

## An ABC Parents' Guide to The Banda



### A

#### **ABSENCE**

If your child is away from school unwell, please call / e-mail the office to let the School Office know. Please write a short note to the Form Teacher when he / she returns. If you have to take your child away from school for any reason, it is important to inform the school by writing a quick note and hand it to your child's Class / Form teacher or e-mail it. Please consider the implications of taking your child out of school. Your child will have to catch up on the work missed and his / her absence inevitably upsets the 'rhythm' of the term for him / her. Children who do miss days at school because of holidays can find it quite hard to get back into the swing of things.

#### **ACTIVITIES**

There are a large number of activities that are run by members of staff or visiting service providers. These "Friday Activities" happen from 2.45 p.m. on a Friday after lessons. A list of these is circulated at the start of term.

#### **ASSEMBLY**

Assembly usually takes place on Monday and Friday mornings and involves the whole school. It is a moment for reflection on the achievements of the past week and for certificates, colours, badges etc. to be presented.

#### **ARTS**

Art and Drama form part of the normal curriculum for every child. In the two purpose-built Art and Design Technology buildings, the Art course aims to give exposure to a wide range of disciplines and materials, from conventional drawing and painting to sculpture, moulding and model-making. All pupils also have the opportunity to be involved in elaborate theatre productions and musical concerts performed before large audiences.

### B

#### **BANDA BANDITS**

In line with our and UK educational targets to identify the top 5-10% of pupils as Gifted or Talented, some pupils may be invited to attend The Banda Bandits session once a week usually on a Friday during Activities. The aim is to enhance and challenge pupils' thinking skills. Pupils who are not in this specific cohort will still have access to thinking skills activities which are incorporated into lessons and used as extension activities. Parents will be notified if we would like their child to attend.

#### **BAND**

There is a band at The Banda and everyone may join it subject to musical ability. Please consult the Music Department for further information.

#### **BALLET / MODERN DANCE / HIP HOP / BREAKDANCING**

These are available as Paid Extras during the course of the week. Parents will receive notification at the start of each term.

#### **BIRTHDAYS**

A birthday cake can be brought into school and it will be shared out with your child's class and friends at Break Time. Please advise your child's Class/Form Teacher to make arrangements.

#### **BOARDING AT THE BANDA**

The Banda has a weekly boarding house. Most children are Weekly Boarders (Monday morning until Friday) but the house also caters for flexi-boarding (should parents wish their child to spend one or more nights at school). Please ask the School Office for more details and also look at "A guide to boarding at The Banda".

## **BOATS**

These happen in the January Term and are Inter-Form Relay races in which every child from Year 3 – 8, who can swim a length of the pool are involved. The children swim in Divisions which change depending on results. It is possible that a Year 3 team could swim against a Year 8 and win! This is a fun event and parents are welcome to watch. BOATS happens during games time at 3.15 p.m.

## **BULLYING**

**ANY FORM OF BULLYING IS TREATED SERIOUSLY AND PARENTS WILL BE INFORMED.**

Easily supervised play areas, members of staff in attendance at breaks and the good sense of most pupils make this issue a minor one in our midst. See Parents notice board on website for whole school policy.

It would be unwise, however, to assume that quieter forms of bullying or teasing do not take place amongst the children. This is the most difficult issue to recognise and deal with but Staff that know their pupils will spot it and deal with it. Parents who become aware of any unhappiness in their child should let the Class / Form Teacher or any other member of Staff know immediately.

## **BUSES**

Parents wishing to use school buses from Lavington, Westlands and Muthaiga should contact the School Secretary. An additional charge is made on top of the fees for this service.

# **C**

## **CALENDAR**

A school calendar is produced for each term and every child is given one to take home. This gives the dates for as many school events as possible.

## **CAR PARK**

Children are not allowed to be in the Car Park unsupervised. Please drive slowly and with care. Please park with consideration for others.

