

GOOD SHEPHERD R/C PREPARATORY SCHOOL

Ahinsan Estate



Welcome to Our School Community



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Akwaaba!

Akwaaba, is our word of welcome to you. We are happy to have you as part of our school community and encourage you to come along with us on this expedition of grooming young minds. We are very passionate about unearthing their God-given capacities.

We in Good Shepherd are elated to be partners with you our dear parent to ensure that the young ones in our care are provided with a holistic Christian education for the benefit of self and society.

We have tried to outline in this book the vital information needed by both parents and pupils for a smooth stay over the period we will be interacting. There are mutual expectations and responsibilities from both school and parents. We acknowledge the difficulties parents and pupils may face as you join a new community. We are ready to walk along with you as you make this transition to ensure minimal challenges and make your stay as comfortable as can be. Ours is a diverse community and we try to institute measures to ensure fairness and fraternity in spite of our backgrounds. We thus expect your cooperation and adherence to our time tested guidelines. These have over the years proven to guarantee a smooth stay and great outcomes. We are committed to them and hope our parents will do same to ensure the attainment of our goals.

The school community is a dynamic space and change is a natural occurrence. We will try to properly communicate change and prepare our pupils to accommodate any such changes as they may be required. Feel free to articulate your challenges and suggestions and we will surely consider them.



GOOD SHEPHERD R/C PREP. SCHOOL



About Us

Good Shepherd R/C Preparatory School was founded in October, 1989 by the late Rev. Fr. Patrick Augustine Murphy, C.S.Sp., the then parish priest of Christ the King Catholic Church, Ahensan-Kumasi.



The Sisters of St. Joseph of Cluny took over the management of the school in 1994. We in Good Shepherd seek to develop Hearts, Heads and Hands through Christian Evangelization for the betterment of society. We strive daily to ensure that all in our community live so as to know

and be known by Jesus Christ, the Good Shepherd, hence our motto, I Know Mine and Mine Know Me (John 10:14).

The school has undergone an extensive infrastructural improvement program since 2015 with the construction of a classroom complex. This also houses the administration block, prayer room, modern ICT and science laboratories, a library and bookshop.

From very humble beginnings with 40 pupils, the school now has a population of 1,500. These pupils come from almost all the suburbs of the greater Kumasi and its contiguous districts.

We strongly believe that these objectives can only be achieved by the combined efforts of our staff and parents. We are committed

to attaining these outcomes and we pray all parents come along with us.

Vision

Our Vision is to create a Christian community committed to moral and academic excellence.

Mission

Our Mission is to evangelize the school community through quality holistic Christian education and moral upbringing of children cognizant of the needs of the poor and needy in society.

Goals and Objectives

We in Good Shepherd seek to;

- i. Provide quality and holistic teaching and learning.
- ii. Assist the poor and needy in society.
- iii. Assist our students to strive for academic excellence through the use of their God-given talents.
- iv. Imbibe in our students love for humanity and the stewardship of our environment to promote patriotism and cultural awareness and the need for unity in our diversity.







About Sisters of St. Joseph of Cluny

Blessed Anne Marie Javouhey – Foundress of the Sisters of St. Joseph of Cluny

Anne Marie Javouhey, the founder of the religious institute, was born in a remote village in Burgundy, France, on November 10, 1779 and died on the July 15, 1851.

Javouhey grew up at a time when the country was in the grip of the French Revolution. Churches and schools were closed and priests were persecuted. She, along with her parents, helped save the lives of priests who would not swear an oath of allegiance to the State. Not long after she turned 20, Anne Marie chose to become a nun, but for her it was not an easy process. She made several attempts to enter religious life and ended up leaving several institutes, before deciding to begin one of her own.

Two years later, on 12 May 1807, Bishop Imberties of Autun officially bestowed religious habits upon Anne Marie and eight other women, including three of her sisters. This act officially founded the Society of St. Joseph of Cluny in Cluny, France. The congregation became known as the Sisters of St. Joseph of Cluny.

In January 1822, Javouhey traveled to Senegal to work among the local population. In 1823, at the invitation of Charles MacCarthy, British governor of Sierra Leone opened a house there, and, soon after, in Gambia. At the death of Anne Marie on 15 July 1851, the Sisters of St. Joseph of Cluny numbered about 1,000 and houses

were located on five continents around the world. She was beatified on October 15, 1950.

Cluny Sisters Worldwide

The congregation of the Sisters of Saint Joseph of Cluny is an apostolic religious congregation of Pontifical Right. The congregation has approximately 2400 sisters in 57 countries, 30 provinces, 401 communities across 5 continents, working in education, health, evangelization and social action. The presence of the congregation is seen in Africa, Europe, Asia, America and Australia. The Sisters of Saint Joseph of Cluny originate from approximately 60 nations or regions. With a wide variety of languages, cultures and formation, and with a wide range of apostolic commitments that evolve according to the needs of today, the unity of the congregation is maintained by the will of every sister to live as a follower of Christ and according the spirit of the foundress.





