



GRANGE SCHOOL
A Culture of Continuous Improvement

Patron: The British Deputy High Commissioner to Nigeria

Since 1958



SINCE
1958

THE GRANGE MISSION STATEMENT

“To provide an excellent English curriculum education whilst embracing Nigerian history and culture within a creative and motivating environment, developing life-long learners who will become global leaders.”

CORE VALUES: Respect | Integrity | Creativity | Service | Confidence

The Grange Vision

“To be the leading British international educational institution in Nigeria.”

WELCOME ADDRESS



The Grange school offers an outstanding, holistic coeducation to students from Nursery to year eleven (IGCSE). The Grange school is a premium, private day and boarding school, established in 1958 delivering the National Curriculum of England and Cambridge (CAIE) Curriculum.

Grange school students' academic achievement is exceptional, outperforming all other schools in Lagos with external exam results comparable to the top British Independent schools. The Grange school provides modern facilities and a safe learning environment where children flourish and are supported by dedicated and passionate teachers. The Grange school has a rich heritage, embracing and celebrating Nigerian culture, diversity and history and our students are encouraged to be respectful and well-balanced learners.

The school motto of providing a 'culture of continuous improvement' permeates everything we do at Grange. We provide a dynamic learning community which nurtures and inspires every learner to be the best they can be. We want our students to become successful lifelong learners and global leaders in their chosen future careers, providing them with opportunities to develop their critical thinking, collaborative, creative, communication and wider leadership skills throughout their journey at the Grange school.

We encourage the intellectual, social, physical, emotional and spiritual development of children through rich and engaging learning experiences enabling them to think deeper, make real connections between their learning experiences and the real world, ensuring they become curious and confident young learners. Grange students are provided with multiple opportunities to apply their problem solving and leadership skills through engaging lessons, a strong pastoral programme and numerous co-curricular activities including local and international school trips.

The Grange school is committed to providing the best education and seek 'continuous improvement in all areas of school life, demonstrated by its commitment to external accreditation, with the Council of British International Schools (COBIS). In 2023 Grange school became fully accredited with the COBIS, after having completed rigorous external reviews of the schools' provision, with the final accreditation report identifying many strengths across the school, particularly the Grange students who are resilient and respectful learners.

The Grange school is committed to safeguarding, promoting the wellbeing and welfare of all children and young learners under our care. This is a commitment we have for all of our students. The expectation is that everyone working at Grange school is committed to safeguarding the wellbeing of children. All staff at Grange are fully trained in all aspects of safeguarding and we monitor and evaluate all children's needs on a regular basis adapting and developing our provision to ensure we provide personalised learning experiences for all children, enabling them to flourish and reach their full potential.

Richard McMahon
BA.ED (Hons.), MA.Ed, PTC, PENTA
Principal/Head of School



THE HISTORY AND ETHOS

Grange School is an all through 4 to 16 day and residential school in which pupils, teachers and parents, work and learn together.

Grange operates as a not-for-profit, co-educational, English National Curriculum, independent, day and boarding school set on beautiful grounds within the Government Reservation Area (GRA), Ikeja, on the mainland part of Lagos in Nigeria. An off-campus “House” has been included to provide a boarding service to parents and pupils. Our campus includes a variety of well-maintained facilities which create an attractive environment for learning.

Grange School was founded in 1958 by a group of well-meaning British expatriates, to provide education of equivalent standard to that which is offered in the UK.

As part of the 40th anniversary in September 1998, the Board felt it was time to add a secondary school for continuity and stability in the education of the pupils.

The school maintains a maximum class size of 20. Grange's aim is to ensure that a family ethos is maintained in the school and that child is known as an individual. We take

pride in our enduring legacy for the provision of a child-oriented atmosphere and our aim is to promote mature, self-disciplined young people.

Grange encourages every pupil to discover their own strengths, whether they are academic, sporting, musical or creative. Academic standards are a priority, but we also believe that by educating the whole child we can bring out the best in each and every individual. A vital part of our educational approach is teaching our pupils to think independently and creatively. They are challenged to question, analyse and debate, forming their own opinions, while maintaining an attitude of respect towards the differing views of others.

Christian values are promoted in all aspects of school life. We encourage all members of the school community to promote a Christian ethos where care and respect is shown to everyone.



GRANGE SCHOOL
A Culture of Continuous Improvement

ADMISSIONS POLICY



ADMISSIONS INFORMATION & PROCEDURE

ADMISSIONS POLICY

The Admissions Policy is the criteria for compliance to secure admission into the school.

ADMISSION & AGE REQUIREMENTS - RECEPTION

- Pupils seeking admission into Reception classes must have attained the age of 4 by August 31st of the year of admission.

- The application form should be downloaded from the school website - www.grangeschool.com.

- A non-refundable registration fee of N25,000.00 should be made payable to the Bursary Department.

- Completed application forms are to be submitted along with 2 recent passport photographs and copies of the following documents be submitted before the school readiness test which is usually the first Saturday in February:

- a) Birth Certificate
- b) Immunisation record
- c) Last school report (previous term) if any
- d) Receipt of payment of registration fee

Originals of the above stated documents will be required.

- A confidential report will be sent to your child's school and must be completed by the student's current Headteacher.

ACADEMIC REQUIREMENTS AND THE SECONDARY ENTRANCE EXAMINATIONS

The criteria for admission into secondary school are:

- Age: The child must be 11 years by August 31st of the year of entry and must have completed Year 6.

- It is obligatory for all pupils to have completed the English National Curriculum Year 6 syllabus to gain entry into the secondary school irrespective of the year they wish to enter. Pupils found to have contravened this requirement will be requested to withdraw from the school.