## **CAR STICKERS**

Parents wishing to use the private Kisembe Road behind The Banda to gain access to the school by avoiding the main road need to purchase and display a sticker on their car. Please ask for further details in the School Office.

## **CERTIFICATES OF MERIT**

These are awarded to children who receive a large number of 1's for their Effort grades. These Certificates are an important recognition of Effort and are presented in Assembly usually at the end of term.

## **CHOIRS**

There are a number of choirs at The Banda and various options for further singing opportunities too. Please consult the Music Department for more details.

## **CLASS / FORM TEACHERS**

Class / Form Teachers are your first point of contact in dealing with any problems and day to day queries. They take the registration at the start of each day and deal with any problems at this time. They make sure the children are organised for the day and that they have their books and pens / pencils ready. The teacher gets to know his / her form very well over the year. The Form teacher writes a report on each child twice a year and this accompanies the subject reports home.

## **CLOTHING**

A clothing list is enclosed with your joining details. There is a Second Hand Uniform "shop" in the Medical Centre.

All clothing must be clearly named. Children should be smartly and appropriately dressed at all times for their own sake, and as an example to others, and to show the school as we would wish it to appear. Please make sure that all clothing and footwear is clearly marked. It is very difficult to return lost items of clothing if they are not named.

### **COOKING COMPETITION**

There is an annual inter-house cooking competition that takes place during the September Term. Parents will be informed in plenty of time.

### **COLOURS**

Sporting colours are awarded to those children considered to have excelled at the nominated sport as well as having an excellent all-round attitude.

### **COMMON ENTRANCE (13+)**

This is the standard exam which determines entry into Senior Independent Schools. The exam is usually sat in early June. There are papers in Maths, English, French, Science, History, Geography and Religious Studies. The scripts are sent to the school for which the child is entered and that school marks the papers and sets its own pass mark. The parents are notified of the result within a week or so of the final paper.

### **COMMUNICATION**

The school will make every effort to keep in touch with parents concerning the general running of the school and their children's education. Please let us know of anything that you feel may be of importance to us. Each Friday a circular is sent out and it can be downloaded from the school website.

### **COMPLAINTS**

If, for whatever reason, you have cause for complaint, please contact your child's Class / Form teacher. If you do not get a satisfactory explanation the next person to contact is Head of Pegasus / Head of the Junior School or the Deputy Head. Things can go wrong at a school in spite of every effort to prevent them from doing so. If you are still not satisfied, please contact the Headmaster. Sometimes children get "the wrong end of the stick" and misunderstandings occur. A formal complaint policy is available on our website.

### **COMPUTERS**

The Banda has two ICT Suites. One is located in the Junior School for the sole use of Pegasus Pre-Prep and Year Two. The Senior ICT Suite is used for Years Three to Eight. All children have a double lesson of ICT a week. In addition the school is completely wireless.

### **CONTACTS**

The Banda School PO Box 24722 Nairobi 00502  
Tel: (254 020) 891220 / 260 / 890337 / 3547828  
Mobiles: 0726 439909 / 0737 563438  
Fax: (254 020) 890004  
E-mail: [bandaschool@swiftkenya.com](mailto:bandaschool@swiftkenya.com)  
Website: [www.bandaschool.com](http://www.bandaschool.com)

### **CORRESPONDENCE**

Every Friday a Weekly Circular is sent via the child home which informs parents what has happened during the course of the week and it will also inform parents of future events. It is also e-mailed to all parents and posted on our Website.

Parents should also check their child's school bag or Reading Pouch because letters are sent via the children on a regular basis to keep parents informed of forthcoming events.

## **D**

### **DATA PROTECTION**

Under the Data Protection Act 1984 The Banda is required to register certain details with the Data Protection Register.

### **DIFFERENTIATION**

All Staff are aware of the need to treat all children as individuals and so differentiation takes place accordingly to meet the needs of each child.

### **DIRECTORS**

The school is managed by a Board of Directors who are closely involved with its overall running and its policies. Their purpose is to assist the Headmaster in his decisions and support their implementation.

