



RC: 667636

**RABERTO
SCHOOLS**
EARLY YEARS, PRIMARY & SECONDARY

STUDENT HANDBOOK



RABERTO SCHOOLS

OUR SCHOOL

Raberto Schools is a Cambridge International accredited school strategically situated in Wuse 2, the highbrow area of Abuja. Our school offers an integrated curriculum which is a blend of the Nigerian and British curricula. It is a co-educational day school for children of all ages, different backgrounds, mixed abilities and great potentials.

Raberto Schools consists of Crèche, Playgroup, Nursery, Primary and Secondary sections which are all located within the same premises. This continuous blend adds to the diversity and richness of our community to the benefit of everyone

Raberto Schools was established in 1995 by Mrs. R.A. Ozigi, an experienced professional teacher and educator with over 40 years of successful running of schools in Nigeria. Mrs. Ozigi was fully supported by her late husband Prof. Albert Ozigi (OON), a renowned passionate educationist, an excellent administrator and patriot, who made outstanding contributions to education in Nigeria. This is the foundation on which Raberto Schools is built.

"Raberto Schools is a dream come true. With only seven (7) children from around my neighborhood in Area 11, Garki in 1995, we have produced thousands of very successful graduates, professionals, and entrepreneurs all over the world doing great exploits...." Such are the wonderful testimonies of the founder Mrs. R.A. Ozigi

OUR MISSION

To raise well educated, disciplined and confident children who will contribute positively to the Society.

- To inculcate core values of the school in every learner through innovative methods and learner centered activities.
- To ensure quality teaching and learning by promoting the ethos of continuous professional development.

OUR VISION

To create an enabling environment for children to learn and develop core skills and values.

OUR MOTTO

“Faith and Work”

VALUES

Our core values are derived from the acronym RABERTO. These values underpin everything we do in Raberto Schools, as we believe it will shape our children's lives and prepare them for the future.

1.Respect: showing a sense of worth and value towards people (includes respect for themselves, human rights, elders and being responsible) and school property.

2.Accountability: Being answerable, accountable and committed to whatsoever is placed within our care.

3. Benevolence: Showing kindness towards others.
4. Excellence: Being exceptionally good and outstanding in whatsoever we do.
5. Resilience: Having a positive and optimistic view towards life, aiming high and persevering in the face of difficulties.
6. Tolerance: the ability to accommodate the existence of opinions or behaviours that one dislikes or disagrees with.
7. Obedience: Being submissive to authority and compliant to school rules and guidelines.

DAILY ROUTINES

The daily routine for the Early Years, Primary and Secondary sections follow similar pattern but vary across the different sections of the school.

Time	Activity
7:30am	Arrival of pupils/students
7:40am	Assembly
8:00am	Lesson Begins
10:00am	Break Secondary (1st Break)
10:00am	Break (Early Years)
10:20am	Break (Primary 1-6)
12:30noon	Break Secondary (2nd Break)
1:00pm	End of learning cycle time (Early Years)
1:25pm	End of learning cycle time (Year 1— 6)
2:00pm	End of learning cycle time (Secondary)
2:20pm	Prayer Break (Secondary)
3:00pm	Closing (All Sections)
3:00 -4:00pm	Re-enforcement lessons (optional)

Note: On Fridays, the school closes at 12.40pm.

REPORT SYSTEM

For each of the three terms, Raberto Schools issues Formative Report at mid-term, Learner's Appraisal Report and a Summative Report at the end of the term.

Formative Report gives a clue on the way forward for a better result.

Learner's Appraisal Report indicates the learner's strengths and areas of concern.

Summative Report is the cumulative report at the end of each term.

DEVELOPMENT INDICATORS

C.A. (Continuous Assessment) is a mark out of 60 for junior school and 40 for senior school, taken by adding the mark for class work, home work and tests.

EXAM MARK

This is the total examination mark expressed as a mark out of 60 for senior school and 40 for junior school.

Total Percentage

This is gained by adding the Continuous Assessment and the Exam Mark.

