

# **DAMBAI COLLEGE OF EDUCATION**



## **DEMONSTRATION SCHOOL POLICY**

**DACE/DSP001/2020**

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# **DEMONSTRATION SCHOOL POLICY**

**DACE/DSP001/2020**

## **1. INTRODUCTION**

Dambai College of Education (DACE) has the mandate of training efficient teachers for pre-tertiary schools. In view of this the College has instituted several mechanisms to train teachers with efficient leadership and classroom management skills to fit well in the Basic schools. A demonstration school was therefore established to serve as a model school for student teacher practicum. Also, tutors in the College could easily have access to real Basic school classroom environment to practice pedagogical skills with the student teachers. The school also provides considerable access to quality basic education for pupils in the locality. In addition, the school provides opportunities for both teachers and student teachers to conduct educational research that will inform decision making for quality teacher education.

## **2. POLICY STATEMENT**

The College is committed to fostering a cordial educational environment in the Demonstration School. This is aimed at promoting equality, diversity of values, good health and safety and maintain a conducive learning and social environment. This is to ensure that the rights and dignity of all members of the school's community are highly upheld. In the quest to promote excellence and holistic Basic education, this policy offers guidelines to address issues relating to quality teaching and learning and good management practices for improved academic performance.

## **3. THE POLICY OBJECTIVES**

The policy seeks to:

- i. promote quality teaching and learning practices in the school.
- ii. encourage practical lesson delivery by the use of appropriate Instructional Resources.
- iii. ensure that standard class sizes are maintained in the school to enhance teaching practice and demonstration lessons.
- iv. ensure that appropriate curriculum resources are adequately provided to the school.

- v. support teachers with modern teaching methodology and practices to effectively teach and observe the practicing teachers lessons.
- vi. ensure that teachers regularly engage in active and high quality teaching and learning process in class.

#### **4. APPLICATION AND SCOPE OF THE POLICY**

This Policy applies to:

- i. all staff (headteacher, all teachers in the Kindergarten, Primary and Junior High School)
- ii. learners of the school
- iii. Dambai College of Education
- iv. canteen staff of the school
- v. School Management Committee(SMC) and PTA of the school
- vi. Krachi East Municipal Education Directorate
- vii. Krachi East Municipal Assembly
- viii. other Stakeholders

#### **5. SUPPORTING PROCEDURES**

##### **A. The College's Responsibilities**

Dambai College of Education shall own the Demonstration School with the main responsibility of ensuring that major policies are established and implemented in the School to create enabling and conducive school environment for training teachers, providing access and quality Basic education to the wards of the College's staff and other children.

The Governing Council of the College through the Principal shall take responsibility to:

- i. collaborate with GES to post competent teachers to the school.
- ii. monitor the activities of teachers and learners in the school.
- iii. ensure that the school maintains the standard class size.

- iv. provide professional development session and in-service training to the staff of the school.
- v. support the headteacher in the management of the school.
- vi. support in the provision of infrastructural development of the school.
- vii. Assist in the provision of Teaching and Learning Resources, playground and training materials for PE activities in the school.

## **B. Implementation Strategies**

The following strategies shall be employed to achieve the responsibilities of the College to enable the Basic school have conducive environment for teaching and learning.

The Principal shall:

- i. periodically meet with the Municipal Director of Education to discuss matters relating to the School.
- ii. assign a person(s) to regularly visit the school and give feedback.

The College shall:

- i. support the school in policy drafting, implementation and reviewing.
- ii. periodically demand reports from the school's management.
- iii. appoint representatives on the PTA executive and SMC.
- iv. organise Professional Development Sessions and in-service training for staff of the school.

## **C. Staff Recruitment**

The recruitment of teachers into the Demonstration School shall be in collaboration with Ghana Education Service (GES) Municipal Directorate of Krachi East to ensure that quality and adequate teaching staff are in the school to facilitate teaching and learning processes.

### **i. Recruitment Procedure**

The College has the responsibility to;

- recommend a qualified individual for appointment as headteacher for the School.
- participate in the recruitment process of staff to the school.

- recommend to GES to transfer staff from the school for stated reasons.

