

GHANA EDUCATION SERVICE

MAWULI SCHOOL, HO

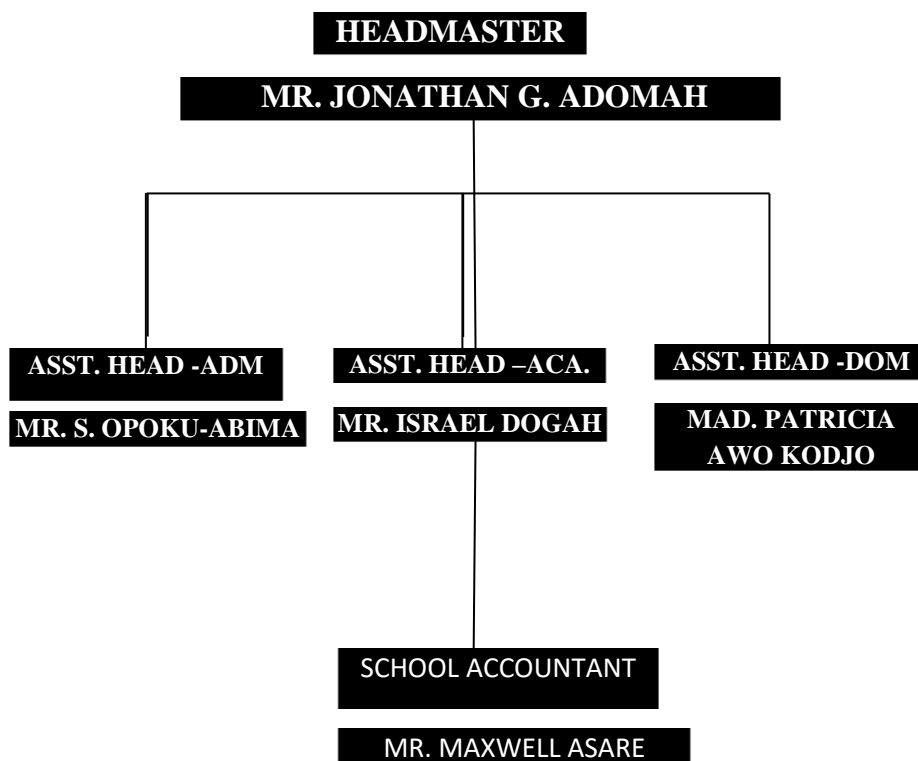


**BROCHURE
&
PROSPECTUS
2022 ADMISSION**

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SCHOOL MANAGEMENT (CORE)



VISION

The vision of the founding fathers of Mawuli School was to establish a Christian institution that would give training at second cycle level to both boys and girls in the various disciplines with prominence given to Agriculture. The emphasis was on practical Agriculture.

The emphasis was on the practical aspects with the view of instilling in the products of the school, love and appreciation for the use of the hands. The school is committed to the development of the total personality of those who attend it.

This laudable and noble vision is summarized in the motto of the school - 'HEAD HEART HAND', where the Head stands for academic work, the Heart for moral and spiritual training and the Hand for skills development and dignity of labour.

MISSION STATEMENT

"To offer holistic education to the individual's whole being, - Head, Heart, and Hand.

ESTABLISHMENT

Mawuli School was established under the Presbyterian principles and doctrines by the Evangelical Presbyterian Church on February 24, 1950 at Ho-Kpodzi. Mawuli School had a very humble beginning commencing with 19 male students. Later in 1956, 20 girls were admitted for the first time, making it a co-educational institution.

MOTTO

The school has its motto, **Head, Heart and Hand**. The Head stands for mental (cognitive) development of students and the Heart signifies the attitudinal behavior whilst the Hand stands for skills training.

CONTACTS:

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SCHOOL ANTHEM

Hail, Hail, Mawuli, May you grow from strength to strength

Hail, Hail, Mawuli, Pride of children yet unborn

Hail Mawuli, Hail Mawuli, Hail Mawuli

Hail Mawuli, Hail Mawuli, Hail

Your noble sons and daughters have pledge to protect thee.

And to serve thee always, with head, heart, hand and soul.

All hail Mawuli, the fount of love, the home of knowledge, truth that inspires.

All hail Mawuli, our father's pride.

Your good name we shall uphold.

HISTORY OF THE INSTITUTION

Mawuli School was established on February 24, 1950 at Ho as a result of joint efforts by the then government of the Gold Coast, now Ghana and the Evangelical Presbyterian Church. It happened to be the first government assisted secondary school in the Volta region.

