

DIOCESE OF EVO
DIOCESAN EDUCATION BOARD

**GUIDELINES FOR ESTABLISHING DIOCESAN/PARISH
CRECHE/NURSERY/PRIMARY SCHOOLS**

1.0 Introduction

The Diocese of Evo currently owns and/or manages 3 Secondary Schools, the Archdeacon Crowther Memorial Girls' School (ACMGS) Elelenwo, the Bishop Crowther Memorial Secondary School (BCMSS) Rumuobiokani, and the Woji Town Word of Faith School (WTWOF), each with its own Creche, Nursery and Primary Schools.

All of the institutions are set up to meet the highest standards possible, including state and national guidelines, while the Secondary Schools are presently aiming to attain international accreditation with the Association of Christian Schools International (ACSI).

Similarly, Schools owned and operated by Parishes within the Diocese are expected to operate to the same applicable standards as the Diocesan Schools.

These "Guidelines For Establishing Diocesan/Parish Creche/Nursery/Primary Schools", have been prepared to guide Parishes who want to establish such in their Parishes to enable them attain the standards required by the Diocese and Government.

Approval for the Parish Schools to commence operations will only be given after the Diocesan Education Board has been satisfied that all the pre-requisites in the Guidelines have been met.

The Guidelines should be used in conjunction with the 'Rivers State Ministry of Education's "Guidelines on Voluntary Agencies Participation in The Establishment of Educational Institutions in Rivers State"

2.0 MISSION AND VISION STATEMENTS

Schools shall have the following statements:

- a. **Mission Statement**: A mission statement is a short statement of why an organization exists, what its overall goal is, identifying the goal of its operations and its geographical region of operation.
The Mission statement guides the Church, Governing board and the Staff's daily activities, therefore it should be well composed and stated.
- b. **Vision Statement**: A vision statement is a document that states the current and future objectives of an organization. The vision statement is intended as a guide to help the organization make decisions that align with its philosophy and declared set of goals.
- c. **Teaching Philosophy Statement**: This statement contains a written description of a teacher's values, goals and beliefs regarding both teaching and learning.

3.0 SCHOOL MANAGEMENT

3.1 Governing Board:

3.2 Schools shall have a Governing Board which shall be responsible for Policies, governance and overseeing many of the strategic decisions of the school.

3.3 The Governing board also ensures the school functions well and maintains the proper range of academic and social objectives.

3.4 The Governing Board shall be accountable to the proprietors of the school (e.g., the MU/WG) and to the Church Management (e.g. PCC, Deanery Board, CSC etc).

4.0 ADMINISTRATIVE REQUIREMENTS

4.1 The School shall have the following:

1. Registers:

(a) Students Attendance Registers:

Only one attendance register should be kept by a teacher. Usually, students' attendance register is maintained by their class-teacher and it maintains a record of students' names with their attendance on every working day.

(b) Teachers' Attendance Register:

This is generally kept in the principal or supervisor's office. It should show the time of arrival and departure of a teacher. It should be regularly signed by a teacher twice a day, once when he/she arrives at the school and once at the end of the school day.

Holidays and their nature should be entered in this register. It should also indicate the number and nature of leave taken by teachers such as casual leave, sick leave, leave without pay, duty leave, etc. All applications of leave must be filed in the school office.

2. **Admission Register:** The Admission Register keeps a note of any child who attended the school and those who left, including reasons why they left and where they left for. It is a great way of tracking individual children or following up on children's names found in the logbooks.
3. **School Diary:** This is a teacher-parent communication tool that simplifies, centralizes, and accelerates communication between teachers and parents.
4. **Lesson notes:** A lesson note is a tool for documenting the flow of a topic or a class and its impact on students. Lesson notes let you track who is how a topic is to be delivered, its objectives, and how the teacher is to assess students' understanding of what they have been taught.
5. **Attendance book:** It is a book used to record the regularity of the students and teacher, on a day-to-day basis.
6. **Staff Files:** It is also called an employee file, or personnel record. It is a group of documents that contains all relevant information about an employee's time in your business, from their job application to their resignation letter.
7. **Visitor's Book:** In most cases, signing a visitors' book is the first interaction visitors have with your organisation once they have arrived. With

a visitor's notebook, one is expected to provide the following information: name, time-in, time-out, whom to see, visitors address and visitors phone number.

5.0 SPIRITUALITY

As Christian schools, Spirituality shall be in the fore front, to help foster pupils' authentic development of a Biblical Worldview through which they will make meaning of their lives and the world they live in.

Morning Devotion	i.	Anglican Hymns (Ancient and Modern or Church of Nigeria Hymnal) should be used.
	ii.	Topics from the Daily Fountain Devotional (which goes with the Church seasons), broken down to the level of the children with memory verses should be used.
	iii.	The Chaplain's presence during devotion is very important. He should visit and minister at Morning Devotions in the Nursery/Primary Section at least once every week, or be present there and choose a Children Minister (ACM Teacher) to take the devotion.
	iv.	A pupil should lead the devotion once a week.
In the Classroom	i.	Midday prayer should be briefly observed (two to three minutes is ideal).
Moral Instruction	i.	The pupils should be taught the traditional Anglican belief as enshrined in the Apostle's Creed. Not just to memorize and recite it but internalize it.
	ii.	They should be introduced to the thirty-nine articles of faith, canticles and catechism.

6.0 CLASSROOM REQUIREMENTS

The comfort of the pupils matters a lot in every school, so each classroom shall have the following in place:

- The classroom's ambience shall be conducive and well-ventilated
- The Sitting Arrangement shall be 2 pupils per desk
- The Pupils/Students Population shall be 25 pupils per class
- There should be Teaching Aids like Picture, Wall charts to enable the pupils learn adequately.
- There shall be provision of shelves for pupil/ Student's properties

7.0 RECREATIONAL ACTIVITIES

There shall be provision for a platform for recreational activities, which serves as exercise and helps in strengthening the bodies and minds of the pupils at their leisure time.

These include, but are not limited to the following:

- a. Well-equipped playground
- b. Neatly trimmed and spacious field

8.0 HEALTH AND SAFETY

- i. The health and safety of the pupils remains paramount. All appropriate health and safety standards must be obeyed.
- ii. The toilets must always be clean, dry, odourless etc., with hand sanitizers and hand wash always in place

9.0 BIBLICAL INTEGRATION

- i. Biblical Integration means taking a lesson objective and/or lesson outline, and teaching it from a Biblical perspective.
- ii. Every subject/ topic (s) shall be related to the scripture. In this way, the pupils relate what is being taught to the life they live and their Christian belief.

Signed:

Inspection Committee, Evo Education Board - Name:

Signature:

Date:

**Performance Improvement Coordinator,
Evo Education Board - Name:**

Signature:

Date:

Chairman, Evo Education Board - Name:

Signature:

Date: