

CROSSHILL INTERNATIONAL SCHOOL
ATTENDANCE, TARDINESS & STUDENT SAFETY POLICY

Welcome to Crosshill

We warmly welcome all students to Crosshill International School. With a reputation for excellence, we provide every child with the opportunity to thrive academically and socially in a secure, nurturing environment. Our school values strong partnerships between parents and teachers to help every child reach their full potential.

Mission Statement

We are a values-driven learning community committed to nurturing **integrity, leadership, and academic excellence**, while fostering holistic child development in line with Cambridge and GES standards.

ADMISSION AND ENROLMENT

- Children entering **Kindergarten (Early Years)** must be at least **2 years old**.
- Primary admission starts from **Stage 1 (Year 1) through Stage 6 (Year 6)**.
- **Lower Secondary (Stages 7–9)** is coming soon.
- Students must present:
 - Proof of age (Birth Certificate or Passport)
 - Immunisation or health record (as per Ghana Health Service)
 - Two passport photographs
 - Completed admission forms

IMMUNISATION REQUIREMENTS

In line with GES and Public Health guidelines:

- All students must be **fully immunised** before entry.
- Students without full immunisation may be temporarily withdrawn until the records are provided.

- If medication is required during school hours, a certified school nurse or first aider must supervise and a consent form must be signed by the parent/guardian.

NON-DISCRIMINATION & SAFEGUARDING POLICY

Crosshill does not discriminate on the basis of **race, gender, religion, disability, ethnicity, or national origin**.

Harassment of any kind (including sexual, verbal, or physical abuse) is not tolerated. Students are encouraged to report any concern to their teacher, counsellor, nurse, or the headteacher.

Child Protection Reporting:

As mandated by law, staff and students must report any suspected abuse or neglect to the Ghana Social Welfare Department or Child Protection Unit. All disclosures will be treated with the highest confidentiality.

ATTENDANCE POLICY

Regular school attendance and punctuality are essential for learning and holistic development.

Reporting Absences

- Parents must report every absence by **8:00 am** via a phone call, WhatsApp, or written note.
- Report must include: **Student's full name, class, and reason for absence.**

Excused Absences

Absences are **excused** if backed by documentation for:

- Illness (Doctor's note or parent explanation)
- Medical appointments (Doctor's slip)
- Religious holidays (Prior parent notification)
- Bereavement or family emergency (Parent note)

Unexcused Absences

Absences not accepted include:

- Family vacations
- Oversleeping or traffic
- Babysitting
- Absence without notification

TARDINESS

- School officially begins at **8:00 am**.
- Students must be **seated in their classrooms by 7:55 am**.
- Arriving after 8:00 am is marked as **tardy** and the student must be signed in at the office.

Consequences of Tardiness

Occurrence	Consequence
3 Tardies or Early Dismissals (Unexcused)	Parent Warning (Letter/Call)
4 Tardies	2-Hour After School Detention + Parent Meeting
5+ Tardies	Attendance Contract with Principal
Continued Tardiness	Suspension or redirection to zoned school (for non-residents)

SIGN-OUT / EARLY RELEASE

- No student may leave school without being **signed out** at the school office.
- Only individuals listed on the **Authorised Pickup Form** may sign out a child.
- Early pickups without genuine cause are discouraged and may affect attendance records.
- **No sign-outs will be permitted after 2:30 pm** to maintain afternoon dismissal safety.

ARRIVAL & DISMISSAL

- **Drop-Off** begins at **7:00 am**. Please do not drop students before this time.
- Upon arrival, students should proceed to the **cafeteria or supervised zones**.
- School officially ends at **2:45 pm**. Students must be picked up by **3:10 pm**.

Safety & Traffic Regulations

- **15 km/h speed limit** applies within school premises.
- **No mobile phone use while driving** on school grounds (Ghana Road Safety Law).
- Students must not be dropped off at the gym or bus lanes due to traffic risk.

