

SHINING STAR GROUP OF SCHOOLS



Shining Star Group of Schools PROSPECTUS

NAME OF THE SCHOOL: Shining Star Group of Schools (Crèche, Nursery, Basic and Senior Secondary)
SUBSIDIARIES: Shining Star Crèche & Montessori, Shining Star Nursery & Primary School and Shining Star College
ADDRESS: Plot 22 Shining Star Street, Off Gado Nasko Road, Site 2, Phase 2, Kubwa, Abuja FCT.
E-MAIL: info.shiningstarschools@gmail.com
WEBSITE: www.shiningstarschools.com
SCHOOL MOTTO: Learn Today . Lead Tomorrow
FOUNDER: Mr. & Mrs. Osi & Victoria Imomoh

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- Crèche
- Pre-Nursery
- Nursery
- Basic
- Senior Secondary

Prospectus

Join the Stars at Shining Star

1.0 SCHOOL INFORMATION

NAME OF THE SCHOOL: Shining Star Group of Schools - SSGOS
(Crèche, Nursery, Basic and Senior Secondary)

SUBSIDIARIES: Shining Star Crèche & Montessori, Shining Star
Nursery & Primary School (SSNP) and Shining
Star College (SSC)

ADDRESS: Plot 22 Shining Star Street, Off Gado Nasko Road,
Site 2, Phase 2, Kubwa, Abuja FCT.

E-MAIL: info.shiningstarschools@gmail.com

WEBSITE: www.shiningstarschools.com

MOTTO: Discipline, Knowledge and Service (SSNP)
Excellence and Vision (SSC)

FOUNDER: Mr. & Mrs. Osi & Victoria Imomoh

1.1 SSGOS MOTTO

Learn today, lead tomorrow.

1.2 OUR VISION

Just as stars shine so brightly and light up the sky effortlessly, so it is at Shining Star. It is our vision to raise exceptional leaders to excel in and shape our dynamic world.

1.3 OUR MISSION

To provide children from 3 months to teenage years world-class academic, co-curricular and moral education. We recognise not only our commitment to education but our responsibility to Nigeria and the world, and we strive to maintain this through our integrity to positively impact the lives of our children, staff, parents and communities we serve, and to inspire others to do the same.

1.4 ANTHEM

SCHOOL ANTHEM

FIRST STANZA

We are the children of Shining Star
We are the leaders of tomorrow's world
We are the hope of this great nation
With love and faith we are marching on

Chorus:

Shining Star
My beloved school
Shining Star
To our families (2x)
Nation and friends

SECOND STANZA

Lift up your heads it's a bright new day
We have to focus on discipline, knowledge and service
In God we trust for a better tomorrow
With love and courage we shine like a star



COLLEGE ANTHEM

I am a Shining Star
I shine through my world around
With love and strength and faith
Soaring through the skies
I am ball of light
Showing the path I go
Living the truth of life
Sowing the seeds of love
I see my tomorrow today
I walk my path to my goal
I walk in the strength of God
A Shining Star to all lives





1.5 HISTORY OF THE SCHOOL:

Shining Star Nursery and Primary school was established by Mr. & Mrs. Osi and Victoria Imomoh on the 5th of January 1998 and following the huge success, Shining Star College academic activities commenced on 6th October, 2003. Both schools aim to provide children with sound academic and moral education that will prepare them to excel in the 21st century and beyond.

Today, the population has grown so encouragingly as a living testimony of its popularity in FCT and beyond due to:

1. Renowned academic excellence and sound moral ethics through:
 - Teaching methods applied (multi-sensory and child centered)
 - Experienced and qualified teaching and non-teaching staff
 - Fully integrated curriculum at the school leading to excellent performance in external examinations and competitions
 - Active participation and organisations of soft skills, workshops and excursions
2. Conducive learning environment: facilities and structures such as crèche, spacious classrooms, activity/creativity rooms, well equipped Laboratories, technical workshops, sport facilities, boarding facilities for male and female students, fleet of school buses and so on.

In 2015, both schools, in addition with the Crèche, were combined to form Shining Star Group of Schools, as the mission and vision are shared between both schools and we are known best as one family "Shining Star".





Chairman's Welcome Note

First, I would like to say welcome to Shining Star Group of Schools - a place where teaching is inspired by love.

Upon arrival at Shining Star Group of Schools, you will sense that the atmosphere here is very special, friendly, pleasing, different, exclusive and multicultural. Our campus is exceptional, a commendable and conducive environment with quality of facilities equaled by a few schools in Nigeria. Pupils and students, both past and present can attest to our successful commitment to them as individuals, our dedicated caring staff, our sensitive and proactive management and the practical completeness of the education we provide.

I know that good education is not only about academics but also about building morals and special relationships - one laced with discipline, between teachers and students/ pupils, and among pupils and students themselves, to enable them develop into mature adults who are confident without being arrogant, friendly without getting too familiar, relaxed but not casual and courageous enough to live by sound moral, social and spiritual values.

It has been very fulfilling, building a high standard and world class academic environment that offers our pupils and students the best place to learn. We wholeheartedly welcome you to come and experience it for yourself.

O. C. Imomoh, Mr.
Chairman – Shining Star Group of Schools



Executive Vice Chairman's Welcome Note

You are welcome to Shining Star. We set out on the 5th of January 1998 to bring first-class education to Abuja FCT when we noticed a gap in the availability of quality education, and this led to becoming amongst the first private schools in the city.

It has always been our philosophy to give children the best in terms of education and character, and Shining Star continues to attain high standards hence its popularity in FCT and beyond. Our children have continued to stand out in the crowd, excel in all their aspirations and demonstrate remarkable character amidst their peers. In addition to developing your academic skills, you will be taught to know yourselves, to identify & explore your potentials, and how to be responsible, respectful and independent. You will also be taught how to work with your peers in teams, the spirit of giving and how to care for one another regardless of our differences be it in religion, gender, age, nationality, race, tribe and physical appearances.