## **DISCLAIMERS**

Parents will be sent disclaimers in the course of the academic year to sign giving permission for their children to leave the school premises.

## **DRAMA**

All children have one lesson of Drama a week. Pegasus Pre-Prep put on their annual production during the course of the April Term, the Junior School put on their annual productions at the end of the January Term and the Senior School at the end of the April Term. All children are encouraged to participate.

## **DRINKING WATER**

There are several drinking fountains around the school with purified and filtered water for the children to access throughout the day.

## **DVD'S/VIDEOS/PSP GAMES (Weekly Boarders)**

Boarders are welcome to bring in their own DVD's, videos or PSP games. Please ensure that they are clearly named and age appropriate. All DVD's, videos and PSP games brought into the school must be shown to the house staff before the children are given permission to watch them.

# **E**

## **EDUCATIONAL TRIPS**

Class or year group trips are organised throughout the year to places of special interest. Parents will be informed about the individual trips. Some are free but there are some where a charge is made. All parents will need to sign an Indemnity Form to give consent that their child may leave the school premises.

## **E-MAIL (Weekly Boarders)**

All pupils are given an e-mail address and parents should use this address.

## **EXAMS**

School exams take place in mid year in the January Term and at the end of the academic year in June for Years 1 – 7. Year 8s have exams in November and March and then in June as Common Entrance. They are expected to reflect the year's work to date and increase in significance as a child moves higher up the school.

## **EXTRAS**

Extras are charged termly in arrears. A full list of Extras is sent to parents at the start of each term.

# **F**

## **FEES**

(Excerpt from the Conditions of Entry, signed by parents when confirming that they wish to accept a place)

"Fees, and any extras from the previous term, are payable in full by the first day of each term. Unless this condition is met or there is a special arrangement for the payment of fees agreed between the School and the parents, the pupil may be refused entry to the School or be asked to leave."

## **FLEXI-BOARDING**

Pegasus Boarding House offers flexi-boarding. More information can be obtained from the School Office.

## **FOOD**

All meals are cooked in the school kitchen and the majority of the ingredients are fresh. There is a cooked main course and a pudding for lunch. A snack at Break time is also supplied to the children. The weekly menu is published on the school notice board.

## **FORMTAKERS**

Each child will have an appointed Form taker in the Senior School (Yrs 5 – 8). Their role is to act as your child's pastoral figure and is the first point of contact should parents have any concerns or queries.

### **"FRIENDS FOR LIFE"**

This unofficial school motto is sometimes used by the children and in The Banda's literature. It was thought up by the children and clearly reflects their impression of what The Banda experience means to them. Car Bumper stickers are available for sale from the School Office should parents wish to purchase one.

### **FRIDAY CIRCULAR**

This is sent via your child home and informs parents what has happened during the course of the week and it will also inform parents of future events. It is also e-mailed to all parents and posted on our Website.

## **G**

### **GAMES**

All children are expected to do games unless they have a note from their parents or have been put "Off Games" by the School Nurse.

### **GENERAL KNOWLEDGE QUIZ**

During the January Term a Senior and Junior General Knowledge House competition is organised.

### **GRADES**

Grades are given in Half Term Reports and End of Term Reports.

Achievement	Effort
1* - Exceptional	A. Excellent
1 - Good	B. Good
2 - Satisfactory	C. Satisfactory
3 - Unsatisfactory	D. Rather weak
	E. Poor

## **H**

### **HAIR**

Please make sure that your son's hair is of a respectable length and style. The Headmaster or Deputy reserves the right to ask parents to arrange haircuts for their son. Girls should wear long hair tied back.

### **HANDBOOK**

There is no official Parents' Handbook but this ABC Parents' Guide serves the purpose and more information on school policies can be found on our website.

### **HEADMASTER – MR. MICHAEL D. DICKSON**

### **HEALTH AND SAFETY**

Regular checks are made on Health and Safety arrangements within the school. Fire instructions are posted and Fire Practices for all children and staff are conducted regularly.

