

ACCRA GRAMMAR SCHOOL

Family Handbook

2009



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Introduction

Accra Grammar School (referred to as AGS) is a co-educational school serving students from ages 2 -18. This booklet has been prepared to provide you with information that will help you understand our school and take advantage of the opportunities it offers. We intend it to be a guide for both students and parents regarding general school rules and regulations and operations.

The school is organized by three divisions, consisting Elementary, Middle, and High School. Administratively, an Assistant Principal is responsible for each division and reports to Head of School coordinates the overall schools programme and manages the team of instructors. The head of schools (Principal) role is to serve as an academic director and human resource manager. The school administrator and the board is responsible for policy and direction of the school.

We inspire our students to become successful life-long learners and responsible global citizens. We promote high standards of scholarship and challenge all members of the community to fulfill their potential. We offer an International Curriculum and currently accept students interested in the country specific (BECE- Basic Certificate of Education) and Cambridge IGSCE (International General School Certificate of Education) courses, leading to college and university placement worldwide. As a new school we are exploring the possibility of offering the IB (International Baccalaureate Program). The positive student learning environment and emphasis on individual attention contribute to successful student outcomes. Our High School is still been built to the highest possible standards embracing all the best practices worldwide.

In addition to our strong academic programme, we have a wide range of extra-curricular activities. Our students in all three divisions take part in activities after school. field trips as well as school trips abroad, will be encouraged and facilitated.

Please keep this handbook for easy access in case you have a query about school policies or guidelines. Feel free to contact the school when you have questions or comments.

Main Switchboard: +233-(0)27-700-0034

Web Page: www.agsedu.org

Philosophy and Objectives

Since its foundation in 1999 and opening in 2007 AGS has endeavored to provide a quality education for a multi-national community. The curriculum is based on internationally recognized principles. Internationalism is the cornerstone of our learning environment. We want our kids to be able to compete at any level any where any time.

Philosophy

- ✓ Prepare young people to take their places in a rapidly changing world.
- ✓ Set high academic expectations in a rigorous and diverse educational setting.
- ✓ Address and meet the developmental needs of our students.
- ✓ Foster a sense of belonging and a sense of community.
- ✓ Provide social, emotional, and academic guidance.
- ✓ Instill a sense of appreciation, respect, hard work and discipline.

Objectives

- ✓ Providing the tools of communication and technological skills to navigate in a globalised society.
- ✓ Motivating students to develop a positive attitude towards life- long learning.
- ✓ Developing responsible global citizens.
- ✓ Providing meaningful learning experiences that enable students to acquire and apply knowledge and critical thinking skills.
- ✓ Offering quality educational resources and opportunities to promote the development of students, faculty, and staff.
- ✓ Supporting students in achieving their academic, creative, and physical potential by educating the whole child.
- ✓ Providing and encouraging students to participate in a variety of new, enriching, and meaningful extra- curricular activities.
- ✓ Nurturing a caring and cooperative environment within the school community.
- ✓ Encouraging the ethics and ethos of service and leadership.
- ✓ Granting students services and resources that support their social and emotional development.
- ✓ Fostering a partnership with parents to meet the individual needs of our students and aspirations of their parents and guardians.
- ✓ Reinforcing core ethical traditional values of personal and social responsibility.
- ✓ Encouraging students to understand, appreciate, and develop sensitivity for all cultures, genders, and ethnicities.
- ✓ Promoting a culture of excellence.

History and Dedication

Accra Grammar School was established in 2007 even though construction and conception dates back to 1999. The school was built by the children and friends of the late Mrs. Elizabeth Ahenkorah (1934-1996). The school seeks to primarily serve as a dedication to her memory and also to promote her ideals and values. Madam Elizabeth Ahenkorah affectionately called Mama taught in the Ghana Education System for 38 years and passed away few weeks to her retirement. This was a lifelong dream of hers and it is fitting that family and friends have carried out his mission and made it a reality.

She was a strong believer in discipline and academic excellence for all and she was committed to the ideal that every child was born to play a role in society and education was crucial in making it possible for the child to live up to this ideal. She practiced this in society and brought several wonderful people into her family, all who have contributed to this effort. This school besides scholarship is committed to the discipline she stood for and represented. The ideal that every child should be given a chance to succeed and they will. We are also grateful to the elders and chiefs of Oyibi for supporting us in this effort.

Organization and Structure

The school is organized by three divisions, including a Elementary, Middle, and High School. Administratively, an Assistant Principal is responsible for each division and reports to Head of School(Principal) coordinates the overall school programme and manages the team of instructors in that division. The Pre-School runs separate from the school since it is open year round, but it is located the same campus it has a more liberal all year enrollment policy depending on availability of space. However kids wanting to enter our Kindergarten have to meet certain standards amongst them is attendance. Children entering kindergarten must be five years before the 1st of September of that year, few exceptions maybe made.

List of AGS School Divisions

Schools	Grades
Elementary	Pre-School – Grade 4
Middle School	Grade 4 – Grade 8
High School	Grade 9 – Grade 12

All school starts at 8:00am and ends at 2:20pm there is also an after school program that ends at 4:30pm. Our office hours are from 7:30am to 4:00pm Monday to Friday. Every child will be assigned to a class/home room or a teacher adviser. There is bus service, a snack bar and a lunch program available to students and staff. School uniforms are required at all times and parents are welcome at all times as well.

Facilities

AGS is located at Oyibi of the Accra-Dodowa Road, Oyibi is a small town located about 12 minutes from Adenta a suburb of Accra. (See Appendix for Map). The school is located in walled and gated 5 acre campus.

Currently there are a total of 20 classrooms a separate administration and counseling block and library space with about 20,000 volumes. The school has a capacity for at least 500 children with a maximum of 25 children per class or a teacher student ratio not exceeding 1:25. There are in classrooms libraries and computers, two play grounds designated for elementary/middle school pupils.

The following sports facilities are also available or are under construction

1. Soccer/hockey field with running tracks
2. Tennis/basketball courts
3. Volley ball/badminton courts

And an area designated for field sports like high/long/triple jump and shot putt. Our well kept lawns gardens and horticulture work have received tremendous praise from several, but it is also a testimony to the last words of Mrs. Elizabeth Ahenkorah ("Water the flowers when you get home.." September 15th 1996.

Staffing

AGS is biased in its hiring practices towards graduate teachers from reputable universities; it is our experience that trained graduate teachers have an easier time learning our system better. Nevertheless we are always seeking excellent talent where ever we can find it as a result the school has a majority graduate teacher population. Our professional staff is responsible for academic instruction as well as the maintenance of discipline and an environment that is conducive to learning. We do have a mandate to have above average conditions of service package for our staff. There is also a hardworking support staff dedicated to maintaining a safe and clean campus at all times.

