

EUSTON BRITISH INT' HIGH SCHOOL



SCHOOL POLICY HANDBOOK

2025/2026
EDITION

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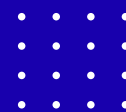


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Introduction

At Euston British International School, we believe that education is an inspiring journey that shapes not only intellect, but also character and spirit. In a world of constant innovation and connection, our purpose is to empower our students to embrace the future with confidence and enthusiasm. We are dedicated to providing a strong academic foundation while nurturing the essential skills and values that will enable them to flourish in all aspects of life.

We see the leaders of tomorrow in the students of today. To prepare them for this role, we go beyond traditional learning. We cultivate an environment where creativity, resilience, technological fluency, critical thinking, empathy, and collaboration are woven into the fabric of their daily experience. At Euston, we are committed to preparing students not just for examinations, but for a lifetime of purpose and achievement in the 21st century.

Our Vision

To be a beacon of learning that inspires and empowers every student to become a future-ready global citizen. We envision graduates renowned for their academic excellence, technological agility, and creative problem-solving, equipped with the life skills to thrive and make a positive impact in a dynamic world.

Our Mission

- To deliver a world-class education that harmoniously blends academic rigor with the development of essential technology and life skills.
 - To cultivate a nurturing and innovative learning environment that sparks curiosity, encourages critical thinking, and celebrates collaboration.
 - To empower every child to become an adaptable, confident, and compassionate leader who enriches their community and the world.
 - To build a strong and supportive partnership with parents, working together to nurture well-rounded individuals who embody discipline, empathy, and resilience.
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Our Core Values

- **Integrity:** To act with honesty and strong moral character, building a community founded on trust.
 - **Excellence:** To pursue the highest standards in academics and character, inspiring every student to achieve their personal best.
 - **Innovation:** To champion curiosity and creativity, empowering students to become adaptable and imaginative problem-solvers.
 - **Discipline:** To cultivate the self-control, focus, and resilience needed to achieve meaningful goals with purpose.
 - **Respect:** To treat everyone with kindness and empathy, celebrating diversity to create an inclusive community where all belong.
 - **Collaboration:** To build powerful partnerships between students, staff, and parents, knowing we achieve more together.
 - **Service:** To inspire students to make a positive impact on society through compassionate action and responsible citizenship.
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Guiding Principles

1. **The Pursuit of Excellence:** We champion a culture of excellence in all endeavors; academics, arts, and personal growth. Every student is encouraged and supported to achieve their personal best, both within and beyond the classroom.
2. **Inspiring Future-Readiness:** We embrace innovation and cutting-edge technology to equip our students with the forward-thinking skills and adaptability needed to navigate and shape the modern world.
3. **Nurturing Holistic Growth:** We believe in the development of the whole child. Our approach to education is designed to foster intellectual, physical, and emotional well-being through a rich tapestry of academic, extracurricular, and community activities.
4. **Building Character and Integrity:** We instill the timeless values of integrity, accountability, and respect. We guide our students to become principled individuals who take pride in their actions and contribute positively to society.
5. **The Power of Partnership:** We thrive as a community. We believe that a strong partnership between the school, our parents, and the wider community is essential to unlocking the full potential of every child.
6. **A Commitment to Innovation and Growth:** We are dedicated to continuous improvement, constantly refining our methods and resources to ensure an educational experience that is both relevant for today and prepared for the exciting possibilities of tomorrow.

Attendance & Punctuality Policy

Euston British International School

At Euston British International School, we believe that punctuality and regular attendance are essential to the academic success and character development of our students. Consistent attendance ensures that students benefit fully from the learning opportunities provided, while punctuality instills discipline and respect for time.

School Hours

- Students are expected to be in school **no later than 8:00am** each school day.
 - Morning assembly begins promptly thereafter, and attendance will be taken.
 - Lessons commence immediately after assembly and follow the school timetable until official closing time.
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Absences

- Parents/guardians must notify the school **before 8:00am** if a student will be absent on any given day. Notification may be made via phone call, SMS, or email to the school's administrative office.
 - For absences lasting **more than three (3) consecutive days due to illness**, a **doctor's note** or a **signed letter from the parent/guardian** is required to explain the reason for absence.
 - Absences due to family travel, ceremonies, or other non-medical reasons must be communicated in writing in advance and approved by the school administration.
 - For prolonged illnesses or emergencies, parents are required to stay in close communication with the school to discuss possible academic adjustments or support for the student.
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Lateness

