GRANGE SCHOOL
A Culture of Continuous Improvement

Patron: The British Deputy High Commissioner to Nigeria

Since 1958
The Grange Mission Statement

“To provide an excellent English curriculum education whilst embracing Nigerian history and culture within a creative and motivating environment, developing life-long learners who will become global leaders.”

CORE VALUES: Respect | Integrity | Creativity | Service | Confidence
The Grange Vision

“To be the leading British international educational institution in Nigeria.”

Principal’s Welcome

I am really pleased to introduce our school to you and explain the vision for the education of our pupils. It should start a conversation and process which will see your child well supported in coming to Grange. After more than thirty years’ as an educationalist and as a father myself, I know how important a school is that offers quality learning with high expectations. I am passionate and committed to maintaining the ethos and traditions of Grange, whilst ensuring the school continues to provide quality all round 21st century experiences. Our aim, that all pupils are part of ‘a culture of continuous improvement’ underpins our work and values for those in our care. I want all our children to fulfil their potential and promise.

the qualifications they need for further and higher education and for adult working life. I also want them to experience a richness and diversity of personal, social and recreational opportunities. I believe education is a partnership between school, parents and the child. Their success needs your support and we are committed to working with you. We will listen to you and support your family throughout your child’s learning and personal development. Thinking beyond school we will nurture independence. We want all our pupils to be lifelong international learners committed to widening their experiences and bringing meaning and enthusiasm to everything they do. Above all I want our pupils to enjoy their learning and their time at Grange School.

I look forward to meeting with you soon.

Graham J Stothard JP BEd(Wales) NPQH(Manchester) FRSA FInstLM FCollT MIOD AISTD
The History and Ethos

(Becoming a tradition takes time; staying a tradition takes hard work)

Grange School is an all through 4 to 16 day and residential School in which pupils, teachers and parents, work and learn together.

Grange operates as a not-for-profit, co-educational, English National Curriculum, independent, day school set on beautiful grounds within the Government Reservation Area (GRA), Ikeja, on the mainland part of Lagos in Nigeria. An off-campus “House” has been included to provide a boarding service to parents and pupils. Our spacious campus includes a variety of well maintained facilities which create an attractive environment for learning.

Grange School was founded in 1958 by a group of well-meaning British expatriates, to provide education of equivalent standard to that which obtains in the UK.

As part of the 40th anniversary in September 1998, the Board felt it was time to add a secondary school for continuity and stability in the education of the pupils.

Our Primary Phase prepares pupils for the Key Stage 2 Check Point examinations.

Our secondary school therefore continues into Key Stage 3 culminating in the Checkpoint Exams and Key Stage 4 which culminates in the IGCSE (International General Certificate of Secondary Education). All three exams are under the auspices of the University of Cambridge Local Examination Syndicate (UCLES).

Grange School's population is projected as 430 girls and boys in the Primary Section which is from Reception class to Year 6, between the ages of 4 and 11. There are 326 pupils in the secondary phase being, Year 7 to Year 11, between the ages of 11 and 16. The School Policy maintains a class size of 18. The aim of this policy is to ensure that a family ethos is maintained in the school and that at Grange every child is known as an individual. We take pride in our enduring legacy for the provision of a child oriented atmosphere and our aim is to promote matured self-discipline citizens.

Grange encourages every pupil to discover their own strengths, whether they are academic, sporting, musical or creative. Academic standards are a priority, but we also believe that by educating the whole child we can bring out the best in each and every individual. A vital part of our education presentation is teaching to think independently and creatively. Our pupils are challenged to question, analyse and debate, forming their own opinions, yet upholding an attitude of respect towards others.

The school is one of only three in Nigeria to be accredited by the Uk’s Independent Association of Preparatory Schools, (IAPS).

The school’s Patron is the Deputy British High Commissioner to Nigeria.
Admissions Policy
Admissions Policy

ADMISSION POLICY
Admission Policy is the criteria for compliance to secure admission into the school.

ADMISSION & AGE REQUIREMENTS - RECEPTION
- Pupils seeking admission into reception classes must have attained the age of 4 by August 31st of the year of admission.
- Parents must submit the following documents together with a completed admission form:
  - A photocopy (and original for sighting) of pupil's birth certificate
  - A photocopy of immunisation records
  - Evidence of payment of admission form (receipt obtained from the school bursar)
- Readiness Tests into Reception classes are conducted in the month of February.

ACADEMIC REQUIREMENTS AND THE SECONDARY ENTRANCE EXAMINATIONS
The criteria for admission into secondary school are:

Age - The child must be 11 years by August of the year of entry and must have completed Year 6.
It is obligatory for all pupils to have completed the English National Curriculum year 6 syllabus to gain entry into the secondary school irrespective of the year they wish to enter. If found to have contravened this requirement they may be requested to withdraw from the school.

- An ADMISSION form must be collected from the admissions office, completed, and submitted before the entrance exam date.
  - Achieve 65% in the end of session exams.
  - Achieve 65% in the Entrance Exam.
  - Grange School has limited spaces for pupils whose English is a Foreign Language.

It is to be noted that entry into the Secondary School Phase, for pupils in Grange Primary Phase is not automatic and that all policies, regulations and procedures are to be followed for admission. The Entrance Exam is made up of 70% of the work taught up to and including the year the pupil has completed in school. The School reserves the right to include up to 30% broad General Knowledge questions in any entrance exam.