Operations

School Timelines

The standard school day is from 8:00am to 4:30pm for Kindergarten to Eight Grade the academic period ends at 2:20pm and students can then transition into the After School Program. High School students close at 3:00pm and Pre-School is open as early at 6:00am and closes at 6:00pm to cater for working mothers Any parent coming to school to pick up his/her child is asked to contact school if they will be delayed. Students staying after school must be in supervised activities with an adult. Students who stay after school must sign up for late buses as established by their division if it exists.

AGS is a 'Closed Campus'. Students are not permitted to leave school during the day without authorization or adult supervision. Students leaving early must have a pass issued by the principal's office. This pass must be presented to security upon departure and retained to check truancy.

The school year consists of three quarterly terms beginning September and ending in July of the next year. The quarterly terms are

- ❖ Term 1: September – December (Christmas Break)
- ❖ Term 2: January – April (Easter Break)
- ❖ Term 3: May-July (Vacation)

Students are required to attend all these terms in consecutive order and abide by the holiday schedules as well.

Typical Time Table

The Pre-School is open from 6:00am to 6:00pm Monday to Friday the rest of the school Elementary School and Middle school follows the time table transitions. Teachers are however free to come up with time management strategies that support their instruction.

Session	Start Time	End Time	Length (minutes)
Period 1	8:00 AM	8:40 AM	40
Period 2	8:40 AM	9:20 AM	40
Period 3	9:20 AM	10:00 AM	40
Period 4	10:00 AM	10:40 AM	40
Snack Break	10:40 AM	11:00 AM	20
Period 5	11:00 AM	11:40 AM	40
Period 6	11:40 AM	12:20 AM	40
Lunch	12:20 PM	1:00 PM	40
Period 7	1:00 PM	1:40 PM	40
Period 8	1:40 PM	2:20 PM	40
Closing	2:20 PM	2:30 PM	10
After School	2:30 PM	4:30 PM	120

Scheduling information is available for the after school program and can be obtained from the school's main office.

Dress Code

The personal appearance of AGS students should reflect a respect for the school community so that individual student dress does not distract from the learning process. AGS is a place of work and study and therefore appropriate dress is neat, clean, modest and in good repair.

- ✓ Dress that does not meet with the general expectations of the school will not be permitted.
- ✓ Hairstyles and make-up are expected to be similarly appropriate.
- ✓ Hair colour must be natural looking.
- ✓ Moustaches and beards are not acceptable.
- ✓ Hats and caps are not permitted

If there is any doubt, students/parents should check with their Principal whose decision will be final. In order to provide parents and students with guidance as to what the appropriate uniform must be, the following points make the school's expectations clear:

Girls:

1. Grey* Pinafore dress, worn over a white short sleeved blouse.
2. Black flat shoes, with quiet soles and white socks to match.
3. Pinafore dress for school wear and should be just above the knee.
4. Hair should be properly kept as well as nails

Boys:

1. Grey* shorts and a white short sleeved shirt.
2. Black flat shoes, with quiet soles and black socks to match.
3. Shorts must be appropriate for school wear and should be just above the knee.
4. Hair should be properly kept as well as nails

**The Shade Grey material used can be obtained from the office, in situations where parents are unable to locate the exact shade for the uniform the school can be contacted to help*

There may be certain events that the school will organize that may not demand school uniforms to be worn, in such an even the following rules will apply.

Trousers should:

1. Fit properly at the waist
2. Be in good repair
3. Be of appropriate length: they should not drag along the floor.

Shorts: Athletic shorts may only be worn during sports activities.

Skirts/dresses should be: Appropriate in length for school wear.

Hats or Baseball caps: May not be worn inside the building.

Body Piercing:

1. The wearing of rings or studs or any other jewelry in the eyebrow, nose, tongue or navel is not permitted as well as any visible tattoo marks.
2. Earrings should be limited in number.

Field Trips

1. Students attending field trips with the school are expected to adhere to a specific dress code unless otherwise instructed by the teacher responsible for the trip.
2. In Middle and High School a specific dress code will be the norm. Boys are expected to wear trousers (no jeans), shirt and tie and school blazer. Girls are expected to wear dresses, skirt, trousers (no jeans), blouses and or sweater/blazer.
3. It is the Principal's responsibility to decide on the appropriate dress code for each field trip.

Students who are inappropriately dressed for school may be asked to return home to assume appropriate attire. In order to save a student from embarrassment, parents are requested to see that their children are appropriately dressed.

For school programs that school uniforms are not worn the following are not permitted any attire that seeks to promote tobacco or alcohol use inappropriate language, promiscuity, violence or cultural messages not shared by everyone in the community.

Physical Education (PE) Clothing

Students in Pre-K and Kindergarten should wear suitable clothing on PE days, i.e., no dresses, no clothing with protruding zippers or metal studs, no baggy or big pocket type clothing.

All students from Grade One onwards are required to use the schools clothing for PE no other clothing is permitted. Students should wear clothing that corresponds to their assigned team or group.

PE clothing must be kept reasonably clean. The school recommends that the clothes be taken home after the last PE class of the week and returned clean on Monday. Students may label their clothes and shoes with washable tags.

Places to Know About

Students need permission before they can enter the Administrative and Counseling Building at the North end of the campus, however when accompanied by a parent and/or guardian they may be allowed.

All classrooms are clearly labeled and students are advised to stay in their class/home rooms at all times, the Early Childhood Development block (B101-B104/B201-B204) are out of bounds to students unless invited by the head of Pre-School school. Most students have all their needs taken care of in the "C" block. Loitering in the hall ways without a pass is discouraged.

The school's sports facilities can only be used during play times and with permission. The same applies to after school or weekend hours.

Snacks and Lunch

A student may choose to buy lunch or bring it from home information regarding how to purchase school lunch will be shared with parents at the beginning of the academic year and/or at the time they enroll. Alternatively, students may bring a packed lunch from home.

All students may also bring a HEALTHY snack from home each day. Food and drink must be consumed in the designated areas only. Gum is not allowed because of the damage it does to the appearance and upkeep of the school.

AGS as part of its policy of making the school environment safe for students will take steps to exclude as much as possible allergy causing products from school menus and snacks or foods provided. Steps taken to support this policy will include information and awareness programs, avoidance of using particular ingredients and emergency response protocols. The School cannot guarantee an allergic free environment. In order to ensure the safety of anaphylactic children, the cooperation of the entire school community is required. A partnership among school, parents and medical professions in which agreement can be reached on issues such as excluding nuts and nut products from packed lunches will drastically reduce the risk of potential tragedy.

