



Policy Manual

Section 6

Administration

6. Operational Systems

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6.1. Fiscal Status

Clavis International Primary School (CIPS) is a non-profit organization. In accordance with the company laws of non-profit organizations, the Board of directors will use all revenues for school related purposes and activities. The Finance Department of CIPS is managed by the Board of Directors.

6.2. Fiscal Year

The fiscal year of the CIPS begins on 1 January and ends on 31 December.

6.3. Financial Philosophy and Goals

The governing body complies with the Mauritius Revenue Authority and the Ministry Of Education for fiscal legislation and the laws for private, state recognized schools respectively.

All school operations and commercial activities shall support the goal to be a financially sound and debt free organization.

As defined in its regulations ,CIPS does not seek to make a profit; however, the Board recognizes that the financial provision for the school is fundamental to the school's operations. To maintain a robust and effective financial support, the Board shall strive to ensure fiscal integrity, an appropriate use and control of finances through:

- provision of guidance for budgeting and the management of school finances
- support for strategic planning through the best possible budget procedures
- exploration of all practical sources of income
- securing the level of unit expenditure needed to provide high quality education.

It is the Board's responsibility to approve the annual operating budget for the ensuing year. The budget should be adequate to finance ongoing programs, provide for additions or changes dictated by the projected needs of the School, and include a contingency to allow for the uncertainties of forecasting.

6.4. Yearly Budget

The operating budget shall be prepared yearly within the parameters and timeline established by the Board, The budget should be adequate to finance the current programmes of the school and provide for approved projects or planned changes to meet the projected needs. The scope of the budget and the allocation of funds should meet the material needs of teaching and learning and shall reflect the strategic plans and goals of the school.

The staffing budget and the costs for maintenance, administration and cleaning are determined by the Board and managed by the Pedagogical Leadership Team (PLT).

The approval of the annual operating budget lies with the Board of Directors.

6.4.1 ADOPTION

The Board shall approve the preliminary budget for the ensuing school year no later than end of July. An updated revised budget will be approved in October of the same year.

6.4.2. AMENDMENTS

The Administrative manager has the authority to reallocate surplus or contingency money among the various cost centers. All such reallocations shall be formally recorded and reported to the Finance Department. Other transfers require Board of Directors approval upon the recommendation of the PLT.

6.5. Financial Management

The Administrative manager shall ensure that there are appropriate internal controls for the sound financial management of the school budget.

The approved budget shall be viewed as an expenditure plan for the ensuing school year. Requests to exceed the planned expenditure shall be submitted to the PLT for approval and subsequently to the Board for authorization.

The Administrative manager exercise control over expenditure. All invoices, bills and receipts are subsequently passed to the Accounts department for processing.

6.6. School Fees

The Board of Directors establishes school fees annually. There is a two-tier system of fees - one for Mauritians and an alternative one for non-Mauritians. (See attached school fees lists)

The Board reserves the right to change the fee structure. Fee changes for the following school year will be announced in general at least three months before the beginning of the first term and the information made available on the website.

Fees may be charged for:

Registration: a non-refundable single payment for the admissions procedure.

Fees: invoiced as a monthly amount, payable on a monthly basis. We advised parents to pay in advance for the year with a 5% reduction if the fees

Extra-curricular activities: To be determined on an activity by activity basis.

Stationery Fees: A contribution to the cost of school materials will be levied at the beginning of the school year.

6.7. Sponsorship

The School may grant a reduction of school fees in the case of financial need. The level of financial support and number of bursaries is determined by the Board of Directors. The conditions of the financial aid shall be decided by the Board Of Directors in consultation with the Administrative Manager. However, the aid is accorded for tuition fees only and for the period of one school year. Extension of the fee reduction in the following school year is possible but requires a renewed application. A guarantee of financial aid for longer than one year cannot be given.

All applications for a reduction in fees are to be submitted to the Accounts Manager with the necessary supporting documentation. The forms and information on the procedure shall be made available by the Admissions Office. Applications for financial aid and the ensuing interview shall be handled in strictest confidentiality. The decision on the allocation of financial assistance lies with the Board of Directors , after consultation with the PLT.

6.8. Collection of Fees

The modalities for the payment of school fees are detailed in the admission form. In the case of outstanding fees the Board of Directors will initiate clearly defined procedures for debt collection, if necessary the suspension of the child until the amount is settled

6.9. Payroll

Employee contracts are signed by the Head Master.

The payroll shall be prepared in compliance with Ministry Of Education / Labour and the National Pension Fund. This is the responsibility of the Board Of Directors.

