

RETURNSBURG ACADEMY

SCHOOL MANAGEMENT POLICY

ESTABLISHMENT YEAR 2022

REVIEWED AND DATED 17TH DAY OF DECEMBER, 2025

RETURNSBURG ACADEMY

SCHOOL MANAGEMENT POLICY (SMP)

POLICY AMENDMENT CLAUSE

The provisions and inscriptions contained herein are subject to change, review, or amendment at the sole discretion of Management without prior consultation or meeting with parents, teachers, or any other stakeholders depending on the circumstances

1. PREAMBLE

This policy document defines the rules, expectations, responsibilities, and disciplinary measures governing academic work, staff conduct, reporting structures, learner's welfare, parents' obligations, and general school operations at Returnsburg Academy. All staff, learners, parents, and stakeholders are required to comply fully with these policies to promote discipline, academic excellence, peace, and professionalism.

VISION STATEMENT

To be a leading, world-class institution providing quality education to all learners across the globe

MISSION STATEMENT

We exist to provide quality education and to produce brilliant learners who are prepared to take up international responsibilities in the future.

CORE VALUES

- **Professionalism**
- **Learner-Centered Approach**
- **Accountability**
- **Client-Oriented Service**
- **Hard Work and Dedication**

IN SHORT "PLACH"

2. ACADEMIC POLICY

2.1 Homework

1. Teachers shall assign homework regularly and in line with the approved curriculum.
2. Homework must be marked promptly and feedback given to learners.
3. Failure by teachers to assign or mark homework without reasonable cause may attract sanctions.

2.2 Marking and Assessment

1. All class exercises, tests, and examinations shall be marked accurately and honestly.
2. Marks must be submitted within the timelines set by Management.
3. Any falsification or manipulation of marks shall lead to disciplinary action, including possible dismissal.

2.3 Attendance

1. Teachers and learners must attend school regularly and punctually.
2. Attendance registers must be completed daily and accurately.
3. Habitual absenteeism shall attract sanctions.

2.4 Grading

1. Grading shall follow the approved school grading system. Contact for SGS
 2. Teachers must explain grading outcomes clearly to learners when necessary.
 3. Grades must reflect the true academic performance of learners.
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3. REPORTING AND ADMINISTRATIVE STRUCTURE

1. All teachers shall report directly to the **Head of Academics**.
2. The Head of Academics reports to **Management**, who in turn reports to the **Proprietor of the School**.
3. No staff member is permitted to bypass this reporting chain as this may attract sanctions at the discretion of Management

3.1 Communication Policy

1. Teachers and staff are strictly prohibited from making phone calls during contact hours unless authorized
 2. Any breach of this rule may result in **termination of appointment**.
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4. STAFF CONDUCT AND DISCIPLINE

4.1 Violence and Well-being

1. Any form of violence—physical, verbal, or emotional—is strictly prohibited.
2. The school is committed to the well-being, safety, and mental health of staff and learners.
3. Violators shall face severe disciplinary measures.

4.2 Discrimination

1. Discrimination on the basis of gender, religion, ethnicity, disability, or background is strictly prohibited.
2. Any act of discrimination shall attract sanctions, including dismissal.

4.3 Teachers' Attitude and Professionalism

1. Teachers must demonstrate respect, integrity, patience, and professionalism at all times.
2. Rude, aggressive, or disrespectful behaviours toward learners, parents, colleagues, or Management will not be tolerated
3. All teachers are required to **welcome parents and learners every morning** during school session hours as part of their professional duties and to promote a warm, respectful, and disciplined school environment.
4. Teachers must be **fully engaged in school-related duties** during school hours, especially in the morning when learners and parents arrive.
5. The use of **mobile phones for personal calls, messaging, social media, or any non-school-related activities** during school hours is strictly prohibited unless expressly permitted by Management.
6. Any teacher found **using a phone or engaging in activities unrelated to school duties** during school hours shall be **asked to return home immediately**, as such conduct indicates that the purpose for which the teacher reported to school cannot be defined.
7. Parents and guardians are encouraged to provide suggestions to improve school operations and their children's learning experience. However, any complaints or concerns must be formally **channelled through the school Management**. Direct confrontation with teachers, staff, or other parents regarding complaints is strictly prohibited
8. When the bell rings, all teachers must immediately suspend their current activities and report outside
9. During breaks, teachers are required not only to come outside but also to actively supervise the students. Failure to comply may result in deductions from their salary
10. Any teacher who is on duty and fails to report early to supervise assigned responsibilities—including the filling of the Veronica bucket, monitoring of toilet facilities, or any other designated duty—shall be subject to salary deduction upon management's approval.
11. Teachers are required to conduct **weekly class tests** in subject areas they consider **difficult**, in order to assess whether learners have adequately understood the lessons taught
12. All teachers are required to **report to the school on the day preceding the official resumption date**.

