



THE REGENT SECONDARY SCHOOL

RESPECT RESPONSIBILITY RESOURCEFULNESS



THE REGENT SECONDARY SCHOOL HANDBOOK

www.regentschoolabuja.com

1. WELCOME

Dear Parents and Students:

We would like to cordially extend a warm welcome to you all!

This Orientation Guide has been developed to give you a broad overview of the School, its day-to-day operational protocols, academic information and other aspects which we hope that you will find useful. Please read it carefully, and if you require any clarification, do not hesitate to contact us at your convenience.

Please note the following:

- Detailed medical information is required for all students. Medical records are strictly confidential, kept in a secure location and only available to school personnel with an absolute need to know.
- Every student has been issued a “Code of Conduct” Booklet, which clearly outlines the expectations and responsibilities of students. Please review it with your son/daughter, as it is important to realise that rules and regulations are strictly enforced.
- The “Regent Digest” is issued every Friday and gives an overview of school life and upcoming events. It is sent electronically to all parents. To ensure that you receive this publication and other information, please see that the school has your correct email address.
- Twice termly, on a Friday, we have a “Coffee Morning,” which is a forum for parents to socialise and to be brought up-to-date on academic and other matters in the school. It is open to all parents and the dates are noted on the school calendar.

We look forward to a good partnership with our parents and have no doubt that your children will enjoy their journey through The Regent Secondary School.

2. ABOUT THE SCHOOL

The Regent Secondary School Abuja was founded in 2007, and moved to the present site in 2009.

Secondary education of any quality in Abuja was very limited, and the advent of a new secondary school was widely acclaimed, by both the Nigerian and expatriate communities alike. The secondary school is of the same high quality and excellent standards for which The Regent Primary School is well known in

Abuja and more widely in Nigeria.

The Regent Secondary School offers an adapted version of the National Curriculum for England and Wales in Years 7, 8, 9, and Cambridge IGCSE in Years 10 and 11. Pupils sit the Cambridge Checkpoint examination at the end of Year 9, and Cambridge IGCSE examinations at the end of Year 11.

The school caters for both boarding and day pupils.

Our present cohort of pupils include a number who have transferred directly from the Primary School, and a number in addition who have returned to us having attended other schools in the year(s) since leaving The Regent Primary School.

There are approximately 560 pupils, 72 academic staff, 25 admin staff and 83 ancillary staff in the school.

The school's mantra is **Respect, Responsibility, and Resourcefulness**. These are the core values our pupils are expected to exhibit at all times.

Our vision is to become one of Nigeria's leading and most inspiring co-educational day and boarding schools, providing a well-resourced, strongly academic, British-style education.

2.1. About Boarding

The Boarding establishment at Regent School promotes and exemplifies the general philosophy and aims of The Regent Secondary School. The boarding operation of the school is the direct responsibility of the Vice Principal Boarding who reports to the Principal.

There are four Hostels in boarding; two Female (El-Kanemi & Oduduwa) and two Male (Danfodio & Obi). Students in each hostel are under the care of two House Parents and a devoted Matron. All matrons are qualified nurses. The boarding nurses are headed by the Head Boarding Nurse who is also a House Parent. Boarding life provides structure, with known routines and timings.



There are two daily Prep (study) times in the evening supervised by teachers in attendance. On Saturdays and Sundays, religious services are arranged in the school for Muslim and Christian pupils respectively, and attendance is compulsory. There are also various social activities throughout the year on the Boarding Calendar.

While boarders cannot have impromptu visitors when school is in session, there are a few scheduled Exeat Weekends where they are all expected to spend the time away from school.

2.2. School Vision

To be one of Nigeria's leading and most inspiring co-educational day and boarding schools; providing a well-resourced, strongly academic, British-style education.

2.3. School Mission

We seek to be a school that:

- Promotes the school's values of **Respect, Responsibility and Resourcefulness** amongst all members.
- Provides a high standard of teaching and learning in a stimulating educational environment, meeting the highest standards.
- Is vibrant and challenging and a school that enlightens all members of the school community.
- Encourages and motivates each student to develop intellectual, artistic, sporting, spiritual and social faculties.
- Promotes an interest in, awareness of, and appreciation of cultural diversity.
- Encourages students to use initiative and not be afraid of making mistakes.



- Values each member of the school community, providing a safe and caring environment that promotes positive interaction between all members.

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| <p>RESPECT</p> | <ul style="list-style-type: none"> • We treat each other as we would like to be treated. • We behave in a polite and considerable way. • We treat people well even if they look, act or think differently. • We play games that others can share • We solve disagreements in a peaceful way. • We speak kindly to each other – we do not shout. • We respect each other's privacy and property. • We use appropriate language. |
| <p>RESPONSIBILITY</p> | <ul style="list-style-type: none"> • We look after our school, our classroom and each other. • We take care of equipment and use it safely. • We put our litter in the bins provided. • We always try to do our best. • We try to be in the right place at the right time. • We remember to bring the things we need for each day. • We think about how our words and actions affect others. |
| <p>RESOURCEFULNESS</p> | <ul style="list-style-type: none"> • We take responsibility for our own learning. • We use our initiative. • We try to solve problems for ourselves. • We are helpful and supportive to other members of the school community. |

