

# **A. M. E ZION GIRLS' SENIOR HIGH SCHOOL, WINNEBA**

**Excellence and Quality Education through  
Christ**



**PROSPECTUS FOR ENTRY  
&  
RULES AND REGULATIONS**

**A.M.E ZION GIRLS' SENIOR HIGH SCHOOL**



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**A.M.E ZION GIRLS SENIOR  
HIGH SCHOOL  
PROSPECTUS**

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**GREAT ZIGHIS**

**P.O. BOX KU 74,  
WINNEBA.**

# A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

## **1. HISTORY OF THE SCHOOL**

### **THE GENESIS**

*In the beginning was the dream, and the dream became a spark, and the spark a passion. And the passion grew stronger and stronger until it became a reality ... and it was good. – anonymous*

All glory to God!

In October 2003, the A.M.E. Zion Girls' Senior High School, Winneba, was born. The school was founded by the J. C. Price Cathedral A.M.E. Zion Church - Winneba, under the able leadership of Late Rev. Dr. Godfred Ngoli Zormelo, Pastor and Senior Bishop Deputy of the Western West African A.M.E. Zion Church, and in collaboration with the Ghana Education Service, Winneba District Office, under the directorship of Mr. Frank Swanzy Essien.

On April 13, 2004, at a colorful ceremony, the A.M.E. Zion Girls' Senior High School, Winneba was formally inaugurated by his lordship, Rev. Mathew Warren Brown. The ceremony, which was initiated by his lordship the Senior Bishop's Deputy, contributed greatly in advertising the school locally and nationally. The school started with seven graduate teachers including the Headmistress, and her two assistants. In June, 2004, the number rose to thirteen included three National Service personnel.

## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

The increase in the number of teachers was made necessary by the fact that most of them worked only part-time; meanwhile the technical demands of some subjects required specialist attention. The teaching staff continued to increase as the school continued to grow. By 2006, the number of teachers had increased to thirty-six. The aim for establishing the school was to promote girl-child education through increased access.

Secondly, looking at the moral degradation in our society as we are all witnesses to, another objective for establishing the school was to imbue in the girls' academic excellence, and moral and spiritual discipline. Therefore, the school considered it a duty to help girls develop intellectually, physically, socially, emotionally, spiritually and to have respect for the elderly. At the inception of the school, first-year enrolment went up from four to twenty-five with the students pursuing General Arts and Home Economics programmes. Since discipline was the hall mark of the school, two of the pioneer students were dismissed on disciplinary grounds.

The school's first taste of competition was in May, 2004 when we were invited to participate in the McMillan –sponsored reading competition at the district level. The school placed second. In 2005 the school participated in the Francophone Zonal Competitions organised by the Regional Centre for the Teaching of French, Cape Coast, with Central, Brong Ahafo and Western Regions participating. The school placed second to Wesley Girls High School. The two students who represented the school were Nyameyie Essuman-Mensah and Faustina Adu. The two students and their French teacher were given prizes.

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The school at its inception enjoyed boarding facilities provided at the Church Conference Centre and Parsonage till 2004. The atmosphere around the Parsonage and the security was a source of encouragement for many a parent to opt for the boarding facility for their wards. The students were conveyed in car to school every day. In 2004, measures were taken to house the boarders at the school premises. Boarding facilities available by 2006 could cater for three hundred students. At that time, the Home Economics class had practical in their classroom. In the 2005 / 2006 academic year a Home Economics Lab, fully equipped, was constructed for them. A Science Laboratory was also constructed in 2004. As we speak, the boarding facility can contain 600 students.

A school which started with four students can now boast of a population of about 503 students offering General Arts I, General Arts II, Home Economics, Science, Business and Visual Arts programmes. Students of the A.M.E. Zion Girls' Senior High School sat for their first external examination, the WASSCE examination, in May/June 2006.

We thank God for small beginnings and dream of greater achievements to his glory. Certainly, the future of our school is bright, and we are confident it will grow to become one of the best in the West Africa sub-region and beyond.

God be our help.



## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

### **2. MISSION, VISION AND CORE VALUES**

#### **A. VISION**

To become an excellent institution for holistic training and promotion of girl child education and development through sound, moral and spiritual teachings

#### **B. MISSION**

Using highly competitive, self-motivated, and committed teachers to provide an excellent and quality education to all girl within and outside the nation; while encouraging academic and moral lessons among the girl child for self-realization of talents for individuals and national development

#### **C. CORE VALUES**

The fear of God, discipline, hard work, dedication, self-reliance, tolerance, co-operation, academic and spiritual growth and the respect for the elderly

#### **D. MOTTO**

Excellence and Quality Education through Christ



## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

### 3. EDUCATIONAL OBJECTIVES

**A. Academic Excellence-** To develop, promote and maintain premium educational experience that:

- Offers world class curriculum based on modern trends in teaching and learning
- Challenges learners to achieve fullest potential with inquiring minds and critical thinking
- Encourages active involvement in varied co-curricular activities
- Provides continued professional advancement and opportunities for staff development
- Develops evaluation processes to reflect changing expectation of teachers in the twenty-first century

**B. Responsible Christian living-** To cultivate and maintain personal values that:

- Prepare learners to apply Biblical principles as the foundation for moral and spiritual living.
- Develop and maintain informed Biblical worldview to shape lifestyle choices.
- Foster Christ-like living as a way of life
- Shape minds of learners towards respect for one another.

**C. Stimulate sound environment-** To develop and maintain a physical environment that will:

- Offer healthy, safe and sustainable surroundings to impact on social, intellectual, emotional and physical well-being of learners
- Nurture on continual basis, a character of cleanliness and respect for the environment



## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

### **4. MANAGEMENT**

A.M.E Zion Girls School management board has delegated responsibilities of running the School to which reports are regularly taken of the general progress of the School and submits an annual report to the General Manager of Zion Schools.