- Students arriving after 8:00am will be marked **late** in the school register.
 - Frequent lateness without a valid reason may result in disciplinary action, including:
 - A formal warning.
 - Notification to parents.
 - Possible detention or withdrawal of privileges for repeat offenders.
 - Students who miss a significant portion of the school day due to lateness may not be allowed to participate in certain activities (e.g., excursions, sports, or club events).
-

Early Departure

- Students are not permitted to leave school premises before closing time unless:
 - Prior written notice has been submitted by the parent/guardian and approved by the school administration.
 - An emergency arises, in which case parents/guardians must sign the student out at the administrative office.
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Responsibilities

- **Parents/Guardians:** Ensure students arrive at school on time, attend regularly, and submit proper documentation for absences.
 - **Students:** Take responsibility for punctuality and attendance, recognizing the impact on their academic progress and discipline.
 - **School:** Maintain accurate attendance records, monitor patterns of lateness/absence, and communicate concerns promptly with parents.
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Uniform & Appearance Policy

Euston British International School

At Euston British International School, we believe that the way students present themselves is a reflection of the discipline and values we uphold as an institution. The school uniform promotes equality, unity, and focus on learning, while also instilling pride and responsibility in our students.

General Expectations

- All students are required to wear the **approved school uniform** every school day and on official school functions unless otherwise stated.
 - Uniforms must be **clean, well-ironed, and in good condition** at all times.
 - Students who arrive improperly dressed may be denied access to class until corrected. Repeat offenders may face disciplinary measures.
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Shoes & Socks

- Students must wear **black school shoes** with **plain white socks** as part of their daily uniform.
 - Sneakers or sandals are not permitted, except on **designated sports days** or if required due to **medical conditions/injuries** (with proper documentation from a doctor).
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Hair & Grooming

- **Boys:** Hair must be neatly trimmed and well-groomed. No extreme hairstyles, colouring, patterns, or shaved designs are allowed.
- **Girls:** Hair must be neatly styled in natural styles. Wigs, coloured attachments, regular attachments, or distracting accessories are not allowed.
- Hair accessories (if used) should be simple and in line with school colours.

- Students must maintain **good personal hygiene** at all times.
-

Jewellery & Makeup

- Only **small, simple stud earrings** are permitted for girls.
 - Necklaces, bracelets, bangles, rings, and flashy or expensive jewellery are not permitted.
 - Makeup, nail polish, false lashes, and artificial nails are strictly prohibited.
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Sportswear

- On designated sports days, students are expected to wear the **official school sportswear** (as provided by the school) with appropriate sports shoes.
 - Sportswear must not be worn on non-sports days except with prior approval.
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Enforcement & Discipline

- Students who come improperly dressed may be denied access to class until corrected.
 - Repeat offenders may be disciplined through corrective measures, which may include tasks such as classroom cleaning or assisting in school maintenance duties.
 - Persistent non-compliance may result in further disciplinary action and communication with parents.
-

Responsibilities

- **Parents/Guardians:** Ensure that students are properly attired before leaving for school each day.
 - **Students:** Take pride in their appearance and wear the school uniform respectfully.
 - **School:** Monitor compliance and enforce standards fairly and consistently.
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Euston Academic Standards, Homework & Extra Lessons Policy

Euston British International School

At Euston, we are committed to academic excellence and the holistic development of every child. We believe that with the right structure, encouragement, and support, every student can achieve greatness. This policy outlines our standards for academics, homework, and extra lessons as part of our collective responsibility to bring out the best in every learner.

Academic Standards

- Students are expected to maintain diligence, discipline, and focus in their academic work, striving for excellence at all times.
 - Teachers are responsible for setting clear learning goals, delivering engaging lessons, and providing consistent guidance to help students reach their full potential.
 - Success will be measured through classwork, homework, internal assessments, and performance in national and international examinations (WAEC, NECO, JAMB, IGCSE, etc.).
 - Students who struggle academically will not be left behind; they will receive structured support through targeted lessons, mentoring, or academic clinics.
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Homework

- Homework is an extension of classroom learning and is therefore **compulsory for all students**.
 - Assignments must be completed independently and submitted on time.
 - Teachers will ensure homework is purposeful, age-appropriate, and tied directly to curriculum goals.
 - Parents are encouraged to provide a supportive home study environment, though responsibility for completion rests with the student.
 - Repeated failure to complete homework will be addressed with both the student and parents and may attract academic interventions or disciplinary measures.
 - Homework forms part of the student's continuous assessment.
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Extra Lessons & Academic Support

- Extra lessons are **mandatory for all students** and are already included in school fees.
- These lessons are designed to strengthen learning, close academic gaps, and sustain high academic standards across all classes.
- Teachers must conduct extra lessons in a structured, purposeful way that addresses identified learning needs.

