

OUR SCHOOL

POLICY

SECTION 1

1. BRIEF HISTORY

You-Nik Academy Nursery and Primary School is a subsidiary of You-Nik Nigeria Limited. The school started on the 6th of September, 2010. The name of the Proprietor/Director is Mr Ekanem Brown and the name of the Proprietress is Mrs Ima-Abasi Brown.

You-Nik Academy has been providing quality education to nursery and primary school children in Lafia, Nasarawa state since its inception. Over the years, her sincere desire and zeal to improve and provide quality education to children has led to tremendous increase in the population of the school and the development of additional infrastructure for the school.

You- Nik is indeed a home away from home.

2. OUR VISION

To become a foremost educational services provider, known to provide all round development to children that will make them the undoubted future leaders.

3. OUR MISSION

To collaborate with committed teachers and parents using the best teaching methodology in the world to raise children that will champion the affairs of tomorrow.

4. OUR CORE VALUES

P-Professionalism

R-Respect

I-Innovation and Authenticity

D-Discipline

E-Excellence

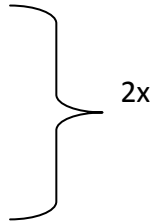
5. OUR CREED

We believe that nothing of value can be achieved without love as it brings out the best version of ourselves.

6. SCHOOL ANTHEM

We are proud to be here now,
The citadel of excellence
We love our friends and teachers too,
You-Nik Academy is my school.
Moulding future leaders is our goal,
Mum and Dad we have found a home.

You-Nik Academy,
The place for you and me
Tell the world we are the best,
We are the future leaders now,
Learning all we need to know.



OUR SCHOOL COLOUR: MAROON AND CREAM

7. OUR FOCUS FOR THE CHILDREN AND VALUE OF LEARNERS

In You-Nik Academy we Awaken Sleeping Giants, we believe that every child has a God-given talent embedded in them and we are patient to ensure we discover and develop all hidden talents in every learner. As a result, we focus on:

1. Honing the social skill set and confidence level of our learners.
2. Instilling problem-solving skills as well as igniting a continuous passion for learning and research.
3. Ensuring that the individual pace of each learner is established and utilized in the learning process.
4. Comprehensive and current information technology embedded in the learning material at all stages
5. Producing well –rounded learners that will not only survive, but thrive in a fast moving, technology inspired global village the world has become.

8. ACADEMIC EXCELLENCE

We participated and won the competitions below:

- A. In 2021, we emerged 1st, 2nd, 3rd in the entire Lafia chapter in the just concluded unified examination that held on the 28th august, 2021.
- B. In the 2021, our learners that registered and sat for the National Common Entrance Examination all passed with distinctions and 2 of them scored 191 out of 200.
- C. In 2021, we emerged 1st, 2nd and 3rd overall best in Nasarawa state in the 17th NTIC/ANMC Mathematics competition
- D. We also got a national award in 2020 for excellence in LEADERSHIP AND PRODUCTIVITY IN THE EDUCATIONAL SECTOR in Nasarawa State from the Director General of National Productivity Centre (under the Ministry of Labour and Employment) in Abuja.
- E. In 2020, out of 9,401 students that participated in the state wide Unified Examination, we came 1st in Lafia and 3rd overall best in Nasarawa state.
- F. In 2019, our learner Goodluck Bulus emerged as first overall position in the maiden Annual Nasarawa Cultural Festival (NIFEST) Spelling Bee.
- G. In 2018, we emerged 1st in Lafia and 3rd overall best in Nasarawa state in the 16th NTIC/ANMC Mathematics competition.
- H. NTA expository competition held in Lafia and Abuja respectively and we came the overall best in 2014.
- I. African ICT Olympiad competition which the school came the overall best and won the 1st position in 2013,
- J. STAN competition organized by NNPC and Mobil held at Akwa Ibom State in 2013 and we represented Nasarawa State and won.

9. SUBJECTS WE OFFER

<ul style="list-style-type: none">• Knowledge and Understanding of the World (KUW)• Personal and Social Development (PSD)• Number Work• Letter Work	<ul style="list-style-type: none">• Phonics• Mathematics• English Language• Basic Science• CRK/IRK• Vocational Studies• Social Studies	<ul style="list-style-type: none">• French• Arts• Mental Mathematics• Quantitative Reasoning• Verbal Reasoning• Elocution plus ATM, globally accepted etiquette
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10. TEXTBOOKS

We use a blend of various textbooks for the subjects we offer to ensure that maximum knowledge is acquired by the learners and they are reviewed regularly. These will be provided for the learner on resumption after fees have been paid, and after the declaration forms have been returned by the parents/guardians.

