



# GREENSPROUT PREPARATORY SCHOOL

Little minds today, great achievers tomorrow.

**Enrolment No**  
(Office use only)

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Place photograph here

**Confidential**

Date of application ?		Class group applied for?		Assessment date?		First day of attendance?	
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Applications must be accompanied by the following:

- 2 passport size photographs
- Copy of last school report
- Original birth certificate. (Will be copied at school)
- Copy of the Pupil's passport (if applicable)
- Immunization Cards

### PUPIL'S INFORMATION

Surname		Forenames	
Gender		Date of Birth	
Nationality		Passport No	
Home Language		Second Language	
Home address			
Last school attended			

### PARENTS' INFORMATION

Particulars	Father	Mother
Title		
Surname		
Forenames		
Nationality		
Residential Status		
Residential address		
Postal address		



Home telephone No.								
Mobile (Cell) No.								
Email address								
Occupation								
Business address								
Business Telephone								
Marital Status	Married		Divorced		Separated		Other	

**IMPORTANT INFORMATION**

Are there any important family circumstances that should be disclosed to the school? If so what are they?	
Does your child have any challenges that may affect his learning? (Dyslexia, ADHD, ASD etc) If so, please supply details.	

What interventions have occurred to address the difficulties above? (Educational Psychologist, Occupational Therapist etc) Please supply details.	
Is there any specific medical condition of which the school should be made aware? If so what medication is prescribed?	
Does your child have any allergies? If so please list them.	

**The school would appreciate any report relating to the above. All reports are treated in the strictest confidence and only shared with the relevant teachers.**

**EMERGENCY GUARDIAN /CONTACT PERSON OTHER THAN THE PARENTS**



**Important Information:** Please list other persons to whom Greensprout is authorized to release the child. Under no circumstance will Greensprout release this child to anyone not identified below without specific written instructions from the parent. The school shall not allow any persons below the age of 16 to pick up a learner from school.

<b>Name</b>		<b>Relationship</b>	
<b>Address</b>		<b>Telephone (Home)</b>	
		<b>Telephone (Mobile)</b>	
<b>email</b>		<b>Telephone (Business)</b>	

<b>Name</b>		<b>Relationship</b>	
<b>Address</b>		<b>Telephone (Home)</b>	
		<b>Telephone (Mobile)</b>	
<b>email</b>		<b>Telephone (Business)</b>	

<b>Name</b>		<b>Relationship</b>	
<b>Address</b>		<b>Telephone (Home)</b>	
		<b>Telephone (Mobile)</b>	
<b>email</b>		<b>Telephone (Business)</b>	

**MEDICAL DETAILS**

<b>Doctor</b>		<b>Telephone No</b>	
<b>Address</b>			
<b>Other Medical Institutions</b>		<b>Telephone No</b>	
		<b>Telephone No</b>	

**IMMUNISATION RECORD (PLEASE INDICATE DATES)**

<b>BCG</b>			
	<b>1</b>	<b>2</b>	<b>3</b>
<b>OPV</b>			
<b>PCV</b>			
<b>PCV</b>			
<b>Rota Vaccine</b>			
<b>Measles</b>			
<b>DPT</b>			



**ALLERGIES**

Allergy	Treatment
1.	
2.	
3.	

**MEDICAL OR CONGENITAL HEALTH  
CONDITIONS**


**SPECIAL MEDICATION**


**DETAILS OF ANY CHRONIC ILLNESS/ INJURY PRIOR TO JOINING GREENSPROUT PREPARATORY  
SCHOOL**

Date	Details	Treatment

**OBSERVATIONS AND GENERAL  
COMMENTS**


## **STANDARD TERMS AND CONDITIONS FOR ADMISSION TO GREENSPROUT PREPARATORY SCHOOL**

**IMPORTANT:** Please take time to read the terms and conditions upon which the school place is being offered to your child. Thank you for your support.

These Standard Terms and Conditions are aimed at fostering a close partnership between Greensprout Preparatory School (the school), parents, and students. We believe one way of achieving this is through working together to promote the learning and development of all children in our care. These Standard Terms and Conditions outline the aims, values, and responsibilities of the school, parents, and students.