Cluny Sisters in Ghana

The Sisters of St Joseph of Cluny first came to Ghana in 1990 upon the invitation of the Archbishop Peter Kwasi Sarpong the Bishop of the then Diocese of Kumasi. Four sisters first settled in Kunsu Domeabra and later at Ahinsan-Kumasi. They are involved in teaching and the provision of health care as well as pastoral work.

In 1994 they took over the management of Good Shepherd Preparatory School and have transformed it into a first class school. The congregation now has several sisters from Ghana, some of whom are products of Good Shepherd Preparatory School.



Admissions and Academics

Admission are open to pupils on a first-come, first-served basis. The admissions are done 6 months before the start of the academic year for Nursery. There may be limited vacancies for classes 1-5. Admissions to the nursery class are available for children three (3) years old by September of the year of registration. Parents are to produce originals of biometric birth and baptism certificates(Catholics only) of their wards as part of requirements.

Admissions to other classes (KG 1 – Stage 5) depend on available vacancies. Pupils will be expected to write entrance examinations in English Language and Mathematics before being considered for admission.

Parents On Boarding Day

This is a day set aside for all new parents to be provided with the school's guidelines. This will also provide parents with an opportunity to indicate to us any peculiar challenges they may be faced with. We acknowledge that the guidelines we have may be quite different from what parents and pupils are used to. We therefore use these sessions to explain to parent our expectations of them as well as our commitments to them. We encourage parent to make use of this opportunity to ensure an enjoyable stay in our community.

School Hours

The school opens at 7:00 am daily. All students are expected to be in school by 7:20 am and are expected to partake in the preparation for class work and the cleaning of the school compound.

Morning Assembly is at 7:35 am and classes begin at exactly 8:00 am. Children who arrive after 7:30 am will be considered late and continued lateness will attract a fine.

The school closes at 3:00 pm. Students will be kept within the school compound till 4:00 pm. Parents who pick their wards after this time will be fined.

Curriculum

Good Shepherd Preparatory School is a Grade A school duly certified by the Ghana Education Service (GES). The school thus follows the curricula approved by the GES. Efforts are made to employ varied teaching and assessment strategies to enhance students' performance. Both formal and informal assessments are applied and students are also expected to undertake home assignments in addition to evaluation methods available during school hours.

Teaching and learning activities from the Nursery to Stage 3 are supervised by Classroom teachers. However, Stages 4 to 6 are taught by subject teachers.

Books and Stationery

Books for each class are expected to be purchased at the beginning of the academic year. All text books, note books and stationery will be made available in each class in the first week of the start of the academic year. To enable us start academic work early enough, we expect Parent/Guardians to purchase these books and stationery within the time allocated.

Textbooks, note books and stationery are to be purchased only from the school.

Examination and Grading System

The performance of pupils is assessed at the end of every term. This is in addition to the various assessments undertaken during the term. All pupils are expected to be present for the end of term examination at the stipulated duration since there will be no opportunity for a re-test should they absent themselves.

Grading for subjects comprises 30% of scores from class tests organized during the term and 70% of scores from the end of term examinations. Below is the system for grading

Excellent	A	90 - 100
Very Good	B	80 – 89
Good	C	70 – 79
Average	D	60 – 69
Below Average	E	50 – 59
Fail	F	0 – 49

Promotion/Repetition/Withdrawal

A yearly average not less than 60% is required of students for promotion to the next stage. In the case of Stage 6, an average of 65% is required before promotion to the Junior High School (JHS).

Pupils who are unable to attain the promotion requirements will be asked to repeat their class. There is however opportunity for only one repetition per class. Parents will be asked to withdraw their wards should they fail to attain the promotion requirements for a second time.

Transfers

Parents/Guardians seeking transfers for their wards should give at least a week's notice to the Headmistress. All outstanding bills

must be settled before the Cumulative Records will be handed over. We ask Parents/Guardians to cooperate with us to ensure the holistic formation of the children.

Extra-curricular Activities

The school encourages students to actively participate in various activities to compliment formal teaching and learning. These include sports, debates, quizzes, dance and culture, music band, choir and educational tours. Pupils are also taught to care for the needy. Hence, we undertake donation drives especially during lent.



Educational Tour

The school organizes educational tours for pupils from KG 2 to Stage 6 each year. Parents will be pre-informed of such tours via a circular indicating the associated cost. We encourage parents to allow their wards to partake in these tours as they improve their formation.



Year End Photo Shoot

There will be a class and individual photo shoot at the end of each academic year. Parents will be billed for this shoot at the beginning of the academic year as part of the stationary bill. Copies of the pictures will be given to pupils at the start of the next academic year.

Health Matters

All pupils are to undergo a medical screening at an approved health facility prior to their admission. Parents are to inform the school of any peculiar medical condition of their wards. The school provides only first aid medical services.

Pupils who are very sick and on medications are not to be sent to school. However, if they are fit and have a few medications to take, the school authorities should be informed with the right dosages indicated. In the event of a child needing urgent medical assistance during school hours, the parent will be informed and the child sent to the hospital. The parent will, however, have to refund all expenses incurred by the school.

Open Day

Open days are organized in the school twice each year on the first Friday of reopening weeks for the 1st and 2nd terms. Parents/

Guardians are expected to come to the school with their wards to collect their reports, review their exercise books and interact with teachers on these days. Pupils are expected to come to school with their parents and leave with them after the inspection of books and interaction with teachers.

School Fees

The school’s main source of revenue is through the payment of school fees and other levies by pupils. We therefore expect parents to promptly pay the school fees and other fees for the smooth running of the school. Parents are expected to pay the school fees within 30 days after the start of a new term. Pupils who fail to pay fees will not be allowed sit for examinations. School fees are to be paid at any CAL Bank branch using the following account detail.

Account Name: **Good Shepherd R/C Preparatory School**

Account Number: **1400001969953**

Branch: **Asafo**

** School fees are to be paid with the pupil’s ID number to ensure easy alignment with our data system.

Houses

The school has four (4) houses named after four saints:

House Patron Saint	House Colour
Blessed Anne-Marie Javouhey	Royal Blue
St. Joseph	Purple
St. Patrick	Green
St. Francis Xavier	Red

Pupils from Stage 3 will be allocated to one of these houses and will on Wednesdays wear the house’s T-shirts.



Code of Conduct

Discipline

Good Shepherd Preparatory School strongly believes in integrity, honesty, faith and discipline. Management and staff are committed to instilling these traits in our students. We have in place humane tried and tested methods of developing our students to be disciplined and useful citizens. We ask Parents/Guardians to cooperate with us to ensure the holistic formation of the children.

We expect our students to exhibit the highest level of decorum both within and outside the school. The following code of conduct is to serve as a guide for all students and flouting of any of them will result in a disciplinary action which may include suspension and dismissal.

Abuse

Physical, written and verbal abuse is not tolerated in our school. We believe in the peaceful co-existence of humanity. Our rules are aimed at creating a harmonious community for all. The school management will therefore not tolerate bullying, insults and threats to teachers or any member of staff by students or their Parents/Guardians. Parents will be asked to withdraw their wards if such behaviour is exhibited.

Fighting/Bullying

Fighting is strictly prohibited in Good Shepherd Preparatory School. All students are encouraged to live in harmony and at peace with each other. We encourage students to report any form

of bother which may result in a fight to any teacher. Students who bully others or engage in fights will face disciplinary action up to and including suspension or dismissal.

Presence

It is important to ensure that your wards are present in school throughout the academic year. Frequent absence hampers the performance of students.

Parents are to give prior notice to the school if their wards are to absent themselves. Where this is not possible, we encourage parents to give a note to their wards stating the reason for their absence on the first day of their return. Where absence will exceed a week, we ask Parent/Guardians to inform the Headmistress / class teacher through a letter. Pupils who absent themselves for two weeks without prior permission will have their names struck out from the class register.

Pupils who absent themselves for more than 20 days for reasons other than health will not be eligible for promotion to the next class irrespective of the term within which they absent themselves.

Punctuality

Parents/Guardians are required to ensure that their wards are present in school and on time. Lateness will not be entertained. The school also discourages unannounced visits to classrooms by parents and the picking of students before closing time.

Adherence to School rules

All students are made aware of the rules and regulation of the school through diverse orientation drives. These rules are the vehicles for the transfer of discipline. We therefore expect strict adherence to them. We encourage our students to be each “other’s

keeper” and to have respect for authority. We punish wrong and disrespectful behaviour with love and great care with an ultimate aim to correct and bring out the best in our students. We are aware of the young ages of our students. We know that they are in their formative years and thus we place great premium in ensuring that they cultivate good Christian principles. We strongly ask that Parents/Guardians come along with us on this journey. We do not expect gross wrong doing from pupils considering their young ages. However, should they occur, the sequence of ensuring discipline is as follows;

Offence Sequence	Disciplinary Action
1 st Offence	Verbal Warning
2 nd Offence	Written Warning
3 rd Offence	Suspension
4 th Offence	Dismissal

This sequence can however be varied depending on the intensity of the offence committed.