Also, children learn best by what they see; what we do as adults. You are rest assured that our teachers and other staff share our vision and as a team, have always demonstrated such through their relentless and unique effort towards the growth of the school. Notwithstanding, development and welfare is not only centered on our students, the aspiration of our staff is priority in our institution.

I urge you to be guided by our vision, adopt our culture and abide by the rules and regulations. I wish you success in your academic and personal goals.

Welcome once more to the Shining Star family.

V. O. Imomoh, Mrs

Exec. Vice Chairman – Shining Star Group of Schools

1.6 OBJECTIVES OF THE SCHOOL

“To introduce our children to the truth that they may know it, to the good that they may love it and to the beautiful that they may delight in it.” - Anonymous

- To foster loyalty, mutual respect and respect for all mankind.
- To impact quality education in our pupils/students in a friendly and congenial atmosphere.
- Development of teaching and non-teaching staff in order to impact knowledge and motivate our children to learn.
- Prepare students to be independent thinkers, skillful communicators, lifelong learners and global citizens.
- Promote a creative and proactive lifestyle.
- Encourage acceptance and tolerance of the diversity in moral, traditional, interracial and religious values.
- To develop a healthy study habit in our children through proper counselling and guidance and to produce children who demonstrate excellence in character and learning.
- Orient students to the world of technology and media, developing familiarity, competence, and awareness of the tools they will need as they continue learning process.
- To develop leadership and entrepreneurial skills, interpersonal, ethical and social skills through soft skills workshops and seminars.

To inculcate in the children sound discipline so that they will be law abiding citizens of tomorrow.

SHINING STAR NURSERY/PRIMARY SCHOOL AWARDS



1. 27/5/2000: March Past Children's Day - 2nd position Bwari Area Council
2. 27/5/2001: Funfair Talent Hunt Concert at the Abuja Council for Arts and Culture - First position boys and girls second position.
3. 27/5/2002: Children day march past Bwari Area Council - First position. The school was invited to the state house for children's day celebration tagged Unity Forum.
4. 27/5/2003: March past Children Day - First position and cultural dance 2nd position.
5. 16/7/03: Participated in Quiz competition conducted by STAN Association of Nigeria Bwari. The school emerged 1st and 2nd position boys and girls.
6. 27/5/2004: March past Children Day celebration at Bwari Area Council - 3rd position
7. 27/5/2005: First position in March past on Children's Day at Bwari Area Council
8. 27/5/2008: March past at Bwari Area council on children's day - Second position
9. 2009/2010 Session: Macmillan Team Spirit Award - First Position FCT
10. 2011/2012 Session: Macmillan Team Spirit Award - First Position.
11. 2012/2013 session; Macmillan Team Spirit Award- Fourth Position.
12. 2012/2013: Macmillan Team Spirit Award - Fourth Position

SHINING STAR COLLEGE AWARDS

1. 4th Position: Indomie Quiz Competition (2004)
2. 3rd Position: March Pass at Bwari Area Council (2005)
3. 1st Position: March Pass at Bwari Area Council (2006)
4. 1st Position: March Pass at Bwari Area Council (2008)
5. 6th Position: Macmillian Team Success in Excellence Competition (2011)
6. 2nd Position: FCT School Essay Competition by National Festival of Arts and Culture (2011)
7. 2nd Position: Debate in NTA (2012)
8. 5th Position: Quiz Competition organized by Chemical Society of Nigeria for all Secondary School in (2013)
9. 1st Position Boys and 2nd Position Girls: Invitational Relay at African International College, Suncity, Abuja (2014)
10. 2nd Position: Art Competition titled "Christmas through the Eye of a Child" organized by National Gallery of Art for all Schools in FCT (2014)
11. 6th Position Junior Category: Cowbell Mathematics Competition for all school in FCT (2015)
12. 1st Position: Galaxy UniPrep Football Competition Organized for Selected Schools in FCT (2015)
13. 1st Position Abuja (State Competition) and 2nd Position in Nigeria (National): 8th Toyota Dream Car Art Contest (2014)
14. 2nd Position: Quiz Competition organized by Emeka Ofor Foundation and Rotary Club - Kiss FM (2014)
15. 2nd Position: Art Competition titled "Christmas through the Eye of a Child" organized by National Gallery of Art for all Schools in FCT (2014)
16. 6th Position Junior Category: Cowbell Mathematics Competition for all school in FCT (2015)
17. 1st Position: Galaxy UniPrep Football Competition Organized for Selected Schools in FCT (2015)
18. 1st Position: JETS Quiz Competition organized by FCT Universal Basic Education Board (UBEB) local Education Authority, Bwari Area Council, Abuja. (2015)
19. Bronze Medal: Pan African Mathematics Olympiad for Girls (2015)



2.0 PUPIL / STUDENT GENERAL INFORMATION

2.1 ADMISSION POLICY

Admission into the school is based on a written placement test, usually conducted by the school from the month of March through August in readiness for first term of the following academic session which usually commence in September. As a matter of policy, pupils and students are generally admitted into all classes except examination classes Basic 9 and SS3.

In order to be admitted into an exam class (Basic 9 and SS3), the applicant must score a minimum average of 75%.

Note: Please see the School's Admission Guidelines for more information on admission requirements.

2.2 DISCIPLINE

The school shall continue to maintain high standard of discipline. Pupils/Students are strongly advised to comply with the rules and regulations contained in this prospectus stiff sanctions will be applied to pupil s/students who flout regulation

2.3 RESUMPTION

Students are expected to resume school on the stipulated day. Absentees must provide written evidence to support lateness, otherwise would be duly punished.

2.4 ABSENCE FROM SCHOOL

If your child is absent from school a note is required. Pupil/Student Absence Form is obtainable in the Heads of Schools' office must be filed. In the case of boarding students, advance notice of 2days is required for any planned absence and picking up of a child during school hours.