GRADING

At the end of each term, a student will be given a percentage score for subject and assigned a grade score based on the following:

PRIMARY

SCORE	GRADE	DESCRIPTION
80 - 100	A +	Excellent
70 - 79	A	Very Good
65 - 69	B	Good
50 - 64	C	Good
40 - 49	D	Poor
0 -39	F	Fail

SECONDARY

SCORE	GRADE	DESCRIPTION
75 - 100	A	Excellent
60 - 74	B	Very Good
50 - 59	C	Credit
40 - 49	D	Pass
0 -39	F	Fail

CODE OF CONDUCT

Raberto School strives to offer a range of educational opportunities that seek to fulfill the goals of the Mission Statement:

Raberto is totally committed to the promotion of excellence through an all-round quality education, strong academic knowledge, acceptable moral values, global perception of roles and positively identifying with immediate environment.

It is important that you acknowledge your responsibilities as learners and parents toward our community including fellow students, teachers and school staff. These responsibilities apply while in school, on a school outing, when representing the school or when you are identified with the school.

Learners are expected to:

Be punctual and positive

- Establish realistic, clear and meaningful academic, social and physical goals for each year's program of study.
- Establish and maintain a positive academic work ethic to ensure sustained academic progress
- Have respect for, and take pride in the school environment.
- Conduct themselves, at all times, in a manner that will bring credit to the school.
- Be courteous and respectful in their conduct towards staff, fellow students and visitors to the school as stated by the rules.
- Involve themselves in every sphere of school life to take advantage of all possible opportunities.

Outstanding examples of good behavior and positive conduct will receive due honour and acknowledgment. Conversely, learners who find themselves unable to remain within the guidelines and the school rules will be subjected to disciplinary procedures. The penalties will depend on the seriousness of the offence and sanctions may be imposed that seem most appropriate.

Any breach of the Code of Conduct must be seen as a breaking of the mutual trust and respect existing between us all within our school community and so individuals must remember this and expect appropriate steps to be taken.

GENERAL

- All legitimate instructions given by members of staff and learner representatives' must be carried out willingly and promptly.
- Learners should remain within the school environment during the day. The school environment may only be left at the end of the day or with a signed permission from the Head or Deputy Head.
- Cigarettes, alcohol and drugs are regarded by the school as illegal and may attract instant suspension or expulsion from school.
- Abusive or intolerant language will not be tolerated
- Behaviour towards other learners should be respectful and

appropriate.

- Learners must be on time for assemblies and lessons.
- Classrooms or laboratories should only be entered by the permission of the teacher, and learners should wait quietly outside if required.
- Staff should be addressed by their title and surname e.g. 'Mr. Olagbegi or Mrs. Kolawole.
- Visitors' should be addressed as 'Sir' or 'Ma'
- Food and drink may only be consumed in the Dining Hall or Classroom.
- Learners would not be allowed unrestricted access to social network e.g. facebook, twitter, whatsapp, etc.
- Parents are advised to monitor the internet access of their children/wards

DRESSING AND APPEARANCE

The complete school uniform which comprises of two sets of uniform, 2 sets of P.E. Wear, Cardigan, a tie and a blazer (secondary only) would be provided by the school on admission.

UNIFORM AND PRESENTATION

- Learners should be smartly presented at all times, wearing full school or PE uniform. Take pride in your uniform and

respect for your school.

- Learners must have their student ID cards on them at all times.
- All items or uniform must be clearly marked with your name.
- The only jewellery allowed is a pair of ear studs (girls only) and any items with religious significance (by agreement with sectional head, as long as it does not pose a threat to other learners)
- Simple, plain watchstraps only are permitted.
- No make-up is permitted (this includes nail polish and Henna designs). Tattoos are NOT encouraged.
- Black school shoes must be worn with black or navy blue socks on main school uniforms while white canvass must be worn with white socks on P.E wear for all learners.
- Ties and top buttons should always be done up.
- Trousers should be properly pulled up.
- Hair colour should be natural.
- Girls' hair should be neat and neatly braided (Long and coloured Extensions/Attachment are not permitted.)
- Boys should have well-groomed low cut hair and no beard at all.
- Walkmans, personal stereos game — boys' pagers, mobile phones or any other electronic devices are NOT permitted in the school. Such items will be confiscated and will be returned at the end of the term. Note that any damage to the item during this period will be at the owner's risk.
- Modest dressing is required for parties or other occasion when uniform is not worn.

CLASSROOM RULES

Things learners must do:

1. Arrival by 7:30am while Assembly begins by 7.40 am
2. Make sure that the desks are properly arranged and that the classroom is tidy before the start of lessons.
3. Raise their hands when they want to ask or answer question.
4. Sit up properly at their desks.
5. Participate fully and cooperatively during lessons.
6. Do and submit their assignments and projects properly and promptly.
7. Catch up on any work they have missed through absence.

Things learners should not do:

1. Talk during a lesson without the teacher's permission
2. Leave their desk or move around the classroom unless they are told to do so by the teacher
3. Shout out answers
4. Lean on the walls. Sprawl over their desks, or put their feet on their desks.
5. Write on the white-board without the teacher's permission
6. Make any mark on furniture or walls
7. Bring comics, magazines, etc to lessons
8. Playing football in the classroom.

All learners should bear in mind that their testimonials will reflect in accurate terms their behavioural record.

It is vital that the hand book for learners at Raberto School is read, understood and followed by both learners and their parents.

The learners should keep the hand book for reference. Additional copies are available in the office. It is expected that you follow it strictly.

Channel of Communication for learners are:

- Newsletters
- School Portal
- Notice Board
- Hand Book
- School Calendars
- Assemblies
- Class teachers
- WhatsApp

Guidelines For Parents:

Birthday

Birthday celebration is the celebration of life which we all encourage. But being a School environment, we would like our Parents to adhere strictly to the following guidelines:

- Notify the Class Teacher few days or a day to the programme and also get the necessary information
- Birthday party starts and ends within the stipulated break periods (Early Years @ 1:00pm, Primary @ 1:25pm and Secondary @ 10:00am)
- Celebrants in Early Years /Primary and Secondary are encouraged to donate five story books to their classroom's

library.

- You are allowed to stay for fifteen (15) minutes to enable you take snap shots if you so wish.

- Please note that it is the Class Teacher's responsibility to manage the party and to also distribute the items to the pupils (if any).

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Guidelines For Parents on Complaints

- No verbal or physical confrontation on any member of the staff, all complaints should be reported to school management

- Parents should send complaints through appropriate channels.

- Whatsapp platforms should not be used as a medium to communicate grievances under any circumstance. Rather parents are expected to send in their complaints as direct messages to form teachers, Head teacher, Principal or other staff.

- Conflicts with another parent and their children/ward should be communicated to the appropriate school management for resolution. At no point should a parent go confrontational with any learner or another parent within or outside the school premises.

- Corporal punishment on your child/ward is not encouraged within the school premises.

- Involvement of the law enforcement agencies should only be with the notice of the school management.

PROCEDURE OF EXCUSE

Parents should either come to the school to meet appropriate persons for permission or through phone calls.

PROCEDURE FOR BRINGING ELECTRONIC DEVICES

Learners who need to bring gadgets to school must hand same over to the Principal/Head Teacher or their deputies when they arrive to school in the morning. They are to collect same when it is time for it to be used and return them immediately after until pick up time.

PROCEDURE FOR MEDICAL EMERGENCY

In case of a medical incident, school staff will immediately:
Contact the school nurse and the Head Teacher/ Principal/ Vice Principal (where necessary)

- Escort an injured person who is ambulatory to the school nurse's office or notify the school nurse if the person cannot be moved.
- Head Teacher /Principal/Vice principal will ensure that designated individuals are directed to remain with the injured or ill person until medical assistance arrives. The school's medical response will proceed as follows:
 - The nurse will assess the condition of the person(s) to determine the category of injury, illness, or condition: (Life-threatening or potentially disabling or Non-life-threatening)
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 - If the child requires hospitalization, the parent's consent is sought and the child is moved to Limi Children's Hospital or the parent's hospital where necessary

- Parent/guardian joins the school at the hospital.

FOOD & DRINKS

Learners should come into the school with their food/drink in the morning, as food/drinks brought by drivers or someone else other than the learner themselves will be rejected by the school except with prior notice from the parent.

CASH

The school does not encourage parents to give cash of more than two thousand naira (#2,000) daily to their children/wards to school.

PICK UP TIME:

Monday – Thursday @ 3:00pm (All Learners)

Friday @ 12:40pm (All Learners)

• **Note:** Parents/guardians who pick their children/wards after 5:00pm will pay a fine of one thousand Naira (#1000) daily

SCHOOL PROGRAMMES:

Every learner is expected to join two clubs in the school. -The choice of membership of any club by the learner should be based on the child's temperament, aptitude and interest.