Special Support

- Students who are academically behind will receive additional targeted lessons, with prior notification to parents.
 - Students preparing for external examinations (WAEC, NECO, JAMB, IGCSE, etc.) will have supplementary lessons for effective exam readiness.
 - Parents are encouraged to collaborate with teachers by providing feedback on their child's progress at home.
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Encouragement & Support

At Euston, extra lessons and homework are not seen as punishments but as positive tools to help students succeed. We emphasize encouragement, motivation, and confidence-building alongside academic rigor.

- Teachers are expected to celebrate effort and achievement, no matter how small.
 - Engaging teaching methods should be used to inspire students and boost confidence.
 - Students are encouraged to set personal academic goals, challenge themselves, and take pride in their progress.
 - Parents are vital partners and are expected to engage actively in academic discussions and review meetings.
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Responsibilities

- **School:** Provide qualified teachers, resources, and structures to sustain academic excellence.
 - **Teachers:** Deliver engaging lessons, assign purposeful homework, and conduct supportive extra lessons.
 - **Students:** Attend classes and extra lessons punctually, complete homework diligently, and strive for excellence.
 - **Parents/Guardians:** Support their children's learning by ensuring attendance, encouraging good study habits, and maintaining communication with teachers.
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Disciplinary Policy

Euston British International School

At Euston, discipline is viewed not just as a system of punishment, but as an essential tool for shaping character, instilling responsibility, and building the right values in our students. Every student is expected to uphold the highest standards of behavior, both within and outside the school.

Expected Student Conduct

Students must:

1. Show respect to teachers, staff, fellow students, and school property.
2. Abide by the school's rules on punctuality, dress code, academic honesty, and attendance.
3. Demonstrate honesty, responsibility, and self-control at all times.
4. Refrain from disruptive, disrespectful, or harmful behavior.

Unacceptable Conduct

The following behaviors are considered violations of school standards and will attract disciplinary measures:

- Bullying, harassment, or discrimination of any kind.
- Cheating, lying, or academic dishonesty.
- Vandalism, theft, or destruction of school property.
- Fighting, violence, or use of abusive language.
- Sexual misconduct or inappropriate relationships.
- Possession or use of drugs, alcohol, or harmful substances.
- Repeated failure to comply with dress code, homework, or attendance rules.

Disciplinary Measures

Disciplinary action will be **progressive and proportional** to the offence, including but not limited to:

1. **Verbal or written warning** for minor offences.
2. **Corrective tasks or extra duties** (such as community service within the school).
3. **Temporary denial of class participation** until compliance (e.g., improper uniform).
4. **Parental notification and involvement** for repeated or serious misconduct.

5. **Suspension** for major misconduct or repeated offences despite intervention.
6. **Expulsion** for severe violations such as drug use, sexual misconduct, violence, or theft.

Encouragement & Positive Reinforcement

- Good behavior will be recognized through awards, commendations, and privileges.
 - Teachers are expected to highlight and encourage positive attitudes, teamwork, and respect.
 - Students who demonstrate exemplary conduct may be nominated for leadership opportunities within the school.
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Health & Medical Policy

Euston British International School

At Euston British International School, the wellbeing and safety of our students is a top priority. We are committed to providing a safe, hygienic, and responsive environment for all children under our care.

General Health & Wellness

- Parents are required to provide up-to-date medical records, including details of allergies, immunizations, and any pre-existing conditions.
 - Students are expected to maintain good personal hygiene and cleanliness. Parents are encouraged to support this at home.
 - Any communicable disease (e.g., chickenpox, measles, COVID-19, etc.) must be reported immediately to the school to protect other students.
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Absences Due to Illness

- Students are expected in school by **8:00 a.m. each day**.
 - For absences due to illness lasting more than **3 consecutive days**, a doctor's note or a written and signed letter from parents is required.
 - For prolonged illnesses, parents must maintain communication with the school to discuss possible academic adjustments.
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Medication & Sick Bay