The salaries of all CIPS personnel are prepared by the School in advance of the 19th of each month and according to contract paid into the staff member's account no later than the last day of the same month.

Changes to salaries for teachers or other staff must be approved by the Board of Directors

It is the responsibility of the Administrative Manager to ensure that proper payroll procedures are in place, and to ensure that all relevant legislation is complied with. The Board Of Directors will review the payroll with the PLT on an ad hoc basis. The Board OF Directors may delegate the preparation of the payroll; however, review and compliance may not be delegated.

6.10. Purchasing of Teaching Materials

All orders and purchases shall follow the systems and procedures approved by the Board of Directors. The system serves to enable all members of the organization to work effectively and efficiently within the defined budgeted amount.

Specific dates for submission of the main annual order will be agreed and communicated to all staff by the PLT.

Purchases require written approval by the Head Master and the PYP Coordinator. Orders may only be placed by authorized school personnel.

6.11. Reimbursement of Expenses

Registration for participation in school-related professional conferences and workshops, and travel bookings and accommodation must receive prior approval by the Head Master and the PYP Coordinator.

A monitoring system is in place where staff may personally purchase books and teaching materials which support the implementation of the curriculum and the school's goals.. Approval for such purchases must be obtained by the PYP Coordinator in coordination with the accounts department who monitors the available balance). Exceptionally staff may submit requests for reimbursement of personally purchased books and teaching materials.

6.12. Cash Transactions

The Head Master and the Administrative Manager are responsible for ensuring that accurate and complete accounts are kept of cash flow in their departments.

6.13. Cash on School Premises

The school is not responsible for the theft or loss of cash brought into the school by staff, students, parents/guardians, visitors or guests.

Cash in the school buildings must be limited to those moneys reasonably required to maintain effective day-to-day operation of the school.

Cash on premises should not exceed a maximum Rs 50,000 and any excess must be banked within the next 12 hours

Cash must not be left overnight in individual offices and classes but placed in the school safe. Access to the safe is restricted to the specifically authorized persons.

6.14. Insurance

The school shall arrange adequate insurance coverage for the School's buildings and property, for its employees and students and for any liabilities it or its employees or Board members may have under applicable law.

The Board shall ensure that proper coverage is obtained and maintained, and that insurance policies are up to date.

At regular intervals the Board will review the School's entire insurance package and explore ways to obtain coverage on advantageous terms.

6.15. Disposal of School Property

After approval by the Administrative Manager, the Head Master and the PYP Coordinator are entrusted to organize the donation or disposal of surplus or obsolete equipment, books, materials and supplies.

6.16. Inventory

The School records as asset the cost of books and other items, and maintains the stock value in the accounts.

An accurate physical inventory of the School's contents is necessary for both security and insurance purposes.

An annual inventory of teaching resources is carried out by designated persons, coordinated and supervised by the PYP Coordinator and the librarian.

6.17. Financial Reports

The Administrative Manager prepares Financial Reports for presentation to the Board members. These reports shall provide the necessary details on the current financial state of the school as well as the expected/forecast monthly and annual results. The report includes variances to budget and any extraordinary expenditure requests.

6.18. Facilities

Within given financial and site limitations, CIPS strives to provide the best possible learning and teaching environment, meeting health and safety standards as well as the principles inherent in the school's educational philosophy and objectives.

In addition to these standards, building and alteration projects are subject to the norms and regulations of the country

6.19. Maintenance

All school facilities will be maintained in good physical condition: safe, clean and sanitary and as comfortable and convenient as the facilities permit or the use requires.

The Administrative Manager is responsible for establishing and managing the operating budget that enables all school buildings and grounds to be operated, maintained and used in a safe, clean and functional manner.

A long-term maintenance plan will ensure the efficient operation of the school facilities and provision of a safe environment for the entire school community.

Maintenance service contracts are executed where recommended to keep equipment in optimal functioning condition, to assure a longer useful life for equipment and to maintain the warranty. The administrative Manager is responsible for monitoring the needs for, and use of, all maintenance service contracts.

The Head master and the Administrative Manager work with the Board in ensuring the care, custody, and safekeeping of the School's buildings and grounds. On a daily basis, the Administrative Manager will assume responsibility for the coordination and supervision of maintenance work with the technical staff assigned to the building. Any major or long term work needs will be communicated to the board members for execution of the work

Teachers should encourage students to take good care of their desks, classrooms and surroundings. All staff, students and parents should take pride in the appearance of their school and be particularly careful to dispose of waste materials properly.

6.19.1 ELECTRICAL SAFETY

CIPS will comply with all regulations and has a written routine maintenance and annual inspection schedule for all fixed electrical wiring and equipment. We have a twice yearly electrical maintenance done by Systems Building an Electrical Engineering company.

