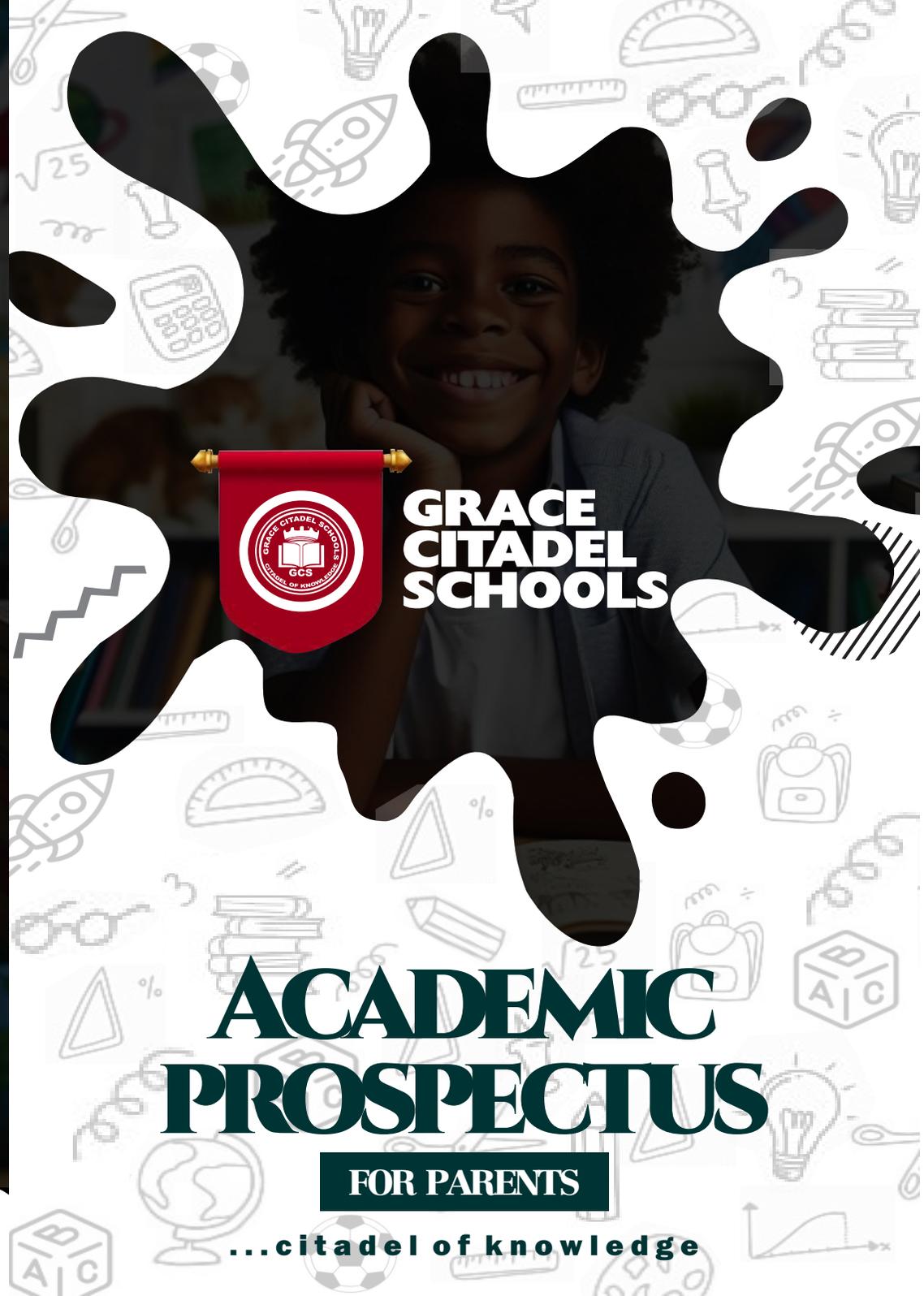




**GRACE
CITADEL
SCHOOLS**

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**GRACE
CITADEL
SCHOOLS**

ACADEMIC PROSPECTUS

FOR PARENTS

...citadel of knowledge

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HANDBOOK FOR PARENTS



TO GRACE CITADEL SCHOOLS COMMUNITY

This handbook, which also contains some rules and regulations for our learners, gives you an in-dept insight into the school activities and what is expected of you as a parent and a member of the Grace cittadel Schools Community

A MESSAGE TO OUR PARENTS

You are required to read this handbook, complete and sign the Declaration Form (Duplicate) and return to the Head of the school.