- Euston British International School maintains a **fully equipped sick bay** with an on-duty medical professional to attend to students who may sustain injuries, require first aid, or need minor medication during school hours.
 - Minor medication (such as paracetamol for headaches or simple treatments for stomach upset, colds, or minor injuries) may be administered by the school's medical professional. Parents will be notified of any treatment given.
 - For prescribed medication or ongoing medical treatment, parents must provide the medication along with **written instructions from a licensed medical doctor**. The school medical officer will then administer it strictly according to instructions.
 - Students are not permitted to self-medicate or carry unapproved medication to school.
 - All emergency medication (e.g., inhalers, EpiPens) must be submitted to the sick bay and registered under the student's medical profile for easy accessibility.
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Medical Emergencies

- In the event of a medical emergency, the school will provide first aid and immediately contact parents/guardians.
 - If urgent care is required, the school reserves the right to take the child to the nearest qualified medical facility while informing parents.
 - All parents must provide at least **two emergency contact numbers**.
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Responsibility

- **Parents** are responsible for ensuring children are fit and healthy for school each day.
 - **The school** is responsible for ensuring students remain safe, promptly attended to in case of illness or injury, and that all policies are followed fairly and consistently.
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School Fees Policy

At Euston British International School, our commitment is to provide the highest standard of education and holistic development for every child. To sustain this commitment, it is essential that school fees are paid promptly and in full, in accordance with the terms below.

1. Payment Guidelines

- Parents/guardians are required to pay **60% of school fees** before or on the **first day of each term**.
 - The remaining **40% balance must be paid on or before the first resumption day after the mid-term break**.
 - **All payments must be made directly into the school's official bank account.** Payments into personal accounts or cash transactions are strictly prohibited.
 - A receipt issued by the school's accountant is the only recognized proof of payment. Parents are encouraged to keep their receipts for future reference.
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2. Late Payment Policy

- Parents/guardians who fail to pay fees by the due dates without prior communication will incur a late payment penalty as determined by the school.
- However, if parents **inform the school ahead of time** that they may be unable to meet the deadline, the school is open to discussing and signing a **payment plan agreement**

with them.

- The school is committed to working with families facing genuine financial challenges, provided they maintain open and timely communication.

3. Outstanding Fees: Process and Consequences

To ensure fairness and accountability, the following steps will be taken for any unpaid fees:

1. **Reminder Notice:** The Accountant will issue a polite reminder via call, email, or message.
2. **Formal Notice:** If payment is still outstanding one week after the reminder, a **formal written notice** will be issued, requiring immediate settlement or a signed payment plan.
3. **Restriction from Non-Academic Activities:** If arrears remain unpaid (and no payment plan is signed) one week after the formal notice, the student may be restricted from participating in **non-academic activities**, including extracurricular clubs, events, and outings.
4. **Denial of Access:** If arrears persist, the student may be **barred from entering school premises, attending classes, or receiving report cards** until fees are fully cleared.

4. Club Activities & Academic Resource & Support Fee

- Club activities at Euston are **mandatory for all students** and form part of the fees paid by parents.
- These activities are carefully designed to provide a healthy balance between academics and extracurricular pursuits, which is essential for unlocking the best academic performance in our students.
- The **Academic Resource & Support Fee** covers: textbooks, exercise books, medical services, clubs, learning materials, school portal access, and other academic support provisions.

5. Refunds

- **All fees paid are strictly non-refundable and non-transferable**, regardless of withdrawal, dismissal, or absence of a student during the school term.
 - However, in the case where a parent/guardian intends to transfer a student to another school, the school must be **formally notified in writing at least one full term in advance**.
 - Only in such cases, and strictly at the school's discretion, may a **prorated refund** be considered.
 - Failure to provide the required notice will result in **no refund being processed under any circumstance**.
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6. Dispute Resolution

- In the event of a disagreement over fee payments, parents/guardians are expected to raise the issue directly with the school's Accountant or Administration Office.
 - If unresolved, the matter may be escalated to the Director.
 - The school will make every effort to resolve disputes amicably and fairly, but reserves the right to take **legal action** where necessary, especially in cases of willful default.
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7. Default on Fees

- Any parent who transfers a child to another school without clearing outstanding fees, or makes it clear that they do not intend to do so, will face **legal action** initiated by the school.
 - The school reserves the right to engage debt recovery agents or pursue the matter in court to recover outstanding fees.
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Safety & Security Policy

Euston British International School

At Euston, the safety and wellbeing of our students, staff, and visitors is our highest priority. We are committed to maintaining a secure, disciplined, and nurturing environment where children can learn and grow without fear or undue risk. This policy outlines the school's security measures, expectations for conduct, and emergency procedures.