Grange students who exit the School at any point and apply to return in another class must take the full entrance exam and pay the full developmental levy as it is stipulated at the time of return. Pupils who exit and wish to return after a term need to take a full entrance exam but without having to repay the development levy, as long as a written arrangement has been made with the school.

Topics list / Scheme of learning with the names of recommended textbooks or any other useful references would be given to students as they submit their application forms.

A pupil who wishes to enter reception must take a School Readiness Assessment. Pupils seeking admission into Year 1 to Year 10 must take an entrance exam, which would be arranged with the Admission Officer.

Subjects for examination by Primary Pupils
- Literacy
- Numeracy
- Science

Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school has four child protection officers in addition to the one in the House.
Subjects for examination by Secondary Pupils
- Mathematics
- English
- Science (Physics, Chemistry and Biology)

ENTRANCE EXAMINATIONS FOR NEW INTAKES
- Exams will be written on the penultimate Saturday in November for Secondary pupils.
- An additional exam (Yr 1,2,3,4,5 - 8, 9 & 10) will be arranged on the 1st Saturday of June. The forms will be sold at the Late Registration fee.
- Pupils are required to attend entrance exams and interviews in full school uniform.
- No midstream admission is made into Year 6 and Year 11.

SCHOOL READINESS TEST
All pupils seeking admission into Reception a undertake a school readiness test as arranged Principal, Primary. The process begins in the February and ends in April.

OVERSEAS CANDIDATES
A guideline of instructions will be sent with the scripts.

Midstream admissions requirements
Prior to admission, the parent/legal guardian of a transferred student must:

a. Provide a certified copy of the student's academic transcript and disciplinary record from the school previously attended. A student may be admitted conditionally if the parent/legal guardian provides the name and address of the school last attended and authorises the release of all academic and disciplinary records to Grange School.

b. Disclose whether the pupil is currently serving a suspension or expulsion from the school.

c. Disclose if the student has ever been guilty of an offence.

Any pupil who is under suspension or expulsion in another school system will not be given any consideration for admission.
Guardianship
If a student resides with any person other than a natural parent, a certified copy of the court documents that establish legal guardianship will be required at the time of enrolment.

Emergency Contact Information
It is critical for the school to be able to contact parents at any time pupils are at school. The school must have the parents' current address, e-mail and home, mobile and business telephone numbers. Emergency contact persons and their telephone numbers are needed in case a parent cannot be reached. This information is required at the time of registration and whenever a change occurs in the parents' address, telephone number, or emergency contact information.

Medical Information
Upon initial enrolment in Grange School, pupils must complete the Medical Information form by a medical institution approved by Grange School.

SEN POLICY
The Grange School maintains a SEN policy of admitting pupils with moderate learning difficulties, based on availability of resources and skills to provide effective teaching and learning aid.

SEN pupils may be admitted as long as the pupils meet the required targets set for the student.

It is to be noted that SEN students who sit for the Year 6 and 9 checkpoints IGCSE exams are only granted additional time or they write the CORE paper in the IGCSE. No further concessions are granted. Students with eye sight challenges are provided exam papers with large print, by arrangement.

REFERENCE
A confidential report must be completed by the student’s current Head Teacher. A Grange reference form will be issued to the schools for completion, should they qualify for an interview.

INTERVIEWS
Key Stage 1 & 2 parent interviews are conducted with the Vice Principal, Primary and Senior Staff. Pupils are required to attend interviews in School Uniform.

Key Stage 3 & 4 parent interviews are conducted with the Vice Principal, Secondary and Senior Staff. Pupils are required to attend interviews in School Uniform.
Enrolment procedures are the steps to be taken to gain admission into the school. This document includes the steps to follow once admission has been granted.

The Enrolment Procedure must also be read in conjunction with the Admissions Policy.

Sales of Admission's forms start from the month of September and close two weeks to examinations scheduled dates. Examinations hold in the months of November and June respectively. Forms are available online and hard copies from the Bursar's office.

The Procedures to Follow:

**Step 1:**
Acquire Admission's Application Forms
* Admission's forms for admission into Grange School are obtainable from
  the Admissions office or the school's website
* Admission's forms will be sold at the amounts stipulated by the school
* The deadline for the sale and submission of Admission's forms will be two
  Weeks before the exams are scheduled. Forms sold after the deadline date
  will attract a penalty fee.

**Step 2:**
Submit the Application Form with the following documents attached:
* 1 recent passport photograph
* 1 copy of birth certificate or the page in the child's passport on which the
  birth date is recorded
* 1 copy of the receipt of payment for the Admission's Form

**Step 3:**
Arrange an individual, optional visit to the school
Please note that an interview with the Principal is only granted to a pupil who has fulfilled
the requirements of the entrance exam. Pre-Interviews may be arranged with Heads of
Section or Deputies or Admissions Office if so required.

**Step 4:**
Year 7 and Mid-stream entry sit entrance exams on the First Saturday in November and
June respectively. Exam marks for entrance exams are not given to pupils. Only pupils
who qualify/pass the entrance exam will be afforded the opportunity for an interview with
the School Management. The interview should be attended by BOTH parents, with the
child dressed in full school uniform, where possible. Overseas students are exempted from
having to wear uniform if the school they attend does not have uniform - however, dress
should then be formal.
Enrolment Procedures continue

Step 5:
Successful candidates will receive letters of offer. Fees may be paid in two instalments:

The 1st instalment:
Payment of the Development Levy must be made 14 days after receiving the offer letter.

The 2nd Instalment:
Parents are required to respond by the designated date.

Grange School Management reserves the right for admission.

