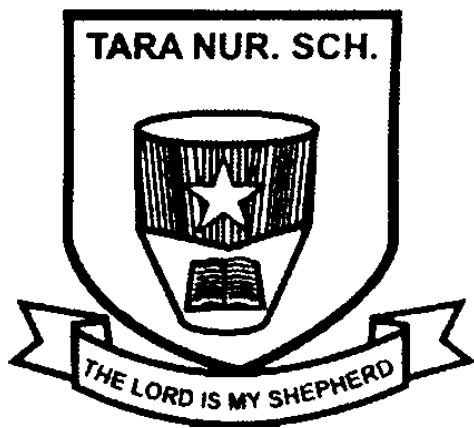
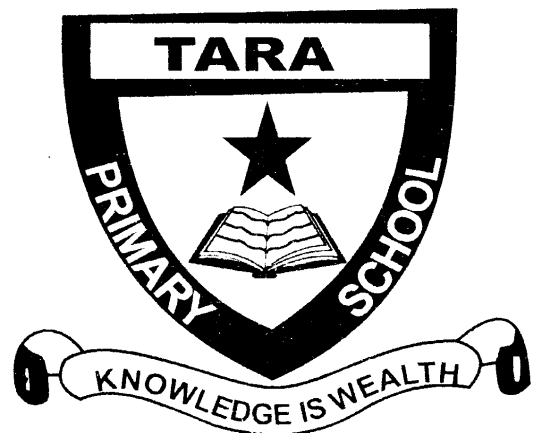


TARA NURSERY AND PRIMARY SCHOOL

THE CONSTITUTION



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2017

PREAMBLE

We, the Proprietors of **TARA NURSERY AND PRIMARY SCHOOL-KAMPALA LIMITED**, in Uganda,
REALISING the necessity of Pre-Primary and Primary Education,
AWARE that there are a need for affordable quality education in Makindye Division,
CONVINCED of the need of an administrative policy,
HEREBY, on this the day of enact and adopt this Constitution to guide the administrative activities of **TARA NURSERY AND PRIMARY SCHOOL** (Nursery and Primary) at Muyenga Village, Bukasa Parish, Makindye East Sub County, Kampala District.

ARTICLE 1: ESTABLISHMENT, NAME, OWNERSHIP, NATURE AND MOTTO

There is hereby established a pre –primary and primary school to be known as **TARA NURSERY AND PRIMARY SCHOOL KAMPALA -LIMITED**. The proprietors (subscribers of this Constitution) are the Legal owners of the School. The School is, thus, registered in Kampala District,month..... Year, as a private school. The school is a mixed, day and boarding. The Nursery School motto is “**The Lord is My Shepherd**” whereas the Primary School motto is “**Knowledge is Wealth**”.

ARTICLE 2: AUTHORITY OF THE CONSTITUTION

- 2.1. This Constitution is complementary to the Education Policies of the Government of Uganda..
- 2.2. The whole administration of the School shall be consistent with this Constitution.
- 2.3. If any resolution, decision or policy of the School, or any of its members or the Governing Body, is inconsistent with any provisions of this Constitution, the provisions of this Constitution shall prevail and the resolution, decision or policy shall, to the extent of the inconsistency, be void.

ARTICLE 3: SCHOOL VISION, MISSION AND OBJECTIVES

3.1. School Vision:

Our vision at Tara Nursery And Primary School is; **to be a pre-primary and primary center for building a strong foundation for pupils to become productive, competitive and creative citizens who respect their religions, cultural values and the national ethics.**

3.2 School Mission

The mission of Tara Nursery and Primary is thus; **to provides a stimulating and challenging learning environment supporting pre-primary and primary outcomes, recognizing and developing each child's unique potential as resourceful learners and providing extracurricular activities to foster pupils' individual interests and talents.**

3.3. School Objectives:

To Provide or Develop:

- A school curriculum that complies with the requirements of the Ministry of Education, Technology and Sports, the Uganda National Curriculum Development Centre and the Uganda National Examination Board;
- An environment that involves parents in the educational development of their children, both in school and at home;
- An education that fosters children's keenness to learn and a positive approach to life;
- An education that is intellectually challenging and leads to Pupils exhibiting their maximum potential academically;
- An education that is a source of personal growth, self worth and cultural identity;
- An education that builds in children critical thinking and creativity, practical and language skills;
- A curriculum that aspires to the highest international standards; and supports individual needs and talents;
- An education that enables young people to succeed in a world of change;
- An education that encourages Pupils to become all-rounders, concerned with the issues of our time, and prepared to live as responsible and compassionate citizens;
- An education where Pupils become interactive, ambitious and self-directed;
- An education that nurtures in children a sense of values, honesty, and a desire to seek high standards in all they do;
- A school environment where children mature through friendship and balanced emotional growth;
- A curriculum that integrates skills and knowledge across academic disciplines to the world of practical experience;
- A curriculum that utilizes information technology, with each child experiencing the computer's potential as a career tool and as an instrument for human development;
- A curriculum that incorporates children's participation in sporting, artistic and cultural activities, and opportunities to develop leadership skills and experience;

ARTICLE 4: SCHOOL GOVERNANCE AND MANAGEMENT ORGANS

The school management and governance organs include:

- The School Board of Directors
- The School Management Committee.