6.20. ICT Infrastructure and Systems

ICT systems are complex and rapidly evolving, necessitating frequent upgrading and renewal. Hence, they constitute a major investment and an increasing proportion of the school's financial and administrative resources.

The school will administer the maintenance and development of the ICT systems to ensure that they function smoothly and securely, that new developments are fully and competently assessed and that costs are rigorously controlled.

Information technology can impact school life both negatively and positively. The school will train employees and others with approved access to the systems to use them responsibly, effectively and safely.

6.21. Security and Key Control

In order to minimize threats to the safety of CIPS students and staff and to protect the CIPS facilities against damages or losses caused by carelessness, vandalism, or theft. CIPS has put in place the following procedures:

1. All those who enter school grounds do so for an authorized purpose but also that all who have an authorized purpose for entering the School are granted access; A Visitors pass is handed over for that purpose by the security guard
2. Maintain a culture of safety and security for all members of the school community. Students, parents, and staff will work towards maintaining the security of the campus
3. All problems are to be reported to the Head Master as soon as possible for action to be taken.
4. Provide instructions for the Maintenance manager and security personnel with regard to dealing with incidents as appropriate to the needs of the School
5. Set the times during which the campus will be open and closed, in order to retain maximum access to school grounds whilst maintaining the security of school.
6. Ensure that keys are only in the hands of responsible persons whose duties require that they have access to school buildings or to certain rooms, desks, files, or storage places;
7. CIPS employees shall not loan school keys to any party, including students; loan to a colleague is at the key owners own risk. Every loss of school keys must immediately be brought to the attention of the Maintenance Manager. At the end of the school year all the classroom keys must be returned to the Maintenance Manager.
8. With respect to the personal security of students, staff and visitors, the Maintenance Manager is to make such arrangements as will most effectively ensure the security of those in the buildings as well as of students on their way to and from school buses and other transportation;

6.22. Vandalism

Vandalism will not be tolerated.

Any persons found to be vandalising the School or any school property may be subject to disciplinary actions and/or criminal investigation.

Any instances of vandalism should be reported immediately to the Head Master. The Head Master & the Administrative Manager will instigate repairs immediately upon conclusion of investigation or collection of any remaining evidence.

The Administrative Manager must give approval before the repairs are initiated. If there is conclusive evidence that a student is responsible for an act of vandalism, the offending student or the parents of the offending student will carry the costs for repairs.

6.23. ICT Misuse and Abuse

‘Misuse’ is incorrect, inappropriate or negligent use of the school’s IT resources.

‘Abuse’ is the deliberate use of the IT system for purposes that are illegal, abusive, malicious, degrading, anti-social, unethical, or that breach system security.

Very serious consequences can follow from the misuse of abuse of the School’s IT systems. The school will therefore apply sensible regulations of the use of its ICT resources, and sanctions for inappropriate and unacceptable use. Abuse of the ICT system will not be tolerated.

6.24. Health and Safety

CIPS recognizes its responsibility in maintaining a safe and healthy learning/working environment that protects all students, personnel and visitors.

The School will take all possible steps to identify the risks and hazards arising from its activities in the classroom, on school field trips and in the business and maintenance activities of the school and will strive to reduce these risks to a level that is as low as reasonably possible.

To this end:

1. Health and Safety considerations will be ranked equally with all other objectives when carrying out the activities and operations of the school.
2. The School will comply with the current legislation and regulations of the local authorities and incorporate high international standards of health and safety.
3. The School will carry out a programme of health and safety awareness and risk prevention and establish procedures for the response in the event of illness, accident, incident or threat.
4. The school will work in co-operation with employees, students and parents to achieve continuous Health and Safety performance improvements.
5. The Health and Safety Officer shall ensure that health and safety regulations and routines are implemented and regularly evaluated for effectiveness and report to the Administrative Manager
6. The Health and Safety officer shall ensure that all members of the School community are informed of the regulations and the appropriate response to illness, accident, incident or threat.
7. The Board recognizes that assigning adequate resources to implement this policy is of the highest priority.
8. Students are asked to bring extra water or juice on PE days.

For PE lessons all students are required to wear the school uniform: white polo shirts and navy blue shorts or a tracksuit bottoms.

Shoes: Footwear must be securely fastened and give sufficient grip. Trainers that are laced or Velcro-fastened are acceptable, but slip-ons or street shoes are not permitted.

Swimwear: The school approved one-piece swimming suit, a towel and a bag are required for each student. Swimming materials are required to be laundered or dried on the day of use.