Step 6:
Enrolment in September and orientation day for new students. Parents and pupils will be provided with a year planner by the last day of the school term with important dates.

Step 7:
Submit Medical Forms prior to Resumption to Admissions Office.
Educational Purpose

The Grange School provides a high quality British education in a happy, caring and supportive environment. We believe that this can best be accomplished when a child feels valued and is treated with dignity.

Our curriculum, both in and outside the classroom, provides challenging experiences for children academically, socially, physically and aesthetically, whilst promoting a spirit of tolerance and understanding towards others. Our children are given opportunities to develop open and enquiring minds through problem solving and co-operative learning activities. At the same time we believe in the need for an academically demanding programme which emphasises traditional values of hard work and self discipline. Through our curriculum we endeavour to develop self esteem and a feeling of worth in each child.

We believe that children learn best when they are actively engaged in their day to day learning, and where they are given considerable responsibility for their studies. We value what children achieve rather than focus on their failures. Thus, we accentuate the positive and offer help to guide the progress made by each child. Ultimately, we believe that when children enjoy school, they will make accelerated progress towards intellectual maturity, while taking advantage of the social and cultural activities which we share with them.

We also believe in the need to nurture and develop all our staff both professionally and personally, since it is they who create the climate in which our children will learn most effectively. We enrich our staff by providing opportunities for personal and professional development both in-house, within Nigeria and abroad. It also means that we keep up to date with educational developments in the United Kingdom in order to ensure that our children have the same learning opportunities as their counterparts.

We value parents, engaging them as full partners in their child's education and we do everything to make them feel welcome in, and committed to, the school family.

We provide a high quality, challenging British education, of at least equivalent standard to that which currently prevails in schools in the United Kingdom. We do this in a happy, caring, safe and secure environment. We value all members of the school community, treating them with dignity and respect and setting for ourselves the highest standards in striving for educational excellence in striving for educational excellence.
Learning Objectives

ACADEMIC OBJECTIVES

We endeavour to,

- Maintain a reputation in Nigeria for excellence in education;
- produce outstanding examination result, this enabling our pupils to proceed to A-Levels education with confidence;
- Be a school that values all members of its community and treating all with respect and dignity;
- provide facilities, equipment and materials equivalent to the best in Nigeria and those in the United Kingdom;
- be a well trained informed, enlightened and highly committed staff who are outstanding in their fields of study yet at the same time, dynamic and caring educators.

Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school has four child protection officers in addition to the one in the House.
Explanation of Fees

- 1 -

- **Development Levy**
  This is a one-time non-refundable payment for the duration of the pupil's stay in one section of the school i.e. Primary or Secondary. Funds accruable from the development levy are channelled towards the on-going physical development of the school.

  Pupils transitioning from Primary to Secondary are required to pay only the differential amount between what was paid in Primary and the set amount for Secondary at the time of entry into the Secondary.

  The development fee serves as the acceptance fee for the confirmation of enrolment. A fee not settled by the due date is taken as a non-acceptance of our offer.

  Below is the description of fees, amounts are indicated on the separate attached sheet

- **Tuition**
  This may be paid once annually or by the first week ending of each term. However, Year 6, 9 and 11 fees are paid in two equal instalments at the beginning of terms one and two.

- **Refundable Deposit**
  This payment is made by all new students in Reception, Year 7 and midstream classes and it represents a term's fee. This fee is however refundable upon the exit of a student, provided all outstanding fees have been settled and a withdrawal notice of one term is given to the school.

- **Educational Resources Fee**
  This is an annual payment which covers the cost of exercise books, home work diaries, photocopies, stationery, recorders and teaching aids in the classroom.

- **Book Rental Fee**
  The book rental fee is paid at the beginning of every term. All books must be returned at the end of each year. Damaged or lost books must be replaced or else reports, exam papers, awards and certificates will be withheld.

- **School Fees Guarantee Scheme**
  This is a non-refundable but optional levy which may be paid each term or annually to guarantee completion of education at Grange in case of untimely demise of the fee paying parent.

- **Year Book**
  This fee covers the cost of the School Year Book for each child.

- **Co-curricular Fees (Optional)**
  This is a fee paid per term and it covers the cost of:
  - Registration and affiliation fees to co-curricular Leagues and competitions.
  - Payment for Facilitators / Coaches

**Costumes and uniforms are for the account of the parent and the pupil.**
**Explanation of Fees**

- **Special Events Fees**
  This fee covers any cost incurred when professional organisations or guest speakers are invited to the school. This will include drama and music presentations particularly that of a Nigerian cultural nature of which we hope to have at least one per term.

  These fees also cover events such as
  - Parent Forums
  - Accolades Assemblies
  - Concerts
  - School Productions
  - School Photographs - This fee covers the cost of Individual and Class Photographs for each child. This is paid as a separate fee.

- **Lunch Fee**
  This fee is paid by the Primary and Secondary students. It is an optional fee.

- **School Excursions**
  We will attempt to arrange one outing per class per term. This fee does not include visits out of Lagos or International Tours and Events. Out of Lagos and International trips are for the account of the parent. School excursion applies to Phase alone.

- **House Accommodation (Key Stages 2, 3 & 4 only)**

- **PTA Annual payment**
  This payment is to facilitate the activities of the Parent/Teacher Association.

  A schedule of fees for the Academic Session becomes available as from April. A list of school approved hospitals for medicals will be included in this schedule.

  Fees must be paid in full before resumption of each term. A reminder goes out in the first week of school. Pupils with outstanding fees are not allowed to remain in the classrooms after the third week of school.