4.1 Board of Directors (BOD)

The BOD is the supreme governing body of the school. The BOARD assigned functions and mandates by this Constitution as the custodian of the mission of the school and shall comply as follows:

4.1.1 Functions of the Board:

Essentially, the board governs the school. Among other things:

- It has responsibility for drawing up the school plan and for ensuring that it is implemented.
- It appoints the Head teacher, the teachers and other staff.
- It must ensure that the school fulfils its functions as set out in the Education Act 1998.
- It promotes contact between the school, the parents and the community and must facilitate and give all reasonable help to the School Management Committee in its formation and its activities.
- It has overall responsibility for the school's finances. It must ensure the keeping proper accounts, which may be audited by an External Auditors..
- It must ensure that child protection and welfare are taken into account in all of the school's policies, practices and activities. The BOARD must ensure that the Child Protection Procedures for Primary Schools are fully implemented by the school management.
- It must ensure the school staff complies with a Code of Conduct.
- The BOARD must have a procedure for informing parents about its activities – this could include an Head Teacher's Annual Report or an Annual News Letter.

4.1.2 Composition of the Board

The BOARD will be composed of the proprietors of the schools;

4.1.3 Officers and Duties of the Board

The BOARD will have the following office bearers:

- The Chairperson
- The Vice Chairperson
- The Secretary
- Treasurer

a) Duties of the Chairperson

- Preside over and maintain order during the meetings of the BOARD at which s/he is present.
- Prepare the agenda of the meeting together with the Secretary.
- Sign the minutes after it has been read and approved by the BOARD.
- Maintain regular contacts with the Head Teacher.
- Propose policies / actions, measures required to ensure that the school stakeholders comply with the Constitution and maintain the National Education policies.
- Cast the decisive VOTE if a tie of votes arises in the BOARD.

b) Duties of the Secretary

- Give notice of all meetings to members.
- Record the proceedings of the meetings of the BOARD
- Draw up and circulate the agenda for the meetings after consulting the Chairperson
- Prepare and circulate documentation that enables the BOARD to make informed decisions
- Read the meetings of the previous meeting and ensure that the forthcoming amendments are communicated in advance.
- Finalize and circulate to all concerned, the policies and guidelines vetted by the BOARD.
- Conduct all correspondence decided upon during BOARD meetings or initiated by the Chairperson.
- Maintain the achieve of the BOARD;

c) Treasurer

- Oversee the School's financial operations and ensures proper management of books of accounts and audited reports by internal and external accounting personnel.
- Avail financial reports to the members of BOD in every meeting, supervise the Bursar and be accountable to the BOD and any other duties assigned to him from time to time by the Board Chairperson.

- Keep an up-to-date inventory of all properties and assets of the school.

4.1.3 Extra Ordinary Meetings

The BOARD can convene extraordinary meetings at the request of the Chairperson and the Secretary or the written request of three members of the BOARD. Notice of the extraordinary meeting, with the business to be considered, is delivered to members not less than seven days before the date on which the meeting is called.

4.1.4 Proceedings, Voting and Quorum

Every member is entitled to speak during BOARD meetings and every member can raise issues requiring voting. For purposes of taking decisions, the quorum will be formed by 2/3 of the members at ordinary and extra ordinary meetings

- In general, voting will take place by show of hands. In case of equality of votes, the vote of the Chairperson shall be decisive, in accordance, the Chairperson declares the motion carried or rejected and the declaration is recorded

4.2. School Management Committee (SMC)

The SMC is the school management organ of TARA NURSERY AND PRIMARY SCHOOL.

4.2.1. Functions of the SMC

The SMC is tasked with the following functions:

- To foster more extended relationships between staff, parents and others associated with the School.
- To engage in activities which promote the school's development and advance the education of the pupils attending it.
- To promote partnership between the school, its pupils and all its parents.
- To develop and engage in activities which support the education and welfare of the pupils.

- To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.

4.2.2 Membership of the SMC

The membership of the School Management Committee will constitute the parents and guardians of pupils attending TARA NURSERY AND PRIMARY SCHOOL and the school teaching staff. The total membership of the SMC will constitute the General Committee of the SMC.

4.2.3 Composition of the SMC

The SMC Management Committee will be composed of 6 members representing the various stakeholders;

- Three parents
- The Head teacher
- Two teachers

4.2.3 Officers and Duties of the SMC

The SMC constitutes of the following office bearers:

- The Chairperson-Parent
- The Vice Chairperson-Teacher
- The Secretary-Headteacher
- Treasurer-Parent
- Member-Teacher Representative
- Member-Parent Representative

a) Duties of the Chairperson

- Preside over and maintain order during the meetings of the SMC at which s/he is present.
- Prepare the agenda of the meeting together with the Secretary.
- Sign the minutes after it has been read and approved by the SMC.
- Maintain regular contacts with the Head teacher.
- Cast the decisive VOTE if a tie of votes arises in the SMC.

b) Duties of the Secretary

- Give notice of all meetings to members.

