









## CBC KERICHO SCHOOL POLICIES


### Our School Policies

At CBC Kericho Primary and Junior Secondary, our school policies are designed to foster a **safe**, **respectful**, and **engaging** learning environment for all learners, teachers, and parents. These guidelines support the **Competency-Based Curriculum (CBC)** by promoting responsibility, inclusivity, and collaboration within our school community. We kindly encourage all stakeholders to familiarize themselves with these policies to ensure a smooth and supportive learning experience.

### Code of Conduct

Our Code of Conduct outlines the values and behaviors expected of all learners, staff, and visitors at CBC Kericho. It is rooted in **respect**, **responsibility**, and **community**—key pillars of the Competency-Based Curriculum.







1.  **Show respect** to teachers, classmates, and school staff at all times.
2.  **Follow instructions** and participate actively in class.
3.  **Keep the school environment clean** and litter-free.
4.  **Use polite and appropriate language.**
5.  **Use technology responsibly** and only with permission.
6.  **Resolve conflicts peacefully** and report problems to a teacher or prefect.

7.  **Wear the correct school uniform** with pride.



## Attendance Policy

At CBC Kericho Primary and Junior Secondary, regular attendance is essential for academic progress and holistic development. Learners are expected to attend all classes, activities, and assessments **punctually** and **consistently**.

1.  **Learners must arrive at school before 7:30 a.m..**
2.  **Attendance is taken daily and monitored closely.**
3.  **Absences must be reported** by a parent/guardian with a valid reason.
4.  **In case of illness, a medical note should be provided** upon return.
5.  **Excessive absenteeism may affect learner participation and progress.**
6.  **Latecomers must report to the office** before proceeding to class.



## Academic Policy

1. **Homework and Assignment Expectations:** Homework and assignments are integral to student learning and development. Students are expected to complete all assigned tasks on time and to the best of their ability.
2. **Assessment Schedules:** Regular assessments will be scheduled and communicated to students to track academic progress.
3. **CBC-Specific Curriculum Adherence:** Our teaching approach aligns with the Competency-Based Curriculum (CBC), ensuring each student's academic growth and skill development.
4. **Learning Support or Remedial Program Availability:** We offer additional support for learners who require extra help in their studies.

## **Anti-Bullying & Discipline Policy**

CBC Kericho is committed to providing a **safe** and **respectful** environment for all students. Bullying is strictly prohibited, and there are clear procedures for addressing any incidents that occur.

1. **Clear Anti-Bullying Statement:** Any form of bullying, whether verbal, physical, or cyber, will not be tolerated.
2. **Steps for Reporting and Handling Incidents:** Bullying incidents should be reported immediately to a teacher or the school administration.
3. **Types of Disciplinary Actions and Escalation Procedure:** Disciplinary actions may include warnings, detentions, and further escalation, depending on the severity of the incident.

## **Inclusive Education & Equal Opportunity Policy**

At CBC Kericho, we recognize the importance of **inclusive education** and ensuring all learners have an equal opportunity to succeed.

1. **Supporting Learners with Special Needs:** We provide support and resources for learners with special needs to ensure they can access the curriculum.
2. **Gender Equality:** We strive to create an environment where all learners, regardless of gender, have equal opportunities to succeed.
3. **Non-Discrimination Based on Background, Religion, Tribe, etc.:** All learners will be treated equally, without bias or discrimination based on background, religion, tribe, or any other factor.

## **Parental Involvement Policy**

Parents play a vital role in the learning and development of their children. CBC Kericho encourages active parent involvement in the educational process.

1. **Role of Parents in CBC:** Parents are encouraged to work closely with the school to support their child's learning and growth.
2. **Communication Channels (e.g., Class WhatsApp, School Portal):** Communication between parents and the school will be maintained through various channels, including class WhatsApp groups and the school portal.
3. **Visiting Hours and Parent-Teacher Meetings:** Parents are invited to attend scheduled parent-teacher meetings and visit the school during designated hours to discuss their child's progress.



## **Boarding and School Transport Policy**

1. **Boarding House Rules:** Boarding students must adhere to the rules set for the smooth and respectful running of the boarding facility.
2. **Transport Conduct Rules:** Students must adhere to the transport rules to ensure their safety and the safety of others during their commute.
3. **Pick-Up and Drop-Off Routines:** Parents are expected to follow the scheduled pick-up and drop-off routines to ensure the safety and well-being of all students.

## **Policy Acknowledgement and Signature**

By signing below, you acknowledge that you have read and understood the policies outlined above. You agree to adhere to the rules and regulations set forth by CBC Kericho Primary and Junior Secondary.

**Parent/Guardian Name:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_