The Colonial British Government administering the mandated trust territory of Togo land was accused of neglect of the territory educationally. The fact that the accusation had reached the United Nations caused the Governor of the Colonial Administration himself to become keenly interested in seeing to it that something was done before the visit of the UN Commission to the colony to ascertain the facts for itself. This was what led to the birth of Mawuli School at Ho. Since the E.P. Church was also exploring the possibility of establishing a Secondary School, the Colonial Government and the Church went ahead with plans to get the school started to solve the political problem.

Rev. Prof. C.G. Baeta of blessed memory, who was the Synod Clerk of the E.P. Church, Ghana in 1948-1949, was mandated by the church to find a science graduate reverend minister to head the school because the church wanted the school to have a strong science base and sound moral upbringing. On his trip to Scotland and the USA on the business of the church, he raised the question of the headmaster. In his search in the USA, he came into contact with a young chemistry lecturer, an ordained minister, who agreed to accept the challenge. It was this event which saw Rev. Dr. Walter Paul Trost as a first headmaster of Mawuli School.

The school started at Ho-Kpodzi using the buildings and facilities of the E.P. Church Old Seminary for classes. The birth of Mawuli School gave joy to the Colonial Administration, for, it solved the political problems. Just one year after its establishment, the Colonial Government started permanent structures on the vast parcel of land graciously donated by Togbe Gotlieb Adzah Kodzo Glala on behalf of the Glala family of Ho-Ahoe.

SCHOOL HEALTH FACILITY (SICK BAY)

The school has a well-resourced Sick Bay housed in a three bedroom self-contained with an attachment and manned by a Physician Assistant and five qualified nurses from the Ghana Health Service and an attendant. The facility which provides primary health care and emergency services takes care of students, staff and their dependants. The facility accepts NHIS cards.

ROLL OF HEADMASTERS

1. Rev. Prof. W.P. Trost	1950-1960	11. Mr. J.M.K. Osie-Nyansah	2010-2015
2. Mr. L.A. Banini	1960-1970	12. Mr. K.T. Aggor	2015-2017
3. Mr. S.K. Ohene	1970-1972	13. Rev. S.S. Asieni	2017-2019
4. Mr. Walter Blege	1972-1979	14. Mr. J.G. Adomah	2019to date
5. Mr. W.K. Ameko	1979-1981		
6. Mr. L.Y.K. Hagan	1981-1991		
7. Mr. E.K. Accorlor	1991-1995		
8. Mr. V.H.K. Mensah	1995-1999		

9. Mr. W.Y. Bonsi 2000-2003

10. Mr. David Afudego 2004-2010

ACADEMIC PROGRAMMES

Mawuli School offers all the programmes of the 1987 Education Reforms. Currently the school runs the semester systems of education introduced in second cycle institutions. The programmes are:

GENERAL SCIENCE

SC. 1

1. PHYSICS
2. CHEMISTRY
3. BIOLOGY
4. ELECTIVE MATHS

SC. 2

1. PHYSICS
2. CHEMISTRY
3. BIOLOGY
4. ELECTIVE MATHS

SC. 3

1. PHYSICS
2. CHEMISTRY
3. BIOLOGY
4. ELECTIVE MATHS

SC. 4

1. PHYSICS
2. CHEMISTRY
3. GEOGRAPHY/TECH DRAWING
4. ELECTIVE MATHS

SC. 5

1. PHYSICS
2. CHEMISTRY
3. ELECTIVE ICT
4. ELECTIVE MATHS

BUSINESS

BUS. 1

1. FINANCIAL ACCOUNTING
2. COST ACCOUNTING
3. ECONOMICS
4. BUSINESS MANAGEMENT

BUS. 2

1. FINANCIAL ACCOUNTING
2. COST ACCOUNTING
3. ECONOMICS
4. BUSINESS MANAGEMENT

BUS. 3

1. FINANCIAL ACCOUNTING
2. ELECTIVE MATHS
3. ECONOMICS
4. BUSINESS MANAGEMENT

TECHNICAL

1. APPLY ELECTRICITY/AUTO MECHANICS
2. TECHNICAL DRAWING
3. ELECTIVE MATHS
4. PHYSICS

AGRICULTURE SCIENCE

1. GENERAL AGRICULTURE
2. ANIMAL HUSBANDRY
3. CHEMISTRY
4. PHYSICS

GENERAL ARTS

ARTS 1

1. LITERATURE
2. FRENCH
3. EWE
4. MUSIC/CRS

ARTS 5

1. ECONOMICS
2. GEOGRAPHY
3. GOVERNMENT
4. ELECTIVE MATHS

ARTS 2

1. LITERATURE
2. GOVERNMENT
3. FRENCH
4. C.R.S.

ARTS 6

1. ECONOMICS
2. GEOGRAPHY
3. GOVERNMENT
4. ELECTIVE ICT

ARTS 3

1. ECONOMICS
2. GEOGRAPHY
3. GOVERNMENT
4. ELECTIVE MATHS

ARTS 7

1. ECONOMICS
2. GEOGRAPHY
3. GOVERNMENT
4. FRENCH

ARTS 4

1. ECONOMICS
2. GEOGRAPHY
3. GOVERNMENT
4. ELECTIVE MATHS

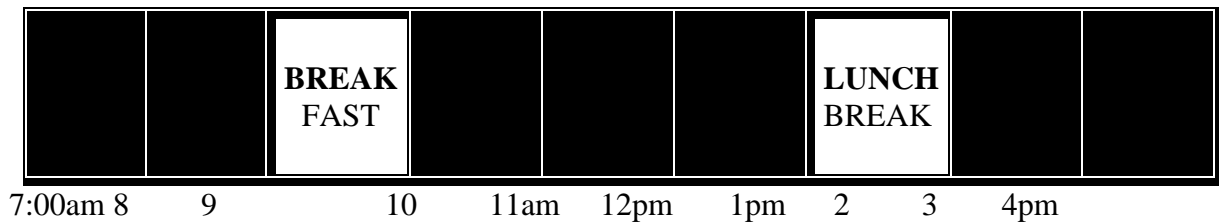
VISUAL ARTS

1. GEN. KNOW-IN-ART
2. ELECTIVE-ICT
3. TEXTILES/PICTURE MAKING/GRAPHIC DESIGN
4. JEWELLERY/SCULPTURE

HOME ECONOMICS

1. FOOD & NUTRITION/CLOTHING & TEXTILES
2. CHEMISTRY
3. FRENCH
4. GEN. KNOW-IN-ART
5. MANAGEMENT IN LIVING

TEACHING HOURS (7 HOURS DAY)



TEACHING STAFF ESTABLISHMENT

The numerical strength of the teaching staff currently stands at 193; led by the Headmaster, and three Assistant Headmasters.

HEADS OF DEPARTMENT

Languages	-	Mr. Benjamin Duku
Mathematics	-	Mr. Emmanuel Akpalu
General Science	-	Mr. B.H.K..Agbemavor
Agriculture	-	Mr. Nixon Boni
General Arts	-	Mr. Francis Nyantey
Business	-	Mr. J. Ahiati
Home Economics	-	Ms. E. Gbena
Visual Arts	-	Mr. R. Kwatsikor
Technical	-	Mr. E.K. Agbo

**HOUSING STAFF
HOUSES AND THEIR COUNTERPARTS**

BOYS	GIRLS	NAME
AGGREY	NIGHTINGALE	AGGREYGALE
LINCOLN	SLESSOR	LINSOR
WILBERFORCE	PRISCILLA	WILSCILLA
TROST	SNITKER	TROSKER
AKU	SOLACE	AKULACE

SENIOR HOUSEFATHER

Mr. Kenneth Adiase (0244970805 / 0208831193)

SENIOR HOUSEMOTHER

Ms. Mawufemor Aggor (0244412115)

CHAPLAIN

Rev. W.K. Domi (0243266564)

GUIDANCE & COUNSELING COORDINATOR

Ms. T. Ken-Addom (0208375152)

HOUSE PARENTS (BOARDING)

HOUSE	HOUSEPARENTS	CONTACT NUMBER(S)
AGGREY	MR. TIMOTHY FIEVE	0240278973 0508039325
	MR. ALFRED YAYRA DEH	0248652369
AKU	MR. WHOKNOWS AFEDOMEZI	0206960955 0242382663
	MR. WILLIAM KPLOANYI	0246633868
LINCOLN	MR. JOHN NUFE	0541287355
	MR. FRANCIS AHIAGBA	0241959952
TROST	MR. BRIGHT AKOGO	0244986741
WILBERFORCE	MR. AMBRUCE SENAHIA	0244944574 0209163958
	MR. MR. ERIC KUMAZA	0246617724 0200345696
BOYS HOUSES ANNEX	MR. DESIRE ACORLOR	0208988220 0235707031
NIGHTINGALE	MS. REJOICE PANOU	0502894376 0556057644
	MS. EDEM HIAMEY	0246786088
SOLACE	MS. JANICE BOSSO	0208090975 0243805203
SLESSOR	MS. CAROLINE KPONOR	0548718933
	MS. CELESTINE DOGBEY	0246335496
SNITKER	MS. YAYRA ELLEN AKORLI	0207106387
	MS. STELLA ADZOE	0246745646
PRISCILLA	MS. RITA BANSAH	0243586954
	MS. EVA AMA AZAGLO	0541837476

HOUSE PARENTS (DAY)