- Record the proceedings of the meetings of the BOARD
- Draw up and circulate the agenda for the meetings after consulting the Chairperson
- Prepare and circulate documentation that enables the SMC to make informed decisions
- Read the minutes of the previous meeting and ensure that the forthcoming amendments are communicated in advance.
- Finalize and circulate to all concerned, the policies and guidelines vetted by the SMC.
- Conduct all correspondence decided upon during SMC meetings or initiated by the Chairperson.
- Maintain the achievement of the SMC;

b) Duties of the Treasurer

The Treasurer will be responsible for the control and administration of SMC finances. This will involve maintaining books of accounts, operating a bank account, preparing financial statements for SMC meetings when required, presenting the annual accounts at the Annual General Meeting and liaising with the external auditor.

d) Duties of the Teacher and Parent Representatives

The Teacher Representative and Parent Representative shall be responsible for communicating planned SMC activities to their constituents, and for presenting teacher and parents requests to the SMC.

4.2.4 Cessation of Membership

Membership of the SMC shall cease if:

- The members fail to attend meetings without justification for three times.
- The members become physically or mentally unfit to perform the duties related to membership of the SMC.
- The member resigns by giving notice in writing to this effect to the secretary of the SMC
- The member is expelled by the SMC.
- Ceases to be a parent of a pupil in the School

4.2.5 Expulsions of SMC Members

Reasons for the expulsion of a member of the SMC are:

- Willful disobedience of any of the articles ruling the functions and actions of the SMC.
- Failure to declare a conflict of interest between the duties a SMC member and other personal duties or interests.
- Conviction by a court of law. During the trial of the accused, members will refrain from / be excluded from the SMC meetings until the verdict is known.

In case expulsion of a member is to be considered, a special SMC meeting will be called. The offending member will first be given opportunity to defend her/himself. For an expulsion decision to be passed, a quorum is required.

4.2.6 Ordinary Meetings

The SMC will meet at least four (4) times a year. Notification of the date of the meeting with the copies and minutes of the previous meetings, the agenda, and the relevant documents are to be sent by the Secretary to all the members not less than 15 days before the date for which the meeting is called. For purposes of taking decisions, the quorum will be formed by 2/3 of the members at meetings

4.2.7 Extra Ordinary Meetings

The SMC can convene extraordinary meetings at the request of the Chairperson and the Secretary or the written request of three members of the SMC. Notice of the extra ordinary meeting, with the business to be considered, is delivered to members not less than seven days before the date on which the meeting is called. For purposes of taking decisions, the quorum will be formed by 2/3 of the members at extra ordinary meetings

4.2.8 Annual General Meeting

The Annual General Meeting of the SMC shall be held in the first half of the Third term each year upon giving fourteen days notice to all members. At the Annual General Meeting the Chair shall be taken by the SMC Chairperson, or in his/her absence the Vice-Chair of the Committee. Twenty members (Parents and Teachers) shall constitute a quorum at the Annual General Meeting.

ARTICLE 5: INCOME AND FINANCIAL MANAGEMENT

5.1 Sources of Income

The sources of income of the School shall include: School dues, which shall be determined by the Head teacher with the approval of the Board. They shall include: tuition, meals and boarding fees and development fund. Other sources will include grants, donations, and incomes from fund-raising functions.

5.2. Finance Management

The B.O.D Treasurer and Appointed External Auditor are entitled to access all financial documents and files of the school. The Bursar shall be the responsible person for all finances of the school .

The Headteacher shall present to the BOD for its approval the annual plan for the whole school including the budget for the coming year.

The authorized signatories shall sign all the organization cheques. The BOARD Chairperson shall be the chief signatory of the School's Accounts. Either the Treasurer or the Secretary shall co-sign the cheques..

The accounts of the school shall be audited annually, (preferably at the end of each academic year) by an auditor approved by appointed by the Board of Directors. The said auditor shall have a right of access at all times to the books of accounts and he/she shall be entitled to require from the officials of the school such information and explanation as he/she may deem necessary. The BOD may cause to audit books of accounts as they deems necessary.

ARTICLE 6: ADMINISTRATIVE HIERARCHY AND DUTIES

A School Management Team is headed by the **Head teachers** and assisted by the **Deputy Head Teacher -Administration** and **Deputy Head Teacher- Academics**, others in middle and bottom level management roles include the **Director of Studies**, the **School Bursar** plus the different

Heads of Departments. This school management teams is supervised on a day – to -day basis by the **School Director- Nursery** and **School Director-Primary**

6.1 Functions of the School Director

The School Directors are the overall day-to-day Governors of the School. Their administrative duties cover the areas of Governance, Finance and Strategic Management.

6.1.1 Governance Duties

The School Director performs the following day-to- day Governance Duties of behalf of the School Board:

- Ensure that school management implements and complies with the resolutions passed by the Board of Directors.
- Ensure that school management complies with National, Kampala Capital City Authority laws and requirements.