Library

Teachers may give assignments that require the use of library books or students may want to check out books for their own personal enjoyment. Students should be certain to return books on or before the due date, as other students may wish to borrow them. If a student should lose or misplace a borrowed library book, s/he will be given a period of time to recover it. If at the end of that time the book is still missing, the student will be asked to provide the purchase price of a replacement.

Unwell Students

Please do not send children to school if they have vomited in the morning or have a fever. Paracetamol or Tylenol will only control a fever for a short period of time. Sometimes it is difficult to decide whether a child is well enough to come to school. If you are concerned that they may be ill and you send them in, please telephone the medical room and leave a contact number if you are planning to go out. It can be very distressing for ill children when parents cannot be contacted.

If a student becomes ill at school the parent/legal guardian will be contacted to collect the student. In the event that parents/guardians cannot be contacted then the emergency contact

will be informed. Only High School students, 16 years of age and older, may be allowed to go home via taxi and only with permission of parents and the Principal. The cost of the taxi will be the responsibility of the parent. Students requiring a hospital visit may be taken by ambulance or by car, depending on the nature of the problem. All attempts will be made to contact the parent so that s/he can accompany the child, but if the school cannot contact the parent/guardian, the school will send an escort to accompany the child. Minor accidents are not reported to parents; however, all head injuries, regardless of how minor, will be reported by phone or letter. A forceful blow to the face or head is regarded as a head injury and will always be reported.

Electronic Gadgets

Students need permission from the Principal to film, record or take stills on campus. Teachers have the right to ask students for their camera/recorder so it can be turned into the office. The Principal will speak to the student and family, if necessary, before returning the equipment.

Cell phone use is permitted only at LUNCH TIME students who receive calls at any other time will have the phone seized. Repeated violations of phone use will result in a student being expelled. Any student who needs to make an emergency call should contact his or her class teacher. If parents want to contact their children they should do so at lunch time or through the school manager or main switchboard number.

Lost and Found

The lost and found repository is at the schools office. Students should check with the appropriate official if they have lost anything. Example lost property in the PE Class may be located through the PE staff. To ensure a speedy return of lost possessions, please label all personal belongings where possible. Periodically, lost items will be donated to charity, after published notice to the school community.

Trips and Sport Team Travel

As part of the curriculum, field trips are arranged to local places of interest. The field trips are considered part of the course content and participation is expected. For those students who participate in sports, AGS requires that all student athletes travel to away competition as part of an official campus entity via the appointed method of transportation. It is expected that student athletes and students on field trips will travel both to and from the competition/field trip location with the team/school group.

For all trips, students are to maintain good behaviour and follow dress code and school rules. Parents will be notified in advance and given all available information. In some cases, the school

fees cover the cost of trips, with the exception of places that tickets and extended field trips. Inappropriate behaviour on school trips will have more serious consequences, including suspension and/or the immediate return home at the parents' expense. At the discretion of the administration, students may be barred from future trips. In the case of any overseas trip where deposits or additional fees apply, payments may be forfeited.

On all field trips, the completed field trip form must be returned to the school with current contact numbers and details and signatures supplied. The trip group leader or designated teacher will be responsible for dispensing any medication. No medication may be carried by students on school trips. Once again, in all but exceptional cases, with prior agreement in writing, students must return with the team/school group.

Desks, Valuables and School Bags

On the first day of school all students will be assigned a desk and class/home room students can use the desks to store books and materials for the day. Storage of liquids and any material that cannot be classified as stationary in the desks will not be permitted. The custodial staff will empty all desks at the end of the school day, and parents can conduct a search to remove such items. *The school is not responsible for lost or stolen items.*

Valuables should not be brought to school. Laptops, mobile phones, electronic equipment and other personal items of value are carried to school exclusively at the student's risk, the school is not responsible for damage or loss of these items. All electronic items, including mobile phones, must be turned off during class time. These items may be used before and after school, during breaks and at lunch. Headphone use in class is not appropriate.

Students may use school bags to transport school supplies and equipment between home and school; however, school bags must be stowed during the school day in class/ homerooms. Dirty or torn backpacks and school bags are not permitted.

Student Guests

Elementary School - Former AGS students who are currently in grades 2, 3 or 4 are welcome to attend as a student guest for one day. Prior arrangements must be made with the elementary school principal at least 24 hours in advance. We cannot accommodate younger children or children who have not previously attended our school.

Middle School and High School - Student guests may make a one-day visit with prior permission of the Principal. Requests must be made to the divisional office at least 24 hours in advance. Visitors will need to follow security procedures and wear their guest badge at all times. Visitors should not be a distraction to the educational process. Each guest will be assigned a student to be responsible for his/her safety.

Visitors are not allowed to participate in extracurricular or after school activities. With prior approval from the divisional Principal (for unique circumstances), students may invite a guest to evening social events.

General Discipline Policy

Behaviour

The positive climate at AGS is a direct reflection of the behaviour of our school community. Respect for people and respect for property form the foundation upon which behavioural guidelines are modeled. It is assumed that all members of our school community support these principles and will help to promote desirable behaviour. Most behavioural problems are handled by teachers and administrators in school, and parents are kept well informed. However, the school reserves the right to remove, without refund of fees, any student whose behaviour disrupts the academic programme or exerts a negative influence upon other students. All school rules apply on the buses, on field trips and at all school sponsored events.

Academic Honesty

Academic honesty is encouraged among all students. Dishonesty is considered a very serious matter. The first known offence will generally involve the student in a conference with the Principal and the teacher, and contact will be made with the parents. Further offences will be viewed more seriously and would normally result in the student being removed from school.

Examples of unacceptable behaviour may include, but are not limited to:

- Copying or allowing others to copy information from someone else's work, test paper, homework, computer storage device, etc.
- Showing disrespect or insubordination towards a superior of any kind
- Unauthorized use of study aids and school property
- Unauthorized prior knowledge of an examination or test
- Unauthorized use of school forms and/or letterheads or stationary
- Attempting to pass off someone else's work as one's own or impersonation of any form.
- Falsifying data for academic credit or to gain any undue advantage
- Communicating with another candidate in an exam, bringing unauthorized material into an examination room.
- Copying the language, structure or patterns of thought of another without proper acknowledgement.

Dangerous Objects

Weapons or toy weapons/objects are not allowed on school grounds. Any student in possession of knives, guns, clubs or any other weapons will face serious disciplinary action. Students should not bring any razor blades or any objects that may endanger students or staff to school.

Harassment/Bullying

It is a basic entitlement of all students to receive their education free from humiliation, oppression, and abuse. As relationships are the foundation of our transient community, students are encouraged not only to treat others as they would wish to be treated, but also to protect and uphold the freedom and rights of others. Harassment/Bullying takes many forms. It can be physical, verbal, emotional, racial/tribal or sexual. In addition, possession or sharing of any type of computer generated or visual display of pornographic material is against the school rules (including pictures on mobile phones).

