



THE PREMIER CORNERSTONE ACADEMY

Lane 12, No. 52, Dalute, Arapaja Road, Odo-Ona Elewe, Oluyole LGA,
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POLICIES AND PROCEDURES GUIDE FOR STUDENTS AND PARENTS

- **Admission Policies**
- **School Fees Policies**
- **Facility Maintenance Policies**
- **Behavioural Policies for Students & Parents**
- **Child Protection & Safeguarding Policies**

ADMISSION POLICIES

1. PURPOSE

This policy provides clear guidelines and procedures for admitting students into **The Premier Cornerstone Academy Pre-nursery, Nursery, Primary and Secondary School**. It ensures that all admissions are conducted fairly, transparently, and in line with the school's commitment to academic excellence and moral discipline.

2. SCOPE

The policy applies to all students seeking admission into **Pre-nursery, Nursery, Basic, Junior Secondary School (JSS 1–3) and Senior Secondary School (SSS 1–3)**, including transfer candidates.

3. ADMISSION PRINCIPLES

- Admission shall be **based on merit, space availability, and academic qualification**.
- The school does not discriminate based on gender, religion, or background.
- All admitted students and parents must sign an **undertaking** to abide by school rules and values.

4. ADMISSION REQUIREMENTS

(a) Admission into Crèche

Age Requirement

- Crèche: 2 months to 24 months

Admission Requirements

- Completed Admissions Form
- Copy of child's birth certificate
- Immunization record (up to date)
- Two passport photographs
- Parent/guardian contact details
- Registration fee payment

Admission Conditions

- Child must be physically and emotionally ready for group care
- Parents must complete health information and consent forms

(b) Admission into Pre-School (Nursery Classes)

Age Requirement

- Play Group: 2–3 years
- Pre-Nursery: 3–4 years
- Nursery 1: 4–5 years
- Nursery 2: 5-6 years

Admission Requirements

- Completed admission form
- Birth certificate
- Immunization/health records
- Two passport photographs
- Evidence of previous class attendance (if transferring)
- Successful interaction and assessment

Admission Conditions

- Child must demonstrate basic developmental readiness:
 - o Ability to follow simple instructions
 - o Basic social interaction
 - o Toilet training (for Nursery 1 and 2)
- Parents must agree to school rules and policies

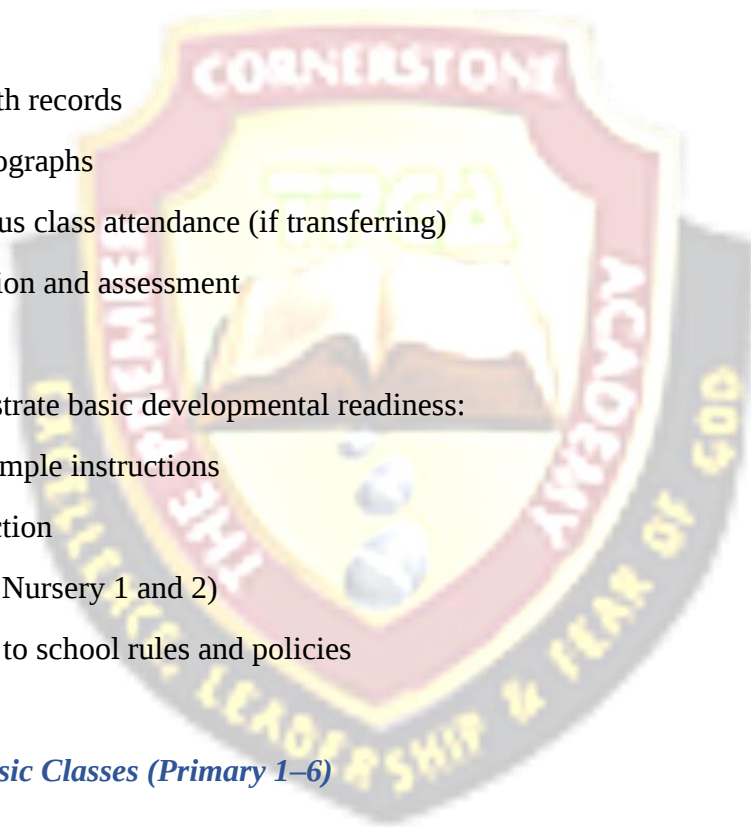
(c) Admission into Basic Classes (Primary 1–6)