### **5. STAFF**

The School is run by a Head appointed by the Church Council in collaboration with the Board of Governors, An Assistant Head in Charge of Academics, A Matron, Housemistress, Financial Officer and all teachers who are suitably qualified.

### **6. PARENTS ASSOCIATION**

The association has its own elected executive members and plays a useful role in the life of the school. A financial contribution determined by the PTA Executive from time to time is payable termly.

### **7. THE CURRICULUM**

The A.M.E Zion Girls SHS curriculum is the Ghana Education Service (G.E.S) prescribed with a few innovations to meet current global trends. Computer Studies is also pursued to introduce our students to the challenges of Information Communication Technology (ICT).





## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

### **A. SUBJECT COMBINATIONS/ PROGRAMMES OFFERED AT ZIGHIS**

The following subject combination shall be allowed for the West African Senior School Certificate Examination.

#### **1. CORE SUBJECTS**

The core subjects are compulsory for all students and programmes. These are;

- English Language
- Integrated Science
- Mathematics
- Social Studies
- Information and Communication Technology (I.C.T)
- Physical Education and Health
- Religious and Moral Education (R.M.E)





## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

### **B. VISUAL ARTS PROGRAMME: (Option 1)**

Students will offer the following courses;

- ✓ English Language
- ✓ Integrated Science
- ✓ Mathematics
- ✓ Social Studies
- ✓ Arts and Design Foundation
- ✓ Arts and Design Studio
- ✓ Music
- ✓ Design and Communication Technology
- ✓ Clothing and Textiles

#### **ADDITIONAL CORE**

1. ICT                      2. RME                      3. PEH

### **VISUAL ARTS PROGRAMME: (Option 2)**

Students will offer the following courses;

- ✓ English Language
- ✓ Integrated Science
- ✓ Mathematics
- ✓ Social Studies
- ✓ Arts and Design Foundation
- ✓ Arts and Design Studio
- ✓ Music
- ✓ Design and Communication Technology
- ✓ Biology

#### **ADDITIONAL CORE**

1. ICT                      2. RME                      3. PEH



## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

### **C. GENERAL SCIENCE PROGRAMME: (Option 1)**

Students will offer the following courses;

- ✓ English Language
- ✓ Mathematics
- ✓ Social Studies
- ✓ Biology
- ✓ Chemistry
- ✓ Physics
- ✓ Additional Mathematics
- ✓ Economics
- ✓ Geography

#### **ADDITIONAL CORE**

1. ICT                      2. RME                      3. PEH

### **GENERAL SCIENCE PROGRAMME: (Option 2)**

Students will offer the following courses;

- ✓ English Language
- ✓ Mathematics
- ✓ Social Studies
- ✓ Biology
- ✓ Chemistry
- ✓ Physics
- ✓ Additional Mathematics
- ✓ Economics
- ✓ French

#### **ADDITIONAL CORE**

1. ICT                      2. RME                      3. PEH



## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

### **D. HOME ECONOMICS PROGRAMME: (Option 1)**

Students will offer the following courses;

- ✓ English Language
- ✓ Mathematics
- ✓ Social Studies
- ✓ General Science
- ✓ Biology
- ✓ Management in Living
- ✓ Clothing & Textiles
- ✓ Music
- ✓ Economics/Arts and Design Studio/French

#### **ADDITIONAL CORE**

1. ICT                      2. RME                      3. PEH

### **HOME ECONOMICS PROGRAMME: (Option 2)**

Students will offer the following courses in addition to the core;

- ✓ English Language
- ✓ Mathematics
- ✓ Social Studies
- ✓ General Science
- ✓ Biology
- ✓ Management in Living
- ✓ Food & Nutrition
- ✓ Music
- ✓ Economics/Arts and Design Studio/French

#### **ADDITIONAL CORE**

1. ICT                      2. RME                      3. PEH



## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

### **E. GENERAL ARTS PROGRAMME: (Option 1)**

Students will offer the following courses;

- ✓ English Language
- ✓ Mathematics
- ✓ Social Studies
- ✓ General Science
- ✓ Literature in English
- ✓ CRS
- ✓ History
- ✓ Ghanaian Language
- ✓ French

**N/B: This Option is only  
for the Language Class**

#### **ADDITIONAL CORE**

1. ICT

2. RME

3. PEH

### **GENERAL ARTS PROGRAMME: (Option 2)**

Students will offer the following courses in addition to the core;

- ✓ Economics
- ✓ Geography
- ✓ Government
- ✓ Music
- ✓ Additional Mathematics

### **GENERAL ARTS PROGRAMME: (Option 3)**

Students will offer the following courses in addition to the core;

- ✓ History
- ✓ Government
- ✓ Literature in English
- ✓ Music
- ✓ French/Ghanaian Language

#### **ADDITIONAL CORE**

1. ICT

2. RME

3. PEH



## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

### ➤ **Homework**

Homework is very important in the academic work of the School. It is another means of evaluating the student's work in class.

Homework is given daily and every learner is expected to do the work which is to be signed by the parent (s) before it is handed in to the teacher the next day. Parents must ensure that their children do their homework.

Parents should check with the school if their ward persistently says she has no homework. If a student is unable to do her homework, a letter from a parent should be submitted stating the reason.

Sometimes, homework is given in the form of project work and a period is given for its submission.

### ➤ **Learners' Assessment**

To qualify to write termly exams, the learner should have an attendance record of at least 70% of the term's teaching time. Learners who fail to meet this requirement will not be allowed to write the exams.

### **i. Reports**

Learners are given reports based on their performance at the end of each term. These reports cover the term's performance, grades in class work, homework / projects, class tests, midterm examinations and end of term examination marks.



## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

### ii. Grading System

The following are the grading system adopted for the School from WAEC:

<b>MARKS</b>	<b>GRADE</b>	<b>REMARKS</b>
81 – 100	A1	EXCELLENT
75 – 80	B2	VERY GOOD
70 – 74	B3	GOOD
65 – 69	C4	CREDIT
60 – 64	C5	CREDIT
55 – 59	C6	CREDIT
50 – 54	D7	PASS
41 – 49	E8	PASS
0 – 40	F9	FAIL

### 10.2 **Extended School Hours**

The contact hours between child and teacher has been extended from 2.45pm to 4:00p.m. to give teachers and learner more time to complete their work. In view of this, private tuition **is not allowed** anywhere on the compound where learners are charged extra fees.

### 10.3 **Extra Curricula Activities**

Club Meetings are organized every Friday from 2.45pm to 4.00 pm. Every child is expected to belong to a club. She is allowed to change the club only at the end of one academic year. The following are the Clubs operating in the School:

- |                 |                 |                     |
|-----------------|-----------------|---------------------|
| a. School Choir | b. Drama Club   | c. Drama            |
| e. Dance Club   | f. Debate Club  | g. Cadet Corps      |
| c. Red Cross    | g. Science Club | d. Art and Painting |





## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

### 10.4 Books

Parents are to provide textbooks listed on class book lists and also provide a book bag or satchel for their wards. Textbooks, which are provided by the School, remain the property of the School and learners are to take proper care of them. Parents will be surcharged for damaged or missing textbooks or library books.

### RECOMMENDED BOOKS FOR THE VARIOUS PROGRAMMES WHICH CAN BE BOUGHT AT THE SCHOOL

#### 1. ENGLISH LANGUAGE

- Ananse in the Land of Idiots
- No Sweetness Here
- Language Mechanics - Peter Kofi Afful.
- Kwadwoan Notes on African Poetry - Lawrence Owusu-Ansah
- Oral English
- Story Books
- Courtesy for Boys and Girls (all students)
- Sammy Otoo 1 & 2

#### 2. BUSINESS BOOKS

- Business Management - J. K Ansah / Apo Galore
- Business Management for SHS - Attietu B. and others
- Financial Accounting - Teror / Kojomo Series
- Cost Accounting - Teror / Kojomo Series
- Economics - Aki- Ola / Cocastic / Prof Series



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### **3. INTEGRATED SCIENCE**

- GAST – Integrated Science
- Approachers' Series
- Past Questions
- Other Pamphlets / Books

### **4. CORE MATHEMATICS**

- Aki Ola Series
- Akong Series
- Approachers' Series

### **5. SOCIAL STUDIES**

- Approaches' Series for Senior High School
- Pure Language Social Studies Questions Answers for Senior High School by George Impraim
- Current Social Studies for SHS by Micheal Akitiwa

### **6. I.C.T**

- I.C.T. for S.H.S.

### **7. ELECTIVE BIOLOGY**

- GAST – Biology
- Fast Track Biology
- Past Questions

### **8. FRENCH (LITERATURE)**

- Chaque Choose En Son Temps – Lynn Mbuko
- Sans Famille – H. Malot
- French Grammer for SHS



## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

### 9. GOVERNMENT

- Dependable Material by Halifax Safo Agyemang














### 10. ELECTIVE MATHEMATICS

- Aki Ola Series (Elective Maths)
- Aki Ola Series (Questions and Answers)
- Additional Mathematics for West Africa (Godman & Co.)

### 11. HISTORY

- Pure Language History Questions Answers for Senior High School by George Impraim

### 12. (HOME ECONOMIC AND VISUAL ARTS STUDENTS)

-  Drawing Board
-  Sketch pads (quality one)
-  Poster Colours
-  Cutter
-  Erasers
-  Lino (bathroom slippers)
-  Mesh for screens (fine lace)
-  Ruler (Long)
-  White Glue
-  Painting brushes bristle and stable
-  Thumbnails
-  Pencils from 2B-6B (2B, 3B, 4B, 5B, 6B)
-  Music Manuscripts



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### **13. HOME ECONOMICS**

- Food and Nutrition for SHS by Eilean Adigbo & Comfort K. Madah.
- Management-in-Living for SHS by Elizabeth Asare & Mercy Kwafoa
- Needle Work for Schools
- Clothing and Textiles for Schools

### **14. SET BOOKS FOR LITERATURE IN ENGLISH**

- A rising in the Sun
- Harvest of Corruption
- Othello
- Native Son
- Faceless
- Exam Focus

### **OTHER BOOKS**

- ❖ 1 Holy Bible – RSV
- ❖ 3 Novels



## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

### ITEMS TO BRING (BOARDERS)

- 1 Trunk Box/Bag
- 1 Chop box
- 1 Electric iron
- 2 Bed sheets and 2 pillow cases (white) and 1 blanket
- 1 Pillow
- 1 Student mattress
- 1 Sleeping cloth
- 2 Napkins
- 2 Night wears and 2 house coats
- 2 Towels, sponge, sponge bag, soap for bathing and washing. (Antiseptic Dettol).
- 1 Bucket
- Cutlery set
- 2 Pairs of plate, 1 cup (555 brand / Any stainless cup)
- Pair of games shorts (violet) and white T shirts.
- 2 Pair of white canvas shoes for jogging & games
- P.E kits (Track suit down) with white socks to match.
- 1 Pair of black shoes (low heeled)
- 1 Pair of brown and 1 pair of black sandals (buckle on the toe and the ankle)
- 1 School bag
- 2 Vests, 3 handkerchiefs, 2 pairs of small earrings (copper), panties.
- 2 Underpants
- Toilet rolls/pad
- Torch light
- 1 Rain coat/ Umbrella
- 2 Passport size pictures (White or Red Background)
- 1 Mosquito net
- 1 Scrubbing brush, rags and a good size broom
- 1 Cutlass OR Hoe
- 2 Brooms (1 long and 1 shorts)
- One – Colored Cardigan (All White / All Blue / All Mauve)



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**NOTE: NO Multi – Colored Cardigan**