- An application form should be downloaded from the school's website: www.grangeschool.com

- A non-refundable registration fee of N25,000.00 should be made payable to the Bursary Department

- Completed application forms are to be submitted

along with 2 recent passport photographs and copies of the following documents be submitted before the entrance exam date which is usually the penultimate Saturday in November:

- a) Birth Certificate
- b) Immunisation record
- c) Last school report (previous term)
- d) Receipt of payment of registration fee

Originals of the above stated documents will be required.

- The child must achieve 65% in the end of session exam.

- Candidates will be assessed in Cognitive Ability Tests (CAT) which is computer based. CAT assesses only the current level of developed ability of the child. The abilities required to complete the questions cannot be coached and as such no revision or preparations are required. It is an online test, therefore, candidates are expected to be proficient in the handling of the mouse and keyboard.

- Successful candidates will proceed to the interview stage. If recommended, they will be informed via email to pick up their letter of provisional offer of admission.

- Grange School has limited spaces for pupils for whom English is a foreign language.

It is to be noted that entry into the Secondary School Phase, for pupils in Grange Primary Phase is not automatic and that all policies, regulations and procedures are to be followed for admission.

A non-refundable acceptance fee (development levy) is to be paid within the stipulated time as stated in the letter of offer of acceptance to secure the place offered. Payment of acceptance fee will not be returned, if you accept a place and do not subsequently take it up.

Grange students who exit the School at any point and apply to return in another class must take the full entrance exam and pay the full developmental levy (non-refundable deposit) as it is stipulated at the time of return. Pupils who exit and wish to return after a term need to take a full entrance exam but without having to repay the development levy, as long as a written arrangement has been made with the school.

ADMISSIONS INFORMATION & PROCEDURE



A pupil who wishes to enter Reception must take a School Readiness Assessment. Pupils seeking admission into Year 1 to Year 10 must take an entrance exam, which would be arranged with the Admissions Officer.

Subjects for examination by Primary Pupils

- Literacy
- Numeracy
- Science

Subjects for examination by Secondary Pupils

- Mathematics
- English
- Science (Physics, Chemistry and Biology)
- Cognitive Ability Tests (CAT)

ENTRANCE EXAMINATIONS FOR NEW INTAKES

- Exams will be written on the penultimate Saturday in November for Secondary pupils.
- An additional exam (Yr 1,2,3,4,5 - 8, 9 & 10) will be arranged on the 1st Saturday of June. The forms will be sold at the Late Registration fee.
- Pupils are required to attend entrance exams and interviews in full school uniform.
- No midstream admission is made into Year 6 and Year 11.

SCHOOL READINESS TEST

All pupils seeking admission into Reception are to undertake a school readiness test as arranged by the Deputy Head Pastoral. The process begins in the month of February and ends in April.

OVERSEAS CANDIDATES

Besides the non-refundable registration fee of N25,000.00 made payable to Grange School, an additional N20,000.00 would also be made payable to the school for the postage of exam papers to candidates writing the exam abroad.

Contact details of the child's school abroad should be made available to the Admissions Officer. A guideline of instruction will be sent with the exam scripts. The exam should be administered to the child within the stipulated time.

Parents will be responsible for the cost of sending the exam papers back to the school. They should therefore liaise with the school directly in this regard.

Parents of successful candidates are invited for interview via email. For parents abroad, a Skype interview may be arranged for successful candidates. Both the parents and the child will be interviewed.

Disclose if the student has ever been guilty of a serious disciplinary offence resulting in suspension or expulsion.

Midstream admissions requirements

Admissions from other schools during the academic year are based on availability of space in the required year group. Students seeking such admission will be required to provide previous school's records and character or behavioural reference which must be completed by the student's current Headteacher.

An examination will be conducted for all applicants and they will be required to attend an interview with their parents to meet with Senior Management staff.

Prior to admission, the parent/legal guardian of a transferred student must:

- Provide a certified copy of the student's academic transcript and disciplinary record from the school previously attended. A student may be admitted conditionally if the parent/legal guardian provides the name and address of the school last attended and authorises the release of all academic and disciplinary records to Grange School.
- Disclose whether the pupil is currently serving a suspension or expulsion from the school.
- Disclose if the student has ever been guilty of an offence.

ADMISSIONS INFORMATION & PROCEDURE

Any pupil who was suspended or expelled at another school will not be considered for admission.

Guardianship

If a student resides with any person other than a natural parent, a certified copy of the court documents that establish legal guardianship will be required at the time of enrolment.

Emergency Contact Information

It is critical for the school to be able to contact parents at any time pupils are at school. The school must have the parents' current address, e-mail and home, mobile and business telephone numbers. Emergency contact persons and their telephone numbers are needed in case a parent cannot be reached. This information is required at the time of registration and whenever a change occurs in the parents' address, telephone number, or emergency contact information.

Medical Information

Upon initial enrolment in Grange School, pupils must complete the Medical Information form by a medical institution approved by Grange School.

SEN POLICY

The Grange School maintains a SEN policy of admitting pupils with moderate learning difficulties, based on availability of resources and skills to provide effective teaching and learning aid.

SEN pupils may be admitted as long as the pupils meet the required targets set for the student.

REFERENCE

A confidential report must be completed by the student's current Headteacher. A Grange reference form will be issued to the schools for completion, should they qualify for an interview.

INTERVIEWS

All pupils' parent interviews are conducted with Senior Staff. Pupils are required to attend interviews in school uniform.



ENROLMENT PROCEDURES



Enrolment procedures are the steps to be taken to gain admission into the school. This document includes the steps to follow once admission has been granted.

The enrolment procedure must also be read in conjunction with the admissions policy.

Sales of admission forms start from the month of September and close two weeks to examinations scheduled dates. Examinations are held in the months of November and June. Forms are available online and hard copies from the Admissions Office.



The procedures to follow:

Step 1:

Acquire application forms

- * Application forms for admission into Grange School are downloadable from the school's website.
- * Admissions forms will be sold at the amounts stipulated by the school.

