



RETURNSBURG ACADEMY

SCHOOL MANAGEMENT POLICY

ESTABLISHMENT YEAR 2022

EXPERIENCE REAL
EDUCATION

REVIEWED AND UPDATED
5TH SEPTEMBER, 2026



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 welfare, parents' obligations, school fees, compulsory programmes, admissions, and general school operations at Returnsburg Academy. All staff, learners, parents, guardians, and stakeholders are required to comply fully with this policy and all school admission agreements in order to promote discipline, academic excellence, peace, accountability, 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

- 1 Professionalism
- 2 Learner-Centered Approach
- 3 Accountability
- 4 Client-Oriented Service
- 5 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 timelines set by Management.
- 3 Any falsification or manipulation of marks shall lead to disciplinary action, including possible dismissal.

2.3 Attendance and Registers

- 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.
- 2 Teachers must explain grading outcomes clearly to learners when necessary.
- 3 Grades must reflect the true academic performance of learners.



3. REPORTING AND ADMINISTRATIVE STRUCTURE

- 1 The Chief Executive Officer (CEO) is the highest and final authority of the School.
- 2 The Director General is the Head of School and reports directly to the CEO.
- 3 The Head of Academics and the Administrator both report to and operate under the Director General.
- 4 Teachers report through the Head of Academics and the approved administrative structure. No staff member may bypass this reporting chain.

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.

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 Non-Discrimination

- 1 Discrimination on the basis of gender, religion, ethnicity, disability, physical ability, or background is strictly prohibited.
- 2 The school does not discriminate between physically abled and physically disabled persons.
- 3 Any act of discrimination shall attract sanctions, including dismissal where applicable.

4.3 Teachers' Attitude, Time, and Professionalism

- 1 Teachers must demonstrate respect, integrity, patience, and professionalism at all times.
- 2 Rude, aggressive, or disrespectful behaviour 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 Teachers are required to report early and be ready for assigned duties by 7:00 a.m. during school sessions or as directed by Management.
- 6 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.
- 7 Any teacher found using a phone or engaging in activities unrelated to school duties during school hours may be asked to return home immediately and may face further sanctions.
- 8 Parents and guardians may provide suggestions to improve school operations and learning, but complaints must be formally channelled through school Management. Direct confrontation with teachers, staff, or other parents regarding complaints is strictly prohibited.
- 9 When the bell rings, all teachers must immediately suspend their current activities and report outside.
- 10 During breaks, teachers are required to actively supervise learners. Failure to comply may result in salary deduction upon Management approval.
- 11 Any teacher on duty who fails to report early to supervise assigned responsibilities, including filling the Veronica bucket, monitoring toilet facilities, or any other designated duty, shall be subject to salary deduction upon Management approval.
- 12 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.
- 13 All teachers are required to report to the school on the day preceding the official resumption date.



- 14 Any teacher who arrives late after 7:00 a.m. on the day before the official resumption date shall incur a salary deduction of GHS 100.00.
- 15 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.

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 shall attract disciplinary action.
- 2 Continuous absenteeism may lead to suspension or dismissal.

6. PROMOTING PEACE, RESILIENCE, AND HARMONY

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

7. GOSSIP AND MISCONDUCT

- 1 Gossip, rumour-mongering, and spreading of false information about the school, staff, parents, learners, or Management are strictly prohibited.
- 2 Any teacher found guilty of gossip shall face disciplinary action, which may include dismissal.

8. SALARY AND CONDITIONS OF SERVICE

- 1 Salary increments are not automatic.
- 2 Any increase in salary is subject to performance and the financial capacity of the school.
- 3 The school reserves the right to review salaries at any time.

9. SCHOOL FEES, FEEDING FEES, AND PAYMENT POLICY

9.1 School Fees Policy

- 1 All parents/guardians must pay school fees on or before stipulated deadlines. At least half or full payment must be made on the resumption day, anytime school resumes. If no payment is made, the learner may be denied access to the school.
- 2 Penalties may 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 outstanding fees into the next term unless Management gives written approval.
- 4 Payment made to the school is not refundable unless Management expressly approves otherwise in writing.
- 5 Any parent/guardian or person who tries to run away with the school's money or evade payment shall be reported and may be taken to court.



9.2 Feeding Fee Policy

- 1 Feeding fees are compulsory and must be paid as directed by the school.
- 2 Where feeding is required for a learner, feeding fees must be prepaid or settled according to Management instructions.
- 3 Delayed or unpaid feeding fees may lead to restricted feeding service or other action determined by Management.

10. PARENTS' AND GUARDIANS' RESPONSIBILITIES

- 1 Parents/guardians must respect teachers, Management, learners, and the school environment.
- 2 Abusive or disrespectful behaviour toward staff, learners, other parents, or Management will not be tolerated.
- 3 Parents/guardians must cooperate with the school on discipline, attendance, academic work, and child welfare.
- 4 Parents/guardians must provide correct contact details and respond when the school calls, sends SMS, or requests attention to a learner's matter.
- 5 The school may discipline learners when necessary according to school rules and approved procedures.
- 6 The school shall not be held liable for non-compliance, poor academic performance, or disciplinary issues arising from a parent's or guardian's failure to provide required learning materials or educational support.
- 7 Parents and guardians may provide suggestions regarding examination schedules; however, the school reserves the sole authority to set and finalize all examination dates and timetables.
- 8 All awards and recognitions for learners are to be recommended by teachers based on academic performance, conduct, and merit. Parents may provide input, but they do not have authority to determine or influence award decisions.
- 9 If a learner sets foot on the school premises even once in the term, the parent/guardian is liable to pay the applicable term's fees as determined by Management.

10.1 PTA Meetings, Programmes, and Levies

- 1 PTA meetings are compulsory for every parent/guardian.
- 2 Failure to attend PTA meetings shall attract a penalty of GHS 100.00 or any approved amount set by the school/PTA.
- 3 Any parent or guardian who arrives late without a valid reason may be considered non-compliant and may be sanctioned as determined by the school/PTA.
- 4 All programmes and levies approved by the PTA and school Management are compulsory.
- 5 Career Day and Graduation Day are compulsory for every learner while enrolled in the school. Failure to comply may result in the learner being denied the opportunity to write examinations, even if school fees and examination fees have been paid in full.

10.2 PARENT/GUARDIAN CAUTION BEFORE COMPLETING AN ADMISSION FORM

Before completing, signing, or submitting an admission form, every parent/guardian must carefully read the school rules, admission conditions, fee obligations, compulsory programmes, learner behaviour requirements, and other applicable school agreements.

- 1 All information supplied about the learner and parent/guardian must be true, accurate, and complete.
- 2 Parents/guardians must check names, date of birth, contact details, previous-school information and any other required particulars before submission.



- 3 A parent/guardian who does not agree to the school rules, payment obligations, discipline, attendance, uniform, learning-material or compulsory-programme requirements should not complete or submit the admission form.
- 4 Signing or submitting the form confirms that the parent/guardian has read, understood, and accepted the school rules and admission agreements.
- 5 False information, deliberate omission, or misrepresentation may cause the admission to be reviewed or cancelled by Management.
- 6 Parents/guardians must promptly notify the school when important learner, guardian, contact, health, emergency or authorized-pickup information changes.

11. ADMISSION AGREEMENT AND LEARNER ACCESS POLICY

- 1 By submitting or signing any manual admission form, voucher admission form, online admission form, PDF admission form, or related admission document, the parent/guardian confirms that the school rules, regulations, and agreements have been read, understood, and accepted.
- 2 Admission is subject to the rules, regulations, and agreements of the school as accepted in the Manual Admission Agreement Form or Voucher Admission Agreement Form filled during admission.
- 3 Half or full payment must be made on the resumption day, anytime school resumes. If no payment is made, the learner may be denied access to the school.
- 4 Parents/guardians must ensure that learners comply with school discipline, attendance, uniform, academic, payment, PTA, Career Day, Graduation Day, and approved programme requirements.
- 5 Learners may be restricted from school activities, examinations, or school access where parents/guardians fail to comply with school policies and agreements, subject to Management decision and applicable school procedures.