2.5 FEES

Pupils and students are expected to pay their school fees in the schools dedicated banks at least two weeks before resumption of the new term. Evidence of payment should be provided on resumption day of the new term prior to entry.

All fees must be paid within 2 weeks after resumption, late payment attracts a penalty/late payment charge. Please see school bills provided at the end of the term for more info.

Those yet to pay will not be allowed into the school premises.

Bus fee must also be paid in full prior to resumption for those who use the service. Children whose bus fees are yet to be paid will not be picked up/dropped off.

Please note that cash payments are not allowed in the school. Evidence of payment must be presented and these include bank teller, bank draft receipts, online printouts and bank transfer slips/receipts. The school has POS equipment. All POS payments are done in the accounts office only. Ensure your printout given is handed over to the front desk officer as evidence of payment.

2.5.1 BOOKS

Books are supplied in the school only at the beginning of each session after payments have been made. Where there is a need to purchase additional books, payments should be made at the cashier office and a receipt will be given which is to be presented at the bookstore before collection.

Please note that cash payments are not allowed in the school.

2.5.2 UNIFORM

Uniforms are supplied in the school. Pupils/Students should wear uniform approved by the school for specific days and purposes. Where there is a need to purchase additional uniform, payments should be made at the cashier office and the receipt given should be presented at the bookstore before collection.

Please note that cash payments are not allowed in the school.

2.5.3 OTHER ITEMS

The following items must be submitted by new DAY student on resumption:

- 1 x Mop Bucket and Mop
- 1 x Packer and long brush
- 1 x hand towel
- 1 x cutlass and hoe

The following items must be submitted by all boarding students at the start of every SEESION:

- 1 x Mop Bucket and Mop
- 1 x Packer and long brush
- 1 x hand towel

2.6 DRESSING & APPEARANCE

1. NURSERY AND PRIMARY

- Girls are to wear **white** calf-high socks or plain white tights on the specified black shoe style (See picture)
- Boys are to wear **white** stocks on the specified black shoe style (see picture)
- Girls are to wear stud earrings and lip balm (in place of lip gloss).

Please note that makeup is not allowed in school.

- Both boys and girls must always tuck-in and appear neat and tidy within and outside the school premises.

THE UNIFORMS TO BE WORN IN THE WEEK:

Mondays, Tuesdays and Thursdays:

- **Pre-Nursery to Nursery 3:** Boys wear white shirt on navy blue tie on shorts. Girls wear pinafore with peter pan collared shirt

- **Basic 1 to Basic 6:** Boys wear white shirt on royal blue tie on shorts. Girls wear pinafore with collared shirt.

Wednesdays:

- Sports day for Pre Nursery to Basic 3. School sportswear with Trainers.
- Other pupils should be in their school uniform

Fridays:

- Sports day for Basic 4 to Basic 6. School sportswear with Trainers
- Other pupils should be in the school uniform

Pupils/Students are expected to abide by the approved uniform unless otherwise stated. Children who fail to abide by the approved uniform and/or is in an unkempt appearance would not be allowed into the school premises.

2. COLLEGE

- Girls are to wear **white** ankle/ calf-high socks or plain white tights on the specified black shoe style (See picture)
- Boys are to wear **black** stocks on the specified black shoe style (see picture)
- Girls are to wear stud earrings and lip balm (in place of lip gloss)

Please note that makeup is not allowed in school.

- Both boys and girls are expected to wear the school tie
- Both boys and girls must always tuck-in and appear neat and tidy within and outside the school premises.

THE UNIFORMS TO BE WORN IN THE WEEK:

- Upper Basic: Boys and girls wear short sleeved shirts.
- Senior Secondary: Boys and girls wear long sleeved shirts.

Mondays and Thursdays: Blazers with light blue shirt on skirt for girls and trousers for boys.

Tuesdays and Fridays: White shirt on check skirt for girls and check trousers for boys.

Wednesdays: School sportswear with sports trainers.

2.7 HAIRSTYLE

A particular hairstyle is given to students each week for girls. Hair accessories and hair extensions are not allowed. Hairstyle timetable for the following term is usually provided alongside issued school result and bill at the end of the current term.

Boys are to maintain a low cut and facial hair should be shaved. (See picture) **Bushy/afro hair, styled haircut and facial hair including moustache, beard, or sideburns is not allowed.**

Parents are to ensure that their ward adhere to the approved hairstyle. Failure to adhere will lead to such wards being sent home.

2.8 HEALTH AND WELFARE

'Health is Wealth' Here in Shining Star, the health condition of members of staff and especially that of our pupils and students are taken very seriously. The school has two Sick bays, made up of shelves for keeping drugs, beds, the nurse office, etc. The sick bay is adequately equipped. Health services are rendered on a twenty four (24) hour basis throughout the term. There is a visiting doctor that comes around to check on the wellbeing of both staff and students.

Parents are advised to keep sick wards at home. This is to curb any communicable diseases and should notify the school of any illness or allergies your ward has. Any child who has any health challenge should ensure the '**MEDICAL AND FITNESS FORM**' as provided is accurately filled and returned to the school. Supporting documents and doctor's report can also be attached to the form. If a child is on approved medication which is to be taken during school hours, the school nurse should be informed in order to assist with administering drugs to the child.

2.9 NEATNESS AND PUNCTUALITY

Students are to appear neat to school always. Nails should be neatly trimmed at all times, and are to wear the approved hairstyle, uniform and so on. Both boys and girls must always tuck-in and appear neat and tidy within and outside the school premises. Where the approved uniform may not be worn, for example school shoes cannot be worn due to a foot injury, the Head of School should be duly informed prior to resumption.

Students are expected to resume school daily before commencement of school assembly. Latecomers are punished before the start of classes.