- * The deadline for the sale and submission of Admission forms will be two weeks before the exams are scheduled. Forms sold after the deadline date will attract an additional fee.

Step 2:

Submit the application form with the following documents attached:

- * 2 recent passport photographs.
- * copy of birth certificate or bio-data page of child's international passport on which the birth date is recorded.
- * copy of receipt of payment for the application form.



Step 3:

Arrange an individual, optional visit to the school: Please note that an interview with the Head of School is only granted to a pupil who has fulfilled the requirements of the entrance exam. Pre-Interviews may be arranged with Deputies or Admissions Officer if so required.

Step 4:

Year 7 and Mid-stream entry sit entrance exams on the first Saturday in November and June respectively. Marks for entrance exams are not given to pupils. Only pupils who qualify/pass the entrance exam will be afforded the opportunity for an interview with the school management. The interview should be attended by BOTH parents, with the child dressed in full school uniform, where possible. Overseas students are exempted from having to wear uniform if the school they attend does not have uniform - however, dress should then be formal.

ENROLMENT PROCEDURES

CONTINUE

Step 5:

Successful applicants will receive an offer letter.

Fees may be paid in two instalments.

The 1st instalment:

Payment of the Development Levy must be made 14 days after receiving the offer letter.

The 2nd Instalment:

Parents are required to respond by the designated date.

Grange School Management reserves the right of admission.

Step 6:

Enrolment in September and orientation day for new students. Parents and pupils will be provided with a year planner by the last day of the school term with important dates.

Step 7:

Medical forms must be submitted to the Medical Office before a child starts at Grange School. If the school does not receive a medical form, a pupil cannot attend any classes at the school.



EDUCATIONAL PURPOSE

Grange School provides a high-quality British education in a happy, caring and supportive environment. We believe that this can best be accomplished when a child feels valued and is treated with dignity.

Our curriculum, both in and outside the classroom, provides challenging experiences for children academically, socially, physically and aesthetically, whilst promoting a spirit of tolerance and understanding towards others. Our children are given opportunities to develop open and enquiring minds through problem



solving and co-operative learning activities. At the same time we believe in the need for an academically demanding programme which emphasises traditional values of hard work and self discipline. Through our curriculum we endeavour to develop self esteem and a feeling of worth in each child.

We believe that children learn best when they are actively engaged in their day-to-day learning, and where they are given considerable responsibility for their studies. We value what children achieve rather than focus on their failures. Thus, we accentuate the positive and offer help to guide the progress made by each child. Ultimately, we believe that when children enjoy school, they will make accelerated progress towards intellectual maturity, while taking advantage of the social and cultural activities which we share with them.

We also believe in the need to nurture and develop all our staff both professionally and personally, since it is they who create the climate in which our children will learn most effectively. We enrich our staff by providing

opportunities for personal and professional development both in-house, within Nigeria and abroad. It also means that we keep up-to-date with educational developments in the United Kingdom in order to ensure that our children have the same learning opportunities as their counterparts.

We value parents, engaging them as full partners in their child's education and we do everything to make them feel welcome in, and committed to, the school family.

We provide a high-quality, challenging British education, of at least equivalent standard to that which

currently prevails in schools in the United Kingdom, We do this in a happy, caring, safe and secure environment. We value all members of the school community, treating them with dignity and respect and setting for ourselves the highest standards in striving for educational excellence in striving for educational excellence.



LEARNING OBJECTIVES

ACADEMIC OBJECTIVES

We endeavour to,

- ◆Maintain a reputation in Nigeria for excellence in education;
 - ◆Produce outstanding examination results, thus enabling our pupils to proceed to A-Level education with confidence;
 - ◆Be a school that values all members of its community treating all with respect and dignity;
- ◆Provide facilities, equipment and materials equivalent to the best in Nigeria and those in the United Kingdom;
 - ◆Be a well-trained, informed, enlightened and highly committed staff who are outstanding in their fields of study, yet at the same time, dynamic and caring educators.



EXPLANATION OF FEES

- **Development Levy**

This is a one-time non-refundable payment for the duration of the pupil's stay in either Primary or Secondary. Funds accruable from the development levy are channelled towards the on-going development of the school.

Pupils transiting from Primary to Secondary are not required to pay at the time of entry into the Secondary.

The development levy serves as the acceptance fee for the confirmation of enrolment. A fee not settled by the due date is taken as a non-acceptance of our offer.

- **Tuition**

This may be paid once annually or by the first week ending of each term. However, Year 6, 9 and 11 fees are paid in two equal instalments at the beginning of terms one and two.

A schedule of fees for the academic session becomes available as from April and is communicated to parents accordingly.

- **Refundable Deposit**

This payment is made by all new students and it represents a term's fee. This fee is however refundable upon the exit of a student, provided all outstanding fees have been settled and a withdrawal notice of one term is given to the school.

- **Educational Resources Fee**

This is paid termly or annually and it covers the cost of exercise books, homework diaries, photocopies, stationery, recorders and teaching and learning aids in the classroom.

- **Book Rental Fee**

The book rental fee is paid at the beginning of every term. All books must be returned at the end of each year. Damaged or lost books must be replaced or else reports, exam papers, awards and certificates will be withheld.

- **School Fees Trust Scheme**

This is a compulsory and non-refundable levy which may be paid each term or annually to

guarantee completion of education at Grange in the event of the untimely demise of the fee-paying parent

- **Yearbook**

This fee covers the cost of the School Yearbook for each child.

- **Co-curricular Fees (Compulsory)**

This is a fee paid per term and it covers the cost of:

- *Registration and affiliation fees to co-curricular leagues and competitions.*

- *Payment for facilitators/coaches*



EXPLANATION OF FEES



- **Special Events Fee**

This fee covers any cost incurred when professional organisations or guest speakers are invited to the school. This will include drama and music presentations particularly that of a Nigerian cultural nature of which we hope to have at least one per term.