- **External Examination Fees**
  Pupils in Year 6, 9 and 11 are enrolled for External Examinations set and marked by Cambridge University (UCLES). Parents will be levied for the fees once the British Council has informed the school of the set amounts. The taking of these exams is obligatory.

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**SECONDARY & PRIMARY PHASES**

Grange School is noted for very strong co-curricular activities. The programme encourages students and teachers to explore their potential to the fullest. Wide varieties of activities are involved to give opportunities for choice of activities.

There is a balance of choice of activities among Sports, Academic and Cultural/Intellectual. Activities are optional and done thrice in a week i.e Monday, Tuesday and Thursday.

**SECONDARY PHASE CO CURRICULAR ACTIVITIES**

<table>
<thead>
<tr>
<th>ACADEMIC</th>
<th>CULTURAL/INTELLECTUAL</th>
<th>SPORTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Club</td>
<td>Baking</td>
<td>Athletics</td>
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<tr>
<td>Book Club</td>
<td>Bead Making</td>
<td>Badminton</td>
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<tr>
<td>Choir</td>
<td>Chess</td>
<td>Basketball</td>
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<tr>
<td>Design Technology</td>
<td>Cookery</td>
<td>Gymnastics</td>
</tr>
<tr>
<td>Drama Club</td>
<td>Dance</td>
<td>Soccer Girls</td>
</tr>
<tr>
<td>Enterprise</td>
<td>Needle Work</td>
<td>Swimming</td>
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<tr>
<td>French</td>
<td>Photography</td>
<td>Table Tennis</td>
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<tr>
<td>Global</td>
<td>Scrabble</td>
<td>Tennis</td>
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<tr>
<td>ICT</td>
<td></td>
<td>Volleyball</td>
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<tr>
<td>Ibo</td>
<td></td>
<td>Tchoukball</td>
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<tr>
<td>Instrumental</td>
<td></td>
<td>Rounder Girls</td>
</tr>
<tr>
<td>Literacy</td>
<td></td>
<td>Cricket Boys</td>
</tr>
<tr>
<td>Mandarin</td>
<td></td>
<td>Soccer Boys</td>
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<tr>
<td>Maths Club</td>
<td></td>
<td>Rugby Boys</td>
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<tr>
<td>Public Speaking</td>
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<tr>
<td>Science Club</td>
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<tr>
<td>Spanish</td>
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<tr>
<td>Yoruba</td>
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<tr>
<td>Reading Club</td>
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<tr>
<td>Duke of Edinburgh</td>
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</tbody>
</table>

A few activities are done all through the year for consistency and better skill acquisition, while some are done per term for various reasons. Most of the activities have external coaches as facilitators and a member of staff as a coordinator. They report directly to the Key Stage Coordinator. Attendance register is marked each session, general report is written per term and individual report is recorded for each member at the end of the term.

Co-curricular activity is optional; and holds between 3.10 p.m. 4.00 p.m. Student not participating in a co-curricular activity MUST leave the premises at 3pm.
**Co Curricular**

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**PRIMARY PHASE**

<table>
<thead>
<tr>
<th>SPORTS</th>
<th>CULTURAL/INTELLECTUAL</th>
<th>ACADEMIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td>Baking</td>
<td>Art &amp; Craft</td>
</tr>
<tr>
<td>Taekwando</td>
<td>Bead Making</td>
<td>Debating</td>
</tr>
<tr>
<td>Basketball</td>
<td>Chess</td>
<td>Choir</td>
</tr>
<tr>
<td>Gymnastics</td>
<td>Cookery</td>
<td>Design Technology</td>
</tr>
<tr>
<td>Soccer</td>
<td>Dance</td>
<td>Drama Club</td>
</tr>
<tr>
<td>Swimming</td>
<td>Needle / Wire Work</td>
<td>Yoruba</td>
</tr>
<tr>
<td>Table Tennis</td>
<td>Photography</td>
<td>French</td>
</tr>
<tr>
<td>Rugby</td>
<td>Scrabble</td>
<td>Etiquette</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Press Club</td>
<td>ICT</td>
</tr>
<tr>
<td>Netball</td>
<td>Home Keeping</td>
<td>Igbo</td>
</tr>
<tr>
<td>Aerobics</td>
<td>Pussle challenge club</td>
<td>Instrumental</td>
</tr>
<tr>
<td>Golf</td>
<td></td>
<td>Numeracy</td>
</tr>
<tr>
<td>Karate</td>
<td></td>
<td>Mandarin</td>
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<tr>
<td></td>
<td></td>
<td>MAD Science</td>
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<tr>
<td></td>
<td></td>
<td>Public Speaking</td>
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<td>Spanish</td>
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</tbody>
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*Photos: Taekwondo Club, Soccer Club during Community Service*
School Uniform
Primary

GIRLS
Shirts - White Oxford short sleeved shirt with badge on pocket
Skirts - Navy Blue gabardine/teflon 3 pleats: front and back
Shoes - Black leather bar shoes with touch fasteners or buckle
(Sno metal decorations, No Heels & No Patent leather)
Socks - White knee length socks. (No trainer socks)

Accessories for Girls
Hair - Blue, White, or Blue and White beads (Reception to Year 2 only)
Earrings - Blue Scrunches only (Year 3 to 6)
Small sleepers or studs

P.E. Uniform for Girls
Polo shirt - White
Shorts - Blue, green, yellow or red depending on the House
Trainers - Plain white
Socks - White knee socks
House cap - Not obligatory.