On a child's entry to the school, his / her parents are asked to complete a Medical Questionnaire. This is filed with his / her other details for use in an emergency. Staff are notified of any special requirements. It is important that any changes or additions to these forms are notified to the school nurse at the earliest possible opportunity.

### **HOMESICKNESS (Weekly Boarders)**

Homesickness is a normal part of growing up and it can occur at any age, at any time. Often the first week of boarding is too exciting for homesickness to arise; sometimes it is not until after a number of weeks that a few pangs occur. This is normal and should not cause worries as to whether your child is suited to boarding as it reinforces the fact that your child is from a loving family. Homesickness tends to occur when there has been contact with the parents either by phone or from a visit, but please be assured that surrounded by friends and soon engrossed in play or work, the homesickness disappears. The children are asked to come and chat with any of the boarding staff whenever they have a problem, so please do remind your child of this. Alternatively, any member of staff is always more than happy to help.

## **HOUSES**

Children enter one of four Houses:

Duma	Blue
Twiga	Green
Swara	Yellow
Simba	Red

There are a number of inter-house competitions in sport and music etc.

## **I**

### **IAPS**

The Headmaster and the Deputy are members of the Independent Association of Prep Schools. There are over 560 members worldwide.

### **ICT**

The school has two ICT suites which are open for children at certain times. Close supervision is made to ensure the right usage is being made. The whole school campus is wireless so children can access the internet everywhere.

### **INCLUSION**

Every possible step is taken by Staff and pupils to ensure that everyone respects and accepts that inclusion is of paramount importance in the happiness at The Banda.

### **INCIDENT BOOK**

Any incident that takes place in the school that merits all staff being aware are recorded in the Staff Room so everyone is aware of what is happening and so take appropriate action if necessary.

### **iPODS/PSPs (Weekly Boarders)**

Boarders are allowed to bring ipods / PSPs into the boarding house but, if they do, must ensure they are clearly named. The boarders are able to listen to their ipods or play on their PSPs in the evenings but they are not allowed to take them into school. If your child has either of these items in school, it is essential that the house staff are aware of this. It is important that, if your child wishes to bring an ipod or PSP into school, it must be covered on your home insurance.

## **J**

### **JEWELLERY**

The wearing of jewellery is not encouraged unless the wearing of it is for religious reasons. Please check with the Deputy Head, your child's Class teacher or form taker for guidance.

### **JOY**

Perhaps one of the most important words in growing up: joy in learning, joy in discovery, joy in friendship, joy in activities, joy in helping one another. Also one of the most important words in teaching: joy in helping the young to achieve their potential, joy in the friendship of colleagues and pupils, joy in the partnership between home and school. In the middle of all the other things that have to occupy our minds - let us not lose track of joy.

### **JUNIOR SCHOOL**

The Junior School comprises of Years 2 - 4. Mrs. Astra Andrews is Head of the Junior School and parents of Junior School children are asked to contact her, or their child's Form Teacher first, if they have concerns of any kind.

## **L**

### **LAMDA (London Association for Music and Dramatic Arts)**

Lessons in skills, speech, drama and communication are available. Please enquire in the School Office.

### **LATE COLLECTION AT THE END OF THE SCHOOL DAY**

Parents are reminded that the school day finishes at 3.45 p.m. and prompt pick up is appreciated. There are staff on duty at the Wall until 4.35 p.m.

### **LEARNING SUPPORT**

The Banda has an excellent Learning Support Department. It may recommend that your child requires 'Learning Support' to help strengthen his / her Literacy and / or Numeracy skills. Learning Support lessons offered are either individual withdrawal lessons, small group withdrawal lessons or in-class support lessons.

### **LIBRARIES**

There are two libraries for the children. The senior one is located in the Subject Centre and the junior one in the heart of the junior school. The libraries are always available for quiet reading and there are library racks which are regularly stocked with nature, computer, general and special interest magazines and newspapers.