This fee also covers events such as

- Parent Forums
- Accolades Assemblies
- Concerts
- School Productions

- **School Photographs** - This fee covers the cost of individual and class photographs for each child. This is paid as a separate fee.

- **Lunch Fee**

This fee is paid by the primary and secondary students. It is an optional fee.



- **School Excursions**

Lagos is a vibrant city and we enjoy going on outings to local areas of interest. This fee does not include visits out of Lagos or international tours and events. Out of Lagos and international trips are charged to parents separately.

- **PTA Annual payment**

This payment is to facilitate the activities of the Parent/Teacher Association.

A schedule of fees for the academic session becomes available as from April. A list of school-approved hospitals for medicals will be included in this schedule.

Fees must be paid in full before resumption of each term. A reminder goes out in the first week of school. Pupils with outstanding fees are not allowed to remain in the classrooms after the third week of school.

- **External Examination Fees**

Pupils in Year 11 are enrolled for External Examinations set and marked by Cambridge University (UCLES). Parents will be levied for the fees once the British Council has informed the school of the set amounts. The taking of these exams is obligatory.



CO-CURRICULAR

PRIMARY & SECONDARY

Grange School is noted for very strong co-curricular activities. The programme encourages students and teachers to explore their potential to the fullest. A wide variety of activities are provided so that our pupils can experience a wide range of co-curricular activities.

A few activities are done all through the year for consistency and better skill acquisition, while some are

done per term. Most of the activities have external coaches as facilitators and a member of staff as teacher-in-charge. They report directly to the Key Stage Coordinator. Attendance register is marked each session, a general report is written per term and an individual report is recorded for each member at the end of the term.

There is a balance of choice of activities among Sports, Academic and Cultural/

Intellectual. Activities are now compulsory for all students. They are to select two activities and attend on Mondays and Wednesdays for secondary and Tuesdays and Thursdays for primary.

Activities run as a subject on the timetable during the third period for secondary and fourth period for primary.



Basketball



Ballet Club



Drama



Orchestra



Taekwondo Club



Swimming

CO-CURRICULAR ACTIVITIES

PRIMARY

SPORTS	CULTURAL/INTELLECTUAL	ACADEMIC
Athletics	Baking	Art & Craft
Taekwando	Bead Making	Debating
Basketball	Chess	Choir
Gymnastics	Cookery	Design Technology
Soccer	Dance	Drama Club
Swimming	Needle / Wire Work	French
Table Tennis	Photography	Etiquette
Rugby	Scrabble	
Volleyball	Press Club	Instrumental
Golf	Home Keeping	Numeracy
Karate	Bricks for kids	Mandarin
Ballet	Wifi Combat	MAD Science
Fencing	Inventors Club	Public Speaking
Lawn Tennis		Spanish

SECONDARY

ACADEMIC	CULTURAL/INTELLECTUAL	SPORTS
Art Club	Ankara	Athletics
Chess	Bead Design Girls	Badminton
Design Technology	Craft	Basketball
Instrumental	Dance Ball Room	Gymnastics
Photography	Dance - Contemporary	Rugby Boys
Public speaking	Drama Club	Soccer Girls
Scrabble	Modelling	Soccer Junior Boys
Yoruba	Ballroom Dance	Soccer Senior Boys
Young Life Savers	Needlework	Swimming
		Table Tennis
		Tennis
		Volleyball



Instrumental



Track and Field

SCHOOL UNIFORM

PRIMARY

GIRLS

Please note - all items marked * will be available for purchase from the designated outfitter in January.

- ♦4 x navy blue skirt, knee length
- ♦4 x navy blue pinafore, knee length
- ♦4 x Oxford white cotton short-sleeved shirt
- ♦1 x school tie (Year 6 only)
- ♦1 x navy blue jumper/sweater (optional)
- ♦4 x white cotton rich, knee length socks
- ♦1x pair plain black flat shoes with fastening (velcro/buckle -Key Stage 1 or buckle/laces -Key Stage 2) NOT patent leather or suede, not pumps
- ♦1 raincoat (optional)
- ♦1x school bag (rucksack style)
- ♦2x drawstring gym bags for activities in plain black or house colours
- ♦Blue and white hair clips, hair bands and beads (Beads KS1 only)
- ♦2 pairs PE shorts navy blue (Nursery only)
- ♦2 light blue polo t-shirts with school badge affixed on (Nursery only)

PE KIT (ITEMS BELOW REQUIRED ALL YEAR)

- ♦2 pairs PE shorts in house colours
- ♦2 white polo t-shirts with house badge affixed on the left (house badges available from designated outfitter)
- ♦One piece school swimming costume (plain black or navy blue) -(A Grange School swimming costume can be bought from the designated outfitter)
- ♦3 pairs white games ankle socks (not footlets). With or without trimmings in house colour
- ♦1 plain, medium sized towel, navy blue - named at each end (A Grange School towel can be purchased from the designated outfitter)
- ♦1 small waterproof swimming bag
- ♦1 pair trainers with non- marking sole



SCHOOL UNIFORM

PRIMARY

BOYS

Please note - all items marked * will be available for purchase from the designated outfitter in January



- ♦ 1 x School tie (compulsory for Year 6)
- ♦ 4 x pairs navy blue shorts (Reception, Year 1 and Year 2 - elasticated waist; Year 3 - 5 with belt holders)
- ♦ 4 x pairs navy blue trousers (Year 6 only)
- ♦ 4 x cotton white, short sleeved, Oxford style
- ♦ 1 black belt with simple silver buckle
- ♦ 1 navy blue jumper (optional)
- ♦ 4 x navy blue cotton rich, ankle length socks. Not trainer socks or footlets
- ♦ 1x pair plain black flat shoes with fastening (velcro/buckle - Key Stage 1 or laces - Key Stage 2) NOT patent leather or suede, not brogues
- ♦ 1 raincoat (optional)
- ♦ 1x school bag (rucksack style)
- ♦ 2x drawstring gym bags for activities in plain black or house colours
- ♦ 2 pairs PE shorts navy blue (Nursery only)
- ♦ 2 light blue polo t-shirts with school badge affixed on (Nursery only)

