

## PLACE OF HISTORY OF THE SCHOOL

**O**kuapemman School was founded by Kwaku Opoku Acheampong (L.L.B) on the 8<sup>th</sup> February 1957. The founder died at the age of 44 on 1<sup>st</sup> December 1958. Immediately the Ghana Education Trust took over the assets and liabilities for the school. It is located on the hill, south of Akropong-Akwapim.

The school's motto is SEMPER PRIMUS-ALWAYS FIRST and her colours are WHITE and BROWN. WHITE stands for purity and BROWN signifies MOTHER EARTH that liberally gives off her bounty. Thus we aim at producing honest, kind of diligent scholars who serves as model for others.

## STATUS

The school is co-educational Day and Boarding Government Assisted Secondary School. Day students however are preferably advised to stay with their parent or guardians. Day students may be admitted to the boarding house at the end of the academic year and not in the middle of the year.

To deliver quality and holistic education based on sound moral principle and academic excellence. Its purpose is to discipline not only the mind and body but also the spirit. It is however only the co-operation of parents that this can be achieved and parents decide to bring their wards to the school are asked to make sure this co-operation is forthcoming.

## THE RELIGIOUS LIFE OF THE SCHOOL

The school has a chaplain who is in charge of the organization of the religious life of the school. Compulsory morning devotion is conducted in addition to the official Sunday Service which every student must attend.

Students of all Denominations and Religion however are admitted into the school. Parents must be aware that apart from the official service of the school, students are not to attend services of their own choice on campus.

## ADMISSION

Students are admitted to SHS 1 each academic year through the Basic Education Certificate Examination conducted by the West Africa Examination Council.

Each new student will have to pass a Medical examination conducted in the school. Placement however is through the Computerized School Selection and Placement System (CSSPS)

## GUIDANCE AND COUNSELING

The school operates a guidance and counseling unit which takes care of student's academic, social and psychological needs.

## WITHDRAWAL

- a) A student may be made to withdraw from the course for irregular attendance, serious breach of discipline and unsatisfactory academic performance. The parent/guardian of such student (s) will be duly informed.
- b) Parents/Guardians are at liberty to withdraw their wards from the school. Parents/Guardians withdrawing their wards shall give the Headmaster in writing, a term' notice of intention or pay the full fees for a term in lieu of notice. In event of withdrawal all property must be returned and students dully cleared.

## SCHOOL CALENDER

There are three terms in the school year as laid down by the Ghana Education Service (GES). Each school (academic) year covers 40 weeks starting in September and ends in July.

1<sup>st</sup> Term - September to December

2<sup>nd</sup> Term - January to April

3<sup>rd</sup> Term - May to July/Augusts

# THE NATURE OF COURSE AND CURRICULUM

The school offers a four-year Senior High School course. The curriculum of the school consists of core subject namely; English Language, Integrated Science, Mathematics, Social Studies, ICT, Religious Education and Physical Education and four specialized Programmes which are Vocational, General Education (Arts), Business and Agriculture. Every student will study each of the core subjects throughout the four year of Senior High, and all the subjects will be examined both internally and externally with the exception of Physical Education and Moral Education which will not be examined externally.

The Programmes are as follows:

## **1 VOCATIONAL PROGRAMME**

- a) Home Economics: Management in living, Food and Nutrition/Clothing and Textiles, General Knowledge in Art and French/Economics and Biology.
- b) Visual Arts: Ceramics, Graphic Design, General Knowledge in Art, Elective Maths/Economics.

## **2 GENERAL PROGRAMME**

- a) General Science: Elective Maths, Physics, Chemistry, Biology, and Geography.
- b) General Arts: French/Ga/Akan/Ewe, History, Christian Religious Studies, literature in English, Geography, Econs, Elect Maths, Government.
- c) Agric: General Agric Animal Husbandry, Elective Mathematics, Physics, and Chemistry.

## **3 BUSINESS PROGRAMME:**

- a) Financial Accounting, Business Management, Economics and Principles of Cost Accounting.
- b) Typing, Clerical Office Duties, Elective Maths.

## **Co-Curricular Activities**

Physical training, hobbies and organized games are compulsory for all and there are various clubs and societies offering opportunities for the development of special interest and skills, a student is expected to join at least one.

## **ENVIRONMENTAL SANITATION**

Students are responsible for sweeping, scrubbing, weeding and performing other mental jobs. Every form (1) and (2) student is allocated a plot to weed or maintain.

## **EXEATS**

Normally, students are not allowed to go home during the term except mid-term. Students are not allowed to go home in response to telegram, letters or telephone calls. Request for permission to attend wedding will not be entertained except in the case of lost parent (s) guardian (s) and direct siblings.