2.10 CONTRABAND

Students and pupils are only permitted to bring to school their notebooks, textbooks, writing/drawing materials, school projects and any other item as approved by the Head of School. They are not allowed to bring to school personal belongings such as toys, money, mobile phones, magazines, pagers, laptops and tablets, makeup kits, jewellery, illegal substances, nonprescription drugs, alcohol, tobacco products, video games, gadgets, arson, sharp objects, provisions, snacks and other food items for boarding students and so on.

Students that come to school with money for any reason must register such with his or her class teacher.

Any contraband found in any child's possession is seized indefinitely and parents will be duly notified of the misconduct.

2.11 FEEDING

Lunch is provided in the College for students whilst pupils are expected to bring their lunch/snacks to school. Purchase of food items or drinks in or around the school premises is not allowed as the school cannot ascertain the hygiene of such items and will not be held liable for any health concern that arises from consumption of such items.

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Parents are permitted to bring food items for boarders on visiting days only. Any boarder caught with food, drinks, snacks or confectioneries will be duly punished.

2.12 COLLECTION OF RESULTS

This is done by the parent/guardian on the stipulated date. Failure to collect your wards at the stipulated date may attract punishment for your ward.



Mondays and Thursdays Wear



Tuesdays and Fridays Wear



Wednesdays
Sport Wear

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Ceremonial Wear



Female Ankle Socks/Tights to be worn with Uniform



Pre-Nursery to Nursery 3 Wear



Basic 1 to Basic 6 Wear

3.0 SCHOOL SESSIONAL HOUR

3.1 PRIMARY SECTION:

Monday, Tuesday, Thursday and Friday

Early Years (Crèche, Pre-Nursery and Nursery 1)

Start of day: 7:30am

End of day: (6pm optional) Mon - Thurs 12:45pm, Friday 12pm

Pre-Basic and Basic (Nursery 2 to 3, Basic 1 to 6)

Start of day: 7.30am

End of day: Mon - Thurs 2.15 pm, Friday 1pm

Wednesday (Club Day)

Early Years (Crèche, Pre-Nursery to Nursery 2)

Start of day: 7:30am

End of day: 2:15pm (6pm optional)

Basic (Nursery 3, Basic 1 to 6)

Start of day: 7.30am

End of day: 3:30pm

NOTE: Sport activities are observed on Wednesdays for Nursery 1 to Basic 3, and Fridays for Basic 4 to 6.

3.2 COLLEGE SECTION:

Monday, Tuesday and Thursday

Start of day: 7:30 am

End of day: 2pm

Lesson: 2.15pm – 3:45pm

Wednesday

Start of day: 7:30 am

End of day: 2pm

Sports Activities: 2:15pm – 3:30pm

Friday

Start of day: 7:30 am

End of day: 1pm (Club Activities: 11:30am – 12:45pm)

4.0 SYSTEM OF THE SCHOOL

4.1 ADMINISTRATION

The Primary section is headed by two Heads of School: Head of School - Nursery (Crèche through Basic 1) and Head of School - Basic (Basic 2 through Basic 6). The Secondary School section is headed by two Heads of School: Head of School - Academics and Head of School - Administration. They carry out the academic and administrative responsibilities through school committees which include:

1. School Senior Management – overseen by the Executive Directors
2. School Management – includes the Heads of Department
3. Academic and Non-academic Staff
4. Pupil/Students' Disciplinary committee
5. Pupil/Students and Staff Welfare committee
6. Examination committee (Continuous Assessment and Internal examinations)
7. Co-curricular activities committee
8. Library committee
9. Boarding committee
10. Clubs and Society

SCHOOL FACILITIES

The school has the following facilities

1. College Block
2. Nursery and Primary Block
3. Administrative Block: EVC office, Directors Office, Head of School, Accounts office, uniform and books store, Secretary's office, administrative office.
4. Staff room
5. Laboratories:
 - i. Biology
 - ii. Physics
 - iii. Chemistry
 - iv. Typing pool

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- v. Computer Room
- vi. Language Studio
- vii. Art Studio
- viii. Technical Workshop
- ix. Home Economics
- x. Music
6. Activity Room
7. School Libraries
8. Examination Halls
9. Sick bay x 2
10. Auditorium
11. Boarding facilities
12. Dining hall
13. Kitchen
14. Play Ground/School Field
15. Games/Sports Equipment (Basketball court, volley ball, badminton, table tennis, relay field)
16. Laundry unit
17. School buses
18. Generator
19. Staff Quarters

STAFFING

(a) Academic staff

The academic staff of the school are made up of teachers who are qualified and professionally trained.

(b) Non-academic staff

The non-academic staffs are made up of the non-teaching staffs which include Admin officers, the school secretary, the matron, accounts/finance personnel, the school nurse, bus drivers & conductors, cleaners, nannies, class assistants, security, etc.

4.2 ACADEMIC

The academic programme of the school is based on the national curriculum, the Universal Basic Education (UBE) from early years (Crèche and Pre-Nursery), Nursery 1 to 3, Basic 1 to Basic 9 (Primary 1 to JSS 3) and a three year senior secondary school programme (SS 1 to SS 3). We however, continue to adopt best academic practices of other educational curriculum mainly the British Curriculum.

4.2.1 SHINING STAR NURSERY & PRIMARY SCHOOL ACADEMIC DEPARTMENT

The Nursery/Basic section is grouped into the following departments:

HOD Pre-Nursery: Oversees class teachers and class assistants in Crèche and Pre-Nursery

HOD Nursery: Oversees class teachers and class assistants in Nursery 1 to 3

HOD Junior Basic: Oversees class teachers and subject teachers in Basic 1 to 6

4.2.2 SHINING STAR COLLEGE ACADEMIC DEPARTMENT

The College is grouped into the following departments:

(i) Department of Art and languages

- Visual Art, English language, Literature-in- English, Nigerian languages, CRS/IRS, French.

(ii) Department of Sciences

- Mathematics, PHE, Computer Science, Basic Technology, Basic Science, Physics, Biology, Chemistry, Further Mathematics, Technical Drawing.