AGS operates a no tolerance policy towards bullying. Harassment and bullying could result in the suspension or dismissal of the student displaying such behaviour. At any point, teachers can be consulted to offer advice or intermediary interventions.

Fighting/Assault

The school will not tolerate physical fighting or assault. Fighting/assault will result in an automatic suspension from school and will require a parent conference before the student may return to school. Students having difficulties with conflicts are encouraged to seek help from staff as an alternative. Repeated aggressive acts, even after counseling or reprimand, shall lead to the permanent removal from school.

Inappropriate Sexual Exposure or Activity

Inappropriate displays of affection, including prolonged kissing, intimate contact, and/or exposure of intimate body parts, are not acceptable behaviours. Any inappropriate sexual exposure or activity is viewed very seriously and shall result in expulsion. The school reserves the right to describe an activity as such.

Damage to School Property

Any student found causing damage to school property through inappropriate behavior will be sent immediately to the Principal or School Manager. If the damage is not easily corrected by the student, he/she will be expected to meet the cost of replacement or repair, and further disciplinary action would normally be taken. A repeat or refusal to comply with payment for

damages will have serious consequences and may result in the student being recommended for expulsion.

Personal Probity and Etiquettes

AGS promotes respect for the individual by advocating an atmosphere of trust and respect. Theft of money or the property of others is unacceptable and may result in immediate suspension or expulsion. The school will emphasize and encourage honest and trustworthy attitudes; therefore, incidents of lying may result in disciplinary action.

- ✓ The school expects students to abide by these etiquettes, infractions will not be tolerated:
- ✓ All staff should be addressed properly (Mr, Mrs etc.)
- ✓ Cell phones use on campus is banned except during lunch time, phones that ring will be seized repeated use of phones will lead to disciplinary action.
- ✓ Toilets must be flushed after use
- ✓ Students should not litter on or off campus,
- ✓ Students should be on time and ready.

The Principal reserves the right to add to the list of etiquette rules at anytime.

Tobacco, Alcohol and Illegal Substances

Substance abuse in any form is treated very seriously at AGS:

Possession, purchase, sale, passage, or being under the influence of drugs during school hours or any school-related activity is strictly prohibited. The school reserves the right to expel any student in breach of this rule. No student is allowed to purchase or consume alcoholic beverages or smoke at any time during school hours or under school supervision, including the school bus, field trips, school dances, extracurricular activities, overseas excursions and trips with sports' teams.

If a student is discovered purchasing or consuming alcohol or tobacco during the above mentioned times, s/he will automatically be suspended. The student will be re-admitted only after a conference including parents, student and Principal. Counseling may be required.

Incident Report Procedures

1. Student(s) report incident to a member of staff, parents or other students.
2. Member of staff, parent, or other students report incident to homeroom/class teacher. homeroom/class teacher makes a note of the incident in their logbook.

3. At this point, there are 4 options (to be determined by the homeroom/class teacher):
 - a. No further action is required at this time (if appropriate).
 - b. Homeroom/class teacher contacts parents of reporting student(s) / informs the relevant teachers (if appropriate).
 - c. Homeroom/class teacher reports to the Principal (who also logs the incident).
 - d. Initial reporter, after reporting to homeroom/class teacher, reports directly to the Principal (if appropriate).
4. Once it reaches the Principal's attention, there are three further options (to be determined by the Principal):
 - a. No further action is required at this time (if appropriate).
 - b. Principal invites the reporting student and/or the indicated students involved to a meeting(s) (if appropriate).
 - c. Principal contacts parents of all students indicated in the incident/inform the relevant teachers (if appropriate).
5. If the parents are contacted, there are two further options:
 - a) Principal invites students to a meeting(s)
 - b) Principal invites parents and students to a meeting(s)
6. An individualised Action Plan is formulated.

Consequences for Inappropriate Behaviours:

These are the disciplinary measures that may be applied depending upon the situation or circumstances. The school reserves the right to assign consequences.

Loss of privileges:

Students may be given a warning when a teacher or administrator feels that an infraction of a school rule has taken place. In addition, if the student abuses a school privilege, he may lose that privilege for a specified period, depending on the seriousness of the infraction or if there has been a previous warning to the student.

Parents will be contacted if a privilege has been revoked.

Detention:

School administration may assign detention to students. Parents may be contacted.

In-school suspension:

Students who have a one day in-school suspension will be required to be at school for the entire school day. Parents will be notified, a conference will be held, and the student will not attend classes on that day but be required to complete any academic work assigned. The teachers will provide all assignments so the student is required to be in the assigned room/office by 8:30 a.m., with all books and a packed lunch. Daily fee of hiring a supervisor may be charged to the parent at the current substitute teacher rate.

Out-of-school suspension:

In cases of serious infractions the school reserves the right to remove the student from school. The Principal has the authority to suspend a student for up to five days. The Principal in consultation with the school Administrator can expel a student.

When a student is to be suspended for in or out of school suspensions, the following regulations will be observed.

1. The student will have the opportunity to explain his/her point of view.
2. The parent will be telephoned and informed that the student is to be sent home.
3. A written notice of the suspension, for the reasons thereof, and the duration will be sent home or handed to the parent on the day of the dismissal.
4. A parent conference will be held.
5. Students are responsible for all work missed during suspension.
6. If the parents feel that the suspension is not justified, they have the right to refer the matter to the School Administrator as explained in the Complaints Procedure.

Expulsion:

Expulsion may result from any criminal behaviour or any action prejudicial to the safety of any members of the student body and staff of the school, or from a persistent refusal on the part of the student to fulfil his/her academic and behaviour obligation at the school, or to receive sufficient benefit from the school programme in the judgement of the Administrator of School and/or the School Board. The school reserves the right to expel without refund of fees. A non-exhaustive list of the sorts of behaviour that could cause exclusion includes:

- Physical assault against students or adults

- Verbal abuse/threatening behaviour against students or adults
- Bullying
- Racial abuse
- Sexual misconduct
- Drug and alcohol misuse
- Damage to property
- Theft
- Persistent disruptive behaviour
- Parental behaviour
- Persistent plagiarism

The school's exclusion policy covers behaviour during and outside of school time and/or off school premises. A student's behaviour outside of school can be just as damaging to the school and the student as behaviour at the school.

Placement Students on Social Probation

AGS students may be placed on social or academic probation. In all cases of probation, the parents (and student) are notified directly by the Principal. The terms and conditions, and timeline of the probationary period are clearly identified, and regular reports are sent home to keep parents well informed. Students on Social Probation may not be allowed to participate in extra-curricular activities. If the terms of probation are not satisfied, the administration will notify the student and parents accordingly and recommend that they find another school.