(Subject Based)

1. Press Club/Media club
2. Literary and Debating Club
3. Jet Club

4. French Club
5. Home Makers Club
6. Fine Art Club
7. Young Farmers
8. Coding Club
9. Artificial Intelligence
10. Music Club
11. STEAM club
12. Entrepreneurial Club
13. SAGE Club

Others

1. Swimming Club
2. Taekwando Club
3. UNESCO Club
4. Ballet Club
5. Chess Club
6. Rotary/Interact club

PERIOD OF MEETING

All Clubs hold on Tuesdays and Thursdays for Early Years / Primary learners @ 2:00pm to 2:45pm.

All Clubs hold on Mondays and Tuesdays for Secondary learners @ 2.20pm to 3.00pm.

Raberto Stallion Football Academy holds on Mondays and

Wednesdays @ 3:00pm to 4:00pm

Procedures for Staff Interaction

See below for guidelines of whom to consult in various situations:

Guidelines of whom to consult in various situations:

S/N	SITUATION	WHOM TO SEE
1	Admission	Head of Section
2	Withdrawal	Head of section
3	Absence from school	Head of Section or Deputy or form teachers.
4	Medical Problems	The School Nurse through the class teacher
5	Academic performance	The Class/ Subject teacher through the sectional heads or vice versa
6	School Fees	School Accountant

7	Disciplinary Complaint	Class teachers, Head of section.
8	Examinations	Class teacher, Examination Officer, Head of section.
9	Query about school fees	The Director through the Head of Section and Accountant

Genera Offences and Punishment in School

S/N	OFFENCE	PUNISHMENT	LEVEL OF AUTHORITY
1	Stealing	Isolation/denial of privileges and counseling. At second count, the learner would carry out an age appropriate community service(to be determined by the sectional head) and may face suspension. If persistent, may be expelled.	Class Teacher , Disciplinary Committee , G&C, Head of Section
2	Coming late to school	Community service /Warning, Recording of names and parents conference if persist	Teachers on Duty Disciplinary officer/Sect- ional Heads

3	Lying to teachers	Warning and Counseling, Community Service if persistent	Teachers, Head of section if persistent.
4	Use of people's property without permission from the owner	Apology/warning	Teachers/ Disciplinary Officer , Head of section
5	Disrespect to Directors, teachers, prefects and other staff	On the spot correction , Apology Sweeping of classroom if persistent.	Teacher/ Disciplinary Officer.
6	Rude to peers	Apology/warning, Community Service if persistent	Teachers/ Disciplinary Officer
7	Reporting an offence	Report to class teacher	Teachers/ Disciplinary Officer , Head of section
8	Littering	Pick dirt/warning. Emptying the trash from other classrooms.	Prefects, Teacher/Disciplinary Officer

9	Vandalizing school property	Pay for the item and Community Service	Prefects, Teachers and Disciplinary Officer
10	Use of vulgar/abusive language	Warning and counseling, sweeping classrooms and condemnation of the act at the assembly if persistent	Prefect, Teachers, Disciplinary Officer
11	Loitering	Warning and counseling, sweeping classrooms and condemnation of the act at the assembly if persistent	Duty prefect, Duty teacher
12	Writing or drawing on the wall, desk	Warning/Condemnation and/or parents are made to pay for repairs.	Disciplinary Officer/Committee, Head of section
13	Refusal to return borrowed books or return in good order	Warning /condemnation/parent conference, Ban from borrowing books for 2 weeks	Librarian/Sectional Heads

14	In possession of pornographic publications/pictures	Warning and counseling. Suspension from school if persistent	Disciplinary Officer/Sectional Head
15	Produces fake ID cards and documents	Parent conference Suspension if persistent.	Head of section /Disciplinary Committee
16	Showing disrespect to the Nigerian symbols	On the spot correction, Condemnation, community service.	Disciplinary Officer/Sectional head
17	Carries dangerous weapon and causes bodily harm to others or self.	Expulsion/parent conference after paying the hospital bills in case of injury.	Disciplinary committee, Head of section
18	Fighting in the school	Warning/condemnation/parent conference/3 days community service, if persistent should result to suspension	Disciplinary Officer/Committee

19	Immoral acts such as rape, homosexuality ,consensual sex	Parent conference, warning ,counseling, suspension and expulsion depending on the offence.	Disciplinary committee , G&C, Head of section
20	Use of electronic gadget such as Walkman, mobile phone, radio, etc	Warning and Parents conference. Confiscation for a term , if persistent	Disciplinary Officer/Head of the school
21	Late Pick up	At third count, a fine of 1,000 per day would be charged to the parents for every time learners are picked after 5pm . Late pickup begins at 5pm.	Teachers on duty, Head of section,