1. General Safety Standards

- The school premises will be supervised at all times during operational hours.
 - All students are expected to conduct themselves responsibly to avoid accidents or unsafe behavior.
 - Staff are required to be vigilant and proactive in identifying and managing potential safety risks.
 - Students are expected to report any hazards, suspicious activity, or safety concerns immediately to a teacher or school authority.
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2. Access to the School Premises

- Entry to the school premises is restricted to staff, students, authorized parents/guardians, and approved visitors.
 - All visitors must report to the security post, sign the visitor's register, and wear a visitor's tag while on school property.
 - Parents/guardians must notify the school ahead of time if a third party will pick up a student. Such third parties must provide valid identification before the student is released.
 - Unauthorized entry or loitering around the school compound is strictly prohibited and will be treated as a security breach.
-

3. Pick-Up & Drop-Off of Students

- Students are expected to arrive at school on time (by **8:00am**) and be picked up promptly at closing time.
 - Students will only be released to parents/guardians or previously authorized persons.
 - In emergency cases, parents must provide written or verifiable telephone authorization for another individual to pick up their child.
 - Students who are not picked up on time will remain under the supervision of designated staff at a safe location within the school premises until parents/guardians arrive.
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4. School Security Personnel

- Trained security personnel are stationed at the gates and patrol the premises to ensure safety.
 - Security staff are responsible for:
 - Screening and logging all visitors.
 - Monitoring student entry and exit.
 - Enforcing safety rules at the gates and within the compound.
 - Supporting the school in emergency or evacuation procedures.
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5. Emergencies & Evacuation Procedures

- Emergency evacuation plans are posted in all classrooms and key areas of the school.
- Staff and students will participate in regular fire and emergency drills at least once per term.
- In the event of an emergency (fire, natural disaster, or security threat), students will be evacuated in an orderly manner to the designated assembly point.
- Parents will be informed immediately in case of any serious emergency.

6. Transportation Safety (if applicable)

- Students using school buses must adhere to all safety rules:
 - Remain seated during transit.
 - Avoid distracting the driver.
 - Follow the instructions of the bus supervisor at all times.
- Misconduct on the school bus will be addressed with disciplinary measures, up to denial of transport privileges.

7. Responsibilities of Parents/Guardians

- Parents must ensure that the school has the correct and updated contact details at all times.
- Parents are expected to comply with school security rules when entering or exiting the school.
- Parents must promptly notify the school of any custody issues, restraining orders, or family circumstances that may affect student safety.

8. Enforcement of Policy

- The school reserves the right to refuse entry to unauthorized persons.
 - Any breach of safety and security protocols will be treated seriously and dealt with immediately.
 - Cooperation between parents, staff, and security personnel is essential for effective safety management.
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Clubs & Extracurricular Activities Policy

Euston British International School

At Euston, we believe that education extends beyond the classroom. Extracurricular activities are an essential part of student development, helping to nurture creativity, leadership, teamwork, and discipline. Participation in clubs, sports, and extracurriculars supports our vision of raising well-rounded individuals who excel academically and socially.

1. Purpose of Extracurricular Activities

- To provide students with opportunities for self-discovery and personal growth beyond academics.
 - To develop leadership, social skills, creativity, and teamwork.
 - To promote a healthy balance between academics and extracurricular engagement, which research shows improves academic performance.
 - To help students explore interests and talents in sports, arts, STEM, and other areas of passion.
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2. Mandatory Participation

- **All students are required to participate in at least one club or extracurricular activity.**
 - Club participation is already included in school fees, ensuring no child is excluded for financial reasons.
 - This mandatory involvement ensures every student benefits from exposure to well-structured creative, athletic, and intellectual activities.
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3. Types of Clubs & Activities

The school will offer a diverse range of clubs and extracurricular activities, such as:

- **STEM Clubs:** Robotics, Coding, Mathematics, Science & Innovation
- **Arts & Culture:** Music, Drama, Dance, Art & Craft
- **Sports & Fitness:** Football, Athletics, Taekwondo, Swimming
- **Literary & Debating Society:** Public Speaking, Creative Writing
- **Leadership & Service Clubs:** Press Club, Community Service Clubs
- **Other Interests:** Chess, Entrepreneurship, Home Economics, Languages

The exact list may be updated annually depending on student interests and available resources.