After signing the Declaration Form, you are bound by all the rules and regulations that are set out and stated therein.

BRIEF HISTORY

of Grace Citadel Schools



**DG.
OKON
EKANEM**
CHAIRMAN/FOUNDER OF
GRACE CITADEL SCHOOLS

Grace Citadel Schools is a leading educational institution with a rich history of academic excellence and holistic development. Since established in 2020, we have been committed to providing a nurturing and stimulating learning environment for pupils from diverse backgrounds. Our school is renowned for its high - quality education, dedicated staff, and state - of - the - art facilities.

We are located in a serene and safe precinct that offers a perfect blend of modern infrastructure and natural beauty. Our institution is recognized for its innovative teaching methods and a strong focus on the overall growth of each pupil, preparing them to become responsible global citizens.

Over the years, we have grown and evolved, adapting to the changing needs of our pupils and the educational landscape. Today, we are proud to offer a modern and well - equipped learning environment that fosters creativity, critical thinking, and collaboration.

OUR ETHOS

Our Mission

is to instill a love for learning, develop strong moral values, and equip pupils with the skills and knowledge necessary to succeed in a rapidly changing world.

Our Vision

is to be a leading primary school recognized for academic excellence, innovation, and a commitment to holistic development.

Our Belief

Grace Citadel schools is dedicated to providing a nurturing and stimulating educational environment where every child can reach their full potential.

Our Core Values

Grace Citadel schools is dedicated to providing a nurturing and stimulating educational environment where every child can reach their full potential.

The School Motto

...citadel of knowledge

SCHOOL ANTHEM AND PLEDGE



A NIGERIA/BRITISH
CURRICULUM,
CO-EDUCATION

SCHOOL ANTHEM

The Grace Citadel Schools anthem is a source of pride and unity for our school community. It is sung at school assemblies and special events. The lyrics of the anthem reflect our school's values and mission.

**NOT BY MY STRENGTH
NOR BY MY WISDOM
BUT BY YOU THE LORD GOD OF ALL GRACE
I DEPEND, I DO TRUST IN YOU
FOR MY EXCELLENT ABILITIES
(AND I'LL BE ALL YOU WANT ME TO BE,
FOR I DWELL IN YOUR OWN CITADEL). (2X)**

THE PLEDGE

The Grace Citadel Schools pledge is recited by pupils at the beginning of each school day. It reminds pupils of their responsibilities as members of the school community and encourages them to uphold our school's values.

**BY THE GRACE OF GOD MY FATHER,
AND MY SAVIOUR JESUS CHRIST.
I DO DECLARE, I AM A CHILD OF THE
MOST HIGH GOD.
I DO PROMISE, I WILL REVEAL GOD'S
GLORY IN ALL THAT I WILL DO.
I WILL BE LOYAL AND STUDIOUS.
I WILL SHINE FOR THE WORLD TO SEE.
LIKE MY FATHER, NOTHING BEFORE ME
SHALL BE IMPOSSIBLE.**

INTRODUCTION TO GRACE CITADEL SCHOOLS

Grace Citadel schools! We are delighted to have you as part of our educational community. At Grace Citadel schools, we are committed to providing a holistic and enriching learning environment that nurtures the intellectual, social, and emotional growth of every child. Our dedicated team of educators is passionate about teaching and is here to support your child's academic journey. We believe that by working together, parents, teachers, and pupils can achieve great things. Let's embark on this exciting educational adventure together! Grace Citadel Schools, a vibrant and dynamic educational institution dedicated to fostering academic excellence, personal growth, and community engagement. Our school is a place where pupils from diverse backgrounds come together to learn, grow, and thrive. With a rich history of providing high - quality education, we are committed to preparing our pupils for success in an ever - changing world.

GENERAL INFORMATION FOR ALL PARENTS

ACADEMIC PROGRAMS



Nigerian and The English National Curricular

The Nigerian Curriculum prepares learners to acquire necessary knowledge, skills and attitudes for the development of the self and loyalty to the nation, promote love, resolve problems and make decisions. It is based on the approved National Policy on Education.

The British National Curriculum, with an international perspective and outcome based education approach assists learners to function on the higher cognitive domains of learning

Learners are expected to be:

- ◇ Critical thinkers
- ◇ Problem solvers
- ◇ Creative and innovative
- ◇ Effective communicators
- ◇ Collaborators and team players
- ◇ Effective users of science and cutting-edge technology (Efficient users of ICT).
- ◇ Ethically and morally upright.