PE KIT (ITEMS BELOW REQUIRED ALL YEAR)

- ♦ 2 pairs PE shorts in house colours
- ♦ 2 white polo t-shirts with house badge affixed on the left (*house badges available from designated outfitters)
- ♦ One piece school swimming costume (plain black or navy blue) (A Grange swimming costume may be bought from the designated outfitter)
- ♦ 2 pairs white games ankle socks (not footlets)
- ♦ 1 plain, medium sized towel, navy blue - named at each end. (A Grange School towel can be purchased from the designated outfitter)



SCHOOL UNIFORM



Prefects' blazers, braiding is attached on appointment.
(Boys and Girls)



Honours blazer which is awarded to pupils for good conduct.
(Boys and Girls)



SECONDARY

GIRLS

Please note - all items marked * will be available for purchase from the designated outfitters.

- ♦ 4 x navy blue skirt, knee length (All girls)
- ♦ 4 x light blue, cotton, short-sleeved shirt with trimmings in house colour (Year 7- 11)
- ♦ 4 x white cotton, short - sleeved shirt with trimmings in house colour (Reception - Year 6)
- ♦ 1 x school tie with house trimmings (Years 6 - 11)
- ♦ 1 navy blue blazer with badge (Year 7- 11)
- ♦ 1 x navy blue jumper/sweater (optional)
- ♦ 4 x navy blue cotton rich, knee length socks (Years 7- 11)
- ♦ 4 x white cotton rich, knee length socks (Reception - Year 6)
- ♦ 1x plain black flat shoes with laces NOT patent leather, canvas or suede NOT pumps (Years 3 -11)
- ♦ 1 x plain black flat shoes with velcro or buckle fastening Not patent leather or suede (Reception to Year 4)
- ♦ 1 raincoat (optional)
- ♦ 1x school bag (rucksack style)
- ♦ 2x drawstring gym bags for activities in plain black or house colours
- ♦ Blue and white hair clips or hair bands
- ♦ 1 padlock (spare key to be handed to Form Tutor) (Year 7- 11)

PE KIT (ITEMS BELOW REQUIRED ALL YEAR)

- ♦ 2 pairs PE skorts
- ♦ 2 white polo t-shirts with house badge
- ♦ One piece school swimming costume (plain black or navy blue) (A Grange swimming costume can be bought from the school outfitters)
- ♦ 3 pairs white games ankle socks (not footlets).
- ♦ With trimmings (Reception -Year 2) optional
- ♦ Without trimming (Years 3 - 11)
- ♦ 1 plain medium sized towel, navy blue - named at each end (A Grange School towel can be purchased from the designated outfitter)
- ♦ 1 small waterproof swimming bag
- ♦ 1 pair trainers (non- marking sole)

HOUSE WEAR (FOR BOARDING HOUSE STUDENTS ONLY)

- ♦ 3 pairs of joggers with school badge
- ♦ 3 T-shirt of different colours with school badge
- ♦ - 1 pair of slides and or sandals

SCHOOL UNIFORM

SECONDARY

BOYS

Please note - all items marked * will be available for purchase from the designated outfitter in January



Honours blazer which is awarded to pupils for outstanding achievement.
(Boys and Girls)



- ♦ 1 x school tie with house trimming (Year 6 - 11)
- ♦ 4 x pairs navy blue trousers (Year 6 - 11)
- ♦ 4 x pairs navy blue shorts (Reception - Year 5)
- ♦ 4 x cotton light blue, short sleeved shirt, with trimmings in house colours (Year 7 - 11)
- ♦ 4 x cotton white short sleeved shirt, with trimmings in house colours (Reception - Year 6)
- ♦ 1 navy blue blazer (Year 7 - 11)
- ♦ 1 black belt with simple silver buckle
- ♦ 1 navy blue jumper (optional)
- ♦ 4 x navy blue cotton rich, ankle length socks. Not trainer socks or footlets
- ♦ 1x plain black flat shoes with laces NOT patent leather or suede. NOT brogues (Year 3 - 11)
- ♦ 1 x plain black flat shoes with Velcro (Reception - Year 2)
- ♦ 1 raincoat (optional)
- ♦ 1x school bag (rucksack style)
- ♦ 2x drawstring gym bags for activities in plain black or house colours
- ♦ 1 padlock - spare key to be handed to the Form Tutor (Year 7 - 11)

PE KIT (ITEMS BELOW REQUIRED ALL YEAR)

- ♦ 3 pairs PE shorts
- ♦ 3 white polo t shirts with house badge
- ♦ One piece school swimming trunk (plain black or navy blue) (A Grange swimming costume can be bought from the designated outfitter)
- ♦ 3 pairs white games ankle socks (not footlets)
- ♦ 1 plain medium sized towel, navy blue - named at each end (A Grange School towel can be purchased from the designated outfitter)
- ♦ 1 small waterproof swimming bag
- ♦ 1 pair trainers (non -marking sole)

HOUSE WEAR (FOR BOARDING HOUSE STUDENTS ONLY)

- ♦ 3 pairs of joggers with school badge
- ♦ 3 T-shirt of different colours with school badge
- ♦ - 1 pair of slides and or sandals



PE Uniform



GRANGE BOARDING HOUSE

GRANGE SCHOOL

A Culture of Continuous Improvement



GETTING TO KNOW THE HOUSE

The Grange House resumes on a day before the whole school resumption between the hours of 2:00pm and 6:00pm.