4. Structure & Oversight

- Each club will be supervised by a **Club Coordinator (teacher or external instructor), Assistant Club Coordinator** and led by a **Club President (student)**.
 - Club Coordinators will ensure proper planning, discipline, and reporting of club activities.
 - The **Head of Extracurriculars** will oversee all clubs to ensure high standards, consistency, and alignment with the school's mission.
 - Termly club schedules and goals must be submitted to the administration for approval.
-

5. Standards & Expectations

- Students must attend all scheduled club meetings and activities unless excused for valid reasons.
 - Students are expected to actively participate, show respect to instructors, and uphold the school's values during club sessions.
 - High standards of conduct, commitment, and teamwork are expected from every participant.
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6. Club Open Days & Competitions

- The school will organize **Club Open Days** where students showcase their talents and skills.
 - Competitions may be held within the school or with other schools to foster a spirit of healthy rivalry and achievement.
 - Parents will be encouraged to attend these events to support and celebrate student efforts.
-

7. Encouragement & Student Voice

- Students will be consulted on the kinds of clubs that best suit their interests and passions.
 - Regular feedback from students will be used to improve the extracurricular program.
 - Teachers and coordinators are encouraged to motivate students, celebrate achievements, and create an inclusive and supportive environment.
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8. Discipline & Consequences

- Students who fail to participate in clubs or repeatedly disrupt extracurricular activities may face disciplinary measures.
 - **Exclusion from club activities will not mean free time** — instead, such students will be reassigned to **community service tasks within the school** (e.g., organizing library books, light cleaning, assisting with events).
 - Repeat offenders may face further disciplinary measures in line with the general discipline policy.
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9. Roles & Responsibilities

- **School Administration:** Provide resources, approve club programs, and monitor standards.
 - **Teachers/Club Coordinators:** Supervise, mentor, and ensure proper execution of activities.
 - **Students:** Participate actively, uphold school values, and respect rules.
 - **Parents:** Encourage and support their children's participation in extracurriculars.
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10. Review of Policy

This policy will be reviewed annually to ensure extracurricular activities remain relevant, engaging, and aligned with the school's vision of producing well-rounded, high-achieving students.

Parental Communication & Engagement Policy

Euston British International School

At Euston, we believe that education is a partnership between the school, parents, and students. Active communication and engagement with parents/guardians are vital for the success and well-being of every child. This policy outlines how we foster strong collaboration with families, ensure transparent communication, and create opportunities for parental involvement in school life.

1. Guiding Principles

- Parents are recognized as vital partners in their child's education.
- Communication will always be **clear, respectful, timely, and constructive**.

- The school will maintain an **open-door approach**, encouraging parents to share concerns, suggestions, and feedback.
 - Confidentiality and professionalism will be maintained in all communications.
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2. Communication Channels

The school provides multiple official channels for communication with parents:

- **School Portal:** For academic updates, assignments, attendance, and results.
- **Email, Whatsapp & SMS Alerts:** For important announcements and reminders.
- **Newsletters:** Termly updates on school activities, achievements, and upcoming events.
- **Parent-Teacher Meetings (PTMs):** Scheduled termly for detailed discussions on student progress.
- **Official Letters/Notices:** For policy updates, invitations, and specific information.
- **Direct Contact with Teachers/Administrators:** By appointment for specific concerns.

Parents are encouraged to use only **official school channels** for communication to ensure accuracy and accountability.

3. Expectations of Parents

Parents/guardians are expected to:

- Stay updated through the school's official communication channels.
- Attend scheduled **Parent-Teacher Meetings** and other relevant school events.
- Communicate respectfully and professionally with staff at all times.
- Notify the school promptly of changes in contact details or family circumstances that may affect the child's welfare or academics.