**ALL ITEMS SHOULD BE “MARKED” WITH  
THE WARDS NAME**

### DAY STUDENTS

- 1 Cutlass OR Hoe
- 2 Brooms
- 1 Rain coat / Umbrella
- One – Colored Cardigan (All White / All Blue / All Mauve)

**NOTE: NO Multi – Colored Cardigan**

**A.M.E ZION GIRLS' SENIOR HIGH SCHOOL****APPROVED FEES FOR THE 2024/2025 ACADEMIC YEAR**

<b>NO.</b>	<b>ITEMS</b>	<b>BOARDER GHC</b>	<b>DAY GHC</b>
<b>A</b>	<b>GENERAL FEES</b>		
<b>1</b>	Processing Fee	20.00	20.00
<b>2</b>	Feeding Fee (Gh¢12.00 Per Day)	1080.00	-
<b>3</b>	Tuition	350.00	350.00
<b>4</b>	Furniture Maintenance	5.00	5.00
<b>5</b>	Reports/Cumulative Records/Postage	8.00	8.00
<b>6</b>	Examination Fee	60.00	60.00
<b>7</b>	Entertainment	2.00	2.00
<b>8</b>	Library Fee	2.00	2.00
<b>9</b>	SRC Dues	8.00	8.00
<b>10</b>	Sports Fee	10.00	10.00
<b>11</b>	Exeat card	2.00	2.00
<b>12</b>	Badges 2	8.00	8.00
<b>13</b>	I.C.T Fees	10.00	10.00
<b>14</b>	Sanitation & conservancy	10.00	10.00
<b>15</b>	Science Development / Practical	10.00	10.00
<b>16</b>	Development Levy	20.00	20.00
<b>17</b>	Utilities – Electricity & Water	80.00	55.00
<b>18</b>	PTA Dues / Project	60.00	60.00
<b>19</b>	Dormitory/Classroom Affiliation user fee	10.00	5.00
<b>20</b>	House Jersey	70.00	70.00
<b>21</b>	Student I.D. Card	30.00	30.00
	<b>Total</b>	<b>1,855.00</b>	<b>745 .00</b>



## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

### 1. FEES

- a. Fees are determined from time to time by the management and should be paid promptly. **Parents/Guardians should pay at least 60% of the ward's fees at the beginning of every term.**

***NB: Payment of fees should be made in PAYMENT ORDER from any of the G.C.B branches nationwide and submitted to the school for receipt.***

### b. **SUPPLEMENTARY FEES - CLOTHING AND OTHERS**

The following items could be bought at the school's stores for your ward(s).

#### BOARDING

- 2 School Uniforms
- 1 House Jersey (P.E. Kits)
- 1 Outing Dress
- 1 White frocks for church
- 1 Check dress
- 1 Track Suit / School Vest
- 1 Lacoste
- 1 School Cloth
- 1 Flat File
- A.M.E Zion Hymn Book
- 1 School Vest

#### DAY

- 2 School Uniforms
- 1 House Jersey (P.E. Kits)
- 1 Outing Dress
- 1 Track Suit
- 1 Lacoste
- 1 School Cloth
- 1 Flat File
- A.M.E Zion Hymn Book
- 1 School Vest





## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

### **2. PARENTS & STUDENTS SHOULD NOTE THE FOLLOWING CAREFULLY**

#### **❖ Withdrawal from the School**

A full term's notice is required for the withdrawal of a student, or a full term's fees will be charged in lieu of notice.

#### **❖ Payment of Fees**

Fees must be paid promptly for each term either on or before the day of re-opening in Banker's Draft payable to 'The A.M.E. Zion Girls' Senior High School, Winneba'. The payment order should be submitted to the Accountants for a receipt to be issued. Cheques and cash are strictly not acceptable.

#### **❖ Visiting Days / Hours**

Visiting day is strictly 2<sup>nd</sup> Saturday of every month.  
Time: Strictly from **9:00am – 4:00pm**

**NOTE:** No students will be called out of class to receive visitors. Visitors are not allowed to go to the dormitories, classrooms or other buildings not designated for receiving visitors.

#### **❖ Re-opening Date: Note with Care!**

Students should report to school on the day of re-opening. Those who fail to do so will be punished severely.

#### **❖ Mid – Term Holidays**

The school does not grant mid-term holidays to students unless it becomes administratively necessary.



## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

### ❖ Use of Mobile Phones

- i. The possession or use of mobile phones by students in the school especially at dormitory is strictly not allowed. Any student found possessing a phone or using a phone or its accessories will face outright dismissal.
  
- ii. Students are not allowed to make phone call unless the need arises. In that case students should contact the Housemistress, S.R.C Patron and Administration for assistance.

### 3. HEALTH

- i. Students are to have valid certificates of vaccination against small pox. It is recommended that subject to medical advice, they should also be vaccinated against poliomyelitis as well as the other four child killer diseases. It is advisable for parents to keep a child at home and notify the School immediately if it becomes known that the child has contacted any of the infectious diseases such as measles, mumps, chicken pox, cough or cold.
  
- ii. All school health will be taken care of as a first aid treatment by the school nurse or the S.H.E.P Coordinator and may be referred to the nearest hospital if the need arises.
  
- iii. No student should make a panic call to the parents. The school medical team or the housemistress may call the parents for further assistance to the ward after the initial diagnoses of first aid.



## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

### 4. CODE OF CONDUCT

The purpose of this code of conduct is to guide pupils as to the acceptable behavior in the school.

- 4.1. Students are to be courteous at all times to staff and fellow pupils.
- 4.2. Students should greet teachers and the non-teaching staff on and off compound.
- 4.3. students should avoid running especially along verandas stairways and walk ways to prevent collision with others.
- 4.4. students make way for staff and pupils on the stairways, verandas and walkways instead of blocking their paths.
- 4.5. Students should say thank you to staff and other pupils who help or give them assistance.
- 4.6. Students should avoid making others miserable by teasing them.
- 4.7. Students should keep quiet and listen attentively whilst teaching is in progress.
- 4.8. Students should raise their hands if they wish to speak and wait till they are given permission to do so.
- 4.9. Students should do not talk nor pass notes round whilst lessons are going on.
- 4.10. Assembly is compulsory for all students
- 4.11. Students must not drop litter anywhere on the compound except in the bins provided.
- 4.12. Students should not use language or gesture which could be regarded as obscene or otherwise objectionable.