(iii) Department of Social Sciences

- Social Studies, Civic Education, Business Studies, Accounts, Geography, Marketing, Economics, Government.

(iv) Department of Welfare

- (v) Department of Food and Animal Sciences
- Home Economics, Agriculture, Food and Nutrition
- Each department is supervised by Heads of Department who oversee the activities of their department.

4.2.3 COLLEGE CURRICULUM

1. SENIOR BASIC

In the first three years, the college emphasizes the basic skills in the following nine subjects:

- i. **MATHEMATICS**
- ii. **ENGLISH STUDIES**
- iii. **NIGERIAN LANGUAGES**
- iii. **FRENCH LANGUAGE**
- iv. **CULTURAL AND CREATIVE ART**
- v. **BUSINESS STUDIES**
- vi. **BASIC SCIENCE AND TECHNOLOGY:** Comprises of
 - Basic Science
 - Basic Technology
 - Physical & Health Education
 - Computer studies (ICT)
- vii. **PRE- VOCATIONAL STUDIES:**
 - Agriculture Science
 - Home Economics
- i. **RELIGIOUS AND VALUES EDUCATION:**
 - Social studies
 - IRS/CRS
 - Civic Education

During second/third term of Basic 9 session, students sit for **TWO** Basic Education Certificates Examination conducted by the National Examinations Council (NECO) and Education Resource Centre (ERC).

4.2.4 SENIOR SECONDARY

In Senior Secondary year 1 (SS 1) students are required to offer twelve (12) subjects: six core subjects and six electives. First term is an overview of all subjects and by second term, students finalise on their optional subjects.

In SS2, all students are required to offer a total of ten (10) subjects: six core subjects and four electives. A Career Guide form is usually given to each student in this year, which is to be filled by the student and endorsed by the parent.

SS3, students are expected to offer a minimum of nine (9) subjects: six core subjects and three electives.

During senior secondary years, students are prepared for the Senior Secondary Certificate Examinations (SSCE) as conducted by the West African Examination Council (WAEC) and the National Examinations Council (NECO). Both exams take place from second term of SS3 and students write a minimum of nine (9) subjects.

Each student takes six core subjects:

ENGLISH LANGUAGE

MATHEMATICS

CIVIC EDUCATION

ENTREPRENEURSHIP (DATA PROCESSING)

BIOLOGY

ECONOMICS

In addition to the core subject, a student chooses three subjects from the options, which are:

SCIENCE AND TECHNOLOGY:

Further Mathematics

Geography

Agricultural science/Food and Nutrition
Physics
Chemistry
Technical drawing
Computer Science

HUMANITIES:

IRS/CRS
Nigerian Language
Government
Visual arts
French
Literature-in-English

BUSINESS:

Accounting

4.2.5 ACADEMIC EVALUATION

This is based on:

- (i) Continuous Assessments (Tests, assignments, group or individual projects etc.)
- (ii) Internal examinations (Termly Exams, Pre-Mock/ Mock for BASIC3 and SS 3)
- (iii) External examinations:
 - a. Basic 9: BECE (ERC and NECO)
 - b. SS3: SSCE (WAEC and NECO)

4.2.6 PROMOTION TO THE NEXT CLASS

Promotion to the next class is based on performance at the continuous assessment, internal and external examinations. The school, however reserves the right to withhold any claims to promotion.

Basic 7 to 9: Minimum 50% in (1) Mathematics (2) English
(3) Overall Average

SS 1 to SS 2: Minimum of 55% in (1) Mathematics (2) English
(3) Overall Average

4.3 CLUB AND SOCIETIES:

The College operates the following clubs and societies:

- (i) Science and Jets club
- (ii) Literary debating club
- (iii) Young farmers club
- (iv) Press club
- (v) Music and Cultural club
- (vi) ICT club
- (vii) Art club
- (viii) Sports club
- (ix) Girls Guide / Boys Scout
- (x) Home Makers Club

Every child is expected to belong to at least one club. This is because clubs and societies contribute to the intellectual, moral, social, and character development of the students.

4.4 GAMES AND SPORTS

The school has facilities for the following games and sports:

- (I) Football
- (ii) Volley ball
- (iii) Basket ball
- (iv) Table tennis
- (v) Badminton
- (vi) Indoor games
- (vii) Relay

Students are expected to participate actively in at least one of the listed sports.

4.5 SCHOOL PROGRAMME

4.5.1 OPEN DAY

This comes up every term, usually on a Saturday, for parents to assess their wards' academic and overall performance in the school and interact with class teachers and the school management. Attendance is mandatory for parents, staff and students/pupils.

4.5.2 WORKSHOP/SEMINAR

The school Regular organises inhouse workshops and seminars for pupils/students. Parents will be duly notified of such event. Attendance is usually mandatory or otherwise stated.

4.5.3 CO-CURRICULAR ACTIVITIES

Other activities carried out in the school which students/pupils are expected to attend are detailed below. All take place at least once during the academic year.

- i. **CHARITY DAY:** Observed on the 14th of February. Staff, pupils and students actively participate in the bringing of gift items to be given by our children to orphanages, homes for the less privilege, hospitals and religious centres.
- ii. **INTERHOUSE SPORTS:** Observed second term in the academic year (February or March) organised to promote and encourage sport activities in the school.
- iii. **CLUB DAY:** Observed on Children's Day, May 27th. School clubs use the opportunity to display and demonstrate their talents to school staff and guests.
- iv. **CULTURAL DAY:** Observed in the school on the 2nd of October. Staff, Pupils and students wear their traditional attire to school and are allowed to bring their traditional meals.

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- v. **FOUNDERS DAY/CAREER DAY:** Observed on the 6th of October in the College. Students come to school in mufti as guest speakers visit the school to give talks on career choices.

- vi. **END OF YEAR ACTIVITIES / FUNFEST:** Organised in December, a fun filled day packed with games, competitions and presentations by pupils and students to the school and guests.