The content of both curricula, prepare learners to be well-rounded and responsible global digital citizens with knowledge and insight into the world that consists an integrated whole or totality of complex systems.

External and International Examinations

At the end of the Basic Education, learners are presented for the Basic Education Certificate Examination (BECE) or the First School Leaving Certificate (FSLC).

With these certificates, they can secure admission into secondary education.



EVANG.
**CORDELIA
EKANEM**
CO-CHAIRMAN/FOUNDER OF
GRACE CITADEL SCHOOLS

RECORD OF ACADEMIC EXCELLENCE

Academic Achievements

- a. Our pupils have consistently performed well in national and international examinations. A large number of our alumni have been admitted to top - tier universities around the world.
- b. We have also won numerous awards for academic excellence at the state and national levels.

Sports Achievements

Our sports teams have won several inter - school and national championships in various sports. Our athletes have represented the school at national and international sporting events.

Cultural Achievements

Our pupils have received recognition for their achievements in art, music, and drama. Their performances and works have been highly appreciated at cultural festivals and competitions.

CURRICULAR ACTIVITIES

The Junior Secondary Schools offer the following subjects covering all areas of learning:

SN	SUBJECTS	COMPONENTS
1	English Studies	<ul style="list-style-type: none"> English Language/Literature in English Diction in English Languages
2	Other languages	<ul style="list-style-type: none"> Ibibio French language
3	Mathematics	<ul style="list-style-type: none"> Mathematics
4	Basis Science & Technology (BSL)	<ul style="list-style-type: none"> Basic science. Physical & Health Education Basic Technology Information Computer Technology (ICT)
5	Prevocational Studies	<ul style="list-style-type: none"> Agricultural Science Home Economics Entrepreneurship
6	Religious & National Values (RNV)	<ul style="list-style-type: none"> Christian Religious Studies Islamic Studies Social Studies Civic Education Security Education
7	Cultural & Creative Arts (CCA)	<ul style="list-style-type: none"> Fine Ars Music

Learners Support and Value-Added Program

The professional Counseling Programs at the different Grace Citadel Schools assist learners with study orientation, personal problems, subject and career choice.

Through our Leadership and Life Skills Programs, we guide learners to develop skills necessary to make responsible choices based on ethical and spiritual development.

These programs include but not limited to:

- Citizenship and Leadership Training Program
- Association of International schools in Africa
- International Montessori Council
- International Award for young people
- Community Service Program

Grace Citadel Schools provide a stimulating environment for personal growth and development. Learners and educators are always encouraged to pursue life-long learning opportunities and multiple skills. The following value-added programs underpin our academic enrichment and provide our learners with a competitive advantage:

- Reading and Creative Writing
- Diagnostic Mathematics Support
- Speech Improvement therapy
- ICT Skills
- Leadership Development.

These are assured and controlled by our peculiar Academic Support Units.

Use of Technology

Our educators are well-trained, experienced and qualified to engender creative and innovative teaching and learning. Every lesson conducted, is supported by the application of state-of-the-art technology and best practices.

E-Learning

Parents are expected to provide the approved learning devices for their children, Hence, all learners are expected to participate in our online learning program. Any learner that fails to participate in the online program will be punished. (At the discretion of the school management.)

PROMOTION PROCEDURES

At the end of the third term examination, after marking must have been concluded, the Academic Board comprising the principal and other Local Management Team will sit and review the broadsheets of every class and level in the school.

EXPECTATION:

i. In Foundation Program, it is expected that every learner must score a minimum of 60 percent in each subject before such a learner can be considered for promotion, including (Maths and English).

ii. In Post-foundation Program, every learner must obtain a minimum of six credit pass at C4 level (minimum of 60%) in all the core and required subjects.

PROMOTION ON TRIAL

This will be at the discretion of the management. However, approval must be sought from the headquarters before a child can be considered for a condoned pass/promotion (promotion on trial).

RE-SIT

Candidate to be considered for a re-sit in an examination must have scored between 57-59 in one or two subjects. Approval must be given in writing from the Headquarters before such re-sits can be affected.

TO REPEAT A CLASS

Any learner that fails to measure up with the above standard will be asked to repeat such a class if at the end of the session he/she fails to score an aggregate average of 60% in each subject.