**ii. The Role of GES Municipal Directorate**

The GES Municipal Directorate has the responsibility to:

- participate in the staff recruitment process of the school
- collaborate with the College in posting teachers to the school
- collaborate with the College in transferring teachers from the school

**iii. Recruitment Committee**

There shall be a recruitment committee which shall interview and recommend for appointment of staff to the School. The committee shall comprise:

- the headteacher of the Demonstration School
- the College Vice Principal or a representative (as a Chairperson)
- a Head of Department of the College
- the School Inspectorate Support Officer(SISO)
- the SMC Chairperson
- the College Secretary or a representative (as secretary to the committee)

**iv. Orientation/Professional development**

Newly recruited staff shall be given orientation within four (4) weeks after reporting for duty. This orientation shall be organized by School in collaboration with the College and the Krachi East Directorate of Education. Also, periodically the School in collaboration with the College and the Directorate of Education shall organize continuous professional development training for teachers in the school.

**v. Qualification of Staff**

Professional/educational qualifications needed to teach in the School are as indicated below.

- Headteacher shall hold at least a Bachelor Degree in Education ( a Master Degree shall be an added advantage).
- Teachers at all levels shall hold Diploma or first degree
- Junior High School teachers shall be subject area specialists

- Primary and Kindergarten teachers shall be specialists of the Grade they teach (i.e Early Grade, Upper Grade etc.)

**vi. Teaching and Learning**

The school shall be known for excellent academic performance through effective teaching and learning. Teachers are not only expected to teach learners, they are also to serve as role models. Teaching and learning shall take the following forms:

- learner-centred
- use of adequate and relevant teaching and learning resources
- use of appropriate pedagogies
- interactive
- field trips
- practical based
- use of resource persons

**D. Implementation Strategies**

The College shall:

- use the school for demonstration lessons.
- support the School in the provision of Instructional Resources.
- monitor teaching and learning processes of the school
- organize regular continuous professional development session for teachers of the school
- provide community service to the school through its tutors.
- make its facilities such as library, ICT laboratory, vehicles, resource centre etc. available for use by the school.

The GES shall:

- supervise teaching and learning activities of teachers in the school.
- ensure that teachers always report for duty.
- organise in-service training for staff of the school.
- partner with the College to provide infrastructure for the school.

- v. provide teaching and learning resource to the school.

## **E. Admission**

The Demonstration School shall be committed to a rigorous admission process that will ensure that every child that meets its standard is given the opportunity irrespective of their background (gender, religion, ethnicity, creed, race, economic etc.).

## **F. Admission Committee**

### **i. Membership shall be:**

- The Headteacher
- The Assistant Headteacher
- GES Rep. (SISO)
- College Rep. (The Principal's nominee)
- Demonstration School Staff Rep.

### **ii. The committee will:**

- regulate the admission process e.g. interview, aptitude test etc.
- recommend pupils for admission.
- provide information on admission to the general public.

#### **i. Admission criteria**

- KG and primary pupils of the school shall be given automatic progression to the next level upon satisfactory academic performance.
- **New entrants seeking admission into the school shall be required to pass an aptitude test / interview.**
- Admission of learners ends at the end of the fourth week of the first term of the academic year.
- Admission of learners into the school other than the general admission shall be done only when there is a vacancy in a class.
- Learners from other schools seeking admission shall be required to provide a cumulative record card or transfer letter from their previous school.

- Parents/Guardians whose wards are admitted into the school shall provide their reliable residential address, phone number(s), other necessary information and passport photograph of their ward(s) for the admission album.

## **ii. Forfeiting Admission**

Pupils shall forfeit their admission to be part of the school when:

- they are on transfer.
- refuse to attend school for one month without prior information to the headteacher.
- they exhibit undisciplined behavior repeatedly in the school.

## **iii. Admission Information and Admission Letter**

The school shall offer admission through a letter. The letter shall contain the following information.

- The pupil's name
- Class
- Parents/Guardians address
- Admission number
- Other necessary information

## **G. Health and Safety**

Health and Safety of the learners and staff of the Demonstration School is of paramount. The aim is to give children the best possible opportunities and learning experiences, enabling them to reach their full potential. The school shall ensure that the children under its care are fit.

### **i. Health and Safety Committee**

The School shall have a Health and Safety Committee comprising the Headteacher, School Health Education Programme (SHEP) Coordinator, College Rep, SMC Rep, a student prefect, and a food Vendor. The Committee is to:

- ensure that the School Health and Safety measures are implemented throughout the school.
- review safety measures and advise appropriately.
- receive reports of accidents and any emergencies for attention.

