



ST. JOHN'S DAY CARE PREPARATORY/PRIMARY & JUNIOR HIGH SCHOOL

PROSPECTUS

MISSION STATEMENT

To educate children to be able to reach their highest potentials as useful God fearing citizens through modern technology

VISION STATEMENT

To be the most preferred basic school by providing cost effective qualitative education, useful and God fearing children to meet the needs of all stakeholders.

BRIEF HISTORY

The Primary and Junior High schools were established in September 1959 and September 1988 respectively as a Private Institution by Mr. & Mrs. J.H. Mensah of blessed memory. The Pre-School was established in 2007 to nurture children to ably fit into the Primary level. The School has facilities for admitting both Day and Boarding Pupils.

CURRICULUM

It is based on the Ghana Education Service Basic School programmes and guide lines. Various extracurricular activities are undertaken.

SUBJECTS OFFERED

J.H.S (1-3

Mathematics

English Language

Integrated Science

Social Studies

French

Ghanaian Lang. & Culture

I.C.T

Physical Education

Basic Design Technology

B.D.T Home Economics

Religious & Moral Education

Music & Dance

Catechism

BASIC 1 TO BASIC 6

Numeracy

Literacy (English Language)

Science

Creative Arts

French

Ghanaian Lang. & Culture

Computing

Physical Education

Religious & Moral Edu.

Our World Our people

History

Music & Dance

Catechism

CRECHE, NURSERY & KG1/2,

Numeracy

Language & Literacy

Our World Our people

Creativity

French

Health Habits & Personality Dev.

STAGES OF ADMISSION

Crèche	3 Months-2 years
Nursery 1	2 -3 years
Nursery 2	3 – 4 years
Kindergarten 1	4 – 5 years
Kindergarten 2	5 - 6 years
Basic 1 - 6	6 – 11 years
Junior High 1 – 3	12 – 15 years

MANAGEMENT

The school is managed by a Board which includes two partners of the School. The School is autonomous and receives no subsidy from anywhere.

CONDITION OF ENTRY

Interviews/Tests are conducted for admissions of Pupils into vacant places.

FEES

Successful candidates after submission of completed Application Form will have to fully settle the terms fees by the re-opening date. Administrative costs will be deducted from fee deposits should prospective parents decide to withdraw their placement. Parents with a minimum of three (3) children in the school will enjoy a discount of 10% on tuition fee with effect from 26th April, 2016

REGULATIONS

FEES: Full Payment of the term's fees should be settled by the re-opening date. Including PTA Dues, Extra Classes, Needlework practical for Primary 4 – 6 and Home Economics practical for JHS Students.

WITHDRAWALS: Parents/Guardians are required by regulation to give a full term's notice of intention to withdraw pupil from the school in writing. Failure to comply with this directive will compel the school to demand a full term's fee in lieu of notice.

ADMISSION REQUIREMENTS

All admission forms should be submitted with a Medical Report, Photocopies of birth and Immunization Certificate. Photocopy of Last School Report (if applicable) from the Pupil's former school together with two (2) Passport size photos should be attached.

SICK PUPILS

Parents/Guardians should refrain from sending a sick pupil to school. Report should be made to the School on such pupils.

PERMISSION TO BE ABSENT FROM SCHOOL

Permission letters (preferably written) should be addressed to the Headmistress.

FOOD FROM HOME

Pupils are not allowed to bring perishable food into the Boarding house. However, where such foods are necessary, prior approval should be sought from the Headmistress or her assistants. Day students may however come along with their lunch, if they do not wish to patronise in the school lunch at a cost.

PARENT, TEACHER ASSOCIATION (P.T.A)

Parents/Guardians or their representatives are to attend all P.T.A meetings usually held once a term.

PRESCRIBED UNIFORMS

No style of uniform other than the prescribed school uniform would be allowed. Prescribed uniforms are available for sale in the school.

VISITING

Parents and Guardians are permitted to visit their children on Saturdays and Sundays afternoon from 1:00pm to 5:30pm. During this period visitors are not allowed into the boarding houses. The same applies on Public Holidays.

Exeat (LEAVING SCHOOL)

Boarders are not allowed to leave the School campus without obtaining permission in their exeat cards from the Housemaster/Housemistress. Day students will not be allowed to go outside the school compound when school is in session. They should come to school with their meals or patronize the school's canteen.

ELECTRONIC GADGETS

Under no circumstances should pupils bring electronic gadgets to school eg. Mobile phones, radio sets, computers etc. Any of such items found on a pupil will be confiscated.

HAIRDO

Pupils who do not braid their hair should trim their hair nicely. No bushy hair will be entertained on the compound. Those who wish to braid their hair should consult the office or housemistresses for prescribed hairdo.

DISMISSAL

Pupil will be summarily dismissed for any of the following reasons;

- I. Gross indiscipline
- II. Marked inability to study
- III. Non-Payment of fees
- IV. Immoral Behaviour

REPORTING BACK TO SCHOOL FROM VACATION

Pupils who do not report on re-opening day without written permission will be punished.

TEXTBOOKS & STATIONERY

It is the responsibility of parents/ guardians to equip their children with prescribed textbooks and stationery and other logistics, which may be bought at the school. A relevant book list will be issued on a

REQUIREMENTS FOR DAY PUPILS

2 Sets of School Uniform (school will provide)	Cake Toilet Soap
School P.E outfit (School will provide)	A Mop and Cutlass
1 T. Shirt (school will provide)	Cutlery set
Broom	Drinking Cup/Bowl
Black shoes with white socks	Face Towel
Handkerchiefs	School Bag

REQUIREMENTS FOR BOARDING PUPIL (TO BE PROVIDED BY SCHOOL AT A COST)

1 Church Uniform	1 School T – Shirt
1 Green Check Uniform	2 Green House Uniform
Exeat Card	1 Green trouser with a long sleeve shirt
School P.E Outfit	2 Sets School Uniform
2 Sets Bed Sheet (Boys: 1 white & 1 Blue, Girls: 1 White & 1 Pink)	

REQUIREMENTS FOR BOARDING PUPILS (TO BE PROVIDED BY PARENTS)

1 Suitcase and Chop box	1 Blanket
1 Student Size Mattress	3 pairs of white socks
1 Pillow	3 Handkerchiefs
National Health Insurance Card	Toiletries
A set of Cutlery (Name embossed)	1 Plastic Bucket
Plate and Bowl	2 Napkins
2 Black Shoes	Scrubbing brush/Mopping brush
A pair of Sandals	1 Mosquito Net

1 decent Blue/Black Jeans or Skirt to go with school T-shirt

Laundry soap for Stages 5, 6 & J.H.S pupils only

Cutlass, Standing Broom, 1 bucket white emulsion paint or sea blue oil paint – House Dues of GH ₵10.00 a term will be used for such purchase.

Parents are to mark all children's items with their **Full Name** and not initials.

The Head will gladly supply any further information concerning the school.

Your co-operation will be greatly appreciated.

LOCATION

The School is located adjacent Guinness Ghana Brewery Ltd. Mile 7 or Opposite Global Haulage ABC Junction Down along the Accra – Nsawam Road. P.O.BOX GP 1373, ACCRA.

CONTACTS: ADMINISTRATOR'S CONTACT: **0204250034**, Office Telephone: **0302958872**

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