Communications

Good communication between home and school is essential. Teachers and Principals will keep parents informed regularly. Likewise, parents are welcome to contact teachers, or principal with any questions regarding school-related matters. If you wish to contact teachers during teaching hours, please call the appropriate office to leave a message. Alternatively, teachers can be e-mailed you may find an email directory on our WEB Site.

Postal Address

Accra Grammar School
P.O. Box BC 208
Burma Camp
Accra
Ghana

Main Switchboard: +233-(0)27-700-0034

Web Page: www.agsedu.org

Location: Oyibi, Accra-Dodowa Road

Change of Address/Telephone Number

Please notify the Admissions Office with any changes of telephone number (including mobile), address, or emergency contacts.

Parental Absence

Please notify the school if you are planning to take a trip out of town for more than one month. AGS will need details of appointed guardians and emergency telephone numbers.

School Cancellation

Should it be necessary to close school at short notice (severe weather, national emergency or transport strike), there is an emergency system by which all families will be sent a text via their mobile phones. Please ensure that AGS has your mobile phone number with a text-enabled feature if that is not available please let the school know. In addition, there will be a general e-mail message sent through the Principal's Office. Families can also listen to radio stations for updates

Parent-Teacher Conferences

Parents are always welcome to arrange conferences at school and, likewise, the school may initiate a conference with parents at any time during the year. During the academic quarters, specific days are set aside for parent-teacher conferences. A separate letter is sent home giving full details, the parent teacher forum president can convene a meeting as well. Staff members are advised not to use conference days as vacation time.

School Newsletters

The school writes newsletters to parents on a regular basis. It is the parents' responsibility to make sure they are receiving and reading these updates. As these newsletters are sent via email, parents must ensure that they have given their email address to the Admissions Office. The newsletter can also be printed off our WEB Site.

Media Relations

All media reports must be cleared with the school board, AGS has only one official communication point and that is through the school board. All other media interactions are deemed unofficial and the views and positions expressed are not that of Accra Grammar School unless otherwise sanctioned. All media communication shall be written and signed.

School Website

The School's website (www.agsedu.org) has a section entitled "Latest On Campus". It has a password-protected section and all AGS parents will receive this password at the beginning of the school year. Parents are strongly encouraged to access this site. Amongst other resources it contains library catalogues, student projects, field trip slide shows, and details of our curriculum. In the future academic progress as well as discipline reports can also be tracked here.

Lines of Communication - How to Address Concerns

If a student is unable to resolve a misunderstanding or problem with a teacher, sports coach, bus driver, etc., the parent should first contact that person. The best course of action is to go directly to the person involved. The school manager can assist in setting up appointments. Most of the time questions/concerns are resolved, but if further discussion is necessary, parents are welcome to make an appointment with the Divisional Principal. The Administrator may also be consulted if the lines of communication have been followed and the issue is still unresolved. Meetings with the Administrator will include all involved as a team to discuss the issue before a

decision is reached. Our goal is to promote open communication and a positive climate in our school.

Complaints Procedure

At AGS we recognise the importance of regular interaction between faculty and parents so that student learning and development can be supported consistently. In the circumstance that parents have a complaint, the school will treat it in accordance with its procedure.

1. Informal Resolution

- a) It is hoped that most complaints and concerns will be resolved quickly and informally.
- b) If parents have a complaint or concern they should, in the first instance, contact their son(s)/daughter(s) teacher. In most cases, the matter will be resolved. If the teacher cannot resolve the matter alone, it may be necessary for him/her to contact the Divisional Principal.
- c) Any complaint made directly to the Divisional Principal will normally be referred to the relevant teacher unless the Divisional Principal deems it appropriate to deal with the matter personally.
- d) Teachers and Divisional Principals will keep anecdotal records of concerns and complaints on the date when they were received and reviewed. Most complaints will be resolved informally. In the case(s) when this does not happen, parents will be advised that they may follow a formal procedure.

2. Formal Resolution

- a. If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Principal. The Principal will decide, after considering the complaint, the appropriate course of action to take.
- b. In most cases the Principal will speak to the parents concerned, normally within 5 days of receiving the complaint, and will discuss the matter. If possible, a resolution will be reached at this stage.
- c. The Principal may need to carry out further investigations.
- d. The Principal will keep written records of all meetings and interviews held in relation to the complaint.
- e. Once the School is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Principal will also give reasons for the decision.

- f. If parents are still not satisfied with the decision, they should proceed to address the issue to the Administrator who will review the situation using the same procedure as outlined for the Principal above. Alternatively, the parents may request a formal Panel Hearing .
- g. If parents seek to involve a Panel Hearing (following a failure to reach an earlier resolution) they will be referred to a mediator who has been appointed by the Board to call hearings of the Complaints Panel.
- h. The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of three persons, a Board member, the Administrator and another person independent of the management and running of the school. The panel members will be appointed by the School Board.
- i. If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 2 days prior to the hearing.
- j. The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
- k. If possible, the Panel will resolve the parents' complaint immediately, without the need for further investigation.
- l. Where the investigation is required, the Panel will decide how it should be carried out. After due consideration of all the facts they consider relevant, the Panel will reach a decision and may make recommendations which it shall complete within 5 days of the hearing. The Panel will write to the parents informing them of its decision and the reasons for it. The decisions of the Panel will be final. The Panel's findings and, if any, recommendations will be sent in writing to the parents, the Principal, the Board Chairman and where relevant the person complained of.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential unless its release is mandated by court order..

Parent Staff Matters:

Parents and staff who do not follow the systems of complaints to resolve issues and resort to verbal abuse or other means are in contravention of the schools rules and contracts. The school will not hesitate to expel wards of abusive parents as well as staff. It is important that civility is maintained

Academic Information

The mission of Accra Grammar School is to educate children so they can compete any(when+time+day) worldwide. In accordance with this philosophy we offer an international curriculum designed specifically to meet this objective. The curriculum benefits from mathematical methods from Singapore, English teaching ideas from the United Kingdom, Social studies subjects from the Ghana Education Syllabus and several other areas. This way we get a complete global citizen at the end.

In the Elementary school our focus is primarily on English Language, Mathematics and critical thinking skills it consumes nearly 70% of the workload and all subjects are taught with this focus in mind, however in the middle school there is more subject definition and a preparation for High School work is initiated. The High School is committed to equipping our students with the tools and required grades to compete at the terminal points of their choice.