- vii. **PRIZE GIVING DAY/END OF SESSION ACTIVITIES:** Observed in July at the end of the academic year. A day to celebrate exceptional academic and moral performances by pupils, students and staff.

OTHER CO CURRICULAR ACTIVITIES: Excursions, Outing Days, external sports/academic competitions, visitations and so on are also participated / attended by our pupils and students. The school is notified of participation by the Head of School under the approval of the Exec. Vice Chairman. Any other activity will also be duly communicated to parents/guardians.



Students singing the National Anthem at 10th Abuja Chamber of Commerce and Industry (ACCI) Abuja Trade Fair, 2015

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Basic Science Students on a visit



Students on an Excursion to Usman Dam



Science students undergoing practicals in Chemistry Lab



Boys Scout performance at Shining Star Club Day



Students and Pupils wearing traditional dresses



Basic Science Students on a visit

5.0 PARENTS CORNER

5.1 PARENT REQUEST

In a situation where a parent has a special request outside Shining Star's outlined academic and non-academic activities, it should be put in writing and addressed to the Exec. Vice Chairman. Please note that final decision is made by her and not all requests are granted. The School Management will provide feedback following the submission of the request. Also note that, in some cases the parent can be invited to the school for further discussions.

5.2 PARENT CONDUCT

We appreciate our parents for their continuous love and support for the school. We implore parents to always channel all complaints, suggestions and feedback to the Administrative Office. Verbal and physical confrontation within the school premises and in the presence of pupils/students is not allowed.

5.3 SCHOOL / PARENT PROGRAMME

1. OPENDAY

This comes up every term, usually on a Saturday, for parents to assess their wards' academic and overall performance in the school and interact with class teachers and the school management. Attendance is mandatory for parents, staff and students/pupils.

2. PARENT TEACHER FORUM

This comes up twice in a session, usually 1st and 3rd term or stated otherwise. Parents are urged to attend as issues of mutual interest for the enhancement of education in the school is discussed.

3. WORKSHOP/SEMINAR

The school occasionally organises workshops and seminars for parents. Parents will be duly notified. We urge parents to attend such programmes.

4. OTHER SCHOOL PROGRAMMES

Other School activities to which parents/guardians may be invited to attend are listed below. All take place at least once during the academic year.

- i. INTERHOUSE SPORTS
- ii. CLUB DAY
- iii. END OF YEAR ACTIVITIES / FUNFEST

PRIZE GIVING DAY/END OF SESSION ACTIVITIES



EVC, Directors and Members of Staff at the Shining Star FUNFEST, December 2015

6.0 STUDENTS INFORMATION - RULES & REGULATIONS

6.1 GENERAL SCHOOL/CLASSROOM CONDUCT

- Students are responsible for the sanitation of their classrooms and laboratories. You are to adhere to the duty roster provided by the class teachers
- You are not allowed to bring food to meals in the classroom
- You are not allowed to sleep in the class. Where unwell, you are expected to visit the school nurse/doctor in the school sick bay. Where health challenge persists, the school will inform your parents and you may be asked to go home for adequate medical attention.
- Noise making is strictly prohibited in the school
- Speaking of vernacular and pidgin English within the school is strictly prohibited
- You must appear neat and should be properly dressed at all times in your classroom and around the school premises
- Loitering or dragging of feet along school corridors is prohibited
- You are expected to be polite and to greet any staff or visitor that enters your classroom and you are also expected to appreciate subject teachers after each lesson
- Be polite and accord respect to fellow classmates, school mates, staff (academic and non-academic), parents and visitors in the school premises
- You are expected to keep your classrooms and surroundings neat and clean at all times
- Attend all classes regularly and promptly
- Hand in completed assignments by 8am on the specified deadline date
- Obey instructions from the class teacher, subject teachers, HODs and School Management
- Assist the teacher in maintaining discipline in an acceptable manner
- Be honest and take responsibility for any wrong doing and its consequences
- Contrabands are not to be brought to school

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- Any form of assessment (exams, tests, assignment etc.) malpractice is prohibited
- You are not allowed to pick items that do not belong to you. Theft is not condoned in the school. Any lost and found item should be handed over to your class teacher.
- The Heads of Schools are the custodian of phones to be used to contact parents. You are not permitted to make use of any other phone belonging to staff and visitors.
- Everyone is encouraged to practise their faith. Time and space is made available for worship and dietary provisions prepared as required. You are to abide by all religious provisions made in the school
- Shining Star is known for being one family where we teach our pupils and students to respect, tolerate, love and care for one another irrespective of their background, religion, culture or physical state. Any form of abuse, physical and verbal, based on the above is not condoned in the school.
- You are expected to abide by the above when representing the school externally (competitions, workshops, seminars, excursion etc.)

6.2 SCHOOL BUS CONDUCT

- You are expected to remain seated whenever you are on the bus irrespective of whether it is in motion or otherwise.
- Ensure you are ready on time. The school bus waits a maximum of two minutes at the residence of the children in the morning. Latecomers are usually left behind.
- Only those who have paid for bus services are allowed on the buses.
- Eating or drinking is not allowed. Littering of the school bus is prohibited.
- Bullying, verbal and physical abuse is not allowed.
- Sticking body parts namely hands, legs or face out of the bus window is not allowed
- Purchasing of items through the bus window is not allowed
- You are expected to respect and obey the bus driver and conductor (conductress).

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- Assist the driver and conductor in maintaining discipline in an acceptable manner.
- Sharp objects and contraband are not allowed on the bus.
- Vandalizing of the school bus is not allowed.
- You are not allowed to write on the seats and body of the school bus.
- Ensure you board the bus immediately at close of school. School buses leave the premises no later than 15 minutes after the school bell has been rung.