6.1.2. Financial Duties

The following are the financial responsibilities of the School Directors:

- Approve financial payments made by the school for goods purchased and services offered.
- Authorise financial requisitions made by the school management and staff.
- Approve financial reports prepared by the bursar, internal and external auditors.
- Analyze, negotiate and approve financial terms and conditions for goods and service providers of the school.
- Approve the procurement of capital assets and other school requirements.
- Supervise the operations of the school finance office to ensure the application of sound accounting practices.
- To vet and engage external auditors.
- Approve terms and conditions for requested Loan Facilities

6.1.3 Strategic Management Duties

The strategic management duties of the School Director include:

- Setting medium and long term development goals for the School.
- Determining actions to achieve set school development goals.
- Mobilizing financial and physical resources to execute the school development actions.

6.2 Functions of the Head Teachers

The Head Teachers are tasked with the following day – to-day school management responsibilities:

6.2.1 School Management Committee Duties

- Serve as the Secretary of the School Management Committee.
- Oversee the implementation of SMC Management Committee resolutions and ensuring staff compliance to these resolutions.
- Develop school Operational Development Plans for discussion and modification by the SMC Management Committee.
- Maintaining an achieve of the documentations of SMC Management Committee proceedings.

6.2.2 Human Resource Management Duties

Human resource management function performed by The Head Teacher includes the following duties:

- Oversee teacher recruitment and induction activities.
- Motivating, training teaching staff
- Develop a teacher's code of conduct.
- Develop disciplinary measures to ensure teachers compliance to code of conduct.
- Monitor and evaluate teacher job performance

6.2.3 General Duties

- Coordinating with Ministry of Education and Local Government Officials.
- Meeting with other education professionals, and representing the school at conferences and other events outside the school in the local community and nationwide
- Ensuring the motivation of the pupils
- Ensuring facilities are available to enable effective and efficient teaching/learning processes.
- Ensuring the school is up-to-date with innovations, from teaching practices to new technologies
- Reporting on the school's performance to a range of audiences, including the Directors, the Local Education Authority, the local community and others
- Managing strctures (e.g. classrooms) effectively to meet the needs of the curriculum and Health & Safety requirements
- Resolving major disciplinary issues with pupils, including working in partnership with the police and social services.

6.3 Functions of the Director of Studies

The main duties of the Director of Studies are as follows:

6.3.1 Academic Duties

- To take overall responsibility for all aspects of teaching and learning within the school.
- To advise the Headmaster and School Directors on all academic matters.
- To oversee the creation and maintenance of all academic policies. .
- To keep the Headteacher, and all staff, abreast of developments in education; to promote subject departmental initiatives where appropriate.
- To develop links, for the benefit of the school, with other education promoting organisations,
- To attend any senior management meetings as required.

6.3.2 Staff Management

- To lead and manage the Heads of Department; to encourage, support and challenge them to maintain and raise the academic standards.
- To monitor constantly staff performance and to be the first port of call for any teacher in need of advice or support.
- To chair all Heads of Department meetings.
- To assist the Head teacher with the school's staff appraisal activities..
- To arrange and oversee all staff academic professional development projects.
- To arrange cover for absent staff; to record and monitor all teachers absences.
- To assist the Headmaster with interviewing applicants for teaching posts and to advise on the appointment of staff.

6.3.3 Timetable

- To plan the timetable structure and to construct the termly timetable within that structure.
- To oversee the timetabling and administration of prep.

6.3.4 Administration

- To organise all school examinations, both internal and external.
- To oversee arrangements for setting and streaming throughout the school.

- To assist the Headmaster with pupil admissions policy and constantly to monitor and manage arrangements for entrance testing and assessment; to contribute to all entrance decisions.
- To administer all pupil assessment and monitoring..

6.4 Functions of the Heads of Department

The duties and responsibilities of a Head of Department shall include the following:

- Performing the duties of a Teacher and Head a Department for a particular subject;
- Actively assisting the Head Teacher in ensuring the good professional practice, standards, and quality of teaching and learning.
- Advising and contributing to curriculum development at school.
- Co-ordinating the teaching and learning of the subject/s for which one is responsible;
- Setting examination papers, co-ordinating marking schemes and moderating examinations and assessment processes .
- Ensuring timely and adequate provision of textbooks, materials, and equipment required for the effective teaching of the subjects.
- Ensuring that the maintenance and upkeep of equipment related to the subject. Preparing specifications and budgets for the requirements of the subject specific teaching tools and equipments.
- Mentoring other teachers in the subject/level of their speciality.
- Holding and leading regular departmental meetings and ensuring the keeping of minutes;

ARTICLE 7. STAFF DUTIES AND DISCIPLINE

A staff member shall devote such time to duty and perform any such duties as is required by his/her employers. A full time staff shall teach/work, at least, a minimum of lessons/hours per week as prescribed by the Head Teacher. All staff members shall participate in practicals and community activities to facilitate training and to show a good example to the pupils.

7.1 Duties of the Teacher on Duty

The teacher on duty, a responsibility held on a rotational basis, performs the following tasks:

- Serve as the School Time Manager.
- Ensure the smooth running of the school routine during the week.
- Enforce the school rules and regulations, and pay attention to the discipline of the children.
- Supervise Pupils and Teachers meals preparation and service to ensure it is done on time.
- Checks on the general cleanliness of the classes, latrines and toilets and compound from time-to-time.
- Ensure that pupils are smartly dressed in the appropriate school uniforms.
- Chair the school assemblies during his/her week.
- Collaborate with the teachers in charge of various activities for proper organization.
- Work in close collaboration with the concerned authorities to ensure the health of the pupils and staff.
- Supervise the prefects on duty and encourage the pupils to speak English
- Make a detailed weekly report and make recommendations to overcome challenges faced before handing over to the next teacher on duty.

