

Welcome to Green Acres Junior Academy.

(Please read this information carefully)

- **Students, staff, contractors and visitors to the school must report to security at the main entrance before visiting any other part of the premises.**
- **Students, staff, contractors and visitors must register at main entrance with security when arriving and when leaving.**
- **Visitors must have a visitors' pass or contractors pass at all times while on school premises.**
- **Visitors must seek assistance from staff to find the person or place they wish to visit.**
- **Adults are viewed as role models** for our children. Accordingly, visitors are requested to **speak and behave in an appropriate manner.**
- If you are not satisfied with anything related to the school, you are requested to **act in a calm and reasonable** manner. The school has a complaints procedure to handle any **dissatisfaction or complaint.** Please ask a senior member of staff for assistance.
- Everyone has a right to a safe working environment. Verbal or physical harassment to staff will **not be tolerated.**
- Deliveries **must be made to the stores, unless directed** to another part of the school.
- Please **do not be offended** if you are **approached and requested to identify yourself** while on school premises.
- When parents or guardians **details change** please ensure that **the school is informed in writing immediately to update this change on your next visit.**
- Please do **not bring into school premises** any equipment or material that is **hazardous or combustible without permission** from a senior member of staff.
- Please do **not block access roads** to the school or **the main entrance.** These areas must be kept clear at all times. **Parking space is provided** next to main entrance and other secure areas that will be provided on visitors' day.

Contacting Teaching Staff

To contact a teacher on issues relating to a **child's performance, you are requested to book an appointment through reception at least 2 days before your visit.** This visit will take place on a weekday and last for a 30 minute period.

First Aid

- In case of an accident or injury to you or another person, report to the school office, nurse, and security or send someone to seek help immediately.

Fire Alarm Action

- Any person discovering a fire or hearing a smoke detector alarm must alert security or a member of staff immediately. Please DO NOT attempt attack a fire yourself.
- When the fire alarm siren rings continuously, all students and visitors must leave immediately through the nearest fire exit.
- Close all doors behind you when leaving and report to the fire assembly point.
- The fire assembly point is located at the school playground/sports ground opposite the main entrance.
- Do not delay being evacuated to collect personal belonging left behind.
- Do not re-enter any part of the buildings until told by a fire warden or security that it is safe to do so.
- Do not attack fire; security/staff are trained to handle fire-fighting equipments.
- Do not block or obstruct fire exits at any time and assemble at the school playground/sports ground located opposite the main entrance until authorized to return by fire wardens.

Health and Safety

- It is a collective responsibility to observe Health and Safety regulations on school premises and during any school activity. Please report any unsafe, hazardous, illegal or prohibited substances and materials (for example, Lighters, Candles, Alcohol, Drugs, inappropriate media or Print material etc). Please report any safety risk you may observe to a member of staff and/or security.
- **NO FLAMMABLE material of any nature is allowed in any part of the premises.**

Security

- Access to premises is managed by security at all times while school is in session and during out of class hours.
- Please enter and exit ONLY through main entrance so that security has records of your arrival and departure.
- Safety to our premises, students and staff is a priority; please do not leave any external doors unsecured at anytime.
- If you have any concerns about our Security, Health and Safety, or find anyone behaving suspiciously, please do not hesitate to challenge him/her to identify himself, report to security and or any other member of staff immediately.

Monday – Friday Day.

- 06:10am - Students wake-up call.
- 06:15am - Cleaning up.
- 08:00am - 8:30am Mondays & Fridays Assembly.
- 08:00am - Students register for morning classes.
- 08:10am - Classes begin.
- 10:30am - 11:00am break time.
- 12:30pm - 02:00pm Lunch break.
- 02:10pm - Students come in for registration and afternoon school.
- 03:30pm - Infant classes end. At 04:00pm juniors classes end.
- 04:00pm - Extra curricular activities.
- 06:30pm - Cleaning up.
- 07:00pm - Dinner / TV time.
- 08:00pm - Class work.
- 09:30pm - Students' bedtime.

- **Saturday – Sunday Events**

Term 1 Important Events 31st January 2010

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
7. End of term holiday. **23rd April 2010**

Term 11 Important Events 23rd May 2010

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
7. End of term holiday. **13th Aug 2010**

Term 111 Important Events 06th Sept 2010

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
7. End of term holiday. **03rd Dec 2010**