AGS has the following terminal points:

1. Pre-School ends children can opt out of AGS.
2. Grade 6 (Students opt for the BECE(Basic Certificate of Exam) elsewhere
3. Grade 9 (BECE Exam taken) Students Leave for the Senior High School
4. Grade 10 (Cambridge IGSCCE Ordinary Level)
5. Grade 12 (Cambridge IGSCCE Advanced Level Exam)

The school is also looking into the IB (International Baccalaureate) Diploma exam for future implementation. It is our desire to qualify our children to enter the best universities in the world and this is an attractive option to achieve those goals.

School Specific Philosophy

Elementary School

Our Pre-schoolers attend classes (see subjects listed) in 20 minute segments and are also taught through play. Parents are to note that this is not a nursery or daycare. Pre-Kindergarten students do have a full day program. There will be up to two classes per grade level, with a maximum of 25 students per class. Art, computer, dance and movement, French, library, music, science lab, people skills and physical education maybe taught by specialist teachers who supplement and expand the lower school program.

The lower school curriculum is modelled on the American system of education and we use a lot of American books. We take advantage of our international resources to allow us to implement this. The school provides an integrated approach to meet the needs of all students with small class sizes working closely with teachers and parents by suggesting strategies and modifications to support students with learning differences.

English proficiency and mathematical aptitude is all what elementary the school community is about. Parents are encouraged to become involved in the daily education of their children by reading to children, volunteering to help in classrooms.

Middle School

The Middle School includes four grade levels, 5th through 8th. Students have schedules that may vary and are based on their individual academic needs. Students may move independently from class to class. Most classes are heterogeneously grouped. Students may be grouped by ability and course structures.

It is important to challenge students with new information that they are developmentally ready to understand and assimilate. It is also important to have a firm understanding of the basic skills before moving on to higher level reasoning courses. Students are assessed using several different tools that include; standardised tests to measure their understanding of basic skills, tests to measure intuitive ability and developmental readiness, class grades, and teacher recommendations. Since there are some terminal points where students may opt out of AGS It is our goal to place students in an environment where they will not only be challenged, but will also succeed.

High School

This is the university preparatory stage our goal is to prepare students for university work. Independent study, research skills and presentation of ideas will be enhanced. But the overwhelming desire of the school will be to prepare students to achieve the best grades and test scores necessary to make it possible for our students to enter some of the most prestigious universities in the world. Our commitment includes helping the student to prepare a compelling application that will enable the student enter any prestigious college or university anywhere of their dreams. Nevertheless the ideals of the school will not be compromised in this effort.

Course Offering Listing

Pre- School

Numeracy, Problem Solving and Reasoning
Communication, Language and Literacy
Personal, Social and Emotional
Knowledge and Understanding of the World
Physical and Health Studies
Creative Arts

Kindergarten - Grade 6

Mathematics
English Language Arts
Social Studies
General Science
Fine Arts (Visual Arts/Craft/Music/Theatre)
Computer Studies
Physical and Health Education

Grade 7 – 9

JSS Track

Mathematics
English Language
Social Studies
General Science
Vocational Skills(Graphic Design, Picture Making)
Pre-Technical Skills
Agricultural Sciences
Local Language(Asante Twi)
Computer Studies
French

Grade 7 - 12(IGSCE)

Mathematics
English Language
Liberal Arts Module
Geography
History
Economics
Government
Science Module
Physics
Chemistry
Biology
Advanced Mathematics
Options Module
French
Computer Studies
Visual Art
General Sciences

Grading Policy

The grading system shall be based on the School's philosophy (including the assessment philosophy). The purposes of grades and grading shall be drawn up by the Principal in conjunction with the Administrator.

The purpose of grades and grading is:

1. To provide feedback to students as to their performance in relation to the rubric/standards defined at the school.
2. To provide support and positive direction as to how the work might be improved.
3. To allow students to recognise the nature of their individual development in each subject.
4. To provide frequent and balanced feedback to students so that modification of the teaching and learning process can take place in a timely manner.
5. To provide a basis for the design of future learning and teaching.
6. To provide each teacher with feedback as to the effectiveness of the education they provide.
7. To provide parents with an objective assessment of their child's performance.
8. To provide college/universities with a moderated (reference: grade distributions) view of each individual's performance.

Grading Scheme

The school uses the following standard scheme to grade students and for the computation of GPA's. The AGS Grade is an internal mapping to an international grading scheme used internally by the school only.

AGS Grade	Letter Grade	Percentage	GPA Value
7	A+	97-100	4.0
6	A	94-96	4.0
5	A-	91-93	4.0
5	B+	87-90	3.0
4	B	84-86	3.0
4	B-	80-83	3.0
3	C+	76-79	2.0
3	C	73-75	2.0
3-	C-	70-72	2.0
2	D	60-69	1.0
1	F	Below 60	0.0

Trimester Grades

Students are assessed using the subject specific criteria referenced assessment system. The grade a student receives at the quarter or at the semester is based on the scores and weighting of each subject's criteria and reflects the current achievement of the student at that point in time. (See Sample Report Cards in Appendix)

Interim Reports

Interim Reports are usually mailed at the halfway point of each quarter but may be sent at any point in the year. We send interim reports to inform parents that their son or daughter has been experiencing some difficulty in a particular subject and if this continues could seriously impact their learning. This should not be viewed as a punishment; its purpose is primarily to provide information about student progress and encourage concentrated effort and improvement. They are usually sent to a student who is receiving a 3 or below, or who is consistently performing below their potential even if their grade is higher than a 3.

Placement Students and Academic Probation

Students are grouped by age Kindergarten kids are expected to be 5 years before September 1st before they can be admitted. The Pre-School takes children from age 2 years and up, students in

pre-school who have a good attendance record and show good performance will automatically qualify to enter kindergarten at AGS.

In all grades students can also be grouped in order of competence by subject area within the class or within the school division. This is a way to ensure that students are all brought up to the same level by the end of the academic year.

Students with below average and/ or have any failing grades on their report card will be placed on Academic Probation. In all cases of probation, the parents (and student) are notified directly by the Principal of the school. Students on Academic Probation may lose their privilege of participating in extra-curricular activities or on AGS sports teams.

An administrator of the school will be assigned to monitor the student's progress during the probationary period. If the terms of probation are not satisfied, the administration will notify the student and parents accordingly and recommend that they find another school.

Homework

Homework is intended to reinforce work covered in class and to help students develop important habits of self-discipline, organisation and self-reliance. It is suggested that students have a homework diary or planner for recording homework assignments and that parents check this regularly to see that assignments are being recorded and completed. In addition, students should have the telephone numbers of classmates to call regarding homework queries.