6.3 LIBRARY CONDUCT

- Study cubicles are assigned to each child. No more than a pupil/student should sit in a cubicle.
- The library should be kept neat and tidy at all times
- You are expected to make use of the library during free periods
- Noisemaking is prohibited in the library
- All borrowed books used in the library must be returned at the stipulated date and to the appropriate shelf
- Books on short or long loan should be recorded by the librarian and returned in good condition when due
- Tearing of pages, writing on pages and any other form of vandalizing of school books are not allowed
- Writing on book frames, chairs and lockers and any other form of vandalizing of library furniture and equipment is not allowed
- Eating and drinking in the library, and littering the environment are not allowed
- You are expected to leave the library with your personal belongings. Personal items should not be left in the library
- All other school conduct should be observed in the library

6.4 CONDUCT WITHIN SCHOOL PREMISES

- You are to ensure that the school environment is always neat and tidy.
- You are to remain in your classrooms, library or stipulated lab during school periods. You are to remain in the academic

building except during break and sports time. Loitering within the school premises is not allowed.

- Day students are not allowed into the hostel on no account.
- Students who follow bus are to board the buses after school. Loitering around school buses during school hours is prohibited.
- Boarders are to retire back to the hostel after school. Loitering within the school premises is not allowed.
- You should be respectful, cautious and helpful to pupils, students, staff and visitors.

6.5 CONDUCT OUTSIDE SCHOOL PREMISES

- During school outings, you are required to wear the entire school uniform (including straw hats for college students) excluding sporting events where the specified sportswear is to be worn. An inspection is usually done before such outing and the school may deprive you from attending if not properly dressed.
- You are required to enter in a calm and orderly manner. Junior students/pupils are to embark and exit the buses before senior students.
- You should be respectful, cautious and helpful. Neither through action or words should you bring discredit to either yourself or the school.
- All other school conduct is applicable on such outings.

7.0 DISCIPLINARY SCHEME

7.1 OFFENCES / PUNISHMENT

Where a student breaks the schools rules and regulations, it will attract appropriate disciplinary action which are subject to review by the Disciplinary Committee. However, the key offences are as follows:

- | | | |
|-----|---|--|
| 1. | Fighting, bullying or any form of physical abuse | - Expulsion |
| 2. | Undergone suspension a maximum of 3 times | -Expulsion |
| 3. | Sexual Interaction | -Expulsion |
| 4. | Abusive substances
(Hard drugs, alcohol, nonprescription drugs) | -Expulsion |
| 5. | Arson | -Expulsion |
| 6. | Bringing weapons or any instrument of violence of
any kind to school | -Expulsion |
| 7. | If ward has been issued three notification of misconduct | - Suspension
/Expulsion
(Expulsion - Dependent on nature of offence and at EVC discretion) |
| 8. | Repeated Late Coming | -Suspension |
| 9. | Foul Language and Verbal abuse | - Working Suspension |
| 10. | Speaking of Pidgin English or Vernacular | - Working Punishment |
| 11. | Lying, stealing and cheating in class | - Working Punishment |
| 12. | Sagging, rolling up sleeves and other improper appearance- | Working Punishment |
| 13. | Vandalism of school property | - Repair or Replace |
| 14. | Bringing Contrabands to school | - Seized Indefinitely |
| 15. | Wearing an inappropriate item (jewellery, shoes, etc.) | - Seized Indefinitely |
| 16. | Wearing wrong/inappropriate uniform | - Child will be sent home |
| 17. | Wrong hairstyle for the week | - Child will be sent
home |
| 18. | Boys with unkempt hair and facial hair | - Child will be sent
home |
| 19. | Malpractice in test or Exams | - Child scores zero in
assessment/Punishment |

PLEASE NOTE:

The above punishments can be given in addition to other disciplinary actions and punishments (such as kneeling down, picking papers, squats etc.). This is at the discretion of the disciplinary committee.

Working Suspension: The pupil/student is to resume daily but will not attend classes for the stipulated duration, usually a maximum of 10 school days. He/She will serve punishments such as washing restrooms and bathrooms, washing school buses, cleaning of school classrooms, laboratories and corridors, working in the kitchen, gardening etc.

All seized contrabands are not returned to the parent/guardian. Students are expected to sign in the defaulter's book where they disobey school rules.

Parents will be duly informed of offences committed by the child/ward either in writing or phone. Depending on the nature of the offence, the parent may be invited to the school.

It is our policy to make use of a cane as part of our corrective measures. A maximum of 5 strokes: on the palms for girls and palms or buttocks for boys. Depending on the nature of the offence, the disciplinary committee may decide to give more but to a maximum of ten (10) strokes.

7.2 PUPIL/STUDENT COMPLAINT

We welcome complaints and expect our pupils/students to refer all complaints about school, academic and non-academic, through their class teacher, the Head of School and Admin department. Where necessary, parents or guardians may be invited to the school.

7.3 PARENT COMPLAINT

We welcome complaints, observations and suggestions from our parents. It is our school policy that all parent complaint is directed to the school Administrator and the Executive Vice Chairman (Proprietress) Office

8.0 BOARDING

8.1 IMPORTANCE OF BOARDING SCHOOL

Our boarding school affords students the opportunity to pay attention to their studies and get the best out of it. This helps restrict students from distractions which could contribute negatively to their academic performance.

Furthermore, it gives students a sense of independence to be able to take care of themselves. Independence comes with a lot of challenges. The hostel gives students the opportunity to face such challenges and make the best of the ability each student is endowed with. Hostel residence is a veritable avenue for networking and bonding.