It is customary for the school to do an orientation for the incoming Year 7 students which is hosted in the House. This gives our new House students the opportunity to familiarize with the rules, regulations and routine in the House before the rest of the boarders resume.

House Routine

Though, most facilities have been provided for a home away from home, the House routine is structured in a way to help our boarders have a full House experience by placing routine places much emphasis on academic as well as the moral development of your child.

Grange House: Daily Routine (Monday - Friday)

- Wake up 5:00am
- Morning Devotion 5:10am
- Room Inspection (chores etc) 6:15am
- Breakfast 6:30am
- School run (bus departs to school) 7:10am
- School ends (Mon - Fri) 3:00pm

- Siesta (Mon - Fri) 4:00pm - 4:30pm
- Snack Time 4:30pm - 4:40pm
- 1st Prep/Intervention 4:40pm - 5:30pm
- Dinner 6:30pm - 6:55pm
- Free Time (Medicals, Phone calls etc) 7:00pm - 7:30pm
- 2nd Prep 7:30pm - 9:00pm
- Night Devotion 9:00pm - 9:15pm
- Lights out 9:30pm

This routine involves getting homework and project work done as well as doing personal and group studies under teacher's supervision. House parents have a responsibility to sign the homework planner before the end of prep each day. Note that while a group is observing academic support lessons, the other group should be observing prep.

Facilities

All facilities in the house have been upgraded to meet the demands of boarders, we also have access other various school facilities such as the sports field, swimming pool, gym (with supervision), music room and other recreation area. All these are for the convenience of the child/children.

The house also enjoys two 250KVA standby generators and 100KVA generator as good back-ups.

HOUSE PROCEDURES AND REGULATIONS

This ensures that your child is not denied electricity to complete rigorous academic works.

Our children in the House enjoy full benefit of an in-house laundry department which sees to the washing of the boarders uniform, house wear and beddings. Boarders are expected to do their personal washing.

Computer System

The school management has put everything in place for the convenience of your child as regards the computer system. Each unit (house) is provided with Adequate computer systems and a printer in order to facilitate unhindered study time/academics, completion of all computer based assignments, research among others. Also, boarders have access to WIFI under strict supervision by the houseparents.

House System, Events and Trips

The Grange House is not all about the academic development of the child. A positive synergy has been created to bind academics and social development thereby creating a balance in the overall development of the child.

The House

The house, for the purpose of oneness and togetherness and easy identification are grouped accordingly:

Each unit comprises of a maximum of 12 children and is staffed by an experienced resident houseparent.

Monitoring and Tracking

At the Grange House, much emphasis is on academic performance. With thorough monitoring and supervision during prep/study time in the house, to tracking and meeting with teachers in school, we are able cater for our children's' academic needs with utmost priority.



HOUSE PROCEDURES AND REGULATIONS

House Activities and Events

Boarders bond using the various gaming incentives in the House. These are:- Board games, Football, Table Tennis. After working so hard in the course of the week, we create an atmosphere where students who stay behind in the House for the weekend do not only stay having long hours of prep, but also have down time when they engage in extracurricular activities.

Boarders are allowed to watch DSTV, mostly on weekends as they watch their favourite football teams compete etc.

House Trips

The boarders are scheduled to go on excursion trips at least once a term. Trips are mostly planned for boarders to visit interesting as well as educational sites. Our trip to the Slave Trade Museum on Saturday 10th October, 2015 was memorable, educative and insightful, and above all historical. We also went to the High Impact Planet on Lagos - Ibadan expressway on May 27th 2016 and the children described the experience as wow and highly enjoyable!! Always have fun and are fascinated by these excursions.

DISCIPLINE AND ANTI BULLYING

We are committed to providing a safe and happy learning environment, promoting equality and diversity and ensuring the well-being of all members of the Grange Community. Our clear intention is to promote good behaviour and to exercise responsibility in ensuring the safeguarding and welfare of all students and staff within our community. Please refer to our Boarding Handbook for Grange House Discipline and Anti Bullying Policy.

ANTI-BULLYING

The aim of this policy is to:-

- Respond quickly and effectively to ensure zero tolerance to bullying.
- To prevent, de-escalate and or stop any continuation of harmful behaviour
- To safeguard the student/staff members who has experienced bullying
- To apply discipline/ sanctions/ restorative solution to the student(s)/person causing the bullying and ensure that they learn from the experience.

CHILD PROTECTION POLICY

The community is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

In seeking to achieve the highest standards of pupils' education and care, Grange House fully acknowledges its duty of care to all pupils in the boarding House and the entire school community and its responsibility to promote healthy relationship between pupils and between staff and pupils.

All staff, management and governors have a full and active role to play in protecting our pupils from harm, and we are committed to ensuring safer recruitment and adequate induction for all so that they understand child protection as paramount responsibility.

THE FOOD AND HEALTH POLICY

The Grange community attaches a great



importance to what our boarders eat. A healthy diet and a child's ability to learn effectively and achieve high standards in school is inextricably linked. The House Management Team ensures that:-

- Your child is well nourished at school and that every child has access to safe, tasty and nutritious food, and a safe, easily available water.
- Food provision in the school takes into account the medical/dietary requirement of your child
- To make the provision and consumption of food fun, safe and enjoyable experience
- To introduce and promote practices within the school which reinforce these aims remove or discourage practices that negate them.

HOUSE PROCEDURES AND REGULATIONS

The school management, teachers, pupils, parents as well as food provider work together towards ensuring that the policy is acceptable and embraced by all.

BOARDING BEHAVIOUR MANAGEMENT POLICY

- In order to ensure that effective boarding takes place, good behaviour in all aspects of school and boarding life is necessary. We seek to create effective boarding by:
- Promoting good behaviour and discipline
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationship based on mutual respect.
- Ensuring consistency of response to both positive and negative behaviour patterns.
- Promoting protective and preventive strategies.
- Working collaboratively with parents/guardians to develop shared approach to nurturing boarders.