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- 4.13.** Fighting is prohibited. Any student who is provoked must report the incident to their class teacher/Form master or mistress or any available prefect or teacher.
- 4.14.** Bullying, of all kinds, is not allowed. This includes verbal and emotional bullying. The excuse 'I was only teasing' will not be accepted. Bullying by a prefect, in addition to the sanctions approved, may result in the prefect being stripped of his/her status.
- 4.15.** The display of sexual intimacy such as kissing, fondling, being in compromising positions, etc, on the school premises is prohibited.
- 4.16.** Students are not to receive visitors during school hours unless permission is sought from the office. Visiting former students should seek permission to remain on the school premises during school hours.
- 4.17.** Possession and/or use of alcohol, tobacco or illegal substances on the school premises or in the vicinity of the school is prohibited.
- 4.18.** Possession of knives, guns, or any offensive weapon is prohibited even if they are toys.
- 4.19.** Learners must be punctual to school. The latest reporting time is 7:15a.m. Students who report late to school (between 8.00 and 8.20am) must sign the Late Book at the Security's office
- 4.20.** Students must not steal. Permission must always be sought before other people's property is borrowed.
- 4.21.** Chewing of gum is not permitted on the school premises.
- 4.22.** Toys/electronic devices (walkmans, discmans, stereos, gameboys, mobile phones, etc). should not be brought to school



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- 4.23. Valuable items should not be brought to school. The school will not be held responsible for loss or damage in any circumstances.
- 4.24. Students must not cheat or attempt to cheat during tests and examinations.
- 4.25. Extortion of items such as money, equipment, textbooks, stationery is highly prohibited.
- 4.26. Buying across the fence or school walls is not allowed in the school.
- 4.27. Students must stay in school till close of school day unless for medical issues
- 4.28. All girls should wear their uniforms below knee level at all gatherings.
- 4.29. Checks should be worn after classes' hours.
- 4.30. Cardigans are worn during the day or evenings for prep.
- 4.31. Miniskirts and embroidery work are forbidden
- 4.32. School cloth should be worn every first Sunday of the month for church services and for special celebrations.
- 4.33. White canvas should be worn for P.E
- 4.34. Girls should always wear their belt around their waist.
- 4.35. Girls should cut their hair very low
- 4.36. Chemical treatment of hair is not allowed.



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- 4.37. Attendance at assemblies, sports and games, classes and every school gathering is compulsory.
- 4.38. Attendance at grounds work is compulsory
- 4.39. Insults are strictly forbidden.
- 4.40. Beating of a student by another student is forbidden.
- 4.41. Gentleness and good manners should be shown at all times. Young ladies should be “seen and not heard”
- 4.42. Breaking of bounds/leaving the school premises without Exeat card duly signed by the housemistress or senior housemistress will lead to dismissal.
- 4.43. Students are expected at all times to work hard and enthusiastically at lessons, games, house duties, club activities, internal and inter-school’s competitions.
- 4.44. Attendance at church services on Sundays is compulsory.
- 4.45. Any students who want to attend hospital should inform the school nurse, the house mistress and be accompanied by health prefect or school nurse.
- 4.46. If students require special medicines, parents should provide adequate supply for a term and the Senior Housemistress should be informed.
- 4.47. Students are forbidden from eating in the classroom.
- 4.48. All students are forbidden from bringing and using cosmetics in the school.



## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

- 4.49.** Students may go to one of the hospitals at Winneba if there is the need for it. Students who send home urgent messages about sickness or other troubles without knowledge of the school authorities will be penalized.
- 4.50.** Boarders guilty of the following misdemeanors will forfeit their boarding status or be dismissed from school.
- i. Stealing
  - ii. Fighting
  - iii. Constant quarrelling
  - iv. Bullying
  - v. Taking hard drugs or alcohol
  - vi. Established pregnancy / abortion
  - vii. Gross insubordination
  - viii. Leaving home on the pretext of going to school and ending up elsewhere.
- 4.51.** Cooking is strictly forbidden in the school. Contravention of this rule will merit confiscation of items and dismissal from the Boarding House.
- 4.52.** All meals at the dining hall are compulsory
- 4.53.** Day students are not allowed to bring food to boarders.
- 4.54.** Dining is compulsory for all students.



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### 5. **DRESS CODE**

- A. **UNIFORMS:** Uniforms are provided by the School at a cost to parents. Three kinds of uniforms are available as follows:
- i. Regular uniforms to be worn on Mondays, Tuesdays, Wednesdays and Thursdays only.
  - ii. The outing is to be worn only on Fridays.
  - iii. Ceremonial uniforms to be worn on first Sunday of the month only and at all school organized functions.
  - iv. Polo shirts or Lacoste to be worn over the mauve skirts or shorts to be worn on Thursdays only.

*Students must wear the prescribed uniform at school and at all school organized functions.*

### B. **FOOTWEAR**

- **Sandals** with straps around the heel.
- **White canvas** shoes are also allowed for PE only.
- Heels for shoes must not be more than 1 (one) inch high.
- **Black shoes** are only to be worn by prefects





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### C. HAIRSTYLES

- i. All students must wear their hair short and neatly combed.
- ii. All student who want to may only braid the prescribed hair. **Braid it in corn rolls to the back.**
- iii. No wigs and attachments are allowed for students who braid their hair.
- iv. Permed and fancy haircuts and styles are notpermitted.
- v. Parents and their children are to note that if they do not obey therules concerning the hair styles, the School Administration will give a letter to have the child's haircut.
- vi. Students who persistently refuse to follow the dress code will besuspended or expelled from the school.