The teacher on duty is expected to arrive by 7:15 AM.

7.2 Duties of Class Teacher

The Class Teacher's responsibilities include the following:

- Supervise the cleaning of the classrooms

- Time table making
- Serve as caretaker of classroom furniture and other classroom facilities.
- Marking the register daily indicating pupils who are present and absent
- Writing assessment sheets and reports.
- Ensuring that the children are ready for learning
- Ensure that subjects are taught as they are on the time table .
- Occupy his/her classroom whenever the subject teachers are absent or unavailable.
- Supervise and Monitor the teaching of the subject teachers i.e scheming, lesson planning, marking books and giving out home work
- Advising parents, the head teacher and the subject teachers as to how the pupils can improve / progress in class.

The class teacher is directly responsible for the poor or good performance of the class.

7.3 General Duties of Teaching Staff

The subject Teachers are tasked with:

- Prepare and plan schemes of work
- Prepare and plan lessons
- Guide and counsel pupils.
- Prepare and conduct lessons.
- Develop Instructional materials
- Evaluate Pupils' academic performance and progress
- Carry out any other duties as may be assigned from time to time.

ARTICLE 8. STAFF DISCIPLINARY PROCEDURES

Where the staff member proves to be of incompetent or is found guilty of misconduct he /she will be subjected to disciplinary Action as detailed in **Annexure 2 -Staff Disciplinary Procedures.**

ARTICLE 9: STAFF SALARY/WAGES AND ALLOWANCES

The staff salary/wages and allowances shall be within the framework of the established structure.

The salary/wage shall be paid by cheque every month. There shall be a provision for staff salary advance in case of need. Revision of salaries/wages and allowances shall be done periodically in accordance with the prevailing situation;.Every new salary shall be effected after the approval by the BOD.

A permanent and full time staff member is entitled to one official paid leave of thirty continuous days every calendar year.

Any staff member with less than a minimum number of lessons/hours of work per week prescribed by the Head Teacher shall be deemed to be a part timer and shall not be entitled to a full salary/wage, and other accrued benefits.

A Head of Department who has not presented his/her monthly report shall not receive his/her salary of the month in question until he/she gives it.

ARTICLE 10: ADMISSIONS:.

Pupils shall be enrolled on academic merit, success in the interview and recommendation from previous school.

Pupil enrolment shall be done by the Head Teacher and staff.

The total number of Pupils shall not exceed available facilities, to facilitate training of each

Promotion to higher classes shall depend on the pass mark.

Uniform: The school shall have a uniform bearing a badge as approved by the BOD for the

promotion of discipline, general smartness, and the school identity.

ARTICLE 11: PUPIL DISCIPLINE:

The school has written-down rules and regulations approved by the Head Teacher and enforced by the staff.

The rules and regulations shall reflect the basic character and special characteristics of the school.

The school rules and regulations shall be read and counter signed by the parent/guardian on admission.

Every Pupil shall respect and obey the authorities: BOD, Head Teacher, Deputy Head Teacher,

Any Pupil who violates any of the school rules and regulations shall be disciplined by the staff or Head Teacher. But in matters of a fine, exclusion, suspension or dismissal, the Headteacher shall have the final say .

Every Pupil must arrive at school on the indicated date. Pupils must be on time for any other school activities.

Every Pupil must be smartly dressed in school uniform from Monday to Friday, put on home wear out of school hours for boarding students and ceremonial wear when moving out of school premises. They must be tidy even in other aspects.

All Pupils shall attend all activities time-tabled everyday.
Every Pupil must do all class exercises and home works given to him/her by teachers and duly hand them in.

. No visitors shall be allowed in Pupils' dormitories. And all visitors shall be received only through the Head Teacher or teacher on duty, except on singled out visitors' days.

No Pupil shall leave the school without written permission.

All Pupils shall speak English all the time they are at school.

Every Pupil is expected to take part in all school activities..

Striking, stealing, teasing/bullying, fighting, talking foul language are forbidden.

ARTICLE 12: SYLLABUS AND CURRICULUM:

The school shall follow the syllabi provided by the Ministry of Education .

The school shall provide for a variety of co-curricular activities.

ARTICLE 13: AMENDMENT TO THE CONSTITUTION

Any provision of this constitution may be amended at a general meeting of the BOD. and an amendment shall be passed by THREE-QUARTERS majority of all the full members of the BOD provided that:

A notice calling a general meeting at which it is proposed to amend the Constitution shall specifically state this fact and indicate the exact amendment proposed.

An amendment to the constitution, when duly passed shall not affect the validity of completed transactions.

ARTICLE 14: WINDING UP

If, in the event of winding up of the school, whether voluntary or otherwise, at any time, there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall remain under the ownership of the proprietors of the school.