HOOL UNIFORMS & COSTUMES ARE NOT FOR THE SCHOOL BUT FOR EACH INDIVIDUAL PUPIL.
School Uniform

Primary

BOYS

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirts</td>
<td>White Oxford short-sleeved shirt with badge on pocket</td>
</tr>
<tr>
<td>Short</td>
<td>Navy blue Gabardine/Teflon short</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black lace-up shoes/top fastening shoes</td>
</tr>
<tr>
<td>Socks</td>
<td>Navy blue knee socks (No trainers' socks)</td>
</tr>
<tr>
<td>Belts</td>
<td>Black leather with simple silver buckles</td>
</tr>
</tbody>
</table>

Accessories for Boys

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belts</td>
<td>Black leather with simple silver buckles</td>
</tr>
<tr>
<td>Hair</td>
<td>Low cut and tidy</td>
</tr>
</tbody>
</table>

P.E. Uniform for Boys

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polo shirt</td>
<td>White</td>
</tr>
<tr>
<td>Shorts</td>
<td>Blue, green, yellow or red depending on the House</td>
</tr>
<tr>
<td>Trainers</td>
<td>Plain white</td>
</tr>
<tr>
<td>Socks</td>
<td>White</td>
</tr>
<tr>
<td>House cap</td>
<td>Not obligatory.</td>
</tr>
</tbody>
</table>

PE Uniform (Boys and Girls)

PLEASE NOTE: SCHOOL UNIFORMS & COSTUMES ARE NOT FOR THE ACCOUNT OF THE SCHOOL BUT FOR EACH INDIVIDUAL PUPIL.
School Uniform
Secondary

This document serves as a written description of the uniform. The school uniform can be viewed in the display cabinet at the main entrance of the School.

SCHOOL UNIFORM BOYS

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirts</td>
<td>Blue Oxford short sleeved shirt with badge on pocket (3 Nos.)</td>
</tr>
<tr>
<td>Trousers</td>
<td>Single pleat navy blue gabardine/teflon trousers (3 Nos.)</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black lace-up shoes</td>
</tr>
<tr>
<td>Socks</td>
<td>Navy blue socks (3 Nos.)</td>
</tr>
<tr>
<td>Blazer</td>
<td>Official School blazer with badge on pocket (1 No.)</td>
</tr>
<tr>
<td>Ties</td>
<td>Official School tie (1 No.)</td>
</tr>
</tbody>
</table>

Accessories

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belts</td>
<td>Black leather with simple silver buckles</td>
</tr>
<tr>
<td>Wristwatches</td>
<td>Wristwatches should have brown, navy blue or black leather strips with no embellishment.</td>
</tr>
</tbody>
</table>

P.E. Uniform

White polo shirt with house coloured badge and shorts: blue, green, yellow or red (depending on the House to which a pupil is allocated) and a pair of white trainers.

Swim Suit  -  Navy blue with house colour (one school swim wear, one towel and a cap)

Games Outfit -  A set of games outfit is required

Honours blazer which is awarded to pupils for outstanding achievement. (Boys and Girls)
School Uniform

Secondary

The standard school uniform for both Primary and Secondary pupils is available for purchase at the following shops:

1. School Kit Shop
   Adebola Shopping Mall
   Isaac John Street
   G.R.A. Ikeja

2. Tobola School Shop
   1, Adetunji Adeoba Street
   Off Adekunle Fajuyi Way
   (Right turn after Tamarin Hotel)
   G.R.A - Ikeja

SCHOOL UNIFORM - GIRLS

Shirts - Blue Oxford short sleeved shirt with badge on pocket (3 Nos.)
Skirts - Navy Blue gabardine/teflon 3 pleats: front & back (Knee Length)
Shoes - Black leather bar shoes with touch fasteners or buckle or black lace-up shoes
Socks - Navy blue knee length socks (3 Nos.)
Ties - Official School tie (1 No.)
Blazer - Official School blazer with badge on pocket (1 No.)

Accessories for Girls

Hair - Navy blue scrunches
Earrings - Small sleepers or studs
Wristwatches - Wristwatches should have brown, navy blue or black leather straps with no embellishment.

PE. Uniform

White polo shirt with house coloured badge and shorts: blue, green, yellow or red (depending on the House to which a pupil is allocated) and a pair of white trainers.

Prefects’ blazers, braiding is attached on appointment. (Boys and Girls)
GRANGE HOUSE PROSPECTUS

1. Getting to Know the House.
2. Head of Residence Speech Dr. Ollie.
3. Comment from House Prefects.
7. Discipline and Anti-Bullying.
9. Food and Health Policy.
11. Intervention Classes.

Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school has four child protection officers in addition to the one in the House.
HOUSE PROCEDURES AND REGULATIONS

Getting to know the house
The Grange House resumes the term a day before the whole school resumption. The resumption date for the 2014/2015 session is the 7th of September 2014, between the hours of 2:00pm and 6:00pm. It is customary for the school to do an orientation for the incoming Year 7 students which is hosted in the House. This gives our new House students the opportunity to familiarize with the rules regulations and routine in the House before the re-orientation of the boarders resume.

House Routine
The House routine is structured in a way to help our boarders have a full House experience. Though, most facilities have been provided for a home away from Home boarding experience, the routine places much emphasis on academic as well as the moral development of your child. On returning from school after the day's activities, boarders have a one-hour siesta before the commencement of intervention classes which take place between 5:30pm and 6:30pm. Dinner is served by 6:30pm. By 7:00pm, the prep for the day commences. This involves getting their homework and project work done as well as doing personal and group studies under teacher's supervision. House parents have a responsibility to sign the homework diary before the end of prep day. A full copy of the House routine is attached for your perusal.