- ensure that there are measures for dissemination of information on health and safety.
- assist in reviewing the School Health and Safety Policy and Risk Assessments periodically.

## **ii. Monitoring and Reporting**

The school will periodically conduct Health and Safety audit.

## **H. Food Safety Measures**

The Demonstration School support healthy food eating of its learners. The food safety measures will help promote physical and mental development of the pupils in the school. The school shall;

- ensure that food provided in the school’s canteen meets the required nutritional standards.
- ensure that potable water is accessible and affordable for all learners to buy throughout the school hours.
- implement two healthy breaks policy.
- determine what type of food is allowed in the school’s premises.
- decide if pupils are allowed to go out of school premises for food during breaks.
- ensures that food vendors are medically certified.
- ensures clean and hygienic environment for sale of food.
- counsel parents on the need to serve nutritious food to their wards.

## **I. School Attendance**

All members of the demonstration school community are fully committed to the principle that good attendance is an important part of school life. The school believes that learners should be regular and punctual.

### **i. Absence from school**

The circumstances under which absence is permissible include the following:

- Ill health
- Family bereavement
- Representing the school on cultural/drama/quiz/debate events

- Public holidays

**ii. Lateness to School**

The Demonstration School strongly discourages lateness to school. Learners are expected to be regular and punctual to school to carry out their daily routine exercises before lessons begin. Appropriate punitive measures shall be taken against habitual late comers. To achieve this there will be; periodic display of attendance on notice Board and award for punctuality and regularity.

**iii. Bullying**

Bullying shall not be allowed in the school. Punitive measures shall be taken against any staff or learner for bullying.

**6. INCLUSION RESPONSIVE STATEMENT**

All provisions made by this policy shall apply to all manner of persons considered as stakeholders of the College irrespective of their gender, ethnicity, religion, social status, ability and cultural background and affiliations in such a manner that no act of discrimination is promoted under any circumstance in any engagement of the College.

**7. RESPONSIBILITY FOR IMPLEMENTATION**

- a. The Principal of the College
- b. The Academic Board of the College

**8. RESPONSIBILITY FOR MONITORING**

- a. The Principal of the College
- b. The Academic Board of the College

**9. KEY STAKEHOLDERS**

- a. The College Governing Council
- b. The Academic Board of the College
- c. Staff
- d. Colleges of Education Teachers Association of Ghana (CETAG)
- e. Colleges of Education Non-Teaching Staff Association of Ghana (CENTSAG)

**10. STATUS**

Approved

**11. INITIATING BODY**

The College Management

**12. SPONSOR**

The College Principal

**13. AUTHOR**

The College Principal

**14. APPROVAL BODY**

The College Governing Council

**15. EFFECTIVE DATE**

16<sup>th</sup> September, 2020

**16. REVIEW DATE**

2023

**17. RELATED LEGISLATION**

Colleges of Education of Ghana, Act, 2012 (Act 847)

**18. RELATED POLICY**

- a. Harmonized Statutes for Colleges of Education, Ghana
- b. Harmonized Conditions of Service for Colleges of Education, Ghana
- c. Staff Disciplinary Policy
- d. Student Disciplinary Policy

## 19. FURTHER INFORMATION

For further information or enquiries regarding this policy, please contact the following:

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## 20. GLOSSARY

**Policy;** A guide put in place to solve problems.

**Ghana Education service (GES):** An agency of the Ministry of Education, Ghana responsible for the implementation of approved national pre-tertiary educational policies and programs to ensure that all Ghanaian children of school-going age irrespective of tribe, gender, disability, religious and political affiliations are provided with inclusive and equitable quality formal education.

**Board of Governors:** It includes GES, The College, PTA and SMC

**Dambai College of Education (DACE):** It is a College of Education responsible for teacher education in Ghana

**Staff:** A person who is under a contract of employment with GES or other partner body. They include head teacher, teachers, national service teachers, mentee students, non-teaching staff and casual workers.

**Contractors:** Includes all contractors and subcontractors.

**Canteen staff:** this is a person who sell food or drinks or water in the premise of DACE  
Demonstration Basic School community

**PTA:** Parents Teachers Association

**SMC:** School Management Committee

**DACE:** Dambai College of Education