11. CURRICULUM, ASSESSMENT AND GRADING SYSTEM

A. CURRICULUM

In You-Nik, we use a fusion of the Nigerian and British Curricular to achieve learning that produces confident, well rounded and knowledgeable learners who thrive and view the world as a global village.

B. ASSESSMENT

There are three (3) assessments done every term and they include:

- i. The ABLE((Academic Base Level Evaluation Test) which is done at the beginning of the term.
- ii. The Continuous Assessment which takes place at the middle of the term.
- iii. The end of term Examination. This happens at the end of every term.

These are done to measure learner's progress within the term to ensure that every child is carried along; it helps to identify those who need extra help and also ascertain the school's academic standards alongside national standards.

C. GRADING SYSTEM

The marks awarded to each assessment out of a hundred percent are as follows

ABLE Test	10marks
Class work	5 marks
Homework	5 marks
Continous Assessment (C.A)	20 marks
Examination	60 marks
TOTAL	100 marks

Our promotional mark is pegged at 70% pupils average. A learner who doesn't meet up with this is advised to redo the class. However we are happy to inform you that 98% of our learners achieve and surpass this score.

N.B: Examinations and continuous assessments (C.A) are not done before or after the scheduled period.

12. OUR CLASSES

Our academic structure entails that a learner has to be at least 1year 3 months before gaining admission into our School. Below is the structure:

CLASS	REQUIRED AGE TO START
Reception	1 year 3months+
Preschool	2years 3months+
Nursery1	3years 3months+
Nursery2	4years 3months+
Year1	5years 3months+
Year2	6years 3months+
Year 3	7years 3months+
Year4	8years 3months+
Year5	9years 3months+
Year6	10years 3months+

13. CLASS PLACEMENT

Your ward will be allotted a class on the day of resumption and all books and stationeries will be issued to him/ her in class. Class placement is handled by the school and is always in the best interest of the child.

14. INTRODUCTION TO OUR CLASSES

Our classes are named after nature and are also a point of learning and research. We ensure our learners imbibe the good traits we discover. The class names are as follows:

NURSERY ARM

<p>RECEPTION</p> <ul style="list-style-type: none"> • Butterflies • Dragonflies 	<p>PRE-SCH</p> <ul style="list-style-type: none"> • Hibiscus • Lilies • Jasmine • Rose • Orchids • Lavender
<p>NURSERY ONE</p> <ul style="list-style-type: none"> • Dolphins • Octopus • Penguins • Seals • Sea turtles • Oysters 	<p>NURSERY TWO</p> <ul style="list-style-type: none"> • Sharks • whales • Sea-horse • Sea-lions • Sea-breems • Walrus <p>TRANSITION</p> <ul style="list-style-type: none"> • Lady bird

LOWER PRIMARY

<p>YEAR ONE</p> <ul style="list-style-type: none"> • Sapphire • Diamond • Emerald • Ruby • Onyx • Pearl 	<p>YEAR TWO</p> <ul style="list-style-type: none"> • Lions • Leopards • Jaguars • Cheetahs • Tigers • Puma 	<p>YEAR THREE</p> <ul style="list-style-type: none"> • Mahogany • Oaks • Palms • Sequoia • Gmelina • Cedars
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UPPER PRIMARY

<p>YEAR FOUR</p> <ul style="list-style-type: none"> • Everest • Kilimanjaro • Denali • Kinabalu • Fuji 	<p>YEAR FIVE</p> <ul style="list-style-type: none"> • Atlantic • Arctic • Pacific • Antarctic 	<p>YEAR SIX</p> <ul style="list-style-type: none"> • Achievers
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15. SCHOOL UNIFORMS AND DRESS CODE

Our school uniforms are as follows;

(a) Mondays and Outing days- Cream shirt/blouse with maroon shorts/trouser/skirt and a maroon branded tie. This is worn with a pair of black shoes and white socks.

(b) Tuesdays and Thursdays- Cream T-shirt with maroon shorts/trouser/skirt. This is worn with a pair of black shoes and white socks.

(c) Wednesdays and Fridays-Sport's wear which is polo T-shirt in the colour of your child's house with black shorts, worn with a pair of white trainers and white socks.

(d) We also have a school cardigan which is maroon in colour.