Facilities & Computer System
The school management has put everything in place for the convenience of your child. The school has adequate computer systems on each floor to ensure an unhindered completion of work. Internet is also available and stable at House. The house also enjoys two 250KVA generators as good back-ups. This ensures that the child is not denied electricity to complete rigorous academic works. Our children in the House also enjoy full benefit of an in-house laundry department. The laundry department washes students' uniform, house wear expected to do their personal washing themselves.

House System, Events and Trips
The Grange House is not all about the academic development of the child. A positive synergy has been created to bind academics and social development thereby creating a balance in overall development of the child.

The House System
This is created to have a bonding effect on the House as both students and staff share a common drive for excellence by living together in oneness attending to individual and collective needs. Also of
HOUSE PROCEDURES AND REGULATIONS

attending to individual and collective needs. Also of interest is the Friday night social event when members of a particular House group host the rest of the House. The House has been divided into four groups. These are (1) Cambridge, (2) Kent (3) Oxford, (4) Greenwich House.

House Activities and Events
Boarders also bond using the various gaming incentives in the House. These are:- Billiards, Board games, Football, Table Tennis. After working so hard in the course of the week, we create an atmosphere where students who stay behind in the House for the weekend do not only stay having long hours of prep, but also have down time when they engage in extra curricular activities.
Boarders are allowed to watch DSTV, mostly on Saturday as they watch their favourite football teams compete.

House Trips
The House Team is scheduled to go on excursion trips at least once a term. Trips are mostly planned for boarder to visit interesting as well as educational sites. Our last trip to the Omu Resort at Lekki, was fun and engaging. The resort has a zoo and a recreation centre which was very exciting for the children.
In recent past, our boarders have visited the Cinema as well as the Go-Kart Centre. Most of the House Trips are within the Lagos axis.

DISCIPLINE AND ANTI BULLYING
We are committed to providing a safe and happy learn environment, promoting equality and diversity a ensuring the well being of all members of the Gran Community. Our clear intention is to promote go behavior and to exercise responsibility in ensuring t safeguarding and welfare of all students and staff with our community. Please refer to our Boarding Handbo for Grange House Discipline and Anti Bullying Policy.

ANTI-BULLYING
The aim of this policy is to:-
- Respond quickly and effectively to ensure zero tolerance to bullying.
- To prevent, de-escalate and or stop any continuation of harmful behavior.
- To safeguard the student/staff members who has experienced bullying.
- To apply discipline/ sanctions/ restorative solution to the student(s)/person causing the bullying and ensure that they learn from the experience.

CHILD PROTECTION POLICY
The community is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.
In seeking to achieve the highest standards of pupils education and care, Grange House fully acknowledges its duty of care to all pupils in the boarding House and the entire school community and its responsibility to promote healthy relationship between pupils and between staff and pupils.
All staff, management and governors have a full and active role to play in protecting our pupils from harm, and we are committed to ensuring safer recruitment and adequate induction for all so that they understand child protection as paramount responsibility.
THE FOOD AND HEALTH POLICY

The Grange community attaches a great importance to what our boarders eat. A healthy diet and a child’s ability to learn effectively and achieve high standards in school is inextricably linked. The House Management Team ensures that:

- Your child is well nourished at school and that every child has access to safe, tasty and nutritious food, and a safe, easily available water.
- Food provision in the school takes into account the medical/dietary requirement of your child.
- To make the provision and consumption of food fun, safe and enjoyable experience.
- To introduce and promote practices within the school which reinforce these aims remove or discourage practices that negate them.

The school management, teachers, pupils, parents as well as food provider work together towards ensuring that the policy is acceptable and embraced by all.

BOARDING BEHAVIOUR MANAGEMENT POLICY

In order to ensure that effective boarding takes place, good behaviour in all aspects of school and boarding life is necessary. We seek to create effective boarding by:

- Promoting good behavior and discipline.
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationship based on mutual respect.
- Ensuring consistency of response to both positive and negative behavior patterns.
- Promoting protective and preventive strategies.
- Working collaboratively with parents/guardians to develop shared approach to nurturing boarders.

EXPECTED GENERAL STANDARD OF BEHAVIOUR

- Honesty and Truthfulness.
- Courtesy and Respect for others.
- Self-Control.
- Self-Discipline.
- Readiness to take responsibility.
- Commitment to school work.
- Punctuality and attendance.
- Appropriate use of school equipment.

INTERVENTION CLASSES

Intervention lesson are delivered by highly
Tuition is delivered in core subject and other subject areas in which teachers have academic challenges.

**BOARDING HOUSE RULES AND REGULATIONS**

**OBJECTIVES**

In providing boarding facilities for students, we set out to.

A. Provide an environment that will be more like home, comfortable and attentive to individual needs, an environment where students can learn and yet be happy doing so.

B. Encourage students to be self-reliant and to inculcate the habit of studying without much prompting and where distractions will be minimal.

C. Encourage students to do basic household chores and to enjoy doing them.

D. Offer the chance to take up substantial responsibilities in the Boarding House system and to develop vital leadership skills.