GRADING SYSTEM

GRADE	SCORE
A1	90 TO 100
A2	80 TO 89
A3	70 TO 79
C1	65 TO 69
C2	60 TO 64
C3	55 TO 59
P1	50 TO 54
P2	44 TO 49

SUBJECT BREAK-DOWN STRUCTURE

Grace Citadel Schools offer the following subjects break-down structure covering all areas of learning:

SCIENCES & MATHEMATICS

- Basic Science & Technology
- Physical/Health Education
- Mathematics
- L.C.T.

LANGUAGES

- English Language
- Literature in English
- Diction
- French Language
- Ibibio Language

SOCIAL SCIENCES

- Economics
- Christian Religious Knowledge
- National Values Education
- History

TRADE SUBJECTS

- Building/Architecture
- Catering & Craft Practice
- Photography
- Farming
- Teaching
- Domestic/Housekeeping
- Carpentry
- Laundry

VOCATIONAL SUBJECTS

- Agricultural Science
- Home Management
- Sporting
- Food & Nutrition
- Music
- Arts
- Social



In a Computer laboratory

- Quality of Leadership
- Development of Strategies and Policies
- Clear client and Market Focus

PUPIL SUPPORT

- Academic Counseling:

Our experienced academic counselors are available to help pupils plan their academic careers, choose the right programs, and set goals for the future. They also provide support for pupils who are struggling academically.

- Mental Health and Wellness:

We recognize the importance of mental health. Our school has a team of counselors and psychologists who offer individual and group counseling services to help pupils deal with stress, anxiety, and other emotional issues.

- Special Education Services:

We are committed to providing inclusive education. For pupils with special needs, we offer a range of special education services, including individualized instruction, assistive technology, and support from special education teachers.

Parent - Teacher Communication

- Regular Meetings: We hold parent - teacher meetings at least twice a semester to discuss your child's academic progress, strengths, and areas for improvement.

- Communication Channels: In addition to face - to - face meetings, we use email, phone calls, and a school - wide messaging app to keep parents informed about school events, assignments, and their child's well - being.

Parent Involvement

- Volunteer Opportunities: We encourage parents to get involved in school activities by volunteering as classroom assistants, chaperones for field trips, or participants in school committees.

- Home Support: Parents play a vital role in their child's education. We recommend setting up a quiet study area at home, establishing a regular study routine, and providing emotional support.

Parents are required to immediately inform the Head of the School in writing of any change of domestic staff, family's contact details; on and offlines where available.

ACADEMIC SUPPORT UNITS

Our Academic Support Units, made up of seasoned professionals, provide a process of internal and external control mechanisms which assure the quality and excellence of Grace Citadel Schools. Some of these Academic Support Units are Quality Assurance, Test, Exams & Academic Records, Research & Curriculum Development, Educational Resource and ICT.

The Academic Support Units conduct daily inspection and termly Whole School Evaluation exercises in all schools.

Reputable international educational bodies such as CERTIPORT, AISA, BRITISH COUNCIL, IMS, perform regular compliance evaluation of all our schools.

Parents are invited to a Parents' Morning to experience the quality of our schools' activities and are also invited to Open Days to discuss the academic progress and welfare of their children with the Educators, Counselors, Parent Teachers, Principals and Heads of Schools, etc.

STRATEGIC FOCUS AND ACADEMIC BRIEF

The strategies focus for Grace Citadel Secondary Schools are:

- Developing and improving the creative abilities of learners and educators.
- Expanding the level of Science and Mathematics teaching and learning
- Implementing an integrated STEAM culture (Science, Technology, Engineering, Art and Mathematics).
- Emphasizing scientific sports development.
- Fostering Entrepreneurship Culture.
- Instilling positive cultural life values and discipline in the teaching and learning programs.
- Raising the academic excellence and performance of learners.
- Developing the level of human capital (via knowledge, skills and attitude training) of learners and educators.
- Managing the quality of the teaching and learning programs in the schools.
- Contributing to a culture of lifelong learning amongst learners and educators.

MODEL OF EXCELLENCE

To meet the requirements of being a world-class institution, Chrisland Schools Limited has developed the following models based on six (6) criteria to evaluate the level of quality and academic excellence in our schools.

Education in Grace Citadel Schools is learner-centered. Hence, each learner is given the opportunity to develop himself or herself to the best of his/her ability. This is achieved through participation in the various games offered at the schools namely: Basketball, Football, Chess, Tennis, Swimming, Athletics. Students are expected to be actively involved in at least two clubs:- one subject-based and the other recreational:

RECREATIONAL CLUBS:

Board Games
Cultural Club
Boy Scouts
Girl Guides
Red Cross
Young Disciples International
Choral Group
Dance and Drama
JETS Club, etc.