All swimwear must be modest, and give maximum protection from the sun. Younger children would benefit from wearing a SPF 50 sun shirt or full-body suit.

6.25 Punctuality

For assembly is very important, not only as a basic school requirement, but also out of respect for the presentations which may be taking place or the dissemination of important new information. Years 1, 2 & 3 have their assemblies on Monday and Wednesday mornings and Years 4, 5 & 6 have theirs on Tuesdays and Thursdays. On Wednesday and Thursday afternoons, we usually have assemblies where classes or year groups take it in turn to offer an assembly based on their Units of Inquiry. Parents will be informed when their child's class or year group will be offering an assembly and they will be invited to come and watch.

6.26. Supervision of Students

Supervision of children before and after school:

Members of staff are on duty to supervise the children on the assembly terrace only as from **08:00hrs** and again after school from **14:45hrs to 15:15hrs** on the 'gradin' by the playing field. (*On the assembly terrace if it is a wet day!*) Therefore the school **cannot be held responsible** for any children who are at school **before 08:00 hrs** each morning or who are collected after **15h15**. **N.B. Pre-Reception and Reception parents must collect their children punctually, as we are currently not running a 'garderie' service to look after these children if parents are late in picking them up and they are too young to be left outside with the other children.**

NB:

Please note that if your child(ren) is/are collected late, he/she **MUST** come up to the Reception office and wait to be collected. **ON NO ACCOUNT MUST CHILDREN BE INSTRUCTED BY PARENTS TO WAIT OUTSIDE THE SCHOOL GROUNDS – ON THE OTHER SIDE OF THE FENCE AS IT IS UNSUPERVISED AND THERE ARE FREQUENTLY CARS AND LORRIES SPEEDING ALONG THIS NARROW ROAD!**

Early Departures Parents/guardians must send a letter or a message in the Message Book, informing the school if they intend to come and collect their child(ren) before the end of the day. Parents must come to the Reception Office and sign out in the **Early Departure Book** which is kept with Miss Jennifer/Miss Jacqueline in the Infirmary. Last-minute requests can be made through a telephone call to Miss Naseemah. However drivers will not be allowed to collect children without a note from the parent(s), including the driver's ID number, which must be produced when collecting the child.

Student Absences Teacher must register attendance and absence. The Deputy Head Master is responsible for establishing and overseeing attendance procedures and ensuring that attendance is checked and recorded daily.

6.27. Emergencies

CIPS follows the accident regulations of the Authorities. The Administrative Manager and the Head Master are responsible for the implementation of and adherence to all official regulations.

It is the responsibility of the Administrative Manager, Maintenance Manager, Health & Safety officer to ensure the development of a comprehensive emergency measures programme for all school facilities that will provide for the protection of the health and safety of students, staff and visitors during normal school operating hours or during any school sponsored after-school activities. The Head Master must make certain that such a programme is formalized, communicated and understood by all persons whose health and safety it is intended to protect. All staff will comply with the emergency regulations which shall be outlined in detail in the staff handbook.

The Board will request the Head Master / Administrative Manager, at regular intervals, to review the procedures that are in place and how they are being implemented, assessed and audited.

The emergency measures programme will include:

- Fire Prevention and Drills
- Bomb Threat
- Intruder Threat
- Major Accident (multiple casualties)

The decision to evacuate will be taken by the PLT.

6.28. Emergency Closures or Early dismissal due to weather

‘BAD WEATHER’ DAYS

Please listen to the radio for communiqués about whether there will be school for the children should there be bad weather. Please also note that when there is an official communiqué on the radio regarding whether children attend school or not, it applies to ALL schools, both private and public.

CYCLONES

The ruling for cyclones is that schools must close for a **‘Warning Class 2’**. If children are at school and a cyclone Warning Class 2 is issued, the school should close within 2 hours and parents must make necessary arrangements to pick up their children. School transport will be on stand-by at school so parents should make arrangements to be at home to receive the children. On other occasions, if the cyclone arrives during the night or before school starts, parents must then listen to radio announcements, which are given every few hours, or they can telephone 8996, at any time during a cyclone, to hear the latest updates on weather conditions, which are given in English/French/Creole.

6.29. First Aid

HEALTH: ASTHMA & ALLERGIES:

It is important that all parents with children who suffer from asthma, or any serious allergy, should contact the child’s teacher and the school nurse to inform her of specified treatment the child maybe already be undergoing and which needs to be updated on a regular basis. Parents should provide the necessary medication, which can be stored in the clinic.

○ **Sick policy:**

In order to keep a healthy environment that is free from sickness at school, the following guidelines have been established for your child’s protection as well as for the other children in the classroom.