To be able to achieve these, we must install adequate checks, which, to a large extent, border on discipline. Therefore, Parents are mandatorily requested to fill in/sign the attached form, which should be returned to the Principal on or before resumption date. This applies to all boarders

1. **ELIGIBILITY**: This is based on the following conditions:
   a. Payment of fees
   b. Readiness to conform to the rules and regulations governing the Boarding House.
   c. Submission of a comprehensive medical report of fitness.

2. **FEES**: Fees are paid in advance at the beginning of the term. There will be no refund of fees if any student withdraws from the school mid-term. Receipt of fees paid should be tendered to the designated authorities checking students in on resumption in the Boarding House.

3. **RESUMPTION DAY**: It is compulsory that students return to the Boarding House after vacation a day before classes commence. Gates will be locked at 6:00pm as roll call will be at 6:30pm at supper. Parents must vacate the hostel before roll call.

**CHECK IN**: Students boxes will be searched by the Duty Teacher to ensure that dangerous and extraneous
materials are not brought to the hostels. Parents are requested to bring in their children between 2:00pm and 6:00pm as no student will be accepted after the gates are locked.

**N.B.** Any student who fails to return on the day of resumption without prior notice to the school may forfeit his/her space. If there are genuine reasons for the inability of any student to return on the specified date, such should be communicated to the school in advance, in writing.

4. **GUARDIANS FOR STUDENTS:** Parents not resident in Lagos should appoint an official guardian(s) for the child while in the Boarding House. The Guardians’/Parents’ passport photographs, office and residential addresses, and phone numbers should be presented to the Boarding House Authorities. Parents must submit a copy of the passport data page or copy of the National I.D. card of the guardians who are required to sign pupils out of the Hostel.

5. **VISITING DAYS:**
   (a) Only known parents and official guardians are allowed to visit the students. They are not allowed to take their wards out without express permission from the school authorities. Such written requests should be written to the Head of Residence who make the final decision.

   (b) These will be communicated to Parents/Guardians on the School Calendar.

**EXEAT:** NO OUTING WILL BE ALLOWED ON ANY OTHER DAY OUTSIDE THE OFFICIAL OUTING. However, if for any genuine reason, an exeat is granted, such is expected to be effected from the Boarding House Head of Residence directive.

**N.B (a)** Students will be released only to known Parents/official Guardians. Any proxy must be duly identified by the Parents/Guardians sending such.

(b) Parents are advised to plan their programmes involving the students, for example, trips abroad, medical appointments, family celebrations, etc. in such a way that they do not conflict with school activities.

**ALL MEDICAL CHECK UPS AND APPOINTMENTS SHOULD BE SCHEDULED FOR THE HOLIDAYS.**
Parents are assured that immediate and good medical services will be provided to students when necessary. Parents however, be expected to settle medical bills in respect of their wards. Furthermore, in case of serious ailment parents will be contacted immediately.

All students must have a complete medical form before admission. Parents are advised to disclose medical history of their children to the medical staff on ground.
6. **LETTERS:** All letters/parcels coming to the students must be checked by the House Master/Mistress before delivery to the student. Those going out from the students will also be checked.

7. **POCKET MONEY:** This should not be less than N8,000.00 (Eight Thousand Naira Only) per month. It should be put in an envelope and addressed to the **School Bursar** who will deposit the money in the school account. The child should be aware of the amount. Withdrawal should be done in the school.

8. **BIRTHDAY CELEBRATION:** Birthdays will be celebrated in the evening, after prep. Parents of celebrants will be allowed to provide money for the house to help in providing snacks if the birthday is to be celebrated. No food is allowed.

9. **WORSHIP:** There is freedom of worship at the Grange School. A non-denominational service is held on Sunday in the boarding house. The morning devotion is at 10:10am and early morning devotion on wee

10. **EXCURSION:** Boarders will be taken out at least one weekend outing term.

11. **STEALING:** Stealing is viewed as a serious offence. Any student who indulges in such an act may be expelled. All personal belongings must be arranged neatly in locked boxes/bags. The school will not be liable for lost items not properly marked.

12. **FIGHTING:** Fighting is absolutely forbidden. It is punishable by suspension or expulsion.

13. **BULLYING:** All students (senior and junior) have the right to enjoy their stay in the school. Any student who makes life uncomfortable for another student either by fagging or bullying will be punished. Repetition will attract expulsion. We are aware that children are given to playing pranks and we will help them to become mature, disciplined and responsible young adults in the larger society. There is zero tolerance to bullying in Grange House.

14. **DANGEROUS WEAPONS/EXTRAVAGANT ITEMS:** Students are not allowed to bring to the Boarding House items like guns, machetes, daggers, and such like. They are not permitted to bring to the hostel expense items that would misdirect their focus. This is a serious offence which attracts permanent expulsion.

15. **HOUSE WEAR:** There is an official house wear and parents are required to pay a sum for it. All items including socks, underwear etc. should be monogrammed with the student's full name. No form of mufti is allowed at Grange House.

16. **HAIRBRAIDING/HAIRCUTS:** Adequate arrangements have been made for girls. The fee of **N500 N1000** should be paid to the House Mistress. Arrangements have also been made with a barber to come to the House fortnightly to give the boys hair cuts. Parents must provide their children with personal clippers (clippers should be engraved with students name and handed over to the House Master).

Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school has four child protection officers in addition to the one in the House.
17. PROVISIONS: Boarders may not bring in provisions to the House. This is because adequate arrangements have been made for students to enjoy additional daily refreshment at short break in the morning and afternoon tea.