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### **1. Aims, Values, and Vision**

#### **1.1 Aims and Values**

The school's aims and values are as follows:

- To inspire children to be creative and independent thinkers.
- To challenge the children, helping them achieve their fullest potential.
- To equip children with tools to thrive in the 21st century world.

#### **1.2 Vision**

The vision of the school is to provide accessible, quality education within Zambia and internationally, through the adaptation of modern educational techniques.

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### **2. School's Responsibilities**

**The school's responsibility is to:**

**2.1.1** Foster the education and welfare of each child by igniting curiosity and enthusiasm for learning, and building their capacity to learn, form relationships, and thrive.

**2.1.2** Keep the parents/guardians informed about general school matters and the child's progress and behaviour.

**2.1.3** Provide age-appropriate homework for each child.

**2.1.4** Welcome parental input and respond to questions or concerns promptly.

**2.1.5** Provide a safe learning environment. Parents may inspect the school premises upon reasonable notice.

**2.1.6** Offer reasonable supervision of the child. The school is only liable for injuries caused by a lack of supervision, and will not cover indirect, special, incidental, punitive, or consequential damages.



2.1.7 Issue regular reports on the child's behaviour and learning progress, and suggest interventions if necessary.

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### **3. Parents' Responsibilities**

**Parents are responsible for ensuring that:**

- 3.1.1 The child arrives at school on time, between 07:00 and 07:45 hours, and is prepared for the school day. The school day runs from 07:45 to 12:45 hours. Aftercare is available from **13:00** to 16:30 hours.
  - 3.1.2 The school is informed of any reasons for the child's absence.
  - 3.1.3 The child comes to school in the proper school uniform and is presentable.
  - 3.1.4 The child has had their breakfast at home.
  - 3.1.5 The child does not bring dangerous items to school.
  - 3.1.6 The child maintains personal cleanliness and hygiene.
  - 3.1.7 The school is informed of any special needs or learning disorders the child may have.
  - 3.1.8 The child completes homework, including reading, with the support of the parent.
  - 3.1.9 Any issues affecting the child's learning, happiness, or behaviour are brought to the school's attention.
  - 3.1.10 Parents attend meetings and discussions about the child's progress.
  - 3.1.11 Parents support the school's policies regarding behaviour, learning, attendance, and uniform.
  - 3.1.12 Any concerns are raised appropriately by meeting with the class teacher or principal as guided in the grievance policy.
  - 3.1.13 Fees are paid on time at the start of each term. Parents should notify the school promptly if facing financial difficulties. The school may take reasonable measures to ensure fee payment.
  - 3.1.14 **The Parents will give the school a terms notice or payment in lieu should they wish to withdraw the child from school.**
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### **4. Student's Responsibilities and Conduct at School**

#### **PRIMARY SECTION**

**The student is responsible for:**

- 4.1.1 Arriving at school on time and being prepared for the day's lessons.
  - 4.1.2 Treating teachers, staff, and fellow students with respect, kindness, and courtesy at all times.
  - 4.1.3 Attending all classes, after-school activities, and homework sessions as scheduled.
  - 4.1.4 Actively participating in lessons, showing a positive attitude toward learning, and
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Completing all homework & project assignments.

4.1.5 Following the school's code of conduct and respecting school property, including the classroom, equipment, and the school environment.

4.1.6 Reporting any issues related to safety, bullying, or conflict to a teacher or staff member promptly.

4.1.7 Maintaining personal hygiene and adhering to the school's dress code, ensuring the uniform is worn neatly and appropriately.

4.1.8 Avoiding bringing harmful or inappropriate items to school, including weapons, drugs, or any other dangerous materials.

4.1.9 Respecting school rules and regulations regarding behaviour, health and safety, and attendance.

4.1.10 making an effort to improve in areas of learning and behaviour, as guided by teachers and parents.

4.1.11 practicing good manners and being responsible for their actions, including following instructions from staff and teachers.

4.1.12 Taking care of their personal belongings and ensuring that any personal items brought to school are safe and appropriate.