SUBJECT-BASED CLUBS:

Young Farmers
Home Makers Club
Press
Literary and Debating Society
French
Business
ICT
Language Club
Art & Craft



OUR STARS GETTING READY ON THE FOOTBALL PITCH

SCHOOL ORGANIZATION

THE GRACE CITADEL SCHOOLS CALENDAR

The school runs a session of three terms:

The first term runs from September to December, second term from January to April while the third term runs from April to July of each school year.

The school calendar for the term is usually given to parents in advance.

FEES

School fees are paid annually or termly, but are due on or before the first day of school. Part payment of Fees could be collected in some cases, but on two instalments only. Full payment must be made before a child is allowed to write his/her exams.

*Fees are subjected to upward review when necessary.

*Full and prompt payments made annually are discounted.

CAUTION FEE

This payment is made at the time of enrolment. It is refundable on application at the end of the learner's schooling period, only if the learner has not caused any damage to school property.

ADMISSION ACCEPTANCE FEE

Parents are also required to pay an Admission Acceptance Fee of N100,000 (subject to review).

MODE OF PAYMENT

Certified Bank Drafts and online transfers made payable to Grace Citadel Schools Limited are acceptable. Online payments through the school website is also allowed, but only accrued to distance learners of the school. Payments can be made in either Naira or foreign currencies.

DEFERMENT OF ADMISSION

A learner's place may be reserved if there is a genuine reason for the absence for a maximum of one year after the mandatory payment of a reservation fee of N40,000. Learners will however not be admitted into terminal classes.

CO-CURRICULAR ACTIVITIES

Sporting Activities

promptly, thoroughly and, in the first instance, on an informal basis.

- An anonymous concern or complaint will not be investigated under this procedure unless there are exceptional circumstances
- To enable a proper investigation, concerns or complaints should be brought to the attention of the school as soon as possible. In general, any matter raised more than three months after the event, being complained of, may not be considered.
- Ensure that there is an effective partnership between the school, staff and parents.

For a complaint to merit serious consideration it should meet at least one of the following criteria:

- It is made by the person(s) directly affected by the matter of the complaint.
- It relates to events within the last three months
- The events in question can be dated
- There is independent corroboration of the allegations
- It is important to bear in mind that not all expressions of concerns constitute a complaint.

A complaint may also be considered unreasonable if the person making the complaint does so either face-to-face, by telephone or in writing or electronically:

- Maliciously
- Aggressively;
- Using threats, intimidation or violence:
- Using abusive, offensive or discriminatory language;
- Knowing it to be false:
- Using falsified information:
- Publishing unacceptable information in a variety of media such as on social media platforms and newspapers.

COMPLAINT PROCEDURE

All complaint process must be in this order:

- Head of school (To process the complaint)
- Director General (Final letter to conclude the matter)

The school has the right to formally suggest to a parent to withdraw his/her wards if issues cannot be resolved.

WITHDRAWALS AND TRANSFERS

If a child is to be withdrawn or transferred from any of the Basic Schools, a term's notice to the authority is required or the parent will be required to pay a term's fee if proper notice has not been given.

A Transfer Certificate will be issued if:

- (a) At least the learner has made one year's attendance
- (b) All fees in respect of the learner have been paid.
- (c) Due notice of withdrawal has been given or appropriate fees have been paid.

GATHERING PLATFORM

The school frowns at the introduction of parallel platforms and groups other than the platform coordinated by the Parents Teacher Interaction Management (PTIM). Hence, the only recognized parents body in Grace Citadel Schools is the Parents, Teachers Interaction Management. Any other platform, other than the above will not be recognized by management.

COMPLAINT PROCEDURES

At Grace Citadel schools Limited, we strive to ensure that most parental concerns are resolved both formally and informally and to the satisfaction of all. Hence, all concerns/complaints should be channeled through the Head Teacher in writing, phone calls and visits to the school as the situation demands. The word 'complaint' as used in this parent's handbook should be restricted to a situation being formally investigated. In other cases, language such as 'concerns' or clarifications should be used. A complaint is an expression of significant dissatisfaction, written or oral, by a person or persons with a legitimate interest in the school about any aspect of their child's education, this includes the practices or policies of the school, the conduct, action or omissions of members of staff employed at the school or about the quality of teaching. Complaints may be written or oral. It is not always appropriate to ask for complaints to be put in writing as this might unnecessarily formalize the situation, resulting in either party taking a more defensive or entrenched position and making the conflict more difficult to resolve.