- i. School uniforms are compulsory and they will be issued to learners on payment of school fees. Clothing items different from our school uniforms are not allowed.
- ii. Pupils must be neat and well-dressed at all times.
- iii. No dangling jewelry is to be worn to school other than studded earrings (one in each earlobe) and wristwatches.
- iv. Girls are to keep hair colour that is natural and hairstyle MUST be appropriate for school. (i.e. no long attachments)
- v. Boys are to keep their hair in its natural colour and carry a good neat haircut.
- vi. Appropriate shoes must be worn at all times. Platform soled shoes or high-heeled shoes are discouraged because of the safety of the child.
- vii. When you enroll your child into YOU-NIK Academy, you are accepting and supporting our uniform policy. If your child is wearing non-uniform items, the child will be kept at the Administrative Office and the parents will be called to bring the proper and correct uniform items for the child.

NOTE: Uniform for returning students are not mandatory therefore parents who will require uniforms will have to pre order at the beginning of third term.

16. OUR HOUSES

We have six houses in You –Nik Academy and they are:

Green Africa, Yellow Europe, Red Antarctica, Purple Australia, Blue North America and Orange Asia.

Learners are assigned to a house using a raffle draw system and they remain in the houses throughout their stay in our school where they participate in healthy sporting competitions.

We implore our learners to participate actively in events and always have good team spirit and sportsmanship at all times.

17. PUNCTUALITY/PICK UP POLICY

(i) Arrival time is 7:30 am, pupils must be punctual to school as the school gates are shut by 8.10am and will not be opened for late comers. This prevents chaos and ensures productivity of the institution to the benefit of all learners.

(ii) Classes end by 2.00 pm daily. Parents are expected to pick up their children latest by 3:00 pm after which they will be charged a late pick-up fine.

(iii) Anyone who is present to pick up a pupil must sign the pickup register with the class teacher in the child's class.

NOTE: As a strict security measure, we do not approve of learners walking alone to meet up with parents at the gate. Parents who do so are doing it at their own risk.

18. ABSENCE FROM SCHOOL

- i. Absenteeism is not condoned because it affects the learning process of the child.
- ii. If a learner is unavoidably absent the parents is to notify the school physically or through a phone call to the class teacher and the administrative officer before 9:00am. If this process is not adhered to by the parent, we will not go back to teach the topic missed.

N.B: In You-Nik Academy, learners are not released for weddings, burials etc. As this greatly distracts and interrupts the learning process. A parents who does not abide by this, is doing so at the detriment of the learner as lessons will continue as scheduled.

19. IT PROFILE

A portion of our learning is done online so a Gmail account is to be created for each pupil using the format below for uniformity.

firstname.middlename.surname@gmail.com

20. HOMEWORK

Homeworks are relevant to the curriculum and current topics and will provide the opportunity for independent learning.

Parents/Guardians are to guide their children during this process and inform the school of any difficulty in completing the homework.

Homeworks must be done and submitted within the allotted time.

NOTE: guiding your child during homework activities does not include writing for the child. It does not mean directly supplying your child with the answers. Doing this, takes the entire process a lot of steps behind and hinders the seamless flow of the education.

21. ILLNESS AND ACCIDENTS

If your child is ill or involved in an accident while at school, we will notify you immediately and if necessary, arrange for medical care via our school nurse and pediatric consultant.

If details of a child's health are not disclosed, we will not be held liable in the event of a problem or complication in a child's health.

22. COMMUNICATION

i. We operate an open door policy and we encourage parents to communicate with teachers at all times of the year.

ii. A termly schedule is given to you at the beginning of the term so that you can make plans around it.

iii. Each child has a communication book that can be used to communicate with the teacher daily. If there is a pressing concern, you can make an appointment with your child's teacher.

iv. The heads of department are happy to help with any matter.

v. The head teacher's door is always open, if you wish to discuss any matter also.

vi. We have Open days, where you can view and discuss your child/ ward's progress. This usually takes place the week after Continuous Assessment (C.A)

vii. Messages are also sent through e-mails to parents with updates concerning school operations regularly from the Administrative Office of the school

In addition, you can call the school on 08154230733 between 7.30 am and 4.00 pm on weekdays for enquiries.

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NOTE-Parents are to inform the school of any change in address or phone number and provide the school with their email.

23. COMPLAINTS

Complaints are dealt with as quickly as possible and in a manner that is consistent and fair to all parties involved.

We would like to know as soon as possible when parents are concerned or worried, so that we can work together to resolve the matter; confidentiality will be respected as much as possible, except when there is a need to disclose some information in the course of investigation and under special cases, (e.g Bullying). Anonymous complaints will not be investigated.

When a complaint is made, it remains a concern until a school complaint form is filled out. A complaint is an expression of dissatisfaction about action taken or a lack of action over an issue considered to be important.

The procedure of resolving complaints is as follows:

(i) Complaints heard by a staff member may be resolved by referring to the school policy on the matter, the head teacher will be informed in any case, whether it is resolved or not.