8.2 ITEMS REQUIRED FOR BOARDING, TO BE PROVIDED BY STUDENTS

1. Boarders' wear/ Outing wear
2. A pair of white canvas/trainers
3. Four pairs of white socks (Girls)
4. Four pairs of black socks (Boys)
5. Two black belts (see school secretary for sample)
6. Two pairs of black school shoes (see school secretary for sample)
7. Black shoe polish and brush
8. Two pairs of bathroom slippers
9. Two pairs of brown sandals
10. Mattress, Mackintosh and pillow
11. Two white bed sheets and pillowcases
12. One blanket/ Duvet
13. One bed Mat
14. One Laundry Bag
15. One drinking cup and one water bottle
16. A set of cutleries and two plates
17. One 20 litre size bucket

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18. One cutlass and one hoe
19. One mop, mop bucket, broom, sweeping brush and parker
(To be submitted every session)
20. One Toilet Bag
21. Toiletries: Deodorant/Body spray, bathing soap, toilet roll, detergent, hair comb and clipper (boys), toothbrush, toothpaste, soap dish, bathing sponge, two napkins.
22. Two bath towels
23. Three padlocks and key holder
24. Mosquito net
25. A school bag

NOTE:

- All boarders would be subjected to inspection at the reception on the day of resumption. Parents are advised to be present during inspections.
- Provision is not allowed in the school
- The stipulated boarders upkeep deposit should be submitted to the school accountant on resumption

The following items must be submitted by all boarding students at the start of every SEESION:

- 1 x Mop Bucket and Mop
- 1 x Packer and long brush
- 1 x hand towel

8.3 RESUMPTION

Students must return to school on the stipulated day. Defaulters must provide written evidence to support lateness, otherwise would be duly punished.

8.4 PROVISION

Boarders are not allowed to keep provisions with them as food and snacks are provided.

8.5 VISITATION

Visiting day is every last Saturday of the month and between 2pm and 5pm. Parents or visitors are not allowed to visit boarding students outside visiting days.

In the case of an emergency, the Head of School must be duly informed in writing before such visit is granted.

8.6 BOARDERS RULES AND REGULATIONS

1. Male boarders are not allowed to enter the female hostel, likewise, female boarders are not allowed into the boy's hostel.
2. Boarders are not allowed to enter staff residence / school accommodation for staff.
3. No fighting/bullying in the hostel.
4. Boarders are responsible for tidying their hostels/ bathrooms. You are to adhere to the duty roaster provided.
5. Eating inside the hostel or within school premises is not allowed. Boarders are expected to eat in the dining hall.
6. Cooking in the hostel is not allowed. Boarders are to eat the school food prepared by the kitchen department. The school should be informed of any dietary requirement as specified by a doctor where a special meal arrangement is required.
7. Boarders are not allowed to wander about the school premises. They are allowed outside during laundry time, morning exercises and sports time only.
8. Boarders are expected to come out for prep at stipulated time. No student is expected to remain or study in the hostel.

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9. Boarders are not allowed to receive contraband, food items and drinks from staff, parents, day students and primary school pupils.
10. Students are not allowed to come into the hostel with contraband such as provisions, snacks, electric iron, hair straightener and hair tongs, boiling ring, mobile phones, tablets, PCs/Laptops, electronic gadgets, sharp objects and so on.
11. Boarders are not allowed to come into the hostel with money. All pocket money should be kept with the cashier. A minimum of N5,000 termly should be deposited in the school's cashier office. Refunds are made at the end of the term.
12. Boarders are expected to appear well dressed in their boarders' wear/footwear after school and weekends. The boys must always tuck in their shirts.
13. Boarders are expected to retire to their hostel immediately after school closes for the day.
14. You are expected to accord care and respect to other students and staff in the hostel.
15. The House master/mistress and Nurse are the custodian of phones to be used to contact parents. You are not permitted to make use of any other phone belonging to staff and visitors.

8.7 MODE OF CONDUCT/LIST OF HOSTEL ACTIVITIES

Students are expected to conduct themselves in an orderly manner in whatever activity they involve themselves, respect one another, observe silence at all times and use the school properties with care. The following are the mode of conduct as well as list of hostel activities:

1. Light up: 4:45 am
2. Wake up: 5:00 am
3. Morning Prayer: 5:00 – 5:10 am
4. Bathing and dressing of bed: 5:10 – 5:40 am
5. Morning Prep: 5:40 – 6:30 am. (Students are expected to be in the reading hall)

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6. Cleaning of the hostel premises: 6:30 – 6:50 am
Boarders are assigned to various duties such as cleaning of rooms, corridors, toilets, and bathroom
7. Breakfast: 7:00 – 7:30 am
At this time, the boarders are expected to be in the dining hall for their breakfast
8. Assembly: 7:45 am
Boarders are expected to attend the morning assembly on time
9. Lunch: 12:10 – 12:40 pm
Boarders are expected to join the day students for lunch in the dining hall
10. Closure: 4:00pm
11. Siesta: 5:00 – 6:00 pm
All students are expected to take their siesta at this time. Any student who fails to adhere to this instruction will be punished.
12. Leisure time: 6:00 – 6:20 pm
13. Dinner: 6:30 – 7:00 pm
Boarders must be in the dining hall for their dinner at this time.
14. Night prep: 7:00 – 9:00 pm
At this time, no student is expected to stay or read inside the hostel. They must be in the appropriate halls for their prep.
15. National News: 9:00 – 9:30 pm
Boarders are expected to watch and listen to television news by this hour.
16. Night cap time: 9:30 – 9:45
17. Light out time: 10:00 – Till dawn
Within this time, boarders are expected to retire to their beds. No student is expected to be outside his/her room by this time.
18. Friday Juma'at prayer: 1:00 pm
Arrangements are made to ensure that the Muslim boarders attend their Juma'at prayer on every Friday.

19. Sunday service:
Christian boarders are to attend the Roman Catholic Church (St. Luke Parish) or CKC Parish for 8:00 am mass. OR The Redeemed Christian Church of God for 9:00 am service. ECKist boarders are to attend ECK worship at the ECKANKAR Worship Centre for 9:00am service.
20. Sports: Thursday and Friday (5:00 – 6:00 pm).
Within this hour, boarders are expected to be at the field to participate in any sporting activity of their choice and no student is expected to stay inside the hostel.
21. Morning Drills/ Exercise: Saturdays
22. Visiting Day: Last Saturday of every Month
Parents are expected to visit their children/ward(s) between 1:30 – 6:00 pm. The dining hall is the designated venue for entertainment.