*Only P.E uniforms in House colours with gym shoes are to be worn for P.E and on Sports Day. New students should obtain uniforms as soon asthey are assigned to Houses from the Storekeeper.*

### D. COSMETICS

Nail varnish, lipstick and facial make-up are highly prohibited.



## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

### 6. ABSENCE FROM SCHOOL OR LESSONS

- i. Students who are absent from school must bring a note to their form teacher from their parents/guardians on the day they return.
- ii. Students who wish to leave school during classes due to illness or any other cause should first report to the class/form teacher who would further seek permission.
- iii. Once in school, pupils must attend all their classes.
- iv. students must not present forged documents to staff including signing their own or friends' homework and replying letters on behalf of their parents.
- v. Parents who want to pick their ward from school during school hours must give the School prior notice

### 7. VISITS TO THE SCHOOL

Parents and Guardians are not permitted to visit the classrooms **except** at the following times:

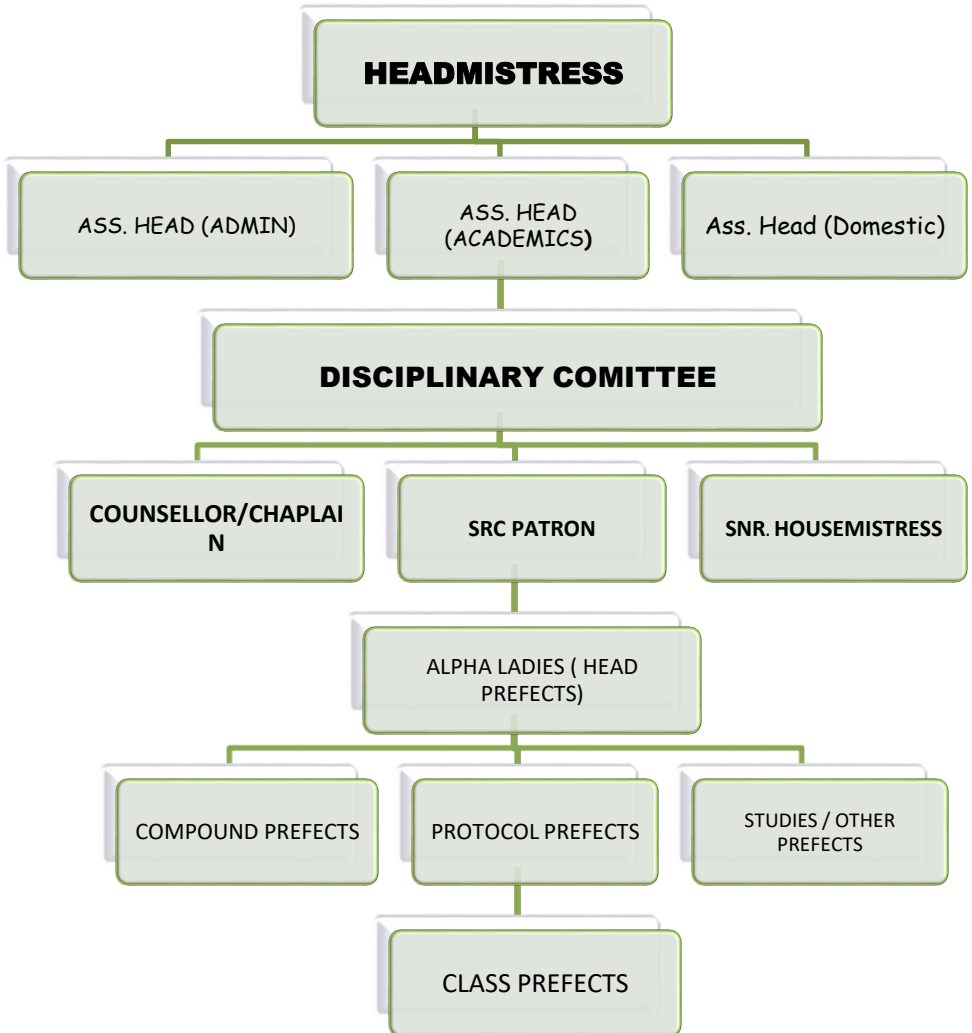
- a. Before school starts at 7.15am.
- b. During the long break time which is from 12.50 to 1.30pm and
- c. Closing time.
- d. Open Days or Visiting Days

All complaints / reports and requests from parents on issues concerning their children, teachers or the School in general must be addressed to the Headmistress, Assistant Heads, Housemistress or the SRC Patron, who will take the necessary action.



