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PARENTS WELCOME, INFORMATION AND POLICY NOTE

Good day sir/ma. This is to formally welcome you to the current academic school year. This has been compiled to convey vital information about the school, policies and mode of operation.

At Palace Style School, our approach to childhood education is hinged on the fulcrum of our VISION, MISSION and CORE VALUES. These are as follows

VISION: to groom smart, intelligent and Godly pupils, who are equipped with relevant skills needed to achieve future educational goals, and acquire relevant information needed to excel in the changing world.

MISSION: to employ the service of experienced and seasoned human resources to assess the unique peculiarities of pupils, and support them to imaginatively interact with peers, tutors and learning resources.

CORE VALUES: our core values are **LEARNING, DISCIPLINE, GODLINESS, AND RESPECT**

❖ SERVICES

CLASSES	AGE GROUP
Crèche	Below 15 months
Playgroup 1	15 to 24 months
Pre-nursery	2 to 3 years
Nursery 1	3 to 4 years
Nursery 2	4 to 5 years
Grade 1	5 to 6 years
Grade 2	6 to 7 years
Grade 3	7 to 8 years
Grade 4	8 to 9 years
Grade 5	9 to 10 years

❖ **POLICIES**

DRESS

It is desired that our pupils be neatly and smartly dressed always. Hence all crèche and playgroup pupils should be handed in daily with appropriate clothing, and a bag containing required clothing supplies listed but not limited to the following- changing clothes, minimum of 3 diapers, wipes, bibs, trainer pants and normal pants (for pupils undergoing toilet training). Also, for the purpose of unique identification, school uniforms, sport wears and school jumpers are compulsory for pupils from the pre-nursery year to grade 5.

DRESS CODE FOR PRE-NURSERY TO GRADE 5

DAYS	DRESS CODE	FOOT WEAR
MONDAYS	SCHOOL UNIFORM	BLACK SHOES AND SOCKS
TUESDAYS	SCHOOL UNIFORM	BLACK SHOES AND SOCKS
WEDNESDAYS	SCHOOL UNIFORM	BLACK SHOES AND SOCKS
THURSDAYS	SPORTS WEAR	SPORTS CANVAS
FRIDAYS AND LAST WEEK OF EACH TERM	CASUAL MUFTI	

FOOD

The schools food policy seeks to ensure and promote the consumption of nutritionally healthy meals. In respect of this therefore, parents are encouraged to provide on a daily basis, a lunch pack that contains at least a main meal, water, snacks and fruits. However, for parents who are unable to meet up to this expectations, the school has an option of charged in-school all-day meal option (contains breakfast, lunch, fruit, snack and drink), or a lunch option (contains lunch, fruit, snack and drink). The lunch schedule is as follows

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast	Yam & egg	Potatoes & egg	Yam & egg	Potatoes & egg	Yam & egg
Lunch	Jollof Rice, egg & a fruit	Semo/amala with fish & fruit	Jollof rice, egg & a fruit	Beans , egg & a fruit	Spaghetti & egg

HEALTH

The components of our health policy include medically fit staff, routine check of pupils by consultant paediatrician in-charge, parents assess to telephone consultations with consultant, first aid services, health inspection of pupils, good personal and environmental hygiene, non admission of unwell pupils into school, parents consent on the administration of in-school medication to pupils

recovering from illness, and in-school administration of medications to pupils recovering from illness.

PUBLIC HOLIDAYS

At Palace Style School, all government declared state and federal holidays are observed. Pupils from pre-nursery class and above (2 years and above), are expected to observe school's declared half-term and term-time holidays.

HOLIDAY CRECHE SERVICE- The school renders holiday crèche services to pupils below 3 years of age. This service is available during the holidays after each academic term to interested parents at some cost.

SATURDAY CRECHE SERVICE- We also renders Saturday Creche Services to pupils below 3 years of age. This service runs during each term concurrently with the Skills and Bible fun club, for 8 consecutive Saturdays, and is available to interested parents at some cost. Below is the annual schedule of the Saturday crèche

Terms	Months
First	October to November (8 Saturdays)
Second	February to March (8 Saturdays)
Third	May to June (8 Saturdays)

PUNCTUALITY

It is expected that parents be punctual with the schools service time schedule. This is because the schools staffs work on agreed time scale and wage. In addition, punctuality promotes the culture of discipline amongst pupils. However, should there be events of unforeseen delays; we do encourage parents to promptly notify the school. Also, we do appeal to parents that lateness is not encouraged and should not be made a regular habit. The draft of the schools service time schedule is presented as follows

SERVICE TIME SCHEDULE

SCHOOLING AND HOLIDAY TIME SCHEDULE

DAYS	CRECHE AND PLAYGROUP 1	PRE-NURSERY TO GRADE 5
MONDAYS	7AM TO 5.00PM	7AM TO 4.00PM
TUESDAYS	7AM TO 5.00PM	7AM TO 4.00PM
WEDNESDAYS	7AM TO 5.00PM	7AM TO 4.00PM
THURSDAYS	7AM TO 5.00PM	7AM TO 4.00PM
FRIDAYS	7AM TO 5.00PM	7AM TO 3.00PM
VACATION DAY AND HOLIDAYS	7AM TO 4PM	7AM TO 4PM

BIRTHDAY

The components of the schools birthday policy include mufti outfits, party packs, school inspection of party packs, cakes, photograph session and family involvement as desired.

FEES

Prompt payment of all fees due at Palace Style School is a necessary obligation. Hence, compliance is expected from all parents.

SATURDAY SKILLS AND BIBLE FUN CLUB

Palace Style School offers result oriented skill training service to kids through the Saturday Skills and Bible Club platform. The club is opened to both Palace Style School pupils and guest pupils from other schools. The club is operated through a regular schedule of 4 sessions annually. 3 sessions run concurrently on Saturdays during the 3 academic school terms, while the 4th session runs on weekdays for 4 weeks during the summer holidays. Training is provided in skills including piano, violin, drums and ballet dance. Furthermore, a range of indoor activities including bible lesson, modern Do It Yourself (DIY) kids craft, and book reading are available to positively engage club members of different age groups. Also, enrolled club members receive training in language, computer and public speaking skills.

SWIMMING CLUB

The school also renders swimming service to interested pupils form ages 4 and above. This club is operated in partnership with an external swimming centre. Hence, the swimming site and location is at the Osuntokun Fun Factory. School pupils are taken to the club on Fridays during each school term. The swimming service fees are charged separately from the tuition fees, and only pupils whose parents have consented to the terms and conditions of the club by making payments are allowed to participate on the club.

These are a few of the important information required. The school is however very please to provide any further information that may be required by each parent. Hence, in the absence of any objections, parents of new school pupils are expected to sign and hand-in an agreement form that has been attached to the students enrolment form.

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Management,

Palace Style School.