3. THE SCHOOL DAY SCHEDULE

| MON - THURS | | | |
|-------------|-------|-------|--|
| 15 mins | 08:00 | 08:15 | Registration before Lessons |
| 50 mins | 08:20 | 09:10 | Lesson 1 |
| 50 mins | 09:15 | 10:05 | Lesson 2 |
| 20 mins | 10:10 | 10:30 | Short Break |
| 50 mins | 10:35 | 11:25 | Lesson 3 |
| 50 mins | 11:30 | 12:20 | Lesson 4 |
| 50 mins | 12:25 | 13:15 | Lunch |
| 50 mins | 13:20 | 14:10 | Lesson 5 |
| 50 mins | 14:15 | 15:05 | Lesson 6 |
| 5 mins | 15:05 | 15:10 | De-registration |
| 50 mins | 15:15 | 16:05 | Intervention Classes/ After School Activities |
| 50 mins | 16:10 | 17:00 | Intervention Classes/ After School Activities Meetings/ CPD/Teachers' Planning |



4. SCHOOL UNIFORM

All school uniforms should be procured from the school shop only. A full school uniform list is available in the Admin Office.

4.1. Boys

Light blue shirt with badge, necktie, navy blue trouser and blazer.

4.2. Girls

Light blue shirt with badge, necktie, navy blue skirt or trouser and blazer. Senior girls (Years 10 and 11) wear full length skirt or trouser. Junior girls (Years 7, 8 and 9) wear knee or full length skirt or trouser (plain navy blue tights can be worn under the skirt).

Sweaters or cardigans are also available.

4.3. Sportswear

Navy blue shorts or microfiber trousers, and polo neck t-shirt (specific House colour).

4.4. Footwear

School shoes must be black leather or suede with no elaborate logos.

No patent leather or any other type of material is allowed. **Sneakers, trainers, open-toe shoes, and heels are also not permitted.** Sports shoes are required only for Physical Education lessons. **These must be plain white, black, or navy blue.**

Any specialised sport shoes such as football boots or basketball high-tops can only be worn on the field of sport. Pupils may not walk around the school premises in such footwear.



5. FORM GROUPS AND HOUSES

Pastoral care is primarily delivered under the structure of a horizontal tutor system, where each form group is made up of pupils in the same year-group. When pupils join the school they are placed in one of the forms and they remain with this group throughout their years in school. There are four forms in each year group.



There is a designated teacher in charge of each form – this is the Form Tutor. A Form Tutor is integral to the care provided for each pupil while in school. They are expected to monitor their tutees' progress; be in charge of their academic and social well-being. Form Tutors are overseen by their Head of Year.

Parents must always have a direct line of communication with their child's Form Tutor and Head of Year. Amongst other services they provide, they are also there to be a conduit between parents and the school; provide assistance and relevant information parents may require, as well as pass on information to the rest of the school on parents' behalf.

Pupils will also belong to a House. This is solely for the purpose of school competitions. There are four Houses: Benue, Congo, Senegal and Volta. These House colours are Blue, Red, Yellow and Green respectively. Siblings are usually placed in the same house.

6. READY TO LEARN EXPECTATIONS

Educational research is clear that any low level disruption within a class can have a negative effect on the learning. Therefore, we have set out these clear expectations, which will be clearly displayed in class and referred to by the teacher in order to maximise the learning, without any disruption taking place.

Students will show they are ready to learn by adhering to 10 clear rules:

1. Arrive on time, usually within three minutes of the bell, and by the second bell after break and lunch, ensuring an orderly entry and exit.
2. Always try your best and be positive.
3. Start work as soon as instructed by the member of staff.
4. Listen respectfully when others are talking; there should be no calling out or interrupting.
5. Keep off-task conversations for social times only.
6. Follow all seating arrangements.
7. Focus on your own work and do not distract the learning of others.
8. Stay in your seat unless directed otherwise by a member of staff.
9. Do not eat or drink (water is allowed, if the teacher permits it) and put all litter in the bin.
10. Speak to all staff and other students with respect.

By following these expectations and by having them reinforced by staff, the learning climate in our school will continue to grow from strength to strength.





7. STUDENT LEADERS

There are a number of student officials operating in various capacities throughout the school.

7.1. Prefects

School prefects are chosen from the Year 11 cohort. Pupils interested in this position have to go through hustings. Twelve of the candidates who successfully garner the most votes in a Whole School Election process get the opportunity to serve as prefects for the duration of their Senior Year. The Head Boy, Head Girl, and their deputies are selected from the group of successful prefects.

7.2. House Captains

House Captains and Deputies are voted for by students in each house from the senior students of the House.

7.3. Student Council Members

There are three representatives on the Student Council from each year group. These representatives are elected by other members of the year group. Members then vote for the officials within the Council.

7.4. Hostel Captains

Hostel Captains and Deputies are voted for by students in each house from the senior student members of the Hostel.

7.5. Boarding Student Council Members

There are three representatives on the Boarding Student Council from each of the four Hostels. These representatives are voted for by other members of their Hostel.

Members then vote for the officials within the Council.

7.6. Expected Behaviour

Student leaders are expected to be role models to the student body at the school. They are to adhere to all school rules and ensure they exemplify our core values of Respect, Responsibility and Resourcefulness in and out of school.

Student Leaders are expected to attend school from the first to the last day of term unless they are granted authorised absences. Student leaders who record unauthorised absences from school will lose their leadership positions.



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