# A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

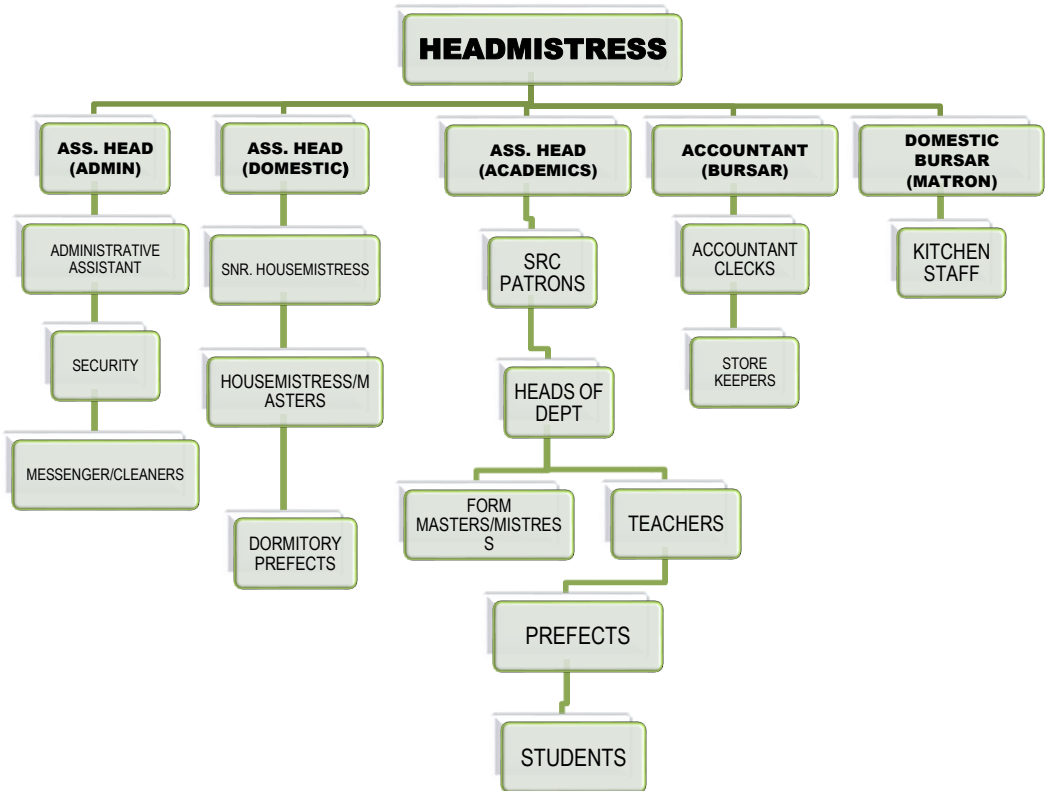
## 8. DISCIPLINARY STRUCTURE





# A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

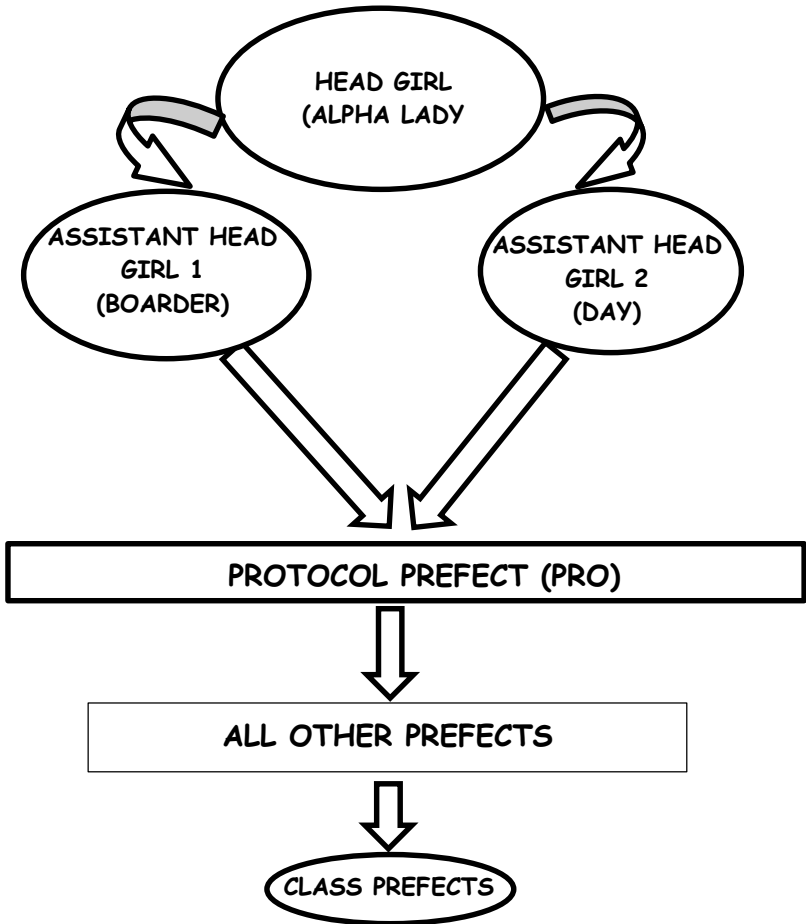
## 9. CHANNEL OF COMMUNICATION STRUCTURE



**A.M.E ZION GIRLS' SENIOR HIGH SCHOOL**

**10. PREFECTORIAL SYSTEM**

A. To instill the noble principles of democracy in our students and to nurture leadership skills, prefects are elected by popular vote. The prefectural structure according to hierarchy of authority is as follows





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- B. Ultimate student authority is vested in the head girl and her two assistants. All other School, House or Class Prefects work together with, and under the Authority and supervision of the Head Girl and Assistant Head Girls.
- C. The Protocol prefect serves as the P.R.O to the prefect board and are the custodians of the constitution and laws governing the students and the prefects. They have been given the authority to act in the absence of all the Head Girls.
- D. The other prefects at the school level function in the following sectors
- Protocol
  - Entertainment
  - Chaplaincy
  - Library/Studies
  - Compound
  - Dining hall
  - Sports
  - Health
- E. Students should respect and submit to all prefects. They should channel their concerns to the class prefects or house prefects or protocol prefects or school (sector) prefects and the head girl and her assistants in that order.



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### 11. **CLOSING REMARK:**

Since academic excellence is one of the pillars on which the school stands, students who score more than four 'E8's for more than a term or two in examinations would either be repeated or withdrawn from the school.

We hope for a fruitful cooperation from all parties concerned with the education of students admitted.