EXPECTED GENERAL STANDARD OF BEHAVIOUR

- Honesty and Truthfulness
- Courtesy and Respect for others
- Self- Control
- Self-Discipline
- Readiness to take responsibility
- Commitment to school work
- Punctuality and attendance
- Appropriate use of school equipment

ACADEMIC SUPPORT CLASSES

Academic support lessons are delivered by highly qualified teachers from school. The aim of this tuition is to close the attainment



BOARDING HOUSE RULES AND REGULATIONS

OBJECTIVES

In providing boarding facilities for students, we set out to.

- A. Provide an environment that will be more like a home, comfortable and attentive to individual needs, an environment where students can learn and yet be happy doing so.
- B. Encourage students to be self-reliant and to inculcate the habit of studying without much prompting and where distractions will be minimal.
- C. Encourage students to do basic household chores and to enjoy doing them.
- D. Offer the chance to take up substantial responsibilities in the Boarding House system and to develop vital leadership skills.

To be able to achieve these, we must install adequate checks, which, to a large extent, border on discipline. Therefore, Parents are mandatorily requested to fill in/sign the attached form, which should be returned to the Senior House Master on or before resumption date. This applies to all boarders

1. **ELIGIBILITY:** This is based on the following conditions:
 - a. Payment of house fees
 - b. Readiness to conform to the rules and regulations governing the Boarding House.
 - c. Submission of a comprehensive medical report of fitness.
2. **FEES:** Fees are paid in advance at the beginning of the term. There will be no refund of fees if any student withdraws from the school mid-term. Receipt of fees paid should be tendered to the designated authorities checking students in on resumption in the Boarding House.
3. **RESUMPTION DAY:** It is compulsory that students return to the Boarding House after vacation a day before classes commence. Gates will be locked at 6:00pm as roll call will be done at 6:30pm and supper. Parents must vacate the House before 6.00pm



4. **CHECK IN:** Students boxes will be searched by the duty teacher/house parent(s) to ensure that dangerous and extraneous materials are not brought to the House. Parents are requested to bring in their children between 2:00pm and 6:00pm as no student will be accepted after the gates are locked.

N.B. Any student who fails to return on the day of resumption without prior notice to the school may forfeit his/her space. If there are genuine reasons for the inability of any student to return on the specified date, such should be communicated to the school in advance, in writing.

5. **GUARDIANS FOR STUDENTS:** Parents not resident in Lagos should appoint an official guardian(s) for the child while in the Boarding House. The Guardians' /Parents' passport photographs, office and residential addresses, and phone numbers should be presented to the Boarding House Authorities. Parents must submit a copy of the passport data page or copy of the National I.D. card of the guardians who are required to sign pupils out of the House.

6. **VISITING DAYS:**
 - (a) Only known parents and official guardians are allowed to visit the students. They are not allowed to

BOARDING HOUSE RULES AND REGULATIONS

take their wards out without express permission from the school authorities. Such written requests should be written to the Deputy Head Pastoral who make the final decision.

- (b) These will be communicated to Parents/Guardians on the School Calendar.

EXEAT: NO OUTING WILL BE ALLOWED ON ANY OTHER DAY OUTSIDE THE OFFICIAL OUTING. However, for genuine reason, an exeat may be granted by the Deputy Head Pastoral.

N.B

- (a) Students will be released only to known Parents/official Guardians. Any proxy must be duly identified by the Parents/ Guardians sending such.
- (b) Parents are advised to plan their programmes involving the students, for example, trips abroad, medical appointments, family celebrations, etc. in such a way that they do not conflict with school activities.

ALL MEDICAL CHECK UPS AND APPOINTMENTS SHOULD BE SCHEDULED FOR THE HOLIDAYS. Parents are assured that immediate and good medical services will be provided to students when necessary. Parents will however, be expected to settle all medical bills in respect of their wards in case of serious ailment, parents will be contacted immediately.

All students must have a completed medical form before admission. Parents are advised to disclose medical history of their children to the school medical staff.

7. LETTERS: All letters/parcels coming to the students must be checked by the House parents before delivery to the student. Letter/parcels going out from the students will also be checked.

8. POCKET MONEY: This should not be less than N10,000 (Ten thousand Naira only) per month. It should be put in an envelope and

addressed to the School Bursar who will deposit the money in the school's account. The child should be aware of the amount. Withdrawal should be done in the school. Parents can also make payments directly to the school accounts.

9. BIRTHDAY CELEBRATION: Birthdays will be celebrated in the evening, after prep. Parents of celebrants will be allowed to provide money for the House to help in providing snacks if the birthday is to be celebrated. No food is allowed.

10. WORSHIP: There is freedom of worship in Grange School. Early morning devotion is held every day.

11. A non-denominational devotion service is held on Sunday at The Daystar Christian Centre, Oregon by 10.30 am. We also have a 30 - 45 minutes interdenominational fellowship every Thursday with a guest speaker who has a passion for teaching teenagers.

12. EXCURSION: Apart from the once a term major excursions, boarders who stay over the weekend have an opportunity to have an outing to the cinema, ice cream parlour, games arcade etc every fortnight *cost to be advised

13. STEALING: Stealing is viewed as a serious offence. Any student who indulges in such act may be expelled. All personal belongings must be arranged neatly inside locked boxes/bags. The school will not be liable for lost items not properly marked and kept.



BOARDING HOUSE RULES AND REGULATIONS

14. **FIGHTING:** Fighting is absolutely forbidden. It is punishable by suspension or expulsion.