ARTICLE 15. ENACTING OF THE CONSTITUTION

We the proprietors of **TARA NURSERY AND PRIMARY SCHOOL –KAMPALA LIMITED** approve and enact on this theday of2017

| NO | NAME | POSITION | ADDRESS | SIGNATURE |
|-----------|-----------------------|-----------------|----------------|------------------|
| 1 | Nsubuga Frederick | Director | Kampala | |
| 2 | .Musaasizi Rebecca | Director | Kampala | |
| 3 | Kiryatabaala Geoffrey | Director. | Kampala | |
| 4 | Maureen Mukoda Joy | Director | Kampala | |

TEACHER CODE OF CONDUCT

1. All teachers should arrive at school before 7:20 am and must actively attend the assembly at the time / any other time without fail.
2. Every teacher must draw a scheme of work for his /her class before the term opens and must keep a preparation book with enough work prepared for a given class.
3. Every teacher must supervise the work done by the pupils in the class and guide them accordingly. The teacher is expected to move from child to child so all of them are assisted.
4. If any member of staff intends to be absent on any day of work he or she should inform the head teacher's office.
5. Every Teacher must take a roll call before starting a lesson to get to know how the pupils attend a lesson.
6. Every teacher of this school must put in an extra effort aimed at transforming a child academically, socially, spiritually, morally and physically.
7. All teacher's must encourage pupil smartness at all times.
8. All teachers must spend must respond to decisions taken during staff meetings.
9. Every member of staff should dress decently.
10. Parents must be handled with respect. Rudeness to parents is not entertained at all.
11. All teachers are expected to participate in activities which involve the whole school
12. Every member of staff must focus all efforts on excellent performance bearing in mind that he or she should be served.
13. Any teacher who intends to leave school should give a three months prior notice to the Deputy Head Teacher- Administration.
14. Any misconduct by a teacher will be charged accordingly.
15. Spoken English must be encouraged by all teachers

16. Enrolling, dismissing or sending of children at any time is the preserve of the administrative authorities.
17. Any member of staff indulging in love affairs with pupils will be dismissed forthwith and matters will be handed to law enforcement authorities.
18. No member of staff will be allowed to attend to pupil while in a drunken stupor.
19. Drug abuse is not allowed on the school compound at whatever cost.
20. Formation of cliques, cheap talks and rumour mongering will not be tolerated in the school.
21. Each member of staff should respect one another
22. Fighting .quarrelling among staff members will call for immediate disciplinary action.
23. All school dues received by teachers should be forwarded to the bursar shortly after reception.

24. A teacher who is absent from duty for three consecutive days without justifiable notification will face automatic dismissal

Any teacher who cannot work according to this code will not be allowed to continue serving in this school. Duties performed by him /r will be stopped there and then without further notice.

I the undersigned staff have duly read, understood , accept and promise to follow the above cod eof conduct ,stipulating the rules and regulation teachers execution of school duties.

Teacher's Name:

Teachers Signature:

Date:

Signed in the presence of

HEAD TEACHER

ANNEXURE 2

STAFF DISCIPLINARY PROCEDURE

This Annexure to the **Tara Nursery And Primary School Constitution** sets out the formal disciplinary procedure to deal with allegations of misconduct. Counselling, reminders and other informal action, which may, on occasion, be necessary in the course of day- to- day operation of the school, lie outside the scope of this Annexure. Minor problems should be resolved without recourse to the formal procedure and, wherever necessary, consideration should be given to providing the appropriate support and assistance to the concerned staff member. Nothing in the staff disciplinary procedures adopted by Tara Nursery and Primary School shall not detract from the rights conferred upon the employees by National Labour and Employment Laws of Uganda.

2.0 Key Definitions

2.1 Misconduct: This is an act or omission by a teacher, which is considered to be unacceptable professional behaviour. It can also have very serious dimensions including those involving criminal proceedings

2.2 Incompetency/ Lack of Capability: This refers to situations where, due to a lack of capability and /or application, a teacher fails consist to perform his/her duties to a professional acceptable standard.

3.0 Levels of Misconduct

The lists below are merely for general guidance and should not be taken as either definitive or comprehensive. Each situation will be dealt with according to the particular seriousness of the situation.

3.1 Examples of minor misconduct

- Minor time wasting
- Occasional lateness
- Minor instances of insubordination

3.2 Examples of Serious Misconduct

- Significant unauthorised absences from work
- Persistent or serious instances of insubordination
- Persistent bad timekeeping
- Continued repetition of previous offences

3.3 Examples of Gross Misconduct

Gross misconduct, which will result in the immediate referral of an adverse report to a Disciplinary Committee and may result in dismissal, is regarded as misconduct of such a nature that it fundamentally breaches the contractual relationship between the employee and the employer. Examples of gross misconduct all of which may result in dismissal include:-