School Gatherings

Children are expected to fully participate in school gathering and assemblies. These gatherings are designed to enhance their communal, patriotic and spiritual development. Good Shepherd is a Catholic Educational facility and hence we have Holy Mass once a month. It is compulsory for all students to be present at this celebration and all other gatherings..

Gadgets, toys, gift items and money

We strongly discourage the bringing of electronic gadgets like cell phones and tablets to school. Gift items and tokens for celebrations like birthdays are also prohibited. We strongly discourage parents

from giving money to their wards except very small amounts for the purchase of snacks and stationary. The school authorities will send a circular to all parents should there be the need for the collection of any money other than the school fees as the need may arise. The school will not be responsible for any lost gadgets, items or money pupils may bring to school.

Transportation, Security/Car Park

Parents/Guardians are solely responsible for the transportation to and from school daily.

The security of our pupils is our utmost priority. We, therefore, encourage parents and guardians to drop older pupils at the car park. Smaller pupils (Nursery-KG 1) are to be handed over to their teachers in the mornings. Pupils are to be picked up between 3.00pm - 4.00pm. Parents who pick up their wards later than 4.00pm will be fined.

For the security of our pupils we encourage parents to pick up their wards themselves or by trustworthy people with written permission from parents within the school walls to ensure their safety. Pupils will not be allowed to be picked from their classrooms during school hours without prior notice to the school authorities.

Due to the limited space we have at our car park, we encourage parents to reduce idle time at the car park to prevent delays during drop-offs and pick-ups. We also ask that vehicle users adhere strictly to the traffic directions which may be provided to ensure a smooth flow of traffic during peak periods.

Meals

The school runs a canteen which provides healthy meals for pupils during lunch. Canteen is compulsory for all pupils. Canteen fees are to be paid termly as part of the school fees. This is to prevent

delays associated with daily collection. We encourage Parents/Guardians who have wards with allergies and other special dietary needs to present letters from their physicians to the Headmistress for consideration.

Uniform

Children are required to be in their prescribed uniforms daily. The school has FOUR sets of uniforms. The table below shows the uniforms, their accompanying accessories and the days they are to be worn

Day	Uniform	Shoes	Socks
Monday, Tuesday & Thursday	School Uniform	Black leather shoes	School branded socks
Wednesday	School T-Shirt with black trousers/skirt	Black leather shoes	White socks
Friday	School Friday wear	Black leather shoes	White socks

** Physical Education (PE) uniform is to be worn on the days pupils have PE with white socks and white sneakers.

Grooming Policy

We ask Parents/Guardians to ensure that their wards come in clean, not torn or tattered uniform. This enhances the confidence of children and projects the image of Good Shepherd Preparatory School.

Pupils are not allowed to bring uniforms procured from other sources other than the school.

Girls are not allowed to do jelly curls, plait or add attachments to their hair. The hair should be cut low and tidy. Only simple stud ear-rings should be worn by girls.

Identification (ID) Cards

Each pupil will be issued an Identification (ID) card upon admission. This should be brought to school every day.

Information circulation, suggestion and school visits

The school administration will circulate all relevant correspondences through text messages and circulars to parents as may be required. Parents with suggestions and complaints are encouraged to drop them in the suggestion box provided at the old administration block. Complaints about staff members should be reported to the administration.

Parents and visitors are always welcome to visit our school during work hours. We however, do not encourage visits to classrooms during school hours. Parents may also call + (233) 322043952/ 0244071855 for further enquiries.

Parent – Teacher Association (PTA)

The school has an active PTA which meets once each term. These meetings provide both parents and the school management the opportunity to deliberate on pertinent issues concerning the school and the welfare of students. It is compulsory for Parents/Guardians to honour invitations to these meetings. Parents who fail to attend these meeting will be asked to pay a fine determined by the P.T.A.

School Song

We are the children of Good
Shepherd School
Jesus himself is our Shepherd
He holds lovingly close to his heart,
We are the lambs in his arms
Jesus our teacher and guide
He is with us each day
Helping us with our work
Guiding our prayer and play

We are the children of Good
Shepherd School
Jesus himself is our Shepherd
He holds lovingly close to his heart,
We are the lambs in his arms.



National Anthem

God Bless our homeland Ghana
And make our Nation great and strong
Bold to defend for ever
The cause of freedom and of right
Fill our hearts with true humility
Make us cherish fearless honesty
And help us to resist oppressors rule,
With all our will and might forever more.



National Pledge

I promise on my honour
To be faithful and loyal
To Ghana my motherland
I pledge myself to the service of Ghana
With all my strength and with all my heart
I promise to hold in high esteem
Our heritage won for us
Through the blood and toil of our fathers
And I pledge myself, in all things to uphold and defend
The good name of Ghana
So help me God.







Declaration

I the parent/
guardian of
have read and do hereby agree to comply with the content of
this document.

Signature:

Date:

