



ACACIA SCHOOL

Committed to Excellence



STUDENT HANDBOOK

SCHOOL RULES • SPORTS • CODE OF
CONDUCT • HOMEWORK • CLUBS •
UNIFORMS • STATIONARY

- RESPECT YOURSELF
- RESPECT OTHERS
- RESPECT THE ENVIRONMENT

ACACIA SCHOOL

Sub B. Lot 5379/M Nakatindi Road

More Information:  www.acaciaschool.com



AIMS

Welcome to Acacia School!

Since its inception in 2006 Acacia School has built up a reputation for excellence. Acacia School is a high-quality pre and primary school in Livingstone, Zambia. We facilitate the education of children from Playgroup to Grade 7 by offering both the Cambridge and the Zambian curricula. The programmes inspire learning through skills acquisition and encourage students to uncover new abilities for a global world. We have both day and boarding children whom we offer an all-round education with a strong focus on Individualised learning.

SCHOOL RULES

Daily Routine

06:00	Grounds staff arrive
07:20	Teaching staff arrive
07:30 - 07:50	Pupils arrive
07:50	Free reading session
08:00	Lesson 1
08:45	Lesson 2
09:30	Lesson 3
10:00	Break Time
10:45	Lesson 4
11:30	Lesson 5
12:15	Lesson 6/Assembly on Fridays
13:00	Lunch Time
13:45	Sports and Clubs – Lower and Upper school alternate

Pick up Times

13:00	End of day for Early Learning Years
14:30	End of day for Lower school
15:30	End of day for Upper School

The rules outlined below are to ensure that each member of the community feels valued and safe and are fundamental in establishing respect for each other, property and the environment.

Please note that this handbook applies to all Acacia School Students.

GENERAL

1. The following are forbidden:
harmful drugs, alcohol, inhalants, cigarettes, obscene or antisocial materials, swearing and obscenities, any music and movies carrying swearing, sexual references, violence or a parental guidance warning, bullying, cyberbullying and aggressive behaviour, stealing, wilful damage of property including graffiti, tampering with fire extinguishers, knives and weapons, matches, lighters and flammable liquids, betting or gambling.
2. You must know and observe bounds (see below).
3. Students may not leave the school property at any time unless authorised by the Headteacher or accompanied by their parents.
4. Uniform regulations must be observed.
5. Pupils must be smartly dressed at all times.
6. Mobile phones are not allowed at Acacia School. (Please leave them at home) Any student found with a mobile phone will have this confiscated and will only be given back at the end of the term.

Note: Failure to comply with these rules will result in disciplinary action.

POSITIVE BEHAVIOUR

As much as possible, good behaviour is always encouraged. As a school, we believe that good behaviour, apart from creating an enabling learning environment, contributes to high academic standards. Poor behaviour will be dealt with in line with the positive behaviour policy. Extreme cases of poor behaviour will be punished and recorded in the school punishment record book. Our golden rule is **“Respect for self, others and the environment”**

CLASSWORK AND HOMEWORK

1. Classwork and Homework are your responsibility and must be completed on time.
2. Homework is to be done at home and must be submitted to the class or subject teacher the following day. Key subjects, Mathematics, English, Science, and Social Studies will have a separate book for prep.
3. Failure to do your homework two consecutive times will attract disciplinary action.

HOMEWORK SCHEDULE

DAY	SUBJECTS
Monday	Mathematics and weekly spelling words
Tuesday	English Language
Wednesday	Science
Thursday	Social Studies
Friday	No homework on Friday

LUNCH MEALS

1. All students should bring a snack for break and a packed meal for lunch.
2. The school encourages healthy eating as such, unhealthy food / fast food / deliveries and fizzy drinks are not allowed.
3. All meals will be supervised by the teacher on duty and good table manners will be encouraged.
4. Meals will be taken from either the tuckshop area or the school hall depending on the timetable or the weather.

PHYSICAL EDUCATION AND SPORTS

Physical Education and sports are compulsory. By accepting a school place at Acacia School, you also accept to take part in all compulsory school activities. The main sports and Physical Education activities are:

Term 1	Term 2	Term 3
Swimming Hockey Rugby Cross Country	Hockey Rugby Athletics Football & Netball	Swimming Football Netball

Other sports disciplines may be incorporated depending on the ISAZ sports festivals and competitions.

SWIMMING POOL

1. No swimming without permission, and supervision, from the member of staff on duty.
2. No ducking, pushing, running or horseplay.
3. Shallow racing dives only.
4. School swimming costumes/trunks are to be worn.
5. Adhere to signs around the pool.
6. No one should be in the pool while it is raining. If there is lightning, even if it’s not raining, students are not allowed to swim.
7. All swimming pool safety guidelines MUST be followed.