- Stealing from the employer, members of staff, pupils or parents, other offences of dishonesty;
 - Sexual misconduct at work;
 - Harassment of other employees, children or parents on the grounds of sex, ethnicity, sexual orientation, disability, religion, belief or age
 - Misuse of the internet, email, mobile telephone or other school facilities;
 - Fighting, physical assault;
 - Serious violation of the School's policies relating to conduct at work, eg anti-bullying policy, computer security policy etc;
 - Falsification of a qualification which is a stated requirement of employment or which results in financial gain;
 - Deliberate damage to or misuse of the school's property;
 - Drunkenness or being under the influence of drugs at work,
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- Falsification of records or claims for personal gain e.g. work records, travel expenses etc;
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- Wilful disregard of health and safety regulations;
 - Serious negligence which causes unacceptable loss damage or injury;
 - Serious violation of catering hygiene regulations;
 - Intimidation of whistleblowers or witnesses to Hearings;

It should also be noted that disciplinary action may be considered in relation to acts of misconduct which take place outside of school hours, for example, in instances of criminal prosecution and/or conviction/caution for such actions. The considerations should be the relevance of the offence to the teacher's duties, the effect on the contractual relationship with the employer and/or on colleagues/pupils/parents or whether the actions of the Teacher brings the reputation of the School into disrepute.

4.0 General Principles Underlying Staff Disciplinary Procedures

- a) All issues involving disciplinary and dismissal matters falling within this procedure will be treated in the strictest confidence.

- b) No disciplinary action will be taken against a teacher without the teacher first being given an opportunity to answer any allegation made.
- c) The teacher who is subject to disciplinary action has the right to attend any disciplinary meeting convened under this procedure. The Head teacher should remind the teacher of their right to attend and should ensure that the teacher is provided with a copy of the staff disciplinary procedures as part of employment induction and during disciplinary proceedings.
- d) Any reports about staff indiscipline under this procedure will not be dealt with by the full Board of Directors, but by the Disciplinary and Dismissal Committee set up for that purpose comprising of the two **school directors, the head teacher and the senior man/woman teachers.**

5.0 Suspension

In all cases where a member of staff is to be suspended under the School's Disciplinary Procedure, the following process will be followed:

5.1 Reasons for Suspension

Circumstances

in which suspension properly occurs include:

- (a) Where the allegation is so serious that dismissal for gross misconduct is possible.
- (b) Where an allegation of misconduct has been made against a member of staff and a suspension is necessary to allow the investigation to proceed unimpeded.
- (c) Where a member of staff is the subject of an allegation of misconduct, the nature of which could involve potential risks to children, or other employees or the member of staff him/herself.
- (d) On medical grounds where there may be a recommendation for the dismissal of the member of staff.
- (e) On completion of formal capability procedures which may result in a recommendation for the dismissal of the member of staff.
- (f) Where other exceptional circumstances arise.

Suspension should not be entered into lightly and it is not a disciplinary sanction.

Automatic suspension following any allegation could be unnecessary and damaging to staff and the school.

5.2. Meeting to Consider Suspension

(a) Where suspension is under consideration, a meeting should be arranged with the member of staff. For teachers this would normally be outside pupil contact time. The process must be handled sensitively.. The meeting chaired by the Head Teacher will constitute the deputy Head Teachers and the senior woman/man teachers.

(b) At the outset of the meeting the member of staff should be informed that a serious complaint or allegation has been made and that, at the conclusion of the meeting, suspension might occur. It should be made clear, however, that the meeting is not a formal disciplinary hearing but is for the purpose of putting forward a serious matter which may lead to suspension and further investigation.

(c) The member of staff should be given as much information, including reasons for any proposed suspension, as is appropriate in the circumstances.

(f) In the case of an allegation involving an external agency (eg Child Protection, Police, Audit) this should be consistent with not interfering with an investigation about the allegation. The member of staff should be informed that the agencies will undertake their own investigation and interview procedures.

(h) The member of staff should be informed that he/she will be given a subsequent opportunity to put forward his/her side of the case at a separate meeting should the matter proceed into the School's Disciplinary and Dismissal Procedure.

(i) If, as a result of the meeting, the Head teacher considers that suspension is necessary along with a full investigation of the allegations, the member of staff should be advised that he/she is suspended from duty on full pay. The member of staff should be assured that he/she remains an employee of the School.

(j) If the Head considers that suspension is unnecessary or decides to take an alternative course of action e.g. leave of absence, no action will be taken to suspend, but other action may subsequently follow.

NOTE: There may be circumstances where it is considered inappropriate to convene a meeting.

5.3 Application of the above to The Head teacher

(a) In cases where the Head Teacher is the subject of allegations and is suspended, the same principles embodied in Sections 5 will apply. Suspension will be effected by the School Director.

(b) The implications for the continued management of the school need to be considered at this stage by the School Directors including the arrangements for an Acting Head Teacher.

5.4 Outcome Of Investigation

(a) At the end of the investigation, a meeting should be arranged to inform the member of staff of the outcome and any further action to be taken. The member of staff should be informed that he/she may be accompanied by a fellow

(b) If the outcome results in a disciplinary charge, further action will be in accordance with the School's Disciplinary and Dismissal Procedure.

© Where it is decided not to proceed with any form of disciplinary action, a suspension should be lifted immediately by the Head Teacher.