STUDENT TRANSPORT CHANGES

- All transport arrangement changes must be made **in writing** and submitted by **8:00 am**.
- For safety reasons, **phone call changes will not be accepted**.
- Students without written permission will follow their **regular dismissal routine**.

EXAMINATIONS & ACADEMIC PROGRESSION

- Cambridge students sit the **Checkpoint Exam in Stage 6**.
- GES students prepare for **BECE in Grade 9**.
- Students missing more than **18 days per academic year** may be **retained** unless justified.

CONDUCT & BEHAVIOUR

We uphold **five golden rules** at Crosshill:

1. We are gentle
2. We are kind and helpful
3. We listen
4. We are honest
5. We work hard

Positive behaviour is recognised through **Golden Notes, Headteacher Awards, and Gold Book Assemblies.**

VISITORS

- All visitors must report to the **school office**, sign in, and receive a **visitor's badge**.
- Appointments with teachers must be scheduled after class hours to avoid disrupting learning.

STUDENT UNIFORM POLICY

- All students are expected to wear the full **Crosshill school uniform**, neatly and respectfully.
- **Trainers, open-toe sandals, and non-school clothing** are not allowed.
- All items must be **clearly labelled** with the student's name.
- Uniforms help foster unity, school pride, and discipline.

Uniform details and price lists are available at the school office or online.

LUNCH & SNACKS

- Healthy meals and snacks are encouraged.
- Students may bring packed lunch or subscribe to the school's **meal plan**.
- **No sugary drinks, energy drinks, or excessive snacks** allowed.
- Any food allergies must be reported to the school nurse or business manager during admission.

HEALTH & FIRST AID

- A **qualified school nurse** is available on campus.
- All support staff are trained in **basic first aid**.
- In case of illness or injury during school hours, parents will be contacted immediately.
- **Medication** may only be administered by trained staff with **written parental consent**.

GUIDANCE & WELFARE

- We have a dedicated **Pastoral Care and Guidance** team to support students' social and emotional wellbeing.
- Confidential counselling is available to students facing personal, academic, or behavioural challenges.
- Any **incident of bullying, neglect, or emotional distress** should be reported immediately to the class teacher or guidance coordinator.

EXTRA-CURRICULAR ACTIVITIES

At Crosshill, we offer a rich variety of clubs and activities to support holistic development:

- **Football, Swimming, Dance, STEAM, Reading Club**
- **Breakfast & After-School Club (Kidz Club)** – available at an additional fee

Participation helps students develop teamwork, creativity, and leadership.

SCHOOL CALENDAR & EVENTS

- A full academic calendar including term dates, holidays, and events is available on the **school website** and at the **administration office**.
- Special events such as **Open Days, Parent-Teacher Conferences, Cultural Week, and Academic Clinics** will be communicated in advance via circulars and SMS.
- A dedicated **Google Map location** for the school is provided here for easy navigation:
Google Maps Location – Crosshill Int. School

COMMUNICATION & FEEDBACK

- Official communication channels: Email, WhatsApp Business Line, Circulars, Parent Portal
- For emergencies, parents may call the front office or the school business manager directly.
- We encourage regular engagement through **Parent-Teacher Associations (PTAs)** and academic reporting forums.

RESERVATION CLAUSE

Crosshill International School reserves the right to:

- Refuse admission if the intended class is full.
- Withdraw a student whose needs exceed the school's available support resources.
- Enforce corrective action for non-compliance with school rules, including uniform, punctuality, and behaviour.

SUMMARY OF PARENTAL RESPONSIBILITIES

Parents/guardians are expected to:

- Ensure daily attendance and punctuality.
- Provide all required documentation at admission.
- Respond to school communications promptly.
- Uphold school values by reinforcing discipline and respect at home.
- Partner with staff for student progress.

CLOSING REMARK

Crosshill International School is committed to providing a **world-class learning experience**, grounded in **biblical values, academic excellence, and 21st-century skills**. Our policies exist not only to uphold discipline, but to **nurture integrity, leadership, and lifelong success** in every child.

We thank all parents and guardians for their continued partnership and cooperation.