### **LICE CHECKS**

The School Nurse carries out these checks each term. For more information, please see the school nurse, Mrs Emily Mulaya.

### **LISTEN AND PLAY AFTERNOON**

This is an informal afternoon "concert" where all children are encouraged to perform in front of parents. The afternoon usually consists of individual musical pieces, the junior choir, orchestra or recorder group performs and some individual or class recitals. Dates of these are published in the school calendar.

### **"LITTLE FISH" SWIMMING SQUAD**

There is the opportunity for parents to sign up their children for some extra swimming coaching if they are weak in the junior school. For more information, please contact the Head of Boys' or Girls PE.

### **LOST PROPERTY**

There is far too much lost property! Any items of lost property that cannot immediately be traced to their owners are stored in the Medical Centre. Pupils are advised to check there regularly and to be responsible for their own belongings. They are also encouraged to hand in any stray items. ALL PERSONAL ITEMS MUST BE CLEARLY NAMED.

## **M**

### **MARBLES**

The first half of the September Term is known as "Marbles Term" and children are allowed to bring them in and play during their free time.

### **MATCHES (General)**

Teams for school matches are posted on the PE and Sports notice board at the Break Table opposite the main school Hall in advance. A notice of the arrangements is sometimes sent home. Where the fixture is an away match (or even at home when the finishing time is later than the end of afternoon school) a pick-up time from school is given on the information letter. It should be carefully noted as pick-up times can be a source of confusion. In particular it should be noted that cricket season matches regularly extend well beyond the end of school hours, with a pick-up time that may be as late as 6.00 p.m. The office will have details of any matches and they are in the school calendar.

### **MEDICAL**

It is important that a Medical Questionnaire is completed for each child and all relevant medical information given to the school.

### **MEDICINES**

Please note that we are only able to accept medication in school that has been prescribed by a Doctor. Any medication that comes to school must be in the original container, which should state to whom the medication should be given, when it needs to be taken. All medicines must be given to the School Nurse.

### **MERITS**

These are awarded for contribution to the school and count for house points.

### **MEDICAL CENTRE**

All parents will be informed if their child has been admitted to the Medical Centre. Boarding parents are given the option of collecting their child if he / she is unwell. (If children are unwell, they usually prefer to recuperate at home.)

### **MENU**

This is posted around the School for parents and children to see. The menu is rotated on a monthly basis. Parents whose children have special dietary requirements should make an appointment to see the cateress.

### **MOBILE PHONES** (Weekly Boarders)

Only weekly boarders may bring mobile phones into the school. During the week they will be kept by the Housemistress and given to pupils. Phones must be handed back to the Housemistress before the children go to bed.

### **MOTTO – “ARDUUS AD STELLAS”**

This is the official school motto and it means “Reach for the stars” in Latin.

### **MOUTH GUARDS**

These are **STRONGLY RECOMMENDED** for Rugby and Hockey.

### **MUSIC LESSONS** (INDIVIDUAL)

There are many musical instruments that your child can learn at school. If you are interested in discussing music lessons, please contact the Head of Music. The children have their lessons at a different time each week so that they do not miss the same lesson. A weekly ‘Music Timetable’ is produced so that you can make sure that your child knows when his / her lessons are.

## **N**

### **NEAT WORK BOOK – NWB’S**

These are awarded to children for an exceptional neat piece of work or one that shows the individual has tried extremely hard to improve his / her overall presentation. The points are tallied and they are added to the overall House points for each term. Children are presented with certificates at the end of each term for the highest achievers.

### **NEXT SCHOOL**

As your child progresses through the school, you will start to form an idea of where you would like your son / daughter to go after The Banda. The Headmaster will be very happy to discuss the various options with you. Senior schools are becoming booked up much earlier, so you should start your research as early as the Year 5. Please contact the Director of Studies for information on future schools.

### **NOTICE BOARD FOR PARENTS**

There is a main Parents’ Notice Board in the first quad when leaving the main car park. General information is displayed there and should parents wish to advertise something on it, they should hand it into the School Office or to the Deputy Head. Any posters or information displayed must be signed by the Deputy before it will be posted.

### **NUTS**

Parents are kindly asked not to send children to school with any ingredients that contains nuts.

## **O**

### **OFF GAMES**

If your child has been ill, or has an injury, and you wish him / her to be excused from games, please send a note in addressed to the School Nurse or the Games taker. It would be useful to indicate when you would expect him / her to be able to return to games. Children who do not do games are sent to an “Off Games” room where they can read or do some work.

## **OFFICE**

The school office is open from 7.45 a.m. to 4.30 p.m. (Monday to Friday). If the office is unattended, an answer phone will be switched on. Please do not telephone the office outside these hours unless it is an absolute emergency. If you wish to get in touch with the Headmaster, or another member of staff, it is best to write a short note or e-mail the person concerned. The school secretaries are a fountain of information and patience and will be happy to deal with any queries that you may have.

## **ORCHESTRAS**

There are two orchestras in the school. A Senior School one and a Junior School one. All children are welcome to join either of them. Parents wishing for more information on these should speak to the Head of Music.

## **OUTINGS**

Outings are arranged for children throughout the school. Some outings require a charge to be made to the parents but we endeavour to keep this to a minimum. If such a charge is due to be made, parents are notified in advance.

# **P**

## **PARENTS' EVENINGS**

In the Senior School (Years 5 – 8) Parents' Evenings are organised by Year groups and occur at least once a year starting at 4.30 p.m. in the main school Hall. Pegasus Pre-prep and the Junior school hold Parents' Meetings twice a year.

## **PARENT TEACHER ASSOCIATION (PTA)**

A healthy Parent Teacher Association exists. They meet bi-termly. A Committee and Year Group Representatives are appointed by parents. All parents are informed who their Year Group Representatives are.

## **PARTNERSHIP**

It is an old cliché but successful education relies on a strong partnership between home and school. Like most successful partnerships, this one needs understanding, communication, a common goal, patience and a little give and take.

## **PASTORAL CARE**

This is taken very seriously at The Banda and the Deputy Head is responsible for overseeing the provision on offer. Please see her for more information.

## **PEGASUS PRE-PREP**

Pegasus Pre-prep is The Banda's Pre-Prep. It caters for children aged between 1 - 5 years.

## **PHOTOGRAPHS**

Team photographs are taken each term and parents are welcome to buy copies. A school photograph is taken every other year.

## **PICKING UP AND DROPPING OFF**

Normal Weekdays

The day begins promptly at 8.15 a.m. with a bell for registration and it is important that all children have arrived by this time. All cars should enter through the main gates. Pegasus Pre-prep have their own car parking facilities.

The times for pick up are as follows:

Pick-up Times

Pegasus Pre-prep – confirm with your child's class teacher

Year 2 – Option at 2.45 p.m. (outside the classroom) or 3.45 p.m. (at the wall)

Years 3 – 8 – 3.45 p.m.

Year 2 pick-up is a designated classroom.

Year 3 – 8 pick-up is by the WALL at the front of the school.

All children must be signed off by a member of staff, and are not allowed to go to the car parks unsupervised.

### **PREFECTS**

In Year 8 Prefects are appointed along with Head Boy and Head Girl. They have specific duties that they carry out throughout the school during the year. The procedure is democratic as the Year 8 pupils and all the staff vote for their nominations and this is ratified by the Headmaster in conjunction with the Senior Management Team. (SMT).

### **PREP (Homework)**

A timetable is published as to what prep is set for each year group starting in Year 2. It ranges from reading, handwriting, concluding work done in the lesson, prepare for the next lesson or as a learning Prep.

### **PREP DIARIES**

In the Senior School (Year 5 – Year 8) the student takes their Prep Diary home daily. This should be signed by the Parent / Guardian. It can also be used as a means of communication with the Form taker.

### **PRIZE GIVING & SPEECH DAY**

Prize Giving is on the last day of the April Term. This is a compulsory occasion for all children. All parents and siblings are very welcome to attend.

### **PROSPECTUS**

There is one published and parents are very welcome to have a copy. They can be obtained in the School Office.

### **PUPILS' PERSONAL ACCIDENT INSURANCE SCHEME**

Information on this is available in the Bursar's Office.

## **Q**

### **QUESTIONS**

If you have any, please ask!

## **R**

### **READING FOLDERS**

In the Junior School (Years 2 to 4) a Reading Folder should be purchased and brought to school daily. Within this the student will place his reading book and his reading record which should be signed by the parent / guardian when the child has read. It can also be used as a means of communication with the Class teacher.

### **READING MUMS**

The School encourages, welcomes and is grateful for any volunteers who would like to help with hearing the children read in the Junior School. The commitment is for approximately half an hour first thing in the morning. Parents wishing to help in this area should contact the Head of the Junior School. Thank you!

### **RED HOUSE BOOKS**

The Banda is part of a group of schools which participate in an incentive scheme with Red House Books Ltd. Parents will be sent order forms each term should they wish to make a private order of books for their children. In return the school receives a nominal amount of books from the company subject to the value of the overall order.

### **REGISTRATION**

This takes place each morning at 8.15 a.m. If your child misses the 8.15 a.m. registration, he / she should report to the school office to sign in on arrival at school. If he / she needs to be out of the school for whatever reason (dentist, doctor etc.) a written note should be sent to his / her teacher or sent to the school office.

## **REPORTS**

Reports, of one kind or another, are sent home at half term or the end of term. If there are any queries arising from a report, parents are encouraged to contact the school.

## **REVISION**

Children are given 'Revision Information' by their teachers in order to help them with their revision prior to exams.

Weekly Boarders have supervised revision sessions during the evening, prior to exams.

## **ROLLER BLADES/SKATEBOARDS**

These items are permitted in school for the first half of the January Term. Times are allocated when children can use their roller blades and skateboards.

# **S**

## **SAILING**

The Banda is a member of the Naivasha Yacht Club and parents and children wishing to participate in school sailing should look carefully at the term calendar or contact the school office for more information.

## **SKATEBOARDS / ROLLER BLADES / SCOOTERS**

Children are welcome to bring these in for the first half of the January Term. They are allowed to use them at Break and during their Lunch break. Careful supervision is provided but as always there will be a few "accidents"! The children love this facility and are as always responsible with their actions.

## **SCHOOL BUSES**

The school outsource transport for parents who would like their children to come to school independently. Buses come from Lavington, Westlands and Muthaiga. Collection and Pick up times are available from the School Office. A separate charge is made for this service.

## **SCHOOL HAT**

As part of the school uniform, a sun hat must be brought to school each day and worn at play times or during games if necessary.

## **SCHOLARSHIPS**

The Banda has an enviable reputation in preparing children for scholarships to secondary schools of their choice worldwide. Parents seeking more information should contact the Director of Studies or the Headmaster.

## **SENIOR SCHOOL**

The Senior School comprises of Years 5 to 8.

## **SENIOR MANAGEMENT TEAM – SMT**

This body is directly responsible for the smooth running of the school. It consists of the Headmaster, Deputy Head, Director of Studies, Heads of Junior and Pegasus Pre-prep sections and Head of Learning Support.

## **SNACKS AND JUICE BOTTLES**

Children will be provided with a snack at Break time. **Only children who come to school on the bus may bring a snack to eat on the bus journey home.**

All children are welcome to bring in their personal juice bottle containing their favourite drink which they can consume at any time during the day. In addition to this, there are several drinking fountains which contain water positioned around the school.

## **SPORTS DAY**

Sports Day for each section of the school is one of the main days for parents, relatives and their friends to visit the school. It is held during the September Term.