- Any teacher who **arrives late (latest by 8:00am) on the day before the official resumption date** shall incur a **salary deduction of GHs 100.00**.
- Any teacher who **fails to report on the day before the official resumption date** shall incur a **salary deduction of GHs 200.00**.

4.4 Movement Within School Premises

1. Teachers shall not move to different classrooms or leave assigned duty posts without prior approval.
2. Unauthorized movement shall attract disciplinary sanctions.

4.5 Signing of Movement Book

1. All staff must sign the movement book before leaving the school premises during working hours.
 2. Failure to do so constitutes misconduct.
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5. ATTENDANCE, LATENESS, AND ABSENTEEISM

5.1 Lateness

1. Teachers must report to work on time as scheduled.
2. Persistent lateness shall attract warnings, salary deductions, or other sanctions as determined by Management.

5.2 Absenteeism

1. Absence from work without **three (3) days or more** prior approval attract disciplinary action.
 2. Continuous absenteeism may lead to default suspension or dismissal.
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6. PROMOTING PEACE, RESILIENCE, AND HARMONY

1. Returnsburg Academy promotes peace, teamwork, resilience, and mutual respect among staff and Management.
 2. Conflicts must be resolved through proper channels and dialogue.
 3. Actions that undermine unity or peace shall be sanctioned.
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7. GOSSIP AND MISCONDUCT

1. Gossip, rumour-mongering, and spreading of false information about the school, staff, parents, or Management are strictly prohibited.
 2. Any teacher found guilty of gossip shall face **immediate dismissal**.
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8. SALARY AND CONDITIONS OF SERVICE

1. Salary increments are **not automatic**.
 2. Any increase in salary is subject to **performance** which is paramount, and financial capacity.
 3. The school reserves the right to review salaries at any time.
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13. SCHOOL FEES AND FEEDING FEE PAYMENT POLICY

8.1 School fees policy

1. All parents/guardians must pay school fees on or before the stipulated deadlines. For example, 50% on the resumption day and last payment immediately after **Mid-Term**
2. Penalties shall be imposed on fee defaulters as determined by Management.
3. **All school fees must be paid in full for the current term. Parents and guardians are not permitted to carry over outstanding fees into the next term. Failure to clear fees on time may result in restricted access to school**
4. Any parent or guardian who owes the school and attempts to abscond or evade payment shall be reported and **may be taken to court**

8.2 School feeding policy

Effective next term, all school feeding fees must be prepaid. This measure is being implemented based on lessons learned from previous experiences with delayed or unpaid feeding fees.

10. PARENTS' RESPONSIBILITIES AND PROHIBITED ACTIONS

1. Parents must respect teachers, Management, and the school environment.
2. Abusive or disrespectful behaviours toward staff will not be tolerated.
3. Parents are required to attend all PTA meetings.
4. The school shall not be held liable for any form of non-compliance, poor academic performance, or disciplinary issues arising from a parent's or guardian's failure to provide adequate learning materials or any other required educational support for the learner.
5. Parents and guardians may provide suggestions regarding examination schedules; however, they are not the determining factor. The school reserves the sole authority to set and finalize all examination dates and timetables to ensure smooth academic operations.
6. All awards and recognitions for learners are to be recommended by teachers based on academic performance, conduct, and merit. Parents and guardians may provide input, but they do not have the authority to determine or influence award decisions
7. If a student sets foot on the school premises even once in the term, the parent/guardian is liable to pay the full term's fees.

8. Payment Made are 100% not refundable

10.1 PTA MEETING ATTENDANCE AND FINES

1. Failure to attend a PTA meeting without valid reason shall attract a fine of **not less than Fifty Ghana Cedis (GHS 50.00)**.
 2. Any parent or guardian who arrives late without a valid reason will be considered non-compliant.
 3. A fine of **not less Thirty Ghana Cedis (GHS 30.00)** will be imposed for lateness
 4. Consistent lateness or repeated non-attendance may affect parent **privileges** or **participation** in school-related activities **or the ward continues stay in school** as determined by Management.
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11. SANCTIONS AND DISCIPLINARY ACTION

1. Sanctions may include verbal warnings, written warnings, suspension, salary deductions, queries or dismissal.
 2. Management reserves the right to apply disciplinary measures as deemed appropriate.
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12. POLICY COMPLIANCE

All staff, parents, and stakeholders of Returnsburg Academy are required to read, understand, and comply with this policy. Ignorance of these rules shall not be accepted as an excuse.

13. FINANCIAL CONSULTATION AND AUTHORIZATION POLICY

1. The **School Accountant** shall **consult and seek guidance from the Head of Academics** when facing any financial challenges or decisions.
 2. Such financial matters shall include, but are not limited to:
 - Learners admissions and enrolment-related financial issues
 - Reduction, adjustment, or waiver of school fees
 - Outstanding fees, payment plans, or any other financial concerns
 3. The School Accountant shall **not independently approve or implement any financial decision** without prior consultation and authorization from the Head of Academics.
 4. Failure to comply with this policy shall constitute misconduct and may attract disciplinary action.
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14. CLASSROOM MANAGEMENT ACCOUNTABILITY POLICY

1. **Teacher Responsibility**

- Teachers are responsible for implementing effective classroom management strategies.
- Teachers must respond to misbehaviour promptly using approved disciplinary procedures.

2. **Learner Responsibility**

- Learners are responsible for adhering to school rules and behavioural expectations.
- Misbehaviour will be addressed according to the learner's discipline code.

3. **Administrative Support**

- Teachers are entitled to administrative support when classroom disruption persists.
- Serious or repeated misbehaviour must be reported to school leadership.

4. **Accountability Measures**

- A teacher **shall not be punished solely because a learner misbehaves.**
- Action may be taken **only if**:
 - The teacher fails to apply classroom management strategies, **and**
 - Repeated guidance, training, and support have been provided, **and**
 - There is documented negligence or refusal to follow school procedures.

15. SUBMISSION OF LESSON NOTE OR LESSON PLAN

15.1 All teachers from KG 1 – Basic Six are required to submit weekly lesson notes according to the school-approved schedule. Please contact Management for the schedule

15.2 Lesson notes should reflect the planned curriculum, learning objectives, and teaching strategies for each lesson.

15.3 Continued failure triggers a formal meeting with Management

15.4 If non-compliance persists after support and documented warnings, sanctions at the discretion of Management may apply

16. TEACHERS MOTIVATION

At the discretion of Management - Rewards for learner's performance, timely submission of lesson notes, or successful classroom management include:

- **Salary Increments**
 - **Sponsorship for workshops, seminars, degrees, or certification courses**
 - **Public acknowledgment**
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RESPONSIBILITY FOR PROFESSIONAL LEARNING COMMUNITY (PLC)

The **Head of Academics** shall be responsible for the planning, coordination, and effective implementation of the **Professional Learning Community (PLC)** within the school.

Failure by the Head of Academics to properly implement or supervise the PLC shall result in **sanctions by Management or the School Proprietor**, in accordance with the provisions of the **School Policy Documents**.

Teachers who fail to comply with PLC activities, schedules, or requirements shall, in turn, be **sanctioned by the Head of Academics**, as stipulated in the school's disciplinary policies.

Enforcement date:
Immediately

Approved by:
Management, Returnsburg Academy