BOUNDS

1. The following areas are **out of bounds** unless authorised:
2. All school offices and staff room
3. Buildings under construction
4. Water towers and rubbish pits
5. Pump houses, water filters, and generator house
6. All vehicles including motorbikes and other people’s bicycles

7. Sick Bay or the Covid-19 Isolation room
8. Inside the Swimming Pool area
9. The Sports Fields **if no members of staff are present.**
10. The School Hall without staff supervision
11. No pupil should be outside the school fence

CLASSROOM

1. You must arrive on time with books and equipment carried in a bag. You must line up outside the classroom quietly until the teacher arrives.
2. If a teacher is delayed, wait 5 minutes, If still, no teacher arrives, one pupil should report to administration. Do not enter the classroom until a teacher arrives – wait in silence outside.
3. You are advised to bring water in a water bottle with you to class.
4. You may also bring a handkerchief.

ASSESSMENTS

There are a variety of ways through which students will be assessed. These are as follows but are not limited to:

- Assessment for Learning – this is an ongoing assessment to inform teaching and learning.
- Project work – depending on the subject and the grade, you may be given projects to work on individually or in groups and these will be assessed.
- Class discussions and Presentations – older children may also be assessed through class discussions and presentations.
- Homework – Some of the homework given will be graded and will contribute to your average grade at the end of each term.
- Mid-term assessments – Once each term, more formal mid-term assessments will be administered. These along with your term grade will form the end-of-term report.
- Cambridge checkpoint – Before the end of your Grade 7, around October, you will write the Cambridge Checkpoint examinations.

BREAK TIME

1. Food and drink may only be consumed in the school hall or the tuckshop area unless otherwise permitted.
2. Queue properly and obey break-time supervisors.

LIBRARY

1. Each class will be timetabled to use the Library.
2. Library class times will be published in the Library.
3. Library Monitors are there to help and their instructions must be followed.
4. Damaged or lost books will be charged to students' accounts.

COMPUTER ROOM

The computer room is a facility set up to encourage the development of ICT skills for all students. Computer room safety rules must be obeyed. The use of the internet will be strictly supervised by the member of staff on duty. Food and drinks are not allowed in the Computer room. Students will only be allowed to print documents once permission has been granted by the teacher in charge of each group or class. The teacher will be responsible for switching off after each session.

REWARDS AND SANCTIONS

Acacia School has high expectations from students in terms of manners, following instructions and guidelines/rules and appropriate behaviour. We aim to recognise good behaviour and encourage students through the house points system, praise and reward.

1. Students can earn house points for outstanding/extra work and effort, helping others or continual good behaviour/punctuality.
2. Good behaviour can also be recognised through the presentation of certificates during assemblies.
3. All punishments will be recorded in the School Punishment Book which is inspected by the Ministry of Education.

TELEPHONE

1. Parents may make important calls on the school line following which messages will be given to the children.
2. Only in exceptional circumstances will you be allowed to use the school telephone and only then with the Headteacher's permission.

UNIFORM

- Clothing must be kept in a good state of repair.
- All items of clothing should be named on the inside of the garment. A permanent pen on the **outside of any garment is not allowed**.

Boys Uniform

- Formal – Navy shorts & blue button-down shirt, underwear, grey socks & black shoes.
- Sports – Blue sports shorts & blue sports t-shirts, underwear, grey socks & blue or black trainers.
- Sports (House) – Blue sports shorts & red or green house t-shirt, underwear, grey socks & blue or black trainers.
- Winter – As per formal, including navy-blue fleece / jacket (no hoods allowed, unless rain jackets during rainy season). In extremely cold weather, the Headteacher may permit students to use non-uniform plain black, navy or grey sweaters. A plain white T-shirt may be worn as a vest under the school uniform (no writing/patterns).

Girls Uniform

- Formal – Skorts & light blue button-down shirt, underwear, white socks & black shoes OR school dress (blue & white checked) OR playsuits (blue & white checked).
- Sports – Blue sports shorts / skorts & blue sports t-shirts, underwear, white socks & blue or black trainers.
- Winter – As per formal, including navy or black tights, and navy-blue fleece / jacket (no hoods allowed, unless rain jackets during rainy season). In extremely cold weather, the Headteacher may permit students to use non-uniform plain black, navy or grey sweaters. A plain white T-shirt may be worn as a vest under the school uniform (no writing/patterns).

Jewellery

- Jewellery is not allowed (including bracelets, necklaces, ankle chains, beads, bands, rings & friendship bracelets).
- Girls may wear discreet gold or silver ear studs (no stones) or small sleepers (round in shape) - one in each ear **in the traditional position**. Boys are not allowed piercings.
- Only plain wrist watches are permitted.