BOYS	MR. PROSPER AWALIME	0244213182
GIRLS	MS. JULIET ANUKPUI	0540668264

SCHOOL ROUTINE WEEKLY TIME SCHEDULE AND ACTIVITIES

- 1. RISING: SUNDAY-SATURDAY** 5:00am
 - 2. Morning duties & dressing up:**
 - (a) SUNDAY** 5:00 am-6:30 am
 - (b) SATURDAY** 5:00 am-8:00 am
 - 3. MEAL TIMES: BREAKFAST** **LUNCH** **SUPPER**
MONDAY-FRIDAY 9:00 am-10:00am 1:00 pm-2:00pm 5:00pm-6:00pm
 - 4. CLASSES / PREPS** **MORNING SESSION** **EVENING SESSION**
 - (a) Monday-Friday** 7:00am-4:00pm
Girls: 7:00pm-8:50pm
Boys: 7:00pm-9:00pm
 - (b) Saturday** Entertainment 7:00pm-9:00pm
 - (c) Sunday** Preps: 10:00am-12:00
Girls: 7:00pm-8:30pm
Boys: 7:00pm-8:40pm
 - 5. SCHOOL GATHERINGS**
 - (a) Sunday** 6:30am-8:30am Church Service
 - (b) Monday** 6:30am-8:00am Morning Assembly
- OTHER WEEK DAYS**
(C) Tuesday – Friday: 6:20am-6:55am **MORNING DEVOTION**

- 6. Visiting hours: First Saturday of every Month. Time: 12:00-400pm**
- 7. BARBERING DAYS: Saturdays: 9:30am-5:30pm Sundays: 12:30pm-4:00pm**

NB: No Entertainment on first Saturdays and last two Saturday of the Semester.

KIT LIST FOR 2022 ADMISSION

GIRLS KIT LIST

A. GENERAL (BOARDERS AND DAY STUDENTS)

1. NHIS Card (Active).
2. House Dress (1 Yellow & 2 Green Big eye Check)
3. Rain Coat/Umbrella
4. Two Pairs of Prescribed Black Flat Sandals (Noiseless, without accessories or design)
5. Pair of Black Flat Shoes (without accessories or design) (1)
6. Pair of White Sneakers “Camboo” for Sports (not canvas) (80% white)
7. 2 Napkins (for Dining hall)
8. Cutlery Set, 555 plates & Cups (10cm diameter for Cup)
9. Handkerchiefs (1 dozen)
10. Pairs of Small Earrings (Copper)
11. Scrubbing Brush with handle (Short)
12. Brooms (1 Standing & 1 Short)
13. Hoe & well Sharpened New Cutlass
14. Mawuli School Hymnal (Get it from the school)
15. P.E. Kit (plain white top and down)

B. GIRLS: BOARDERS ONLY

1. Student size Mattress (with Leather Cover)
2. Night Gowns & Coat (2 sets)
3. Cover Cloth
4. Blanket
5. 2 Towels
6. Pillow (with leather cover)
7. Electric Pressing Iron (with a 3-pin plug top)
8. Metal Bucket, Net Sponges, Soap & Soap Dish (Toiletries)
9. Metal Trunk (Medium Size)
10. Chop Box or Stuk Box (Medium Size L=24” W=18” H=12)
11. Pair of Bathroom Slippers
12. Pairs of Black Flat Simple Slip-on (Leather)
13. Mosquito Net (Student Size Treated Bed Net)
14. Black Underskirt/Underwear (Not Under Shorts) (2) black
15. Panties (12) & Brassieres (6)
16. Undershorts black (4 or more)
17. White Bed Sheets with 2 White Pillow Cases/Slips
18. Flashlight
19. Sewing Kits (Needle, Thread, Office pins, Safety pins & a Pair of Small Scissors)
20. Hangers 6 pieces
21. Akashia (1.5 litres) – granules
22. Bine 20 Disinfectant (1.0 litre)
23. Mop (1)

NB:

1. No chemicals are allowed in the hair of Students and every student should have a short modest haircut.
2. Any unauthorized Kit brought will be confiscated.
3. **Mobile phones are not allowed.**
4. **Low waist and pleat is not allowed.**

Style for the House Dress (Check; Yellow and Green)