Age Requirement

- Basic 1: Minimum of 5 years
- Basic 2–5: Admission depends on age, readiness and assessment outcome

Admission Requirements

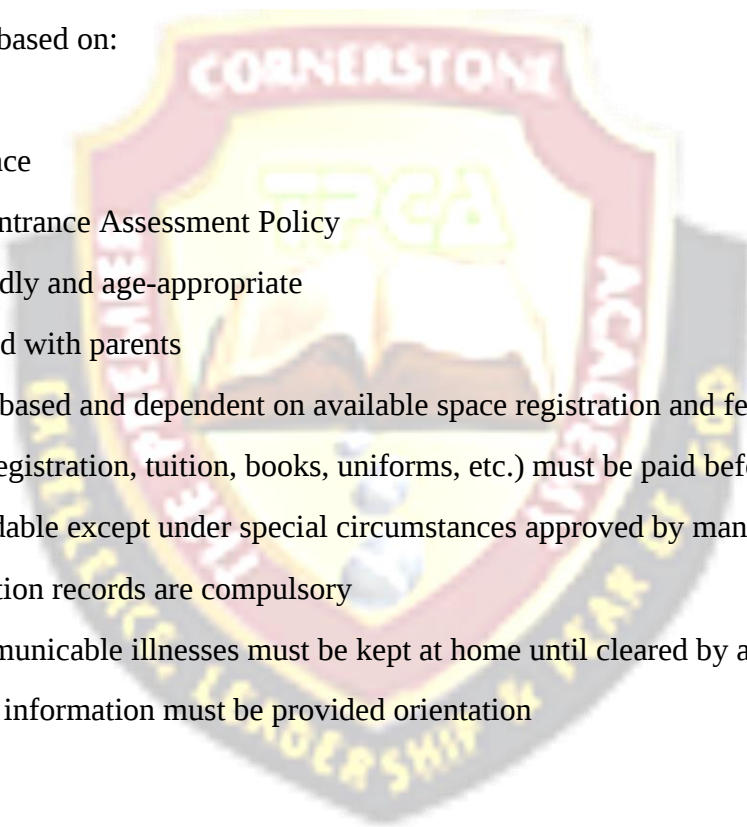
- Completed admission form
- Birth certificate
- NIN Slip
- Last school result (for transfers)



- Transfer certificate (where applicable)
- Two passport photographs
- Medical/health record
- Successful entrance assessment test in:
 - o English
 - o Mathematics

Admission Conditions

- Child must meet the minimum score set by the school
- Class placement is based on:
 - o Age
 - o Previous performance
 - o Academic ability Entrance Assessment Policy
- Assessment is friendly and age-appropriate
- Results are reviewed with parents
- Placement is merit-based and dependent on available space registration and fees
- All required fees (registration, tuition, books, uniforms, etc.) must be paid before a child is fully enrolled
- Fees are non-refundable except under special circumstances approved by management.
- Updated immunization records are compulsory
- Children with communicable illnesses must be kept at home until cleared by a doctor
- Emergency contact information must be provided orientation



(d) For JSS 1 Entry

- Minimum age: **10 years by September of the admission year.**
- Completion of **Placement Examination** or equivalent level.
- Satisfactory performance in the **Entrance Examination** and **Oral Interview.**
- Required documents:
 - Birth certificate or age declaration
 - NIN Slip
 - Last school result/report card
 - Two passport photographs
 - Completed admission form

(e) For Transfer into JSS 2 or JSS 3

- Transfer letter from the previous school
- NIN Slip
- Academic records (last three term results)
- Conduct report
- Successful performance in placement test and interview

(f) For SSS 1 Entry

- Possession of **Basic Education Certificate (BECE)**
- Successful performance in **Screening Test** and **Interview**
- Chosen department (Science, Commercial, or Arts) must match student's interest and performance

5. ENTRANCE EXAMINATION DETAILS

(a) Subjects for JSS 1 Admission

- English Language**
- Mathematics**

(b) Subjects for SSS 1 Admission

- English Language**
- Mathematics**

(c) Minimum Qualifying Score

- A **minimum overall score of 50%** is required for admission consideration.
 - Students scoring **40%–49%** may be placed on **probation or interview review**, depending on available spaces.
 - Any student scoring **below 40%** will not qualify for admission.
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6. ADMISSION PROCEDURE