Homework is assigned regularly in all classes. Teachers understand that sometimes events at home can prevent homework completion, and a rare miss of this nature, supported by a written excuse, may be allowed. Parents are notified early if there are concerns about a student's homework patterns. If students have difficulty understanding an assignment, they should ask the appropriate teacher before they go home. Students are responsible for finding out about, and completing, homework and class work that may have been assigned during any absence from class. If the absence is three days or more, and the student is able to work at home during an illness, parents may call the divisional principal or e-mail the teachers directly to request assignments. Make up time for assignments and tests will be allowed where it is reasonable to do so. In cases of extended absence, the Principal will coordinate a makeup schedule with teachers and the student. Parents are encouraged to check the school's homework journal regularly.

Elementary School:

What follows are some general guidelines regarding the amount of time lower school students can be expected to spend on homework each evening:

Grades KG, 1 and 2 thirty minutes
Grades 3 and 4 forty-five minutes

Middle School:

Middle school students average between 1 to 2 hours of homework per night. This time could be used to read a book of choice prepare materials for long-term assignments or revise for an exam. The read a book a week project is also a required prerequisite at this level.

High School:

High school students average between 1 to 4 hours of homework per night (half an hour per subject). Teachers expect homework to be done properly and punctually. Failure to do homework is treated seriously. Late homework will result in a reduced grade. If homework is repeatedly late, after a conference with the Principal with the parent may be called, a letter will be sent to the parents. The student may be placed on Academic Probation and possibly dismissed from school permanently if the situation does not improve.

Materials/Supplies

The school loans textbooks and workbooks as part of the tuition charge it also supplies basic stationary to students. Students are charged for lost or damaged books. Additional materials the student is responsible for providing is conveyed through different means in each division.

In general our curriculum does not lend itself to the use of a single textbook and multiple books are used hence parents are in most cases not required to buy any books. The supply shop also exists for parents to buy extra discounted stationary for their children.

Educational Technology

AGS is committed to the OSI (Open Source Initiative) it is not only cost effective it allow students to understand and experiment with the inner workings of software development. It is really refreshing to see a young student change the color themes of a word processing package and see it work. AGS thus runs on a Linux based platform with Ubuntu as the client software we have a suite of applications for all the basic computer related chores, as well as over 100 educational programs for the children to use at all levels in their classrooms.

The entire schools operations are computerized from real time attendance and grade book management to content management in Moodle. All students are given user accounts and can access several resources online. Our aim is to integrate computers within the classroom setting and as such do not have separate computer laboratories.

Scheduling

The school uses the standard 40 minute per period for a subject format, this thus yields the following time schedule structure

Sections	Time Slots
Period 1	8:00am – 8:40 am
Period 2	8:40am – 9:20 am
Period 3	9:20am – 10:00 am
Snack Time /Break	10:00am-10:20 am
Period 4	10:20am-11:00 am
Period 5	11:00am – 11:40 am
Period 6	11:40am – 12:20pm
Lunch/Break	12:20-1:00pm
Period 7	1:00pm – 1:40pm
Period 8	1:40pm-2:20pm
Period 9 (High School)	2:20pm – 3:00pm
After School Program	2:20pm – 4:30pm

Parent or student requests for schedule changes must be completed within the first ten school days of each term in order to receive full high school credit. This applies to high school students who may have options in subject selection.

Standardised Testing

Standardised tests originate from external sources (not the school) and are administered for the purpose of comparing scores. Students have the opportunity to take various standardised tests where appropriate during the year in grades 4 through 9. In the High School, the schedule for standardised tests is published at the start of the year and repeated periodically. Results of standardised tests are always shared with the parents.

After School Program

The after school program is designed to educate students in a fun environment while tasking them to explore extra-curricular activities, sports, fine arts disciplines, lectures and symposium and specialized areas like photography, martial arts as well as supplementing the academic work of the student. It starts at 2:20pm and ends at 4:30pm there will be a separate charge paid on a weekly basis for this program.

Teachers are paid separately for this program based on a time and resource use roster prepared by the Principal. Students are assigned groups once they enter the school these sections are used as the rotation for the after school program. For example the Panthers will be doing sewing at all levels on Tuesday as the Eagles watch film documentaries etc,

There are 5 main modules and students attend one of each of these every day

1. Clubs, educational games and activities
2. Vocational Module (sewing, knitting, crafts etc)
3. Film and Photography
4. Sports
5. Information Technology

The school encourages the formation of clubs and all students are encouraged to at least belong to one of these clubs. All clubs should have at least a teacher as a patron.

Admissions

The policies below determine the eligibility of prospective students for admission to our school. These policies inform our admissions decisions and reveal our commitment to admitting students who can best benefit from and contribute to a AGS education and whom we can best serve.

Admissions Policy

The Head of School shall not fail to ensure that the students admitted to AGS are those who are able to benefit from and contribute to a high quality elementary to secondary university-preparatory curriculum. Further, without limiting the scope of the foregoing, the Head of School shall not fail to:

- Inform prospective applicants of all admissions processes, criteria and their implications.

- Manage school admissions so that the admission of new students does not compromise the learning experience of existing students. compromise the learning experience of existing students.
- Fully support students with mild learning needs.
- Allocate places at any time of the year in priority order to children who meet all stated admissions criteria:

To be eligible for admission to AGS, a student must:

- Demonstrate acceptable skills at the appropriate academic level for admission. These skills will be determined by a review of three (3) years of previous school records (where the student is old enough to possess them), and adequate records (where the student is old enough to possess them), and adequate performance on a AGS admissions evaluation;
- Have reached his/her third birthday on or prior to September 1st of their incoming school year (August to July) for the Early Childhood 1; his/her fourth birthday on or prior to September 1st of the incoming school year (August to July) for Kindergarten; or his/her fifth birthday on or prior to September 1st of the incoming school year (August to July) for Kindergarten; and be less than 19 years of age.
- Students who meet the above criteria may apply for immediate entry at any point during the school year, depending upon space availability in the grade level for which the student is applying. Applications on waiting lists have priority for admission when spaces become available.

Admission Forms

A completed Application Form. This includes a Student Health Record immunization records, medical information, and in some cases a physical examination record. The signatures of parents and a/or doctor shall be required on this form.

Photocopies birth records, or passport (cover page, picture page, vital information page, expiration date, and/or current visa page). A letter from the sponsoring company (employer) is required stating for children who are sponsored by companies. The letter should clearly state the terms of the sponsorship.

Academic Records

A minimum of two (2) years of the most recent school records (where the student is old enough to possess them), showing courses taken and results may be required. School records from non-English speaking schools must be officially translated into English. If the school does not have a standard form for school records, please inform the Admissions Office.

Where a student has completed any standardized or national exams (e.g. BCE or GCE) the school should be furnished with such records. Failure to disclose these records at the time of application may result in inappropriate grade placement, academic struggles and ultimately in request to withdraw from AGS.