BOYS KIT LIST

A. GENERAL (BOARDERS AND DAY STUDENTS)

1. NHIS Card (Active)
2. Hoe & well Sharpened New Cutlass
3. Brooms (1 Standing & 1 Short)
4. Brushes with Handle (1 Long & 1 Short)
5. Cutlery Set, 555 Plates & Cups (10cm diameter for Cup)
6. Two Pairs of Prescribed Black Sandals
7. Plain Black Leather Belts with **simple Buckle**
8. A Pair of Black Shoes (Without Accessories or Design) & Black Socks – 2
9. A Pair of Khaki Trousers & khaki Shorts (2) (**KHAKI CODE-KO2**)
10. White Short Sleeve Shirts (3) & long Sleeve Shirt 1
11. A Pair of white Sneakers “Camboo” for Sports (not Canvas) 80% white
12. Rain Coat / Umbrella
13. Handkerchiefs (1 dozen)
14. 2 Napkins (for the Dining Hall)
15. Mawuli School Hymnal (Get it from the school)
16. P.E. Kit (Plain White, both top and down)

B. BOYS: BOARDERS ONLY

1. Student size Mattress (with leather cover)
2. Blanket
3. 2 Towels
4. Pillow (with leather cover)
5. Electric Pressing Iron (with a 3-pin plug top)
6. Metal Bucket, Net sponges, Soap & Soap Dish (Toiletries)
7. Metal Trunk (Medium Size)
8. Chop Box or stuk Box (Medium Size L=24” W=18” H=12)
9. A Pair of bathroom slippers
10. Mosquito Net (Student-size treated bed net)
11. White Singlet and Boxer Shorts (6 pieces each)
12. 2 White Bed sheets with 2 white Pillow Cases/Slips
13. Flashlight
14. Sewing Kit (Needle, Thread, office pins, safety pins and pair of small Scissors)
15. Hanger 6 pieces
16. Cover Cloth and Pyjamas
17. Akashia (1.5 litres) – granules
18. Bine 20 Disinfectant (1.0) litre)
19. Dusting Cloth/Duster (1)

Boys Uniform (White Shirt top and Khaki – ko2)



Recommended belt for male students



SCHOOL RULES AND REGULATION

i. ANY BREACH OF COMMON SENSE (SOUND PRACTICAL JUDGMENT) AND GOOD MANNERS IS A BREACH OF SCHOOL RULES

ii. ADMISSION AND RESIDENCE

Student girls must arrive in their check uniforms and the boys in white shirts and khaki trousers. All should be in their prescribed foot wears. All students must possess I.D. cards when travelling. Those who do not arrive on the day of reopening will do manual work for the number of days spent at home. Parents whose wards cannot come to school on the day of reopening should inform the school authorities earlier.

iii. SERIOUS OFFENCE AND THEIR PUNISHMENTS

1. SMOKING

It is a serious offence, punishable by suspension. Students are not allowed to possess or smoke cigarettes, Indian hemp or use any other dangerous drugs. **First Offence:** 2 weeks Internal Suspension with bond. Refer to Counselling Unit. **Second Offence:** Indefinite suspension.

2. DRINKING

Students are not allowed to drink or possess alcoholic beverages. **First Offence:** 2 weeks internal suspension with bond, **Second Offence:** Dismissal/Indefinite suspension.

3. STEALING

Attempting to steal and or stealing is punishable by **First Offence:** 2 weeks internal suspension with bond. **Second Offence:** Indefinite suspension with restitution in both cases.

4. PETTY THEFT

First Offence: Suspension. **Second Offence:** Suspension with bond of good behavior with restitution in both cases.

5. SEXUAL MISCONDUCT

- a. Gayism - Indefinite Suspension/withdrawal
- b. Rape - Indefinite Suspension/Dismissal
- c. Canal Knowledge - Indefinite Suspension
- d. Fondle/kissing - 2 weeks internal suspension

6. INCITEMENT TO RIOT/RIOTING

Suspension with bond for those pressurized into rioting. Dismissal for ringleaders. Parents will be made to pay for cost of damages.

7. FLOUTING THE AUTHORITY OF THE HEADMASTER AND OTHER MEMBERS OF STAFF.

First Offence: Suspension with bond. **Second Offence:** Dismissal/Indefinite suspension.

8. DELIBERATE DISTORTION OF FACTS/CHARACTER ASSASSINATION

First Offence: Suspension with bond. **Second Offence:** Dismissal/Indefinite Suspension.

9. ASSAULT ON MEMBERS OF STAFF AND THEIR DEPENDENTS

- a. Physical Assault - Indefinite Suspension
- b. Verbal Assault - Indefinite Suspension

- c. Non-Verbal Assault - 2 weeks internal suspension with bond
- d. Treats - 2 weeks internal suspension with bond/undertaking.

10. ASSAULT ON A STUDENT OR A GROUP OF STUDENTS

First Offence: One week internal suspension with bond. **Second Offence:** Withdrawal from boarding house or school with refund of hospital expenses in both cases.

11. BULLYING/FIGHTING

Bullying, fighting and other forms of violence are not allowed. **First Offence:** Internal suspension with a bond of good behavior. **Second Offence:** Indefinite suspension.

12. ATTEMPTING/TERMINATION OF PREGNANCY

Indefinite suspension. If the culprit is a male student, he suffers the same punishment together with all accomplices.

13. ATTEMPTING TO COMMIT SUICIDE

- Invite Parents
- Refer to Counseling Unit.

14. TRUANCY/REFUSAL TO ATTEND CLASSES

First Offence: Manual work with counseling. **Second Offence:** Suspension and invitation of parents

15. CHEATING IN INTERNAL EXAMINATION

First offence: Cancellation of paper with bond. **Second Offence:** Indefinite Suspension.

16. FAILURE TO - WRITE EXAMINATION WITHOUT JUSTIFIABLE CAUSE

First Offence- Suspension and in addition be made to write papers with the associated cost.
Second Offence: Withdrawal.

17. FLOUTING AND AUTHORITY OF SCHOOL PREFECTS OR SENIORS

First Offence: Manual work. **Second Offence:** Suspension with bond. **Third Offence:** Withdrawal from Boarding House or School.

18. POSSESSING/ATTEMPT TO USE/USING DANGEROUS WEAPONS/AMMUNITION

First Offence: Indefinite Suspension.

19. EXPLOSIVES

On no occasion should students bring explosives or any form of ammunition to the school. It is essential to note that this is already a criminal offence punishable by the laws of the land. Any student found with these things will be dismissed.

IV. BOUNDS

Students are not allowed to go beyond the school compound without Exeats from their Houseparents.

1. Breaking of bounds during the day is punishable by a week's hard labour in the first instance and two weeks external suspension with bond in the second instance and indefinite suspension in the third instance.
2. Breaking of bounds during the night is punishable by two weeks internal suspension in hard labour with a bond and an indefinite suspension in the second instance.
3. Students who go out of Ho town without permission will be punished as in section '2' above.
4. Apart from the classrooms, dormitories, library, dinning-hall, all other places are out of bounds to students after 6:00pm.
5. The classrooms, dining hall and the library are out of bounds to students during rest period.
6. Staff bungalows are out of bounds to students. Students caught there would be suspended for one week in hard labour and in the second instance two weeks external suspension with bond.
7. Students may visit teachers' houses provided they are requested by the teachers concerned. Students requested to render any service at teacher's houses should make certain that permission has been obtained for them from their house-parents.
8. The Staff Common Room is out of bounds to students unless invited. Offenders would be suspended for one week in hard labour.

NOTE:

- (a) A student on external/indefinite suspension is neither allowed to be in any of the Houses, nor any staff bungalow.
- (b) He/She is also not allowed on the compound after 6:00pm.
Violation of the above will attract a more severe punishment.

V. EXEATS

1. It is serious offence for students to leave the school compound without Exeats.
2. In any one semester, three (3) Exeats may be given to a student internally to go to town and three (3) given externally to go home.
Leaving school under false pretence. **First Offence:** Suspension with bond. **Second Offence.** Indefinite suspension.
3. Sick students should first attend the school clinic where they could be recommended to go to the Hospital by the school nurse if he/she is unable to cope with the situation. Such students should obtain Exeats from their Houseparents and complete the necessary documents at the school's main gate before leaving for the Hospital.

NB: All students must possess Active National Health Insurance Cards.

VI. VISITORS

1. Students may receive visitors every **FIRST** Saturday of each month. Time: 12:00 noon to 4:00 pm at authorized places. i.e. Baeta park.
2. Students may as a matter of courtesy, introduce their visiting Parents or Guardians to their House-Parents.

3. No student should entertain any visitor during class hours.
4. Entertaining visitors during the day and during the night is punishable by 3 days internal suspension and five (5) days with a bond of good behavior, respectively.

VII. HOTELS, DRINKING SPORTS, GUEST HOUSES AND OTHER UNAPPROVED PLACES

1. The above places are out of bounds to all students. **First offence:** Indefinite Suspension. **Second Offence:** Dismissal/Withdrawal

VIII. SCHOOL EXCURSIONS

1. Students who wish to go on an excursion should obtain permission from the Headmaster at least 14 days before the date of the excursion.
2. Permission will not be granted to students to go on excursion unless it is certain that a number of teaching staff will accompany and take charge of them. Whenever there is more than one vehicle carrying students on an excursion, there should be at least one member of the teaching staff on each vehicle.
3. Whenever a group of students going on an excursion consist of Boys and Girls, at least one lady member of the teaching staff should accompany the group. Arrangements for masters or mistresses to take charge of an excursion group should be made well.
4. Students going on an excursion should make certain a favourable reply is received from their host, whenever that is necessary, before they proceed.
5. Whenever a breakdown of vehicle on which students are being transported occurs and its repair is likely to continue, into the night all possible efforts should be made to arrange for an alternative means of transport to avoid students spending the night on the road.
6. No student should swim when on an excursion or undertake any other activities that may lead to a fatal accident.

IX. DORMITORIES

1. It is a serious offence for a student to be out of his or her dormitory after lights out. No student may leave the dormitories between lights out and rising time except for the purpose of going to the lavatory. This is punishable by doing severe groundwork for two weeks.
2. No student should be in the dormitory during periods of worship, class hours, meals time, Prep or any other School function without permission from his/her houseparents. **First Offence:** 3 days suspension in hard labour. **Second offence:** 1 week suspension in hard labour with bond.
3. House prefects should furnish Houseparents with lists of students in their houses who are participating in any school function that may exempt them from school functions.
4. No food is to be eaten in the dormitories.
5. Studying or any unauthorized activity after lights out is a serious offence. Culprits would do severe groundwork.

6. The use of candles, heaters, rice-cookers, kerosene lamps, stove and other appliances for studies after lights out is strictly forbidden. It is punishable by seizure of the item(s) or severe groundwork or both.

X. DINING HALL

1. Attendance at school meals is compulsory for all boarders.
2. Students who arrive late for meals should report to the officer on duty. Students who arrive without permission should have their meals but will be punished by the officer on duty.
3. All students must remain in the Dining-Hall until the Final Grace.
4. Students are not allowed to carry food out of the Dining Hall without permission. **First offence:** Manual work. **Second offence:** Suspension. **Third offence:** Withdrawal from Boarding House.
5. All announcements during the meals should be read by the Messing Prefect of his/her assistant.
6. The school kitchen is always out of bounds to all students except for the Messing Prefects or students who have special permissions. No student should enter or leave the Dining Hall through the kitchen.

XI SCHOOL WORSHIP

1. Being a Mission School, attendance at School worship is compulsory for all students. **First offence:** 3 days internal suspension with hard labour. **Second Offence:** 1 week suspension in hard labour with bond.
2. It is expected of every student to possess and bring along the Mawuli School Hymnal to every school worship.
3. Reading of printed materials and notes are strictly prohibited during worship. Bibles may however be read during the lesson. Unauthorized materials will be confiscated.

XII. DRESSING

1. Students must be in the prescribed uniforms for classes, school gatherings and when they attend a function in the school or outside the school, or when they go on excursions. The use of unprescribed attire attracts: **First Offence:** Seizure and work for one day **Second Offence:** work with bond.
2. Once a student is on the school compound, only school/ house uniforms will be allowed. This is applicable to Day students too.
3. Prep: Girls-Black sandals or Black slip-on (easy wear flat sole). Boys-Black Sandals.

NB: Black shoes can only be used for outing. It is an offence for a student boy to be seen in “Otoo Phi star” dressing and student girls in “low-waist” dressing. **First offence:** Warning. **Second Offence:** Seizure and manual work.

(a) For Classes and morning Worship

Boys: A pair of Khaki shorts and Cream shirts with Black Sandals is allowed. Shirts must be short sleeved.

Girls: Pink striped dress and black sandals is allowed. It should be noted that slippers, traditional sandals and high-heeled shoes are not allowed.

(b) For Sunday Worship

Boys: School Cloth with White Jumper and Traditional Sandals/Black Sandals.

Girls: The prescribed African cloth (School Cloth and a pair of flat black shoes (Noiseless).

NB: Ceremonial attire with black shoes for every first Sunday of the month.

(c) House Dress

Boys: A pair of Khaki Trousers and white shirt with black sandals.

Girls: Green check for house dress. Yellow check dress and pair of black sandals for official programmes

(d) Special Occasions

Boys: School cloth or any other prescribed uniforms

Girls: The prescribed African cloth (school cloth) or any other prescribed uniforms.

NB: Khaki is a colour-light yellowish brown and that is what the students must possess.

XIII. SCHOOL SOCIETIES/CLUBS

1. All societies in the school must apply to the Headmaster for official registration four weeks from the beginning of the first semester.
2. In order to qualify for registration, a school society must be sponsored by at least one teacher in the school.
3. Every society should:
 - (a) Have at least a president and a secretary.
 - (b) Keep minutes of its meetings.
 - (c) Notify the Assistant Headmaster and Senior House Father/Mother well in advance of proposed date of their meeting.

XIV. END OF SEMESTER

On the closing day, no house and for that matter no student shall leave the compound until the Houseparents are satisfied with the cleaning in and around the house and not until the permission for formal departure by the Senior House Father is given. It is important to note again that students must be formally discharged by the Senior House-father/mother, after the closing service and breakfast. Any student who leaves before the formal departure shall be

given an appropriate punishment. All students must travel in their House dresses/School uniform/Outing Dresses.

XV. MISCELLANEOUS RULES

1. **Gambling**

All forms of gambling are forbidden. **First offence**, three (3) days internal suspension with a bond of good behavior. **Second offence**, indefinite suspension.

2. **Communication**

Letters or any form of communication to any Government Department or outside body is a very serious offence. Any student or group of students who write anonymous letters will be suspended for first offence and withdrawal for second offence. Any publication which a student may want to make must be written and channeled through the Headmaster for approval before it is sent to the press.

3. **Complaints: Communication Channel**

If any student has any complaint or grievance he or she should first see the House-Prefect who will take the matter to the House parent if he/she (the House Prefect) is unable to effect a settlement. From the House parent, the matter is referred to the Senior House father/House mother if it is beyond the settlement of the former.

4. **School Property**

- (a) Students who carelessly damage school property shall be required to; First offence: Pay three times the costs of the damaged or lost article. Second Offence: Suspended with bond.
- (b) Students who willfully damage school property shall pay triple the cost and be suspended with bond.

5. **Writing on School Property**

e.g. walls, furniture, doors, etc.

First offence: Repainting or re-spraying and sign a bond of good behavior. **Second offence:** Paying the cost and indefinite suspension.

6. **Hawkers**

- a) Students should not buy from hawkers/food vendors/staff during class hours. Students shall buy from hawkers/vendors only at the school canteen and at the specified time. i.e. before 4:00pm. All hawkers will be expected to sell only at the places specified. They shall register with the market committee for proper briefing.
- b) The school Health Prefect and House Captain on duty shall from time to time inspect the condition of food sold by hawkers.
- c) No buying and selling is allowed among students. **First Offence:** Seizure and manual work with bond. **Second Offence:** Indefinite suspension.

7. External Examinations

No student may enter for any examinations without the permission of the Headmaster.

8. Use of Motor Vehicles

No students is allowed to ride a motorcycle or drive a vehicle on the school premises unless he is licensed to do so and also authorized by the Headmaster.

9. School Functions

Attendance at classes and school functions is compulsory for all students. First Offence: 3 days internal suspension. Second Offence: two weeks internal suspension with bond.

10. School Furniture

It is a serious offence to move school furniture from the place assigned for its use without authority.

11. Parties

On no occasion should a student organize a private party in the school. If a recognized group however, decides to hold a party or any kind of get-together, such a group should apply to the Headmaster through their Patrons.

12. Neatness

- (a) All boys must be clean-shaven and wear a decent haircut.
- (b) All girls must wear a decent hair cut
- (c) Apart from projects time, all students must be neatly dressed outside the dormitories.

13. Clearance

All students must comply with the normal clearance procedure before leaving the school finally. This applies to all cases of transfers, withdrawals, dismissals and completion of course. In addition to the above, all students must go to the Houseparents and sign off on the day of departure. Any student who misplaces his/her clearance form will be supplied at a cost.

14. Telecommunication/Electrical/Installations

Any student caught tampering with any school electrical/telecommunication installations will be suspended indefinitely

15. Electrical Gadgets

No student should use or possess any electrical gadget, radio, mp3 players, Laptops, Headsets, Rice cookers in the school. The offence is punishable by one week internal suspension and seizure of the gadgets.

16. Use of Cell Phones

No student should possess/use cell phones in the school. It is punishable by seizure of the phone and its accessories. Any student who refuses to submit his/her cell phone or struggles with any staff/authorized prefects in the process of seizing his/her cell phone would be suspended indefinitely. Students are allowed to make phone calls only with the phones provided at the various houses at stipulated times at designated places.

17. Harboring of Unauthorized Visitors

No student is permitted to accommodate unauthorized visitor in the dormitories or on the school compound. Any student caught will be suspended for two (2) weeks and also sign a bond of good behavior.

18. Forging of Signatures/Documents

On no occasion should a student forge anybody's signature. **First offence.** Two weeks internal suspension with hard labour and a bond. **Second Offence:** Indefinite suspension.

19. Impersonation

On no occasion should a student pretend to be another person or give an unofficial name and or give any wrong information about himself or herself. **First Offence:** Two weeks internal suspension with hard labour and a bond. **Second Offence:** Indefinite suspension.

20. Scaling/Jumping of School Fence Wall

First Offence: Two weeks internal suspension with a bond. **Second Offence:** Indefinite suspension

NB:

- i. In most cases offenders would have to sign a bond to be of good behavior in addition to prescribed punishment.
- ii. Under normal circumstances suspension should not exceed two weeks.
- iii. Notwithstanding the above rules each case should be considered on its own merit.