















# **ESTHERNANA LEARNING CENTRE**

## **POLICY MANUAL**

Location: Bo District, Southern Province, Sierra Leone

Approved by: ELC Administration and Board of Governors

Effective Date: \_\_\_\_\_

Review Cycle: Annually

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## 1. Introduction

### 1.1 Purpose of the Policy

This Document sets forth the official Policies and Procedures of Esthernana Learning Centre (ELC) to promote Academic excellence, Discipline, Equity and to ensure Safety, Respectful and academically enriching environment for all members of the ELC Community. It provides Guidelines for Students, Parents, Staff, and all Stakeholders in line with the Values of Integrity, Responsibility and Community Development.

### 1.2 Vision & Mission & Scope

#### Vision:

To nurture disciplined, knowledgeable, and responsible citizens through quality and inclusive education.

#### Mission:

To provide a safe, stimulating, and values-driven learning environment that fosters the full potential of every child.

#### Scope:

These Policies apply to all Students, Teachers, Educators, Faculty, Parents, and Visitors on ELC Grounds or participating in Centre-Sponsored Events.

## 2. Academic Policies

### 2.1 Curriculum

Aligned with the Ministry of Basic and Senior Secondary Education (MBSSE) Curriculum and the Co-Curriculum of the the Proprietress

Emphasizes Literacy, Numeracy, Science, ICT, Agriculture, Civic and Montessori Education.

Co-Curricular Learning including life Skills and Entrepreneurship encouraged.

### 2.2 Assessment & Grading

Continuous Assessment (CASS), Class Tests, Projects, and Terminal Exams.

Grades communicated through a quaterly Report Cards, at the end of every third month.

National exam preparation for NPSE, BECE, and WASSCE (where applicable).

### 2.3 Homework

Daily Assignments in key Subjects.

Weekly Homework review by Teachers/Educators and Parents encouraged.

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### **2.4 Promotion & Repetition**

Based on aggregate Scores, Attendance, and Behavior.

A Student failing to meet minimum Requirements may repeat the year.

### **2.5 Academic Honesty**

Cheating, Impersonation, and Plagiarism are prohibited.

Offenses lead to disciplinary action including exam disqualification.

## **3. Attendance Policy**

### **3.1 Regularity & Punctuality**

School hours: 8:00 AM - 3:00 PM (Monday to Friday).

Students must be in Class by 7:45 AM.

### **3.2 Absences**

Parents must notify the Centre for excused absences (Illness, Family Bereavement).

Unexplained absences beyond 3 days will be investigated.

### **3.3 Tardiness**

Repeated lateness is logged and may lead to Parent meetings or Detention.

## **4. Code of Conduct**

### **4.1 Expected Behavior**

Show respect to teachers, peers, and property.

Use polite Language and follow Centre Routines.

### **4.2 Dress Code**

Students must wear the simple Traditional Attire as the full School Uniform Daily.

Friday wear may include Sportswear for Physical Education.

### **4.3 Bullying & Harassment**

Zero Tolerance for Verbal, Physical, or Cyberbullying.

Safe reporting Procedures in place.

### **4.4 Disciplinary Measures**

Verbal warning

Written warning

Parent/Guardian involvement

Suspension or Expulsion for repeated violations or serious Misconduct

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## **5. Health & Safety**

### **5.1 Emergency Preparedness**

Regular safety drills (fire, evacuation).

First-Aid available On-Site.

### **5.2 Health Checks**

Periodic Health screenings in collaboration with Local Health Authorities.

Ill Students must stay at Home and return with a Medical Report if needed.

### **5.3 Medication Policy**

Prescribed Medications administered with Parental authorization.

Self-Medication is strictly prohibited.

## **6. ICT & Internet Use**

### **6.1 ICT in Education**

ICT introduced from Pre-Primary (aged 5) Level.

Use of Laptops, Tablets, and Projectors encouraged under Supervision.

### **6.2 Responsible Use Policy**

No access to inappropriate Websites.

No use of personal Devices during the Centre hours without permission.

## **7. Co-Curricular and Extracurricular Activities**

### **7.1 Clubs and Sports**

Drama, Debate, Agriculture, ICT, and Red Cross Clubs available.

Sports include Football, Athletics, Basketball, Table & Lawn Tennis and Volleyball.

### **7.2 Community Engagement**

Students participate in Centre Clean-Up, Community Visits and Cultural Days with the supervision of the Educators.

## **8. Transportation Policy**

### **8.1 Drop-off and Pick-up**

Parents must pick up Pupils no later than 4:00 PM.

Students using ELC Transport must follow Driver instructions and Safety Rules.

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### **8.2 Bus Conduct**

Misbehavior on Centre Transport can lead to loss of Bus privileges.

## **9. Parent Engagement**

### **9.1 Communication Channels**

SMS, WhatsApp, Email, Circulars and quaterly Meetings used to update Parents.

Each Student has a Homework and Communication Diary.

### **9.2 PTA (Parent-Teacher Conference)**

Active PTC involved in the Centre Development.

Annual meetings to discuss Progress and Challenges.

## **10. Staff Professional Conduct**

Teachers and Educators are expected to maintain high Moral and Ethical Standards.

Confidentiality of Student Information is mandatory.

No Corporal Punishment allowed; disciplinary measures must follow the ELC Policy.

## **11. Inclusivity and Non-Discrimination**

Equal Opportunity regardless of Tribe, Religion, Gender, or Disability.

Inclusive teaching strategies for learners with special needs.

## **12. Policy Implementation and Review**

The School Management Team and Board are responsible for implementation.

Feedback from Parents, Staff, and Students welcomed during reviews.

Reviewed annually in line with MBSSE Regulations and the ELC Development Goals.

For any Queries regarding this Manual, contact the ELC Office at No.1 Esther-Nana Drive, Gbwobu Section, Bo District. visit the Head Teacher/Principal during Official Hours. Email: [esternana.lc@gmail.com](mailto:esternana.lc@gmail.com) or whatsapp: +49 1521 8462446

# **Thank You for Reviewing**

Esthernana Learning Centre Policy Manual

## **Print Guidelines**

- Recommended paper size: A4 (210mm x 297mm)
- Margins: Top 1 inch, Bottom 1 inch, Left 1 inch, Right 1 inch
- Print in high-resolution (300 DPI)
- Use color printing for better visibility of headers, logo, and highlights
- Bind on the left (ideal for manuals and handbooks)
- Prefer matte finish for covers to reduce glare
- Consider adding clear sheet on the front for protection
- Store printed copies in a dry, safe location for official reference