or plait the instructed hairstyle announced every Friday. Attachments and beads are not allowed.
- 28 School Shuttle Service: Pupils must be completely prepared before the arrival of the school bus in the morning. No form of delay would be allowed as the bus works strictly with time. Pupils are to be picked and dropped at their house gates. Alternate arrangements shall be made regarding pickup and delivery of pupils living on streets with bad roads.

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