(ii) In the event of the matter not being resolved, a complaint form is given to the complainant, who fills it out and also suggests what may be done to resolve the matter if any. This is forwarded to the Head teacher who will initiate an investigation into the matter and also acknowledge receipt of the complaint.

Investigation of complaints will be between 3 days to one week, after which the affected parties will be invited for a dialogue and resolution.

NOTE: A complaint that is raised more than 1 month after the matter occurred will not be investigated .However, exceptions may be considered with good reasons.

24. VISITORS

All visitors to the school are to go to the administrative office. Parents are NOT to go into the classroom during school hours. This is to minimize disruptions in learning. However, at the close of school daily, parents may go directly to the class for pickup and sign the pickup register before picking up your child.

25. BREAK TIMES/LUNCH TIME

The school has 2 break periods:

1st - 09:45 am -10:15 A.M – known as the long break

2nd- 12:00 pm -12:15 P.M – known as the short break

26. BIRTHDAY CELEBRATIONS

All birthdays will be celebrated weekly on Fridays in class. Parents who wish to celebrate their children's birthdays will inform the teacher beforehand and arrive by 11.00am prompt so as to finish the celebration before the final bell is rung.

27. PARENTS' ORIENTATION

There is a parent orientation program at the beginning of the new academic session. This will inform the parents of the vision, mission and culture of the school. It is important for parents to personally attend this orientation.

28. LOST AND FOUND

All items such as school bags, lunch boxes, etc, must be clearly marked by the parents for easy identification.

Items that have been misplaced are collected and kept at the administrative office.

In case an item is lost, kindly visit the office with proof of ownership and if it has been recovered, it will be returned.

29. SAFETY IN THE SCHOOL

i. we have security men who patrol and secure lives and property in the school. In addition to this, we have armed security men on standby for emergency situations.

ii. we have CCTV cameras round the school.

iii. Children are not left unattended without an adult, both inside the class and outside at play time.

iv. Pickup is only allowed to be done by approved adults properly introduced to the school by the parents.

v. Children are NOT allowed to go home by themselves.

Where an approved adult is unable to come, the parents must inform the class teacher of the person to pick up the child. If this process is not adhered to the child will not be released.

30. SCHOOL FEES

School fees must be paid in full on or before the resumption date of each term. After the first week of resumption, children whose fees are yet to be paid will not be allowed into the school premises.

31. OPTIONAL TERMLY PAYMENTS

We run some services which are not compulsory at the moment. These are:

- A. Extra lesson:** parents that are interested in partaking in extra lesson should inform the class teacher.
- B. School meals:** Parents may pay for breakfast only, lunch only or both. Payment can be made weekly, monthly or termly, based on preference. A meal plan which is revised every session is used for serving meals. Payment must be made before a child can be served the school meals.
- C. School Bus:** Parents that are interested in using the school bus should inform the school accountant as there are limited spaces available. When a space is available, payment must be made before using the bus service. The school bus picks up and drops off children at their houses and designated locations. When the school bus reaches a child's residence, the bus driver will toot his horn for the child/children to come out and board the bus. Children are expected to be ready and waiting so as to avoid delays.

NOTE- The bus will be unable to wait for long periods between houses as this will lead to lateness for all children on the bus. Parents are encouraged to cooperate to make the service effective.

SECTION 2

PARENTS RESPONSIBILITIES

1. RELATIONSHIP WITH TEACHERS

- i. Raising a child will be a success only when there is active participation from the parents/guardians, working in partnership with the school. We implore parents to maintain a cordial relationship with their child/ward teachers so that success can be achieved. Please, remember that respect is always reciprocal.
- ii. We frown at any action by a parent that destabilizes our staff while at work and depending on the severity of the situation, the management of the school can restrict the parent on further interactions with our staff in school.

2. RELATIONSHIP WITH OTHER STAFF OF THE SCHOOL (Security, Nannies, Janitors, Drivers, Chef, ICT, Admin)

All staff members play divine roles in ensuring the total education of our learner. As a result all parents/learners of our institution are to cooperate with them as they carry out their various job functions. Our school premises is safe, civilized and enjoyable. We want this to be maintained for quality education for our learners to be achieved. Any action that threatens this will not be tolerated.

3. DISRUPTIONS IN SCHOOL ENVIRONMENT

In order to support a peaceful, serene and safe school environment the school frowns at parents and visitors exhibiting the following behaviors:

- i. Using loud/or offensive language, swearing, cursing or displaying temper.
- ii. Threatening to do actual bodily harm to anyone present in the school community.
- iii. Damaging or destroying school property.
- iv. Abusive or threatening messages/phone calls or other related written communication.
- v. Painting the school or any staff member in a bad light on social media is highly prohibited and will be dealt with legally. Complaints should be made in the proper way as stated in section 1 No 23.