- Support the school's academic, disciplinary, and extracurricular policies.
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4. Engagement Opportunities

Euston actively involves parents in school life through:

- **Parent-Teacher Association (PTA):** A platform for collaboration between parents and the school leadership.
 - **Workshops & Seminars:** Sessions on parenting, child development, and academic support.
 - **School Events & Performances:** Parents are encouraged to attend and support open days, exhibitions, competitions, and cultural programs.
 - **Volunteering:** Opportunities for parents to contribute their expertise to enrich student learning experiences.
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5. Handling Concerns & Disputes

- Parents should first raise concerns with the **Vice Principal**.
 - If unresolved, the matter may be referred to the **Principal**.
 - All concerns will be handled with **confidentiality, fairness, and respect**.
 - Parents are encouraged to address issues through dialogue rather than confrontational or public forums.
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6. Feedback & Continuous Improvement

- The school welcomes constructive feedback from parents.
- Feedback may be collected through surveys, suggestion boxes, or during PTAs.

- Input from parents will be reviewed and considered when updating school policies and practices.
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7. Responsibilities of the School

The school commits to:

- Keeping parents **well-informed** about their child's academic progress, behaviour, and wellbeing.
 - Responding to parent inquiries **within a reasonable timeframe**.
 - Maintaining professionalism and courtesy in all interactions.
 - Creating meaningful opportunities for parents to contribute to the school community.
-

8. Review of Policy

This policy will be reviewed annually to ensure it remains effective in strengthening the partnership between parents and the school.

ICT & Internet Use Policy

Euston British International School

At Euston British International School, we believe Information and Communication Technology (ICT) is an essential tool for learning, research, creativity, and global connectivity. This policy sets clear standards for the safe, responsible, and effective use of ICT resources, including the internet, computers, tablets, and other digital devices.

Our goal is to equip students with digital literacy skills while protecting them from misuse, exposure to harmful content, or unproductive practices.

1. Guiding Principles

- ICT resources are provided primarily for **academic and educational purposes**.
 - Students must use ICT facilities **responsibly, ethically, and lawfully**.
 - The school will take necessary measures to protect students from exposure to inappropriate or harmful online content.
 - Respect for privacy, intellectual property, and digital security is expected at all times.
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2. ICT Facilities

The school provides:

- A fully equipped **computer laboratory** with internet access.
 - Tablets and other digital tools for classroom use where appropriate.
 - Secure access to the **school portal** for assignments, results, and communication.
 - Digital teaching resources for teachers and students.
-

3. Acceptable Use by Students

Students must:

- Use ICT resources strictly for **educational activities**.
 - Handle devices with care and follow the school's usage guidelines.
 - Respect the rights and privacy of others by not accessing or altering another person's files.
 - Refrain from downloading or installing unauthorized software, apps, or media.
 - Cite sources properly when using information from the internet to avoid plagiarism.
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4. Prohibited Use

The following actions are strictly forbidden:

- Accessing or attempting to access **inappropriate, offensive, or harmful websites**.
 - Using ICT resources for **cyberbullying, harassment, or spreading false information**.
 - Sharing personal or sensitive information online without parental and school approval.
 - Installing or spreading viruses, malware, or tampering with school ICT systems.
 - Using ICT resources for commercial purposes or personal profit.
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5. Monitoring & Security

- The school reserves the right to **monitor internet use and ICT activity** on school devices.
 - Filtering and security software will be used to restrict harmful sites.
 - Any attempt to bypass monitoring or filtering systems will result in disciplinary action.
 - Students are responsible for keeping personal login details secure.
-

6. Responsibilities of Teachers

Teachers must:

- Supervise students during ICT use.
 - Ensure lessons involving technology are purposeful, safe, and age-appropriate.
 - Educate students about digital citizenship, online safety, and responsible internet use.
 - Report any misuse or breach of ICT rules immediately to school leadership.
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7. Responsibilities of Parents

Parents are encouraged to:

- Monitor their child's internet use at home.
 - Support the school by reinforcing safe and ethical ICT practices.
 - Provide updated information to the school if their child has special ICT needs.
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8. Disciplinary Measures

Breaches of this policy may result in:

- Temporary or permanent withdrawal of ICT privileges.
 - Disciplinary action such as detention, community service, or suspension depending on severity.
 - Restitution in case of damage to ICT property.
 - In severe cases, involvement of law enforcement.
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9. Cyber Safety Education

Euston is committed to preparing students for responsible digital citizenship by teaching them to:

- Recognize and avoid cyberbullying.
 - Identify trustworthy vs. unsafe online information.
 - Understand the importance of protecting personal data.
 - Use technology to enhance learning and creativity rather than distraction.
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10. Policy Review

This policy will be reviewed annually to remain up to date with evolving technology, safety needs, and best practices.