6.0 Formal Disciplinary Sanctions

Depending upon the seriousness of the conduct complained of, a formal disciplinary sanction (first written, second written, final written warnings or dismissal), may be issued following a hearing

First Written Warning - Headteacher or Disciplinary and Dismissal Committee

Second Written Warning - Headteacher or Disciplinary and Dismissal Committee

Final Written Warning – Disciplinary and Dismissal Committee or Head teacher (where the School Directors have delegated to the Headteacher the power to issue such a warning)

Dismissal Decision – Disciplinary and Dismissal Committee or the Headteacher (where the School Directors have delegated this authority to the Headteacher)

NOTE: These sanctions are not necessarily issued to a teacher in a sequential order; any sanction may be issued for a first disciplinary offence. The sanction issued is dependent upon the seriousness of the allegation/level of misconduct.

6.1 Formal Warnings

(a) The person(s) issuing a formal warning must clearly advise the teacher of the consequences of disregarding the warning..

(b) If the conduct continues to be unsatisfactory or further offences occur, consideration must be given to further disciplinary action under this procedure.

© There may be occasions when misconduct is considered to be insufficiently serious to justify dismissal but sufficiently serious to warrant only one written warning being issued which will, in effect, be both a first and final warning.

(d) A copy of the warning will be retained in the teacher's file. A first written warning will be retained for a period of 6 months, a second written warning will be retained for a period of 1 year and a final written warning will be retained for a period of 2 years.

(e) Records of warnings will be expunged at the end of the stated time and any note or reference thereto should be removed from the teacher's personal file and the teacher concerned informed, in writing, at the time this takes place.

(f) Where a warning has been expunged, neither the warning nor the material can be subsequently used in any disciplinary hearing

6.1.1 Position of Head teacher

The procedures relating to warnings which may be issued to the Headteacher are the same as described in Paragraphs 5 and 6 except that references to the Headteacher will be replaced by the Disciplinary and Dismissal Committee.

Comprising of the **School Directors Only**. Any warning will only be issued by the Disciplinary and Dismissal Committee following a hearing

7.0 The Disciplinary and Dismissal Committee

7.1 Presentation of Reports to the Disciplinary and Dismissal Committee

Where a decision has been made under to refer the matter of a teacher's conduct to the Disciplinary and Dismissal Committee, the following procedures will apply:

(a) The Headteacher or other appropriate person will inform the teacher that a report is to be presented to a meeting of the Disciplinary and Dismissal Committee, for their consideration, and the reason(s) why this action is being taken. Thereafter, the Head Teacher or other appropriate person will send a notification, in writing, to the teacher concerned informing him/her of the date, time and place of such a meeting and will send to the teacher at the time (if available) a copy of the report. The teacher will be invited to submit any documents in response to the report and will be advised that failure to attend the meeting without an acceptable reason could lead to the meeting proceeding in his/her absence. A copy of the report together with copies of any statements, will, be sent to the teacher so as to arrive no later than 10 working days before the date of the meeting.

(b) A copy of the report and any accompanying documents (including any documents submitted by the teacher) will normally be forwarded to members of the Disciplinary and Dismissal Committee at least 5 working days prior to the meeting referred to in (a) above.

7.2 Procedure at the Hearing of the Disciplinary and Dismissal Committee

(a) The Headteacher or other appropriate person (the presenter of the report) should present the report to the Disciplinary and Dismissal Committee and will be entitled to call and recall witnesses as necessary. Exceptionally, the Governing Body may appoint an alternative person to present the report. .

(b) The teacher will be entitled to question the presenter of the report and any witnesses called. Witnesses should only normally be present when they are required to give evidence directly to the hearing.

(c) The Headteacher or other appropriate person (the presenter of the report) should present the report to the Disciplinary and Dismissal Committee and will be entitled to call and recall witnesses as necessary. Exceptionally, the School Directors may appoint an alternative person to present the report .

(d) The teacher and/or his/her representative will be entitled to make an opening statement and present any documents to the Disciplinary and Dismissal Committee and to call and recall witnesses as necessary.

(e) The presenter of the report will be entitled to question the teacher and any witnesses who have been called by him/her.

(f) The presenter of the report will be entitled to make a closing statement to the Disciplinary and Dismissal Committee and, thereafter, the teacher or their representative will have the same right.

(g) At any stage during the hearing, the members of the Disciplinary and Dismissal Committee will be entitled to question any person who has made a statement or given evidence at the hearing.

(h) The parties will then withdraw from the meeting and the Disciplinary and Dismissal Committee will reach a decision, in private

7.3 Disciplinary Options Available to the Disciplinary and Dismissal Committee

The options available to the Disciplinary and Dismissal Committee are as follows:

(i) to take no further action;

(ii) to issue a written instruction (having regard to the terms of the teacher's contract

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(iii) to take disciplinary action;

(j) The disciplinary sanctions available to the Disciplinary and Dismissal Committee are as follows:-

(i) to issue a formal warning which may be a first, second or final written warning.

(ii) to dismiss with or without notice.

In cases of gross misconduct, where the decision is to dismiss without notice, termination of employment will take effect from the date of the decision.

8.0 CRIMINAL OFFENCES

(a) In the event of a criminal offence being suspected on the part of a teacher, which is connected with his/her employment, the Headteacher should inform the School Directors who will seek Legal advice of