This complaint resolution procedures are put in place to:

- Underpin the schools aims and objectives by giving due consideration to the complaints of parents, school and community.
- Ensure that all complaints are considered fully, fairly and confidentially,



GRACE CITADEL SCHOOLS

(Exclusively Day)
(Co-Educational)

SPECIAL OCCASIONS

Parents Morning

Parents' morning comes up once in a term before the Mid-Term Break. It is very important that parents attend this function. The Parents Morning provides the much needed opportunity for parents to observe lessons and make comments in the comment books.

Parents' Cocktail Evening

This takes place at the beginning of a new session. It is a social get-together for Grace Citadel Schools' parents and members of staff.

Parents' Forum

It is a tradition of Grace Citadel Schools Limited to organize a forum for parents and educators in Grace Citadel Schools' every 1 of May This forum is for motivational workshops and teaching on parenting.

Parents Teachers Interaction Management (P.T.I.M) Meeting Days

The meeting day for the P.T.I.M formerly P.T.A will be fixed and communicated to you and the educators by the executive members, P.T.I.M meetings are compulsory for all the parents and educators of Grace Citadel Schools. Note that you are bound by all decisions made in your absence.

Inter-house Sport Competition

The Inter-house Sport comes up annually. We welcome sponsorships and placement of advertisements in the program of events.



OUR GRACIOUS PARENTS IN A DANCING COMPETITION DURING TERM END PARTY

newsletters and mails sent to parents each term.

VISITS

Visits during school hours are not allowed. However, a parent/guardian with a valid reason to visit his or her child/ward during school hours may be permitted by the Head Teacher or Head of School on compassionate grounds.

We enjoy parents to co-operate and work hand-in-hand with the school without We being confrontational.

MODE OF ASSESSMENT

The learner's academic achievement is assessed through:

Class Work	}	-	40%
Assignment			
Tests			
Examinations (Terminal)		-	60%

HOLIDAY PROJECT

The learners are Not to do all their projects during the Mid-term Break. They are to get the materials needed for the projects and work on it over the term. Parents are advised to neither contract nor do the projects for their children/wards as such will be penalized. Moreover, students would have lost the opportunity to learn through the execution of such projects if they are contracted out. However, they are to guide the children to carry out the projects by themselves.

The project topics and the materials needed are given out before half-term.

TEXT BOOKS

All pupils must obtain their Text books from the school bookstore at an affordable prices. The list of books to be purchased during the holiday are given below: Titles indicated by letter "C" means it is compulsory for such textbooks to be bought. While those indicated with an "O" is optional but useful to the students.

DAILY ROUTINE

Resumption Time: 7.30am

Break Periods:

Short Break 10.40am-10.50am

Long Break: 12.50pm-1.10pm

Clubs: 1:45-2.15 pm

Closing Time: 3.30pm

ABILITY/STREAMING

Pupils are streamed according to their abilities into these classes:

- Sapphire
- Tanzanite
- Crystal
- Amethyst
- Pearl

NOTE: The streaming is very flexible, as a child in the Tanzanite class who works hard may move to Sapphire and one from Sapphire who did not work hard may move to Tanzanite or Amethyst as the case may be. This is to encourage healthy competition industrious ethos among our children.

SCHOOL HOLIDAYS

The Schools observe Mid-term Breaks, Government-recognized Public Holidays and Terminal Holidays.

There are four houses in the schools, namely:

The Cedars	
The Firs	
The Oaks	
The Pines	

SCHOOL CALENDAR

As much as practicable, the High Schools run the same school calendar with Lagos State owned schools. There are three terms in a session. A session starts in September and ends in July.

In each term, there are special days that require parents' presence. These are Usually communicated to parents via the school calendar, included in SMS,

CONTACT INFORMATION:

Address
2 Akpan Odok Strt., Obot Ndom, Ekom Iman, Etinan, Akwa Ibom State,
Nigeria

Phone Number
+2348023865901, +2348038919265, +2349022949522

Email
info@gracecitadelschools.org

Website
www.gracecitadelschools.org

**LIST OF PRICES FOR
ACADEMIC MATERIALS HERE**



DECLARATION FORM

(Please, complete the duplicate Declaration Form and return to the Head Teacher.

We/I, Mr. & Mrs.

.....

Guardian(s)/Parent(s) of

.....

Have/has read the Handbook and agreed(s) to work together with the school authorities to bring out the best in my/our Child/Ward.

.....
Signature of Parents(s)

.....
Date

Telephone numbers of :

Father

Mother