4.1.13 being mindful of the school's policies on technology use, including limited and appropriate use of electronic devices.

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**Please tick the box:**

**ACCEPTANCE** – I formally accept the place offered at Greensprout Preparatory School for my child/children under the stated terms and conditions.

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**Signed:**

**Name:**

**Date:**

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**PLEASE RETURN THIS FORM TO THE SCHOOL**





**GREEN  
SPROUT**  
PREPARATORY SCHOOL

**Little minds today, great achievers tomorrow**

**24<sup>TH</sup> September, 2024**

### **Sub: Parents Grievance Policy**

This parent grievance policy outlines the procedures for parents to follow when expressing concerns or complaints about Greensprout preparatory school, its staff, or its programs:

We understand that each incident may be accompanied by different emotions, the policy aims to amicably and respectfully resolve disputes and concerns that may arise.

### **Purpose**

Greensprout preparatory school is committed to maintaining positive relationships with parents and addressing concerns in a fair, transparent, and timely manner.

### **Scope**

This policy applies to all parents/guardians of Greensprout preparatory school students.

### **Definitions**

- Grievance: A concern or complaint expressed by a parent/guardian regarding the school policies, procedures, staff, incidents or programs.

### **Procedure**

- 1. Initial Contact:** Parents/guardians should first discuss concerns with their child's class teacher or staff member.
- 2. Formal Complaint:** If unresolved, the parents may submit a written complaint to the school supervisor within 3 working days.
- 3. Investigation:** The supervisor will investigate and give resolution in writing within 3 working days.
- 4. Appeal:** If dissatisfied, parents/guardians may appeal to the school principal within 3 working days. The principal is to give feedback and final resolution within 2 working days.

### **Principles**

- Respect and confidentiality

During the investigation process the grieving parent and the employee will maintain mutual respect, use of vulgar language, physical or emotional abuse is to be refrained.

- Timely response

The school and parent must adhere to set timelines at all times in order to efficiently and effectively resolve disputes and concerns.

- Fair investigation

The investigation officer must be fair in the investigation process, bearing in mind the safety and wellbeing of the child in question, the emotional and physical stress both the child and their family may be undergoing.

- Constructive feedback

Feedback must be constructive, making sure that the parents/ guardians concerns are well addressed.

### **Communication**

- Regular updates on progress

In an event that the communication timelines are not met due to unforeseen circumstances, regular communication from both end to outline the progress of the case are to be given.

- Clear explanation of decisions

In an event that written communication did not suffice, the parents/guardians or school may request for a physical meeting to amicably resolve the situation.

### **Record Keeping**

- Documentation of complaints and resolutions. A copy of all documents to be kept on the child's file.
- Annual review and revision of policy

### **Training**

- Staff training on policy and procedures

The school will hold regular trainings to remind the staff of policies in place to minimize incidents and manage the incidents professionally.

### **Review and Revision**

This policy will be reviewed annually or as needed

**Parents Signature:** \_\_\_\_\_



Little minds today, great achievers tomorrow

**October, 19<sup>th</sup>. 2023.**

Dear Parents,

Thank you for your continued support.

In order for us to continue operating smoothly even through major family transitions, we have the following policies in place.

**Withdrawal from School**

Families withdrawing their sprouts from school will give the school at least a terms notice or pay a terms fees in lieu. In an event that fees were already paid for the term ahead, a refund of 75% will be given.

**Refund Policy**

School fees are not refundable if the learner has already started the term at Greensprout Preparatory School. However a 75% will be given as refund if the learner did not commence school after registration, in which case our refund period is 30 days from receipt of notice.

**Full Day Enrolments.**

Families that have children enrolled in full day will give a terms notice of their wish to discontinue the aftercare program. In like terms, Parents who wish to apply for a full day program will apply a term in advance, our full day slots are limited and applications will be subject to review before the learners are admitted to the full day program.

**Lunch Payments.**

Lunch Payments should be paid monthly or termly this helps us plan ahead and prepare adequately for the feeding program, even though we are encouraging independence during feeding, most of our learners are still under full feeding supervision and man power allocation is to be planned adequately.

I have read and understood the terms,

Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return a signed copy