In the event of abusive or violent behavior to any member of the school community, such incidence will be reported to the head teacher through the following ways:

(i)A report will be written by the person involved, giving an account of the incident to the head teacher.

(ii)The offending person will be invited to school to discuss the incident with the head teacher.

(iii)If the person refuses to honour the invitation to discuss the incident, a letter will be sent again inviting them to discuss the incident. If the offender still refuses to honour the invitation by the school, then the school through the head teacher may decide to expel the learner and parent from the school.

(iv)If the person honours the invitation for discussion, the head teacher (in liaison with the P.T.A excos if necessary)will then discuss and try to reach a compromise and fair solution.

Depending on the severity of the situation, resolution taken may include suspension, expulsion or any other disciplinary actions as seen fit by the head teacher.

4. PARENTS, TEACHERS ASSOCIATION (PTA)

We have an active PTA body that meets at least once a term to discuss matters that affect the children. However emergency meetings may be scheduled to discuss urgent matters if any. You will be informed of the PTA meeting date in the termly schedule of activities that will be given to you whenever school re-opens. Also a reminder will be sent to the parents via e-mail or WhatsApp of the meeting date.

The PTA meetings are where issues are discussed in details and resolutions are made. We advise parents to attend this in person as resolutions taken in the meeting binds all parents.

5. SOCIAL MEDIA

- i. Parents are advised to refrain from posting any content that portrays the school in a bad light on any social networking applications. Examples include Twitter, Facebook, WhatsApp, Instagram, Linked in, MySpace, YouTube and any of its kind not mentioned here
- ii. Parents should not post photos, videos or comments that include other children at the school without express permission from the parents.
- iii. Parents are not to raise queries, concerns or complaints on social media, rather this should be done directly at the school. These actions are considered illegal and will be dealt with legally.

6. DAMAGES

A pupil that destroys school property will be made to replace the said item. The administrative officer in school will call the parent and inform them of the item destroyed, so that the parent will be aware of the event and plan to replace the item immediately.

SECTION 3

LEARNERS RESPONSIBILITIES

As children your responsibilities are;

1. BEHAVIOUR

- i. Work to the best of your ability and allow others to do the same.
- ii. Respect yourself and treat others with respect.
- iii. Follow all the rules and regulations of the school and her staff.
- iv. Take care of your property and do not litter the environment
- v. Cooperate with everyone and have good team spirit.
- vi. Be safe in all your activities.

2. PUBLIC CONDUCT

- i. Don't run on the corridors or on the stairs.
- ii. Don't shout and talk loudly so as to avoid disturbing others.
- iii. Don't litter your surroundings.
- iv. Don't write on the walls, desks, and chairs & toilets of the school
- v. Always appear neat, with your uniform well tucked-in.
- vi. Don't fight; no hitting, kicking or punching, no spilling or tripping someone.
- vii. No name calling.
- viii. DO NOT BULLY other children; this is a very serious offence. Bullying is when you are rude or mean to a person just because you can or because you feel you are stronger than them.
- ix. Don't bully anyone even outside the school premises.

3. PLAYGROUND

- i. No fighting, pushing, or play fighting.
- ii. Take turns on the play equipment.
- iii. When play time is over return to class when the bell is rung.

4. IN THE CLASSROOM

- i. Know and obey your class rules.
- ii. Always maintain order, even when your teacher is absent.
- iii. Don't touch things without permission in your class and other classes.
- iv. Keep your surroundings clean.
- v. Greet all adults that come into your class and any adult you meet outside the school.
- vi. Be friendly with all your classmates and pupils of YOU-NIK

5. CONSEQUENCES OF BAD BEHAVIOUR

Sometimes children forget to follow rules and behave in an inappropriate manner. When this happens, they are taken to the head teacher who tries to find out what led to the act and why it is not appropriate. If a child is taken to the head teacher's office three times in a term, a meeting will be called with his/her parents.

Some instances may warrant a conference even at the first offence. Final decision regarding the severity of punishment for inappropriate behavior lies with the school management up to and including suspension or expulsion.

CONFLICT RESOLUTION FORM

Date school management received complaint form: _____

Date of first call or schedule for meeting: _____ Time: _____

Date of parent meeting (if needed): _____ time: _____

Resolutions or recommendation concerning complaint:

Head teacher: _____

Date: _____

Rescheduled meeting date: _____

Time _____

Head teacher: _____

Date: _____