IN THE CLASS

S/N	OFFENCE	PUNISHMENT	AUTHORITY
1	Improper dressing	On the spot correction, warning if persistent counseling and one week community service	Teachers, prefects
2	Lateness to lessons	Warning/stand at back of the class for some minutes and counseling and sweeping of classes if persistent	Teachers, Disciplinary Officer
3	Sleeping in class	Stand at the back of the class, Counseling if persistent	Teachers, Head of section, G&C if persistent
4	Failure to do/submit assignment/ Project	Do assignment at back of class, deduct mark, warning. If persistent, sweeping of class room and parent conference	Teachers, Disciplinary Officer
5	Noise making in class	Call to order, stand and raise hands and close eyes for 5 minutes. If	Teachers, class teacher,

6	Disturbing teachers during lessons	Call to order, stand and raise hands and close eyes for 5 minutes. If persistent counseling and sweeping of classes	Teachers, class teacher, Disciplinary Officer
7	Failure to copy notes	Call to order, stand, and raise hands and close eyes for 5 minutes. Denial of breaks and extension of closing time If persistent, counseling, sweeping of classes and parent conference	Teachers, class teacher, Disciplinary Officer.
8	Failure to submit test script on time	Invigilator to record a subtraction of 5%	Teacher
9	Wrong dressing	Confiscate items and warning. If persistent community service.	Teachers and Disciplinary Officer
10	Misplacing borrowed items	Made to buy missing items, apologize to lender and warning	Teachers, class teachers,

11	Forgets his or her learning materials at home	Warning, call the parents to bring the materials to school, if persistent parent conference	Teachers, class teacher, Disciplinary Officer
12	Absent from lessons without permission	Warning, writes apology letter, parent conference if persistent	Teachers, class teacher, Disciplinary Officer
13	Refusal to hand in the examination paper	Condemnation/parent conference. If persistent, suspension	Disciplinary committee
14	Cheat in the examination	Condemnation and parents conference, suspension, can lead to expulsion if persistent	Disciplinary committee

MODES OF PUNISHMENT

The meaning and implications of the kinds of punishment recommended as contained in the above rules and regulations are hereby explained as follows:

1. Warning:

The learner is warned to desist from his actions or face serious punishments. He/she is also told the implications of his/her action(s). However, if the offence committed is a sensitive one, a written (warning) letter is issued and filed in the student's file for further events.

2. Condemnation:

This simply means that the learner is issued with a letter called "letter of condemnation," a copy of which is sent to the parents. She/He is also called to the assembly and exposed before his colleagues depending on the type and degree of misbehaviour. Discretion will be applied. The implication of this is that any further serious offence committed by the learner warrants at least a suspension, the duration of which is to be decided by the disciplinary committee.

3. Parent Conference

The parents of the offender is officially invited to the head of section's office in the presence of some members of the disciplinary committee (as approved by the committee) and they are told the decision of the committee based on the offence(s) committed by their child and the rule(s) as it applies to it(them).

4. Internal Suspension

Learners will be allowed into the school premises, but the offending child will stay in the class but will not participate in any of the breaks.

He/she will be engaged in community service.

5. External Suspension

This entails suspending a learner from the school premises for a period of time. Such a learner won't be allowed to come to the school at all throughout the duration of the suspension period. This period is meant for him/her to brood on his/her actions and re-organize himself/herself. During this period of suspension the learner earns zero assessment. At the expiration of the suspension period, the learner is expected to come to school with the parents who signs an undertaking that their ward would henceforth be of good character in attitude and in learning, bearing in mind that they must have done their own bit of work

6. Expulsion

When a student is expelled from the school, he/she ceases to be a learner of the school. This means the admission has been withdrawn from him/her. No transfer letter will be given to the learner who has been expelled.

REWARDS FOR POSITIVE BEHAVIOUR

Outstanding examples of good behavior and positive conduct will receive due honour and acknowledgement.

Definition of community service

Community service are voluntary work performed by the learners. These includes:

- a. Sweeping
- b. Wetting of flowers
- c. Picking of dirts
- d. Taking out trash from classrooms
- e. Washing of toilet

Please note: learners who follow the school bus shuttle are exempted from punishments attached to 'lateness to school'.

Please sign and return the declaration form to show that you have received and read the code of conduct.

Thank you and welcome to Raberto Schools.



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