General Code of Conduct

Euston British International School

At Euston British International School, we believe discipline, respect, and responsibility are the foundation for a safe, productive, and nurturing learning environment. Our Code of Conduct outlines the behaviour expected from all students to ensure mutual respect, personal growth, and the smooth functioning of the school community.

1. Punctuality & Attendance

- Students are expected to arrive at school by **8:00 am** daily.
 - Persistent lateness or absence disrupts learning and will not be tolerated.
 - For absences due to illness lasting more than 3 days, a **doctor's note or a signed letter from parents** is required.
 - Unexplained or habitual absenteeism will be addressed with parents and may result in disciplinary measures.
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2. Uniform & Appearance

- All students must wear the prescribed **school uniform** neatly and with pride.
- **Shoes & Socks:** Black school shoes with plain white socks are required. Sneakers or sandals are not allowed except on designated sports days or due to injury.

- **Girls' Hair:** Hair must be neatly styled natural hair. No extreme hairstyles, wigs, coloured attachments, or distracting accessories are permitted.
 - **Jewellery & Makeup:** Only small, simple earrings are allowed for girls. Makeup, nail polish, false eyelashes, and flashy jewellery are strictly prohibited.
 - Any student who comes improperly dressed may be denied access to class until corrected.
 - Repeat offenders may be disciplined with corrective tasks (such as cleaning duties like mopping or sweeping classrooms), as the school believes discipline should build responsibility and accountability.
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3. Behaviour & Respect

- Students must respect **teachers, staff, fellow students, and school property** at all times.
 - Bullying, fighting, harassment, or any form of abuse will not be tolerated.
 - Use of foul or offensive language is prohibited.
 - Respect for cultural, religious, and personal differences is expected at all times.
 - Students are expected to demonstrate courtesy in speech and behaviour, both within and outside the school premises.
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4. Academic Integrity

- Cheating, plagiarism, and dishonesty in assignments, tests, or examinations are strictly forbidden.
- Students must complete and submit all classwork, homework, and assignments on time.
- Respect for intellectual property and acknowledgment of sources is expected in all academic work.

5. Use of School Property

- All school facilities (classrooms, furniture, books, ICT equipment, sports facilities, etc.) must be handled with care.
- Vandalism, theft, or damage to property will attract disciplinary action and restitution.
- ICT resources are to be used responsibly, following the school's **ICT & Internet Use Policy**.

6. Movement & Safety

- Students must remain within designated school areas unless granted permission by a teacher or administrator.
- Loitering, wandering off during school hours, or leaving the premises without authorization is prohibited.
- Fire drills and safety protocols must be followed promptly and seriously.

7. Prohibited Items

The following items are not permitted in school:

- Weapons or dangerous objects (real or toy).
- Alcohol, drugs, or tobacco in any form.
- Phones, gadgets, or electronic devices not approved for academic use.
- Materials deemed inappropriate, offensive, or harmful.

Confiscated items may only be retrieved by parents/guardians and may attract further disciplinary action.

8. Discipline & Consequences

- Minor infractions will be addressed with verbal warnings or corrective tasks.
 - Repeated or serious violations (bullying, theft, fighting, gross disrespect) may result in suspension or expulsion.
 - Parents will always be informed of serious disciplinary cases.
 - In certain cases, exclusion from club activities may be imposed, replaced with **community service** tasks within the school.
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9. Responsibility & Accountability

- Students are expected to take responsibility for their actions and understand the consequences of poor behaviour.
 - The Code of Conduct applies both within and outside school premises, particularly when students are representing the school at events, excursions, or in the community.
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10. Partnership with Parents

- Parents are expected to support the school in upholding discipline and ensuring their children comply with the Code of Conduct.
 - The school will maintain open communication with parents regarding behavioural issues.
 - Together, we aim to raise disciplined, respectful, and responsible young people.
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Conclusion

At **Euston British International School**, we believe that the success of every child is built on a strong partnership between the **school, parents, and students**. Each of us plays a vital role in shaping not only academic achievement, but also the values, character, and life skills that will prepare our children for the future.

Our commitment remains unwavering: to provide a safe, supportive, and inspiring learning environment where students are challenged to strive for excellence, nurtured to discover their potential, and equipped with the skills necessary to thrive in a rapidly changing world.

We thank our parents for their trust, our teachers for their dedication, and our students for their hard work and resilience. Together, we will continue to build a school community that reflects our shared vision of **developing confident, responsible, and future-ready leaders**.