## VISITS

The normal visiting days are the last SATURDAYS and SUNDAYS of the month from 2: 00pm to 4:30pm. Visitors are not allowed outside the visiting time. Students who entertain visitors at all times will be punished and recalcitrant ones expelled from the boarding house. Under no circumstance should any parent leave a parcel with the security at the gate.

## FEES AND PAYMENTS

Tuition is free for all Ghanaian students. Fees are paid in full on or before the first day of each term. Students whose fees are not paid in full shall not be allowed into residence.

All fees are paid by Bankers Draft from Ghana Commercial Bank. **No cash or personal cheques are accepted.**

## HEALTH

The school has a clinic for the treatment of minor illness manned by nursing officer and any serious case (s) referred to the Hospital. Parents are officially informed of any serious illness of their wards if necessary.

## TEXTBOOK AND STATIONARY

Texts books are provided on loan by the school. They are largely paid for by the government and, therefore are government property. Other prescribed textbook may be supplied by the school and students billed.

Stationary is supplied by the school through the school bookstore and students should sign for what they have collect and be billed.

## SCHOOL KIT

To be supplied by the school and debited to students accounts:

- 2 school uniforms
- 2 house Dresses
- 1 PE Kit
- School Hymnal and prayer book
- Ceremonial cloth
- School tie
- School magazine
- Warming cloth (prep suit)
- Exercise Books
- Notes Books
- Order Books
- School Rules and regulations
- Pink Dress(Girls)
- White trousers (Boys)
- Brown trousers

## ARTICLES TO BE BROUGHT FROM HOME GENERAL

### Quantity

- 1 House Coat/ Morning Coat
- 2 Night Dresses/ pyjamas
- 2 White bed sheets (80\*45)
- 2 pillow Slip
- 1-2 Towels
- 1 Rain Coat/Umbrella
- 1 pair of bathroom sandals
- 1 blanket
- 1 Foam mattress student bed size and pillow
- 3-6 Handkerchiefs
- 1 Sleeping cloth (not less than 4 meters)
- Toilet articles (tooth brush and tooth paste, net sponge, comb, mirror, blade and razor, cotton wool, sanitary towels)
- 1 Iron
- 1 Bucket
- 2 Brooms (vary essential) 1 long and 1 short
- 1 Pair of white tennis shoes (canvas with white socks for PE and Games)
- Face towel, shoe cleaning materials i.e. shoe polish and shoe brush
- 1 Set of cutlery (teaspoon, table spoon, fork and knife), plates and cup
- 1 Cutlass/ho
- 1 Steel trunk or Suitcase or Wooden box (Chop box) not both in each case
- 1 Jute bag (Check bag)
- 1 Torchlight with batteries
- 2-3 Rolls of toilet paper
- 1 Scrubbing Brush
- 1 Mosquito net (treated mosquito net)

## BOYS

### Quantity

- 1 Light brown shirt (short)
- 1 Pair of deep brown trousers
- 4-6 Pairs of panties and singlet
- 1 Black shoe for church
- 1 Black or brown sandals for classes

## GIRLS

- 2-3 Brassieres (if necessary)
- 1 Pair of black shoe for church flat
- 1 Pair of black or brown sandals for Classes
- 2 Dresses for temporary use, (brown Check, sleeveless, waist gathers with belt to match, two pockets in front, side zip, round neck lower in front and higher at the back.
- 3 Sanitary Pads
- 4-6 Pairs of panties
- 4 vest/chemise or waist slips.

**NOTE:**

- 1 All articles must be well marked i.e. full names should be clearly written on all articles (Not initials)
- 2 No jewellery, gold necklaces, dangling earrings, finger rings, false nails, nails vanishes, perfumes and other cosmetics should be brought to the school.
- 3 No articles other than the prescribed ones may be sent to the school.
- 4 No radio, walkman, water heaters, rechargeable lamps etc. In fact no electrical/electronic equipment or mobile phones except iron is to be brought.
- 5 No chemicals in the hair
- 6 No mobile Phone

We count on parent's co-operation in the matters expressed in Notes 1 to 6.

**ANY UNATHORIZED OR UN-PRESCRIBED ARTICLES BROUGHT TO  
THE SCHOOL WILL BE CONFISCATED**

**HOUSES**

The school has three houses to which students are allocated

1. Akuffo House- Green
2. Opoku Acheampong House- Blue
3. Kwadade House- Yellow

NOTE: All girls are however housed in the DOKUA BLOCK.

**DISCIPLINE**

The School attaches much importance to discipline and it is expected that students will obey all school rules and regulations. Parent's co-operation is solicited in this area. Acceptance of admission implies agreement on the part of parents/Guardians and students to go by the School's Rules and Regulations. Various punishments go with breaking any of the rules and regulations.