Hair

- Girls' hair must be tidy and natural looking. Neither dyed nor tinted hair nor dyed or tinted braids are allowed. Braids can only be black or off black.
- Hair must be off the face and girls' hair must be tied back properly with plain navy blue, black, or white fasteners.
- For boys, **only conventional hairstyles are permitted** - no steps, flat tops/cushion tops/quiffs with shaved sides, or long hair over the ears, eyebrows, or collar. Boys may not dye or relax their hair.
- Students are not allowed to shave/cut their eyebrows.
- Students are not allowed to cut each other's hair.
- Students with dyed hair will be sent back home to correct it.
- Appropriate hairstyle and length for girls and boys must be strictly adhered to.

Make-Up and Nail Varnish

- Make-up is not allowed at any time.
- Pupils must not use nail varnish or false nails. Nails must be kept short.
- Coloured contact lenses are not permitted.

Hats and Caps

- No hats or caps are allowed to be worn indoors. Only Acacia hats may be worn as part of the school uniform or Caps as part of the PE uniform. No other caps are allowed.
- When in casuals any cap or hat may be worn (but not indoors!).

STATIONERY REQUIRED

Nursery & Reception

- Pencil Case
 - HB Pencils
 - Coloured Pencils
 - Wax Crayons
 - Pencil Sharpener
 - Eraser
 - Glue Stick
 - Scissors
- 1 x Homework file

Grade 1 – Grade 3

- Pencil Case
 - HB Pencils
 - Coloured Pencils
 - Pencil Sharpener
 - Eraser
 - Glue Stick
 - Scissors
 - Ruler – 30 cm
 - White board pens
- Classroom Books
 - 9 x A4 lined
 - 2 x A4 square (maths)
 - 1 x A4 plain (art)
 - 1 x A5 lined (spelling)

- 1 x Homework file

Grade 4 – Grade 7

- Pencil Case
 - Ballpoint pens – black & blue
 - HB Pencils
 - Coloured Pencils
 - Pencil Sharpener
 - Eraser
 - Glue Stick
 - Scissors
 - Ruler – 30cm
 - White board pens
- Extras
 - 1 x Dictionary
 - 1 x Geometry Set
 - 1 x Calculator
- Classroom Books
 - 10 x A4 lined
 - 2 x A4 square (maths)
 - 1 x A4 plain (art)
 - 1 x A5 lined (spelling)
- Homework books
 - 3 x A4 lined
 - 1 x A4 square (maths)

*Please keep an eye on your stationery supplies throughout the term and top up where necessary. We recommend that you take your pencil case home at the end of each day.

SCHOOL TRIPS

Full uniform should be worn unless a member of staff informs the pupils. A list of what the students are allowed to bring on school trips will be sent out a week before the trip. Students must exhibit excellent behaviour while on school trips and uphold the good image of Acacia School.

PROCEDURES FOR DEALING WITH SICKNESS

1. If you feel unwell during lessons you must get permission from your teacher to go to the school office.
2. The school First-Aider keeps a supply of paracetamol and Ibuprofen. They will consult with your parents about whether to give you medicine or to ask your parents to come and collect you.
3. Students whose body temperature goes beyond 38 degrees Celsius should be collected from school. Their parents must arrange for them to see a doctor.
4. If you feel unwell during sports, the sports teacher or staff in charge of the activity will refer you to the school First-Aider. If it is an emergency, one member of staff will escort you to the school office.
5. Students are not allowed to escort injured or sick students to the office.

SICK BAY OR ISOLATION UNIT

Students in the Sick Bay are not to leave without permission from the staff on duty. Students are not allowed to visit their anyone in the Sick Bay.

GENERAL

1. Chewing gum and lollipops are forbidden.
2. Correction fluid is not allowed.
3. Sprays (deodorants etc) are to be used with caution and for their intended purpose only.
4. You are responsible for labelling and looking after your possessions; lending/borrowing is not permitted.
5. You are expected to greet all members of staff, visitors and adults politely and clearly as you pass them.

LOST PROPERTY

1. It is your responsibility to make sure that all your possessions are clearly labelled and are not left unattended.
2. If you do lose something you should first look for it and then report it to your class teacher.
3. If it is still not found, report it to the school office where lost property is kept. At the end of the school term, any unclaimed lost property will be donated to a worthy cause.

STUDENT SUPPORT IN KEY AREAS

Please see your teacher for any specific support that you may need through out your school year. There are assigned staff for certain areas who are there to help you with anything you may need. If for some reason they are not available, the Co-Heads are always available throughout to assist with any school matters.

CONCLUSION

This document is meant to help you to quickly settle down at Acacia School and to guide you through your time with us. We encourage all new students to take advantage of the wide range of learning opportunities that Acacia School provides. Above all, we would like to see you grow and develop academically, socially, physically and emotionally. We are delighted to welcome you to Acacia School and look forward to working with you and your family.