18. GENERAL CONDUCT: Grange school has an image to protect. Discipline therefore is our watchword. The School Discipline System is also applicable in the Boarding House. Students in the Hostel are expected to conform to the high level of decorum expected in a boarding system. Smoking of cigarette and drinking alcohol will not be tolerated. This is a 2nd Degree offence (Serious offence) which attracts 3 demerits. Immoral and indecent acts are not condoned. Students caught in these misdemeanours will be expelled.

19. TELEPHONE SERVICE: Students can only take calls from parents and official guardians between 2:00pm – 6:00pm on weekends. However, the House Master/Mistress may receive calls from parents in the case of an emergency. A landline is available in the Head of Residence's lodge. Cordiality calls during the week will not be allowed. Mobile phones or electronics (example “Walker” etc) are forbidden.

20. LAUNDRY SERVICE: The school provides a service for school uniform/house wear/bed sheets/pillow cases only. All other items must be washed by the students, for example; socks, underwear, etc. Pupils may submit four items of laundry which include bed linen but not duvets.

21. FOR GUARDIANS: Parents are advised to give a copy of these rules/regulations to the designated Guardians.

22. MEDICAL: If your son/daughter is on special medication, we need details about its administration. Also all asthmatic students must bring inhalers and spares.

23. Students will be liable for any material/equipment he/she damages in the hostel.
N.B Attached is an undertaking to be filled by Parents and submitted to the Director of Residential Learning on resumption in the Boarding House.

BOARDING HOUSE RULES AND REGULATIONS

I, ............................................................................................................. the Parent(s)/Guardian (s) of

............................................................................................................. have read and understood the above rules and regulations of the Boarding House binding on me/us and my/our child/ward.

I hereby support the school authorities on all the above-stated conditions.

Signed ....................................................................................................................

Name and signature of Parents/Guardians

Date ...........................................
BOARDING HOUSE
POLICY AND PROCEDURES

BOARDING
- Boarding has been established at Grange School to fulfil need expressed by the parents in the school and also by parents wishing to enrol their children in the school in future.
- We provide weekly boarding and encourage parents to sign their children out every week. However, termly boarding is provided but not encouraged.
- All students must be signed out over mid-term and school holidays. On the last day of term, all pupils must be signed out by 6:00pm.
- Grange, being a British curriculum school in Nigeria has firstly in every way, extended British standards and requirements to the Boarding House. In providing facilities, we have based the provision upon the “National Minimum Standards for Boarding Schools” set by the department of Health.

FEES
- Fees must be paid before resumption. No pupil will be allowed entry into the House before fees have been settled.

STAFFING
- The Boarding House is staffed by a resident Housemaster who is also a member of the teaching staff. Each apartment has a resident Tutor who is also a teacher on the staff.

ACCOMMODATION
- Grange accommodation is a system of shared rooms between four students. Rooms are furnished with a bunker bed, a desk and cupboard per student.
  - Pupils will be responsible for providing their own linen: two single-bed sheets, a duvet, a pillow and two pillow cases; making their own beds, organising their lockers, cleaning their bins, sweeping out and dusting their rooms.
  - Pupils will also be responsible for keeping their bathrooms clean and tidy. A duty roster will be followed. Deep cleaning of bathrooms is the responsibility of stewards.
  - Inspection of cupboards, bedrooms and bathrooms will be done every single morning.

MEALS
- Attendance is compulsory and will be taken in the dinning room. Breakfast and Supper will be taken in the hostel. Lunch will be served at school and an evening snack will be served in the evenings after prep.

Food is served buffet-style with catering out-sourced. At the end of the meal, each child is expected to take his/her tray with the dishes, cutlery, etc. to a collection points
BOARDING HOUSE
POLICY AND PROCEDURES

PREP
• Attendance is compulsory. The dining room also partly serves as a Prep room. Seating arrangement as for meals is prescribed. Prep is observed across the floors.

• Prep is THE MOST SACRED TIME in the hostel schedule. Pupils will be required to work in silence. The duty teacher will support students with homework within reason. More importantly, teachers will check and sign homework dairies.

INTERVENTION CLASSES
• Tuition is delivered to boarders to close attainment gaps.
  • Qualified teachers are engaged by the Hostel to deliver these sessions.
  • A termly fee is required for this.

COMMON ROOM
• Indoor games and DSTV are available for students use.

• Roll call will be taken at meals and prep

DISCIPLINARY ETHOS
• General rules and sanctions will be the same as pertains in school.

Special attention will be given to the following:

COMMUNICATION WITH PARENTS
• Students can only take calls from parents and official guardians between 2:00pm - 6:00pm on weekends. However, the house master/mistress may receive calls from parents in the case of an emergency. A landline is available in the Head Residence's lodge. Calls during the week will be allowed between 9pm & 9:20pm.

POCKET MONEY
• A maximum of N8,000 per term, paid to Mr. Femi or Ms. Ekong who deposits the money with school accounts.

HEALTH CARE
• 2 qualified staff nurse are available to deal with emergencies or other health related issues. A clinic has been set aside where students can be looked after if unwell.
  • Parents will be requested to nominate preferred clinics or hospitals they would have their wards taken to for medical attendance in the case of serious illness.

PARENTS/EDUCATION GUARDIANS/VISITATION Guidelines
• Any pupils whose families will be out of town must inform the Director of Residential Learning and the school. On completion of hostel forms, parents must supply names and contact numbers of Educational Guardians.
Harold Shodipo Crescent, GRA Ikeja, Lagos
Tel: +234-1-7743235, 2950493.
www.grangeschool.com

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