Please keep your child at home if he/she has the following symptoms from these contagious conditions:

- Diarrhoea

- Vomiting
- Fever
- Pink eye (conjunctivitis)
- Chicken pox

If a child comes to school with any of these contagious conditions, a parent/guardian will be asked to come and pick up the child.

○ **Health Concerns:**

Parents and students can make an appointment to talk to the school nurse about any medical concerns.

○ **Health : Head Lice**

The school nurse will check students periodically for head lice. If eggs or lice are found, a letter will be sent to the parents and the student must be taken home and treated immediately with medication recommended by the school nurse or your family doctor. **Students should stay at home until all eggs and lice have been removed.** The school nurse must check the students before they are allowed to rejoin classes. Please note that the entire family should be treated, and that all bedding, brushes, which must not be shared, and other items that come into contact with hair should be cleaned. Please see the school nurse for further information or if you wish to purchase the treatment medication and shampoo recommended for the removal of head lice.

○ **Health: Medical Conditions**

Parents of students with medical conditions, such as diabetes, asthma or epilepsy should inform the teachers and the school nurse. Medication, with instructions from the family doctor should be kept with the school nurse.

○ **Health: Injuries**

Should a student have an accident at school, the school nurse will treat students requiring first aid. In case of an apparently serious injury, the parents are informed as soon as possible and we take the child to the Apollo Bramwell Hospital or the Clinic Mauricienne. If the family prefers a specific clinic, this should be noted on the health record. Most injuries will be reported to parents if considered necessary by the school nurse.

Please ensure that the school is immediately notified of changes in telephone numbers. We should also be given your mobile telephone number and an alternative, reliable emergency number. With this number the school should be able to reach a responsible adult that you nominate to act on your behalf should we be unable to reach you.

○ **Health: Medication**

Students taking antibiotics should stay at home until the course is completed, unless a note from the doctor gives permission for a student to attend school. Please note that class teachers will not administer medication. A note from a doctor to the school nurse is required to dispense medicine. **Please do not send medicine with your child unless absolutely necessary. Parents should bring all medicine to the school nurse who will administer all medication. Please label the containers with the student's name, type of medication and directions for administration of medication; include the dosage amount and times needed for taking the medication.**

6.30. The Control of Substances Hazardous to Health

The elimination of all risk is impossible if a potentially hazardous substance is used; however, steps must be taken to ensure that the use of hazardous substances is controlled in order to eliminate as much risk as possible.

The identification of hazardous substances is the key to their control. There is a broad range of substances covered, i.e. cleaning products, photocopying toner, etc.

6.31 Environment, Health and Safety

CIPS is committed to the protection of the environment and the health and safety of all members of the community. The school, therefore, complies with environmental, health, and safety laws and regulations issued by the authorities. The School will develop and implement standards and procedures for: the reduction of waste; effective recycling; conservation of energy and resources. The maintenance of clean and tidy surroundings is an important part of creating a safe and healthy environment.

Noise:

Schools are busy places, where large numbers of people undertake many different activities simultaneously; consequently, sound levels can be quite high. This does not mean it is dangerous or hazardous to health; nevertheless, it can be irritating.

Given this environment, sound levels will vary from area to area. Teachers have primary responsibility for control of the students under their care. Sound levels associated with equipment should be risk assessed and all practicable measures should be taken to ensure its safe use.

If a noise level is perceived to be a health hazard, the PLT advice should be sought.

6.32. Student Transportation

As a rule, all students enrolled at CIPS will be transported between the School and home by means provided by their parents. In all cases, the School will not take responsibility for the safety of students on their way to and from school.

Students shall be transported to school events and activities outside the school grounds only on approved private vehicles, not in staff or student vehicles.

6.33. Food Service in the School

Canteen:

The school has a canteen which is run by the P.T.A. The monthly menu for hot meals can be found on the PTA website.

Snacks and lunches are provided by our Canteen, which is run by the PTA using a voucher system. Information regarding what is on offer is sent out to the parents every 3-weeks by the PTA.

Students who do not use the meal service need to bring a snack and lunch to school every day. To parents whose children will bring food from home, we strongly encourage the preparation of something nutritious and healthy. Research shows that a good breakfast and lunch have an important effect on student's learning.

Recommended for snack: Fruit, biscuits, yogurt, fruit juice or water

Recommended for lunch: Sandwiches, fruit, biscuits, yoghurt, fruit juice or water.

The following items are not allowed to be consumed at school:

- Any carbonated drinks (Coke, Sprite, Fanta etc except for pre-arranged events.).
- Chewing gum.
- Sweets