13. **BULLYING:** All students (senior and junior) have the right to enjoy their stay in the school. Any student who makes life uncomfortable for another student either by fagging or bullying will be punished. Repetition will attract expulsion. We are aware that children are given to playing pranks and we will help them to be mature, disciplined and responsible young adults in the larger society. There is zero tolerance to bullying in Grange House.

14. **DANGEROUS WEAPONS/ EXTRANEIOUS ITEMS:** Students are not allowed to bring to the Boarding House items like guns, machetes, daggers, and such like. They are not permitted to bring to the House expensive items that would misdirect their focus. This is a serious offence which attracts permanent expulsion.

15. **HOUSE WEAR:** There is an official house wears (3 at the minimum) and parents are required to pay a sum for it. All items including

socks, underwear etc. should be monogrammed with the student's full name. 1 or 2 mufti appropriate for outing and/or church is allowed.

16. **HAIRBRAIDING/HAIRCUTS:** Adequate arrangements has been made for Boarders for grooming. The relevant fee should be paid to the house parent who will ensure a hairdresser/barber come to the house weekly/fortnightly as need be for hair grooming. Parents must provide their children with personal clippers (clippers should be engraved with students name and handed over to the House parent).

17. **PROVISIONS:** Boarders may not bring in provisions to the House. This is because adequate arrangements have been made for students to enjoy additional daily refreshment at short break in the morning and afternoon tea.

18. **GENERAL CONDUCT:** Grange school has an image to protect. Discipline therefore is our watchword. The School Discipline System is also applicable in the Boarding House. Students in the House are



BOARDING HOUSE RULES AND REGULATIONS

expected to conform to the high level of decorum expected in a boarding system.

19. **TELEPHONE USAGE:** Students can only take calls from parents and official guardians between 2:00pm - 6:00pm on weekends. However, the House master/mistress may receive calls from parents in the case of an emergency. A landline is available in the Senior Housemaster's lodge. Cordiality calls during the week will not be allowed. Mobile phones are allowed but must have ONLY basic call/sms functions. Phones with wireless connectivity are prohibited.

20. **LAUNDRY SERVICE:** The school provides a service for school uniform/house wear/bed sheets/pillow cases only. All other items must be washed by the students, for example: socks, underwear, etc. Pupils may submit 6 - 8 items of laundry 3 times a week, which include bed linen but not duvets.

21. **FOR GUARDIANS:** Parents are advised to give a copy of these rules/regulations to the designated Guardians.

22. **MEDICAL:** If your son/daughter is on special medication, we need details about its administration. Also all asthmatic students must bring inhalers and spares. Students are not allowed to have medication on their possession at anytime insert

23. Students will be liable for any material/equipment he/she damages in the House.

N.B Attached is an undertaking to be completed. This should be submitted to the Senior Housemaster on resumption in the Boarding House.



BOARDING HOUSE POLICY AND PROCEDURES

BOARDING

- Boarding has been established at Grange School to fulfil need expressed by the parents in the school and also by parents wishing to enrol their children in the school in future.
- We provide flexible weekly and full boarding
- All students must be signed out over the mid-term break and school holidays. On the last day of term, all pupils must be signed out by 6:00pm.
- Grange, being a British curriculum school in Nigeria has in every way, extended British standards and requirements to the Boarding House. In providing facilities, we have based the provision upon the “National Minimum Standards for Boarding Schools” set by the Department of Health in London.

FEES

- Fees must be paid before resumption. No pupil will be allowed entry into the House before fees have been settled.

STAFFING

The Boarding House is staffed by the Senior Housemaster, Housemaster/mistress, stewards, Laundry personnel and a Resident Nurse. The Senior Housemaster oversees the running of the house

ACCOMMODATION

- Grange accommodation is a system of shared rooms between four students. Rooms are furnished with a bunk bed and cupboard per student.
- Pupils will be responsible for providing their own linen: two single-bed sheets, a duvet, a pillow and two pillow cases; making their own beds, organising their lockers, cleaning their bins, sweeping out and dusting their rooms.
- Pupils will also be responsible for keeping their bathrooms clean and tidy. A duty roster will be followed. Deep cleaning of bathrooms is the responsibility of stewards.
- Inspection of cupboards, bedrooms and bathrooms will be done every single morning.

MEALS

- Attendance is compulsory and will be taken in the dining room. Breakfast and lunch will be served in school while dinner will be served at the house and an evening snack will be served after siesta.
- Food is served in buffet-style. At the end of the meal, each child is expected to take his/her tray with the dishes, cutlery, etc. to a collection point.

PREP

- Prep is observed across the houses and attendance is compulsory. The dining room also partly serves as classroom. Seating arrangement as for meals is prescribed.
- Pupils will be required to work in silence. The House parent will support students with homework within reason. More importantly, House parents will check and sign homework planners.

BOARDING HOUSE POLICY AND PROCEDURES

COMMON ROOM

- Indoor games and DSTV are available for students' use.
- Roll call will be taken at meals and prep

DISCIPLINARY ETHOS

- General rules and sanctions will be the same as pertains in school.

Special attention will be given to the following:

COMMUNICATION WITH PARENTS

- Students can take calls from parents and official guardians between 2:00pm – 6:00pm on weekends. However, the Housemaster/mistress may receive calls from parents in the case of an emergency. A landline is available in each unit. Calls during week will be allowed between 7.30pm and 8.00pm

POCKET MONEY

- A maximum of N30,000 per term, can be given to the staff on duty at sign in desk. who will deposit the money with school accounts. Parents can also pay directly into the school account.

HEALTH CARE

- Two qualified resident nurses are available to deal with emergencies or other health related issues. A clinic has been set aside where students can be looked after if unwell in the House.
- A retainerhip with a nearby clinic is available, otherwise parents will be requested to nominate preferred clinics or hospitals they would have their wards taken to for medical attention in the case of serious illness.

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Grange School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks are conducted on all staff.

Six decades of total excellence

