

RULES FOR FACILITATORS

1 Facilitator shouldn't be found in another facilitator's class room, until it is **break time, lunch time or closing**.

2 All concerns about the school should be raised during **staff meeting**.

3 All issues bordering facilitators should be channel through the **head**

4 Facilitators must sign **movement book** and **time book** before going out of the school.

5 IF any facilitators wants the learners to buy anything, that issue or information should pass through the channel for **APPROVAL** before it can be considered.

6 All information or hindrances should come across the school **authorities** for the **problem** to be solved. **NO HIDDEN INFORMATION!!!!!!!!!!!!!!**

7 The use of (ear pin) is not allow

8 Facilitator shouldn't be late.

9 Facilitator shouldn't wear **slipper**, and any unprescribe uniform to school.

YOU MUST DRESS WELL.

10 NO facilitator should be **absent** from school.

A. To be absent from school, it should be an **EMERGENCY** with **PROVE** to the **school authorities**

B. Other **MATTERS**, attention should be drawn **3 DAYS** with a **LETTER** to be **APPROVE** before **absenting** yourself from school.

Please no phone call,

no verbal communication

C FAILURE to do so will attract a **sanction** from the school

NAME

SIGNATURE.....

O.F.C.