Signed  
Headmistress



**A.M.E ZION GIRLS' SENIOR HIGH SCHOOL**

**12. GUIDELINES FOR PUNISHING OFFENDERS**

<b>OFFENCE</b>	<b>OCCURRENCE</b>	<b>PUNISHMENTS</b>
<b>Lateness (after 8.00am)</b>	1 <sup>st</sup> occurrence in a week 4 or more days in 2 weeks 9 or more days in 3 weeks 12 <sup>th</sup> occurrence in 4 weeks	Child signs late book. Written warning & Child signs late book. Parents are called. Parents are advised to withdraw child from the School.
<b>Littering on school compound /classroom.</b>	1 or more times	Pick litter & sweep classroom or a part of the school compound for one day.
<b>Using obscene language or gestures.</b>	1 <sup>st</sup> Time 2 <sup>nd</sup> Time 3 <sup>rd</sup> or more often	Apology & writing of lines signed by parents & Counselling. Sweep classroom for 3 days and referral to Counsellor. A day's internal punishment doing grounds work.
<b>Physical abuse: Hitting, biting, kicking, tripping Rock/stone throwing etc.</b>	1 <sup>st</sup> Time 2 <sup>nd</sup> Time 3 <sup>rd</sup> Time	Internal suspension & paying for damage if any plus counselling. Suspension. Dismissal.
<b>Fighting</b>	1 <sup>st</sup> Time 2 <sup>nd</sup> Time 3 <sup>rd</sup> Time	Internal Suspension. Suspension Dismissal





## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

OFFENCE	OCCURRENCE	PUNISHMENTS
<b>Immoral behaviour such as sexual intimacy and possession of pornographic materials</b>	1 <sup>st</sup> Time	Internal suspension with counselling.
	2 <sup>nd</sup> Time	Suspension.
	3 <sup>rd</sup> Time	Dismissal
<b>Possession and use of drugs(hard/illegal drugs)</b>	1 <sup>st</sup> Time	Suspension & counselling.
	2 <sup>nd</sup> Time	Dismissal.
<b>Possession of knives,guns (even if they are toys)</b>	1 <sup>st</sup> Time	Confiscation of items& internal suspension.
	2 <sup>nd</sup> Time	Suspension.
	3 <sup>rd</sup> Time	Dismissal.
<b>Stealing</b>	1 <sup>st</sup> Time	Return of stolen items, grounds work & counselling.
	2 <sup>nd</sup> Time	Suspension.
	3 <sup>rd</sup> Time	Dismissal.
<b>Extortion-of money /textbooks etc.</b>	1 <sup>st</sup> Time	Strong warning. Student to be counselled by class teacher and item(s) returned to owner.
	2 <sup>nd</sup> Time	Suspension for 3 days.Items returned to owner. counselling.
<b>Possession of electronic devices suchas disc man, mobile phones toys etc.</b>	1 <sup>st</sup> Time	Confiscation till end of term.
	2 <sup>nd</sup> Time	Confiscation till end of year.
	3 <sup>rd</sup> Time	Confiscation till school completion



## A.M.E ZION GIRLS' SENIOR HIGH SCHOOL

OFFENCE	OCCURRENCE	PUNISHMENTS
<b>Flouting authority</b>	1 <sup>st</sup> Time	Warning / asked to obey the order / apology(verbal & written).
	2 <sup>nd</sup> Time	Counselling plus one above.
	3 <sup>rd</sup> Time	Suspension.
<b>Assault on Staff</b>	1 time	Dismissal
<b>Failure to do homework</b>	1 <sup>st</sup> Time	Child scores zero and in addition to doing the work, writes lines to be signed by parents
	2 <sup>nd</sup> Time	Parents called for a discussion & groundwork.
	3 <sup>rd</sup> Time	Child taken home to complete the homework.
<b>Leaving school without permission</b>	1 <sup>st</sup> Time	Warning & parents called.
	2 <sup>nd</sup> Time	Internal suspension.
	3 <sup>rd</sup> Time	Dismissal
<b>Misuse / loss of school property</b>		Warning & replacement of item.
<b>Excessive noise making eg. Shouting/screaming</b>		Warning Collection of litter bins/ Sweep classroom /
		writing of apology lines.
<b>Failure to respond to bells</b>		Write apology lines / cleaning classroom or compound
		Going round looking for 500 sachet rubbers
<b>Loitering during class hours.</b>		Going round looking for 500 sachet rubbers
<b>Disturbing during silence hour.</b>		Going round looking for 500 sachet rubbers

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OFFENCE	OCCURRENCE	PUNISHMENTS
<b>Graffiti.</b>	1 <sup>st</sup> Time	Warning & cleaning /Payment of cost of repainting.
	2 <sup>nd</sup> Time	Payment of cost of repainting & grounds work
	3 <sup>rd</sup> Time	Dismissal.
<b>Chewing gum in class / school.</b>	1 <sup>st</sup> Time	Going round looking for 500 sachet rubbers
	2 <sup>nd</sup> Time	Sweeping classroom for 3 days.
<b>Failure to write examinations</b>		To score Zero in the paper or exam & parents called.
<b>Cheating during tests / examinations</b>	1 <sup>st</sup> Time	Child to score zero for the paper & counselled.
	2 <sup>nd</sup> Time	To score zero and be suspended for 2-5 days.
	3 <sup>rd</sup> Time	Dismissal
<b>Misbehaving during assembly/worship service.</b>		Detention to write lines during break to be signed by parents & counselling.
<b>Buying from unauthorized vendors during school hours.</b>	1 <sup>st</sup> Time	Item seized & writing of lines to be signed by parents.
	2 <sup>nd</sup> Time	Sweeping of classroom for 5 days
	3 <sup>rd</sup> Time	Internal Suspension.
<b>Tale-bearing / telling lies.</b>	1 <sup>st</sup> Time	Counselling and apology to those affected and recorded in the disciplinary book.
	2 <sup>nd</sup> Time	Grounds work.
<b>Improper dressing</b>		Child to dress properly if possible or parents called to pick the child to dress him/her properly.

### NOTE

- No second option of suspension is allowed.
- Any child who goes on suspension is counselled on his/her return to School
- Parents are informed if a child is referred to the Counsellor.
- The above are guidelines and the School Administration reserves the right to determine the final punishment for any offence.
- These guidelines are subject to review from time to time.



# A.M.E ZION GIRLS' SENIOR HIGH SCHOOL



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