Health Information

AGS values health and fitness. Its programs encourage an active lifestyle that includes physical exercise, regional and international travel, and involvement in community service activities in our tropical context.

Accordingly, all students as a condition for admission must undergo a physical examination using the prescribed form in the application packet. This form must be signed by the examining physician and returned with the application.

All students as a condition for admission must be current on their childhood immunization schedule. The requirements are as follows:

AGS Immunisation Schedule

Ages	Immunization
2, 3 and 4 months	Hib Diphtheria, Tetanus, Whooping Cough Meningitis C Polio – by mouth Hepatitis B
12 months	Measles, Mumps, Rubella (MMR 1) Varicella-zoster (Chicken pox)
4yrs 6 months	Diphtheria, Tetanus, Whooping Cough Measles, Mumps, Rubella (MMR 2)
13 years	Tuberculosis BCG Hepatitis B
15 years	Diphtheria, Tetanus Polio – by mouth
Every 10 years	Tetanus

Exceptions due to age:

1. Students less than 4 yrs need 4 DTP/DtaP (versus 5)
2. Children older than 11 yrs need 1 Td vaccination in addition to a series of 4 DTP's/Dtap's
3. Students older than 16 yrs need a 2nd Td booster.

Students with Specific Health Needs

If you haven't already contacted the medical room with a specific health need, i.e. a student with asthma, anaphylaxis (severe allergy) diabetes, or any health concern, please contact us as soon as possible. It is in the interest of your son/daughter and the school community to provide as safe an environment as possible. An interview may be needed to discuss the health needs of your son/daughter. All interviews are confidential and only shared with other colleagues on a need to know basis this is required for the safety of the student concerned.

Fees

Annual school fees consist of tuition, transportation fees (if applicable), after school program, lunch and snack. Students meeting admission criteria will be invoiced immediately upon acceptance. All fees are payable in advance and are due on or before the student's 5th day in school after which time the fees become outstanding and may begin incurring interest. An interest rate of four percent per month shall be charged on the outstanding fee balance for all late or term payments. Student whose fees have not been paid will not be allowed to attend school and risk losing their seat in their grade/program/campus.

A refund of tuition and transportation fees will be made for a semester during which the student does not attend. Please note that attendance of any class on any one-day during a term constitutes attendance for that term. No refund will be made for any term a student attends.

Transportation fees, Lunch and Snack fees are invoiced separately with the After School program and can be paid on a weekly or monthly basis.

Questions and comments

Questions and comments regarding tuition or fee payments should be addressed in writing to the Business Manager, or by phone to 027-700-0027

All fees are denominated, billed and payable in US Dollars.

Application Fee

A US\$50 (or equivalent) nonrefundable application fee per student is due upon submission on the application. This may be paid in cash (U.S. or Cedis), check drawn on a U.S. bank, traveler's check, bank transfer or draft. For applicants outside of Accra, the application fee may be transferred to our Intercontinental Bank, AGS account, number: 10.67.842 (USD), SWIFT code: ABNAIDJA. Please print the student's name on the transmittal slip and include a copy with the application form. A receipt will be issued upon confirmation of transfer

Timelines

The JIS school year starts in August and ends in July. Applicants for admission to AGS are strongly encouraged to apply as early as possible.

Applications for August Enrollment:

Completed applications are accepted from March 1st of each year for August enrollment. Applications will be evaluated in order of completion. AGS Admissions will arrange appropriate testing for qualified candidates as required. All applications are subject to space availability for enrollment in August.

Mid-Term Transfer Students:

If a family is making a mid-term move to AGS and seeks immediate enrollment of a child, completed applications will be processed as received. As always, admission to AGS in this circumstance is based on both seat availability in the applicant's grade level and the child's fulfillment of all AGS Admissions requirements.

Payments

The following details the ways that fees and charges may be paid:

Telegraphic Transfer of US Dollars:

Intercontinental Bank GH. Ir. Juanda 23-24, Jakarta Pusat, Indonesia Payee: Jakarta International School Operating Fund A/C no.: 10.67.842 USD Transfer Charges: To be paid by Sender Details: Please specify Invoice Number. A copy of the transfer must be faxed to (62)(21) 765-7852.

Checks

Check payable to: Accra Grammar School, the check can be paid in either dollar or cedis at any branch of Intercontinental Bank (GH). The bank will take US Dollars as well.

The School's Cashier is open from 8:00a.m. to 3:00 p.m., Monday through Friday with receipts being issued.

Deposit Account:

Operating Fund: (for payment of tuition, bus fees, after school, lunch fees and other fees)

Intercontinental Bank Ghana please include details of payment a copy of the transfer/ deposit slip must be faxed to AGS for onward verification and issue of payment receipt.

Please note that most of the fees are invoiced in US dollars. When paying a US\$ invoice, AGS will use Intercontinental Bank Ghana selling rate at the time of payment to determine the required cedi payment level.

Scholarships and Aid

Accra Grammar School is a dedication to Mrs. Elizabeth Ahenkorah who believed that every child was put on this world for a purpose and as such must be given a chance regardless of the circumstances to compete. We recognize and cherish this ideal as a result the school has managed to put in place 3(three) scholarship schemes.

1. Elizabeth Ahenkorah Memorial Fund (EAMF):

This is a full tuition evaluated on need and merit grounds, this is award to children who have excellent grades but have a clear financial need. Elizabeth Ahenkorah's life was very much dedicated informally to this cause hence the spirit of the fund. This is the only scholarship that covers every aspect of education at AGS.

2. James and Gordon Hillgartner Scholarship

AGS received funding from the late James and Gordon Hillgartner to support its development efforts these funds which were willed to the school are dedicated to helping families with multiple siblings enrolled at AGS and staff members.

Typically it gives tuition relief for 2 years to one sibling in the family; the student is required to maintain good academic standing. There are several variations of this and maybe renewed after 2 years. The receiving family is required to send an acknowledgment letter to:

The Hillgartner Family
1642 Watersn Edge Lane
Reston Virginia 19189
United States of America

3. The David and Janet Rickert Grant

This is a merit based scholarship and will be granted to only outstanding students regardless of family background. It is designed to promote excellence and achievement at AGS. Rickert Scholars as the recipients are called may qualify for overseas trips and exchange programs with sister schools as well.

Appendix

Logo, Colors and Motto

This is a globe placed inside a traditional graduation cap



School colors:	Blue, black and white.
Schools slogan is	"An Academic Passport to the World!"
School Mascot	The Spider, representing the crafty and ubiquitous Ananse in Akan Folklore
News Letter:	Spider News

Directions to AGS