12. SANCTIONS AND DISCIPLINARY ACTION

- 1 Sanctions may include verbal warnings, written warnings, suspension, salary deductions, queries, restricted access, dismissal, or any appropriate action determined by Management.
- 2 Management reserves the right to apply disciplinary measures as deemed appropriate.

13. POLICY COMPLIANCE

All staff, learners, parents, guardians, 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.

14. FINANCIAL CONSULTATION AND AUTHORIZATION POLICY

- 1 The School Accountant shall consult and seek guidance from the Head of Academics when facing financial challenges or decisions.
- 2 Such financial matters include, but are not limited to, learners' admissions and enrolment-related financial issues, reduction, adjustment or waiver of school fees, outstanding fees, payment plans, and 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.

14.1 Expenditure and Financial Record Accountability

- 1 All school expenditure, including salaries and wages, fuel and transport, maintenance and repairs, utilities, teaching and learning materials, administration, programmes, projects, and other operating costs, must be properly recorded.
- 2 Each expenditure must state the date, category or purpose, amount, payment method, and supporting receipt, reference, or explanation where applicable.



- 3 False, concealed, duplicated, or deliberately misleading expenditure records constitute serious misconduct.
- 4 Where a paid book or item transaction was entered wrongly, only the Chief Executive Officer or Director General may correct the affected transaction. The reason for the correction and the original record must be retained for accountability.
- 5 A correction must not be used to conceal sales, stock, receipts, payments, or any other financial activity.

15. CLASSROOM MANAGEMENT ACCOUNTABILITY POLICY

15.1 Teacher Responsibility

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

15.2 Learner Responsibility

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

15.3 Administrative Support

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

15.4 Accountability Measures

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

15.5 Learner Conduct and Behaviour - Up to JHS 3

The following behavioural expectations apply to learners throughout the school, including JHS 1, JHS 2 and JHS 3. Sanctions shall be applied according to the learner's age, seriousness of the misconduct, circumstances, and approved school disciplinary procedures.

- 1 Learners must show respect to teachers, staff, visitors and fellow learners and must obey lawful and reasonable school instructions.
- 2 Bullying, fighting, intimidation, threats, abusive language, harassment, or deliberate humiliation of another person is prohibited.
- 3 Theft, dishonesty, deliberate destruction of school property, or damage to another person's property is prohibited. A parent/guardian may be required to replace or pay for property deliberately damaged by a learner.
- 4 Learners must attend school and lessons regularly and punctually and must not leave the school premises or an assigned activity without permission.
- 5 Learners must maintain proper uniform, personal appearance, classroom behaviour, and conduct appropriate to the school environment.
- 6 Cheating, possession of unauthorized examination materials, communicating during examinations, impersonation, or deliberate disruption of an examination is prohibited.
- 7 Learners must not bring or use mobile phones or other unauthorized electronic devices at school unless Management has expressly permitted their use for a school purpose.
- 8 Possession of dangerous, unlawful, or prohibited items on school premises or during school activities is strictly forbidden.
- 9 JHS 3 learners and examination candidates remain fully subject to the school's rules and behavioural standards; candidate status does not exempt a learner from discipline.

16. SUBMISSION OF LESSON NOTE OR LESSON PLAN



- 1 All teachers from KG 1 to JHS 3 are required to submit weekly lesson notes or lesson plans according to the school-approved schedule. Please contact Management for the schedule.
- 2 Lesson notes or lesson plans should reflect the planned curriculum, learning objectives, and teaching strategies for each lesson.
- 3 Continued failure triggers a formal meeting with Management.
- 4 If non-compliance persists after support and documented warnings, sanctions may apply at the discretion of Management.

17. TEACHERS' MOTIVATION

At the discretion of Management, rewards for learner performance, timely submission of lesson notes, or successful classroom management may include:

- 1 Salary increments
- 2 Sponsorship for workshops, seminars, degrees, or certification courses
- 3 Public acknowledgement

18. 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 disciplinary policies.

Enforcement date: Immediately

Approved by:
Management, Returnsburg Academy