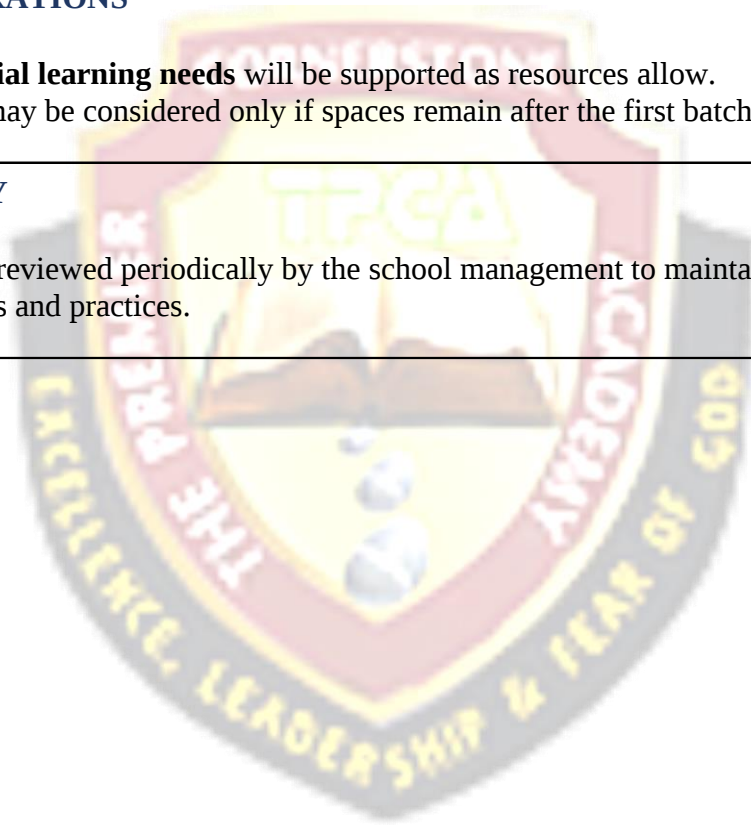
- Purchase and fill the **Admission Form** (online or from the school office) at a given price by the school.
- Sit for the **Entrance Examination** at the announced date.
- Attend the **Interview Session** (student and parent/guardian).
- Receive **Letter of Admission** if successful.
- Confirm admission by paying the **Acceptance Fee** and submitting all documents.

7. SPECIAL CONSIDERATIONS

- Students with **special learning needs** will be supported as resources allow.
- **Late admissions** may be considered only if spaces remain after the first batch.

8. REVIEW OF POLICY

The policy will be reviewed periodically by the school management to maintain alignment with current education standards and practices.



SCHOOL FEES POLICIES

1. PURPOSE AND SCOPE

This policy establishes the terms and conditions governing the payment, management, and refund of school fees in order to ensure transparency, accountability, and consistency across all academic levels. It applies to all pupils and students enrolled in the Nursery, Primary, and College sections of the school.

2. DEFINITION OF SCHOOL FEES

“School fees” include tuition, registration, development levy, examination fees, uniforms, books, and any other charges as approved by the School’s Governing Board and communicated to parents or guardians.

3. FEE STRUCTURE AND NOTIFICATION

- i. The school fee schedule shall be reviewed periodically and approved by Management.
 - ii. All parents/guardians shall receive written or electronic notification of any adjustment to the school fees at least one term prior to implementation.
 - iii. The school reserves the right to make reasonable adjustments to fees based on inflation, government policy, or operational requirements.
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4. PAYMENT TERMS AND DEADLINES

- i. 70% of the fees are payable before the first day of each term unless otherwise approved in writing by the School Management.
 - ii. Payments shall be made through the school’s designated bank account(s) or approved digital platforms.
 - iii. Post-dated cheques, cash deposits with staff, or unauthorized transfers are not acceptable and shall be deemed invalid payments.
 - iv. Parents/guardians who wish to pay in instalments must obtain prior written approval from the School’s Bursar or Accountant.
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5. PROOF OF PAYMENT

Parents/guardians are required to present proof of payment (bank teller, transfer receipt, or payment confirmation) to the Accounts Department for official acknowledgment and issuance of a school receipt.

6. LATE PAYMENT POLICY

- i. A late payment penalty of 5%–10% of the outstanding amount (30% balance of the fees) may be charged for payments made on the resumption from mid-term break.
 - ii. Students whose fees remain unpaid after the agreement with school is overdue, the student(s) will be denied access to classes, assessments, or examination results.
 - iii. Continued default beyond one term may result in withdrawal of the student’s enrolment.
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7. REFUND AND WITHDRAWAL POLICY

- i. School fees are non-refundable once a student has resumed for the term, except in exceptional cases approved by Management.

- ii. In a case when payment had already been made, parents/guardians must notify the school at least two weeks before resumption if their child/ward won't be resuming and the payment will be refunded back, but, not immediately.
 - iii. No refund shall be made for mid-term withdrawals, disciplinary expulsion, or failure to attend classes.
 - iv. Fees paid for uniforms, books, and registration are strictly non-refundable.
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8. NEW ADMISSIONS AND REGISTRATION

- i. A non-refundable registration fee is payable upon application for admission.
 - ii. Placement shall be confirmed only after full payment of the prescribed admission and tuition fees.
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9. FEE DISCOUNTS AND SCHOLARSHIPS

- i. The school may grant merit-based scholarships or discounts to students based on academic excellence or special circumstances.
 - ii. Discounts for siblings or staff children shall be subject to Management's discretion and may be reviewed at any time.
 - iii. Such discounts shall not apply to levies or external examination fees.
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10. CONSEQUENCES OF NON-PAYMENT

- i. Failure to comply with the school's fee policy may result in suspension from classes or examinations, withholding of results, transcripts, or certificates, or non-promotion to the next class.
- ii. Persistent defaulters may have their wards' admissions terminated after due notice.

11. COMMUNICATION AND DISPUTE RESOLUTION

- i. All fee-related enquiries or disputes must be directed in writing to the Accounts Office or School Administrator.
 - ii. The school shall make every reasonable effort to resolve disputes amicably, but Management's decision shall be final and binding.
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12. REVIEW AND ENFORCEMENT

This policy shall be reviewed periodically to reflect current economic realities and legal requirements. All parents, guardians, and students are required to adhere strictly to the terms herein.

13. LEGAL DISCLAIMER

This policy constitutes a binding agreement between the school and the parent/guardian upon the enrolment of a student. By paying school fees or allowing a child to resume, the parent/guardian acknowledges and accepts all terms of this policy.

FACILITY MAINTENANCE POLICY

INTRODUCTION

As a student of The Premier Cornerstone Academy, you are expected to use school facilities responsibly and maintain a clean, safe, and respectful environment. This policy outlines your responsibilities and the consequences of non-compliance.

OBJECTIVES

1. Promote responsible use of school facilities
2. Ensure cleanliness and safety of facilities
3. Prevent damage and misuse of facilities
4. Foster a sense of ownership and pride among students

SCOPE

This policy applies to all students using school facilities, including:

1. Classrooms
2. Laboratories
3. Libraries
4. Sports facilities
5. Common areas
6. Toilets and washrooms
7. School grounds and surroundings

RESPONSIBILITIES

1. Use facilities responsibly and follow rules
2. Report any damage or issues to authorities
3. Keep facilities clean and tidy
4. Respect school property and equipment

RULES AND REGULATIONS

1. General Rules:
 - No eating or drinking in classrooms (when it's not break period) and laboratories
 - No littering or vandalism
 - No unauthorized use of facilities
2. Specific Rules:
 - Classrooms: desks and chairs must be kept tidy
 - Laboratories: equipment and chemicals must be handled with care
 - Libraries: books and materials must be handled with care
 - Sports facilities: equipment must be used responsibly

PENALTIES FOR NON-COMPLIANCE

1. First Offense: Warning and Cleaning duty for 1 week (Basic Students who violate this will clean the whole Basic classes while College students will clean the whole College classes)
2. Second Offense: Detention and possible fine of 15,000 naira only.

3. Third Offense: Suspension or expulsion, depending on severity.

CONSEQUENCES OF DAMAGE

- Parents responsible for repair costs
- Repeated offenses: loss of privileges to use the laboratories and deprived of extracurricular activities.

REPORTING INCIDENTS

- Report incidents to class teachers, school administrators, or prefects
 - Investigations will be conducted, and penalties applied accordingly.
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BEHAVIOURAL POLICIES FOR PARENTS AND STUDENTS

BEHAVIOURAL POLICIES FOR STUDENTS

The following offense could lead to severe punishments or expulsion

1. Unruliness, fighting or disruptive behaviour in the class or school premises.
2. Bullying fellow students/Pupil (2 weeks Suspension & Counseling Session)
3. Disrespect for teachers or other staff.
4. Examination Malpractice (5 days Suspension & Counseling Session)
5. Possessing or showing pornography material.
6. Possessing of any kind of video cassettes
7. Stealing (5 days Suspension & Counseling Session)
8. Any kind of serial Behaviour towards any students or teacher.
9. Willful destruction of school or other students' property.
10. Writing or drawing on the wall of the school.
11. Inciting other students to destructive or rebellious activities
12. Non compliance with specific hair style (5 days Suspension with community service & Counseling Session)
13. Inciting other students to racial, ethnic or religious hatred.
14. Wearing unapproved school uniform (5 days Suspension with community service & Counseling Session)
15. Excessive noise marking during lesson hour.
16. English is official language of instruction in TPCA and English alone must be spoken between or within the school premises except when another language is being taught officially.
17. Students are expected to lineup class by class according to their height at the morning assembly.
18. Students are expected to sing the school anthem, national anthem and recite the national pledge and to respect the national flag after the morning prayers.
19. Except during break, student is expected to remain in their classes and leave only when permission is granted and expected to return to classroom immediately the purpose for which they have being giving permission to leave has been completed.
20. Pupils should not accompany each other while on permission to visit the restroom.
21. Pupils from Nursery and lower primary must be accompanied to the restroom by the class assistants.

POLICIES FOR PARENTS

The school recognizes that Parents, Guardians are essential partners in education and character development of students.

PARENTS ARE EXPECTED TO:

1. Note that the school has the right to censor in-coming correspondences

2. Parents/Students must not register for or sit for any public examinations without a written permission from the school. Students who sit for such without permission will be expelled.
 3. Respect and support the school rules, values and discipline.
 4. To maintain open communication with teachers and school authorities.
 5. To attend school meetings, open days and special events to stay informed about their children's progress.
 6. Use appropriate language and tone when communicating with school personnel.
 7. To furnish the school with medical report of students who have ailment such as, sickle-cell anemia, diabetes, Epilepsy, Asthma, etc.
 8. Endeavour to notify the school of their children that may not attend classes otherwise, absence may be treated as truancy.
 9. To notify the school if their children are allergic to any substance or type of medicine.
 10. Children who are ill and if it is evident from home, should be made to stay home until they recover but the school should be notified.
 11. If students are registered with any clinic for health reasons, the school should be notified about such clinic, days and times of attendance.
 12. Students who are on Medications meant to be taken at regular intervals should be encouraged to come to the school with their drugs to avoid having to go back home.
 13. Follow official channels when raising concerns, that is {Class teacher--HODs--Vice Principal (Admin/Academics)—Principal}
 14. Parents should avoid criticism or confrontations with teachers, especially in the presence of students.
 15. Parents must comply with school security and visitation rules.
 16. Parents must act as role models at all times by demonstrating patience, calmness and respect.
 17. Parents must cooperate with the school when disciplinary action is taken against students.
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CHILD PROTECTION AND SAFEGUARDING POLICIES

Child Protection and Safeguarding Policy for Premier Cornerstone Academy adapted specifically to Nigeria's legal and child welfare framework. It aligns with the Child's Rights Act 2003, the Constitution of the Federal Republic of Nigeria (1999), and relevant state child protection laws and education regulations. Premier Corner Stone Academy Child Protection and Safeguarding Policy (Nigeria)

POLICY STATEMENT

The Premier Cornerstone Academy is committed to promoting the safety, welfare, and protection of all children and young people in our care. We believe every child has a right to survival, development, protection, and participation, as enshrined in the Child's Rights Act 2003 and the United Nations Convention on the Rights of the Child (UNCRC). Our goal is to provide a safe, secure, and supportive learning environment where children are respected, protected from harm, and empowered to thrive.

PURPOSE OF THE POLICY

This policy aims to Safeguard and promote the welfare of all children at Premier Corner Stone Academy. Provide clear guidance for staff, volunteers, and parents on identifying and reporting abuse. Ensure compliance with Nigerian child protection laws and education regulations. Establish a culture of vigilance, transparency, and accountability.

LEGAL FRAMEWORK

This policy is guided by the following Nigerian and international instruments: The Child's Rights Act (CRA) 2003 The Constitution of the Federal Republic of Nigeria (1999) The Violence Against Persons (Prohibition) Act 2015 (VAPP Act) Universal Basic Education Act (2004) National Policy on Education (2013) Oyo State Child's Rights Law (2007) UN Convention on the Rights of the Child (UNCRC, 1989) African Charter on the Rights and Welfare of the Child (1990)

SCOPE

This policy applies to: All staff (teaching, administrative, and support) Volunteers, contractors, and visitors Parents, guardians, and external service providers working with the school All pupils enrolled in The Premier Cornerstone Academy

DEFINITIONS CHILD

Any person below 18 years of age (Child's Rights Act, 2003).

Safeguarding: Actions taken to promote the welfare of children and protect them from harm. **Child Protection:** Specific procedures for responding to cases of abuse or neglect.

Abuse: Any deliberate act or failure to act that harms a child's physical, emotional, or psychological well-being.

TYPES OF ABUSE

Staff and community members must remain alert to signs of:

Physical Abuse: Inflicting physical harm (beating, burning, slapping, choking).

Emotional Abuse: Persistent emotional ill-treatment causing adverse effects on a child's development.

Sexual Abuse: Forcing or enticing a child into sexual activity, including inappropriate touching, exposure, or

Exploitation. Neglect: Failure to provide adequate food, shelter, supervision, medical care, or education.

Bullying and Cyberbullying: Repeated intimidation or harassment (in person or online). Child Labour,

Trafficking, or Exploitation: Using children for domestic servitude, street hawking, or sexual exploitation.

ROLES AND RESPONSIBILITIES SCHOOL PROPRIETRESS / BOARD OF GOVERNORS

Ensure compliance with Nigerian child protection laws. Approve and review this policy annually. Support staff in fulfilling safeguarding responsibilities. Designated Safeguarding Lead (DSL) Acts as the focal person for all safeguarding matters. Receives and documents all child protection concerns. Reports serious cases to local Child Protection Units, Social Welfare Offices, or Nigeria Police – Family Support Unit. Maintains confidentiality and secure records. All Staff and Volunteers Must understand and follow this policy. Report any suspicion or disclosure of abuse to the DSL immediately. Participate in safeguarding and child protection training.

PROCEDURES FOR REPORTING AND RESPONDING TO CONCERNS

- i. Immediate Response: If a child is in danger, the staff member must ensure the child's immediate safety.
- ii. Reporting: Any suspicion or disclosure of abuse must be reported immediately to the DSL. If the DSL is unavailable, report to the Head of School or Deputy DSL.
- iii. Documentation: The DSL will record all details on a confidential Incident Report Form
- iv. Referral: Serious cases will be referred to: Local Government Child Protection Unit (CPU) Ministry of Women Affairs and Social Development Nigeria Police Force (Family Support Unit) National Agency for the Prohibition of Trafficking in Persons (NAPTIP) (if trafficking or sexual exploitation is suspected)
- v. Confidentiality: Information should only be shared with relevant authorities and on a need-to-know basis.

SAFER RECRUITMENT

The Premier Cornerstone Academy is committed to recruiting staff and volunteers who are suitable to work with children. All new employees must: Provide verifiable references. Present valid identification and academic credentials. Undergo a background check (police clearance or local guarantor verification). Complete safeguarding and child protection induction before starting work.

STAFF TRAINING AND AWARENESS

All staff will receive annual training on child protection and safeguarding. The school will conduct refresher workshops on emerging issues such as bullying, online safety, and gender-based violence. The DSL will ensure continuous awareness among pupils and parents through talks, posters, and class discussions.

ONLINE AND DIGITAL SAFETY

Recognizing the risks children face online, The Premier Cornerstone Academy will: Educate pupils on safe internet use. Monitor access to online platforms. Report cyberbullying or online grooming to the appropriate authorities. Encourage parents to supervise their children's digital activities at home.

ALLEGATIONS AGAINST STAFF OR VOLUNTEERS

If an allegation is made against a staff member or volunteer: Report immediately to the Head of School or Proprietress. The DSL will inform the Ministry of Education and Child Protection Unit. Suspension may be considered pending investigation. All investigations must be documented, and outcomes communicated to relevant authorities.

RECORD KEEPING

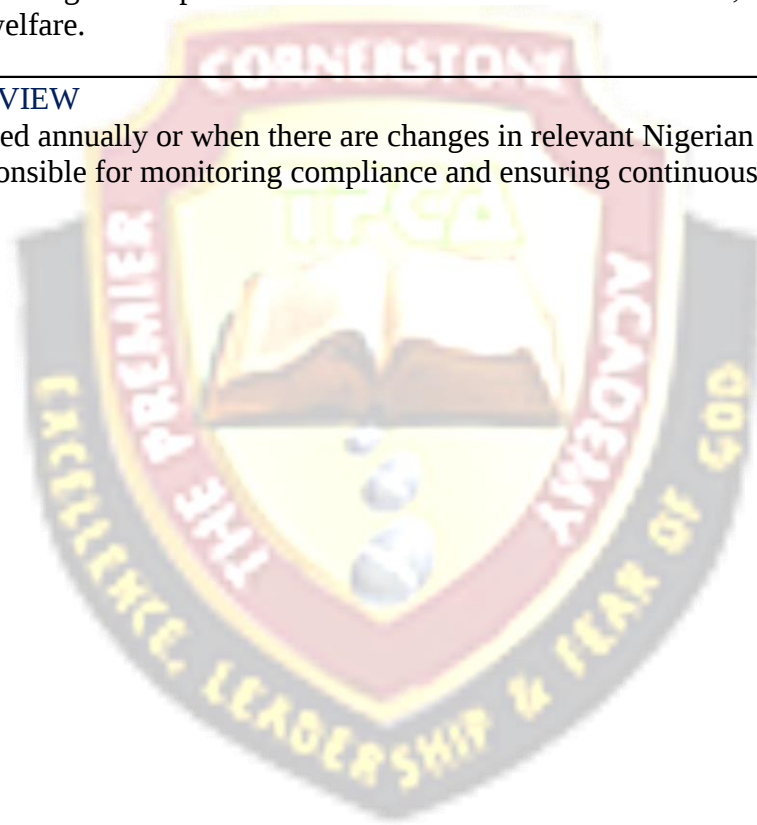
All safeguarding records must be kept securely, separate from other school files. Records must be factual, signed, dated, and only accessible to authorized persons. Records shall be retained for a minimum of five (5) years or until the child reaches 18.

PARTNERSHIP WITH PARENTS AND THE COMMUNITY

The Premier Cornerstone Academy values strong partnerships with parents and the community to ensure children's safety. We will: Communicate openly about safeguarding responsibilities. Provide parents with awareness programs on child rights and protection. Collaborate with social services, NGOs, and community leaders to promote child welfare.

MONITORING AND REVIEW

This policy will be reviewed annually or when there are changes in relevant Nigerian legislation. The DSL and the School Board are responsible for monitoring compliance and ensuring continuous improvement.



ATTESTATION AND AGREEMENT

I, _____ (Parent/Guardian Name), hereby attest that I have received, read, and understood the Policy and Procedures Guide for Students and Parents of The Premier Cornerstone Academy.

I agree to abide by the policies, rules, and regulations outlined in this guide, and ensure that my child/ward, _____ (Student Name), also complies with them.

I understand that failure to comply with the policies may result in consequences, including but not limited to, detention, suspension, or expulsion.

Signature: _____

Date: _____

STUDENT'S ATTESTATION:

I, _____ (Student Name), attest that I have read and understood the Policy and Procedures Guide, and agree to abide by the rules and regulations outlined.

Student's Signature: _____

Date: _____

SCHOOL REPRESENTATIVE:

Name: _____

Signature: _____

Date: _____