## **SPORTS EQUIPMENT**

The school provides most of the sports equipment that the children need for PE or Games. However, if parents wish to buy some personal equipment then Nairobi Sports House in town is the best bet.

### **SPORTS TOURS**

Tours are organised by staff and visits have included Zimbabwe, South Africa and the UK. There is no definitive timescale as to when tours take place. It is at the discretion of the teachers who decide as tours require an extraordinary amount of preparation and hard work in planning them.

### **SQUASH COURTS**

Squash is taught as part of the children's physical education programme. The Banda has two glass backed squash courts on site and are available for children and parents to use when the school is closed. Permission should be sought from the Headmaster.

### **STARS**

Stars - these are awarded for outstanding work or achievements. The child hands them into their teacher and then they are posted on the House Boards located by the main Hall.

### **SWIMMING COSTUMES**

When a student begins at The Banda their swimming ability is tested and the student is told to purchase trunks or a costume. There are criteria for moving to new levels which are recognised by a certificate being awarded. All children start as Red Swimmers, then move to Blue, Green and the highest award is Black. As of September Term 2009 all children are entitled to wear black swimming costumes except if they are still a red swimmer.

### **SWIMMING POOL**

Swimming is taken seriously and children will swim as part of their physical education programme at least two out of the three terms. The Banda has a fantastic 25 metre pool and three diving boards on site and is available for children and parents to use when the school is closed. Permission should be sought from the Headmaster.

## **T**

### **TELEPHONE NUMBERS**

The Banda Tel: 891220/260; 890337; 3547828 Headmaster, Office & Staff

Boarding House Tel: 891328

Mobiles: 0726 439909 / 0737 563438

The Banda Fax: 890004

E-mail: [bandaschool@swiftkenya.com](mailto:bandaschool@swiftkenya.com)

### **TENNIS COURTS**

Tennis is taken seriously and the children will be coached in this discipline as part of their physical education lessons. The Banda has three courts on site and are available for children and parents to use when the school is closed. Permission should be sought from the Headmaster.

### **TIMETABLE**

In Pegasus Pre-prep and the Junior school, your child's individual timetable is published in their classroom. In the Senior school, your child should have written his / her timetable in the prep diary that is distributed every term.

### **TRIPS**

During the course of the academic year each class or year group will experience the excitement of a trip to a place of interest or to a venue which will enhance their learning experience. Parents will be informed of trips planned well in advance.

### **TUTORS**

Every child in their first year of senior school (Year 5) is informed of staff who act as pastoral Tutors and should children wish to speak confidentially with them instead of their Form teacher, they are encouraged to do so.

## **U**

**UNIFORM**

(See Clothing)

**UNIFORM SHOP**

The Banda operates a second hand / nearly new shop which sells items of clothing at a very reasonable price. The shop is located in the Medical Centre.

**V****W****WARTHOGS**

Parents should not be too overly concerned if they should see some warthogs walking through the grounds. They have been in and around The Banda longer than the school has been in existence! Children are reminded that these are not tame but wild and so should not approach them, feed them or antagonise them in any way.

**WATCHES**

If your child brings a watch to school, please make sure it is clearly named.

**WEB SITE**

If you have access to the internet, please visit The Banda's web site regularly. This site is regularly updated and provides parents and visitors with a wealth of information concerning the school. For example; details of the curriculum, the school calendar, directions to other schools, news of recent events, clothing lists, an up-to-date copy of this guide, the Headmaster's weekly Newsletter and much, much more is on the web site. You may find it very helpful and interesting. A large part of the Website is password protected. If you are uncertain of the user name and password, please contact the school office.

**Web Address: [www.bandaschool.com](http://www.bandaschool.com)**

**WET GAMES**

On a few occasions that the weather is bad and games can not take place – wet games is implemented. Children are sent to their classrooms to do quiet reading or any outstanding work is completed.

**WEEKLY CIRCULARS**

Parents should receive every Friday a circular which highlights the events that have happened and any future events. In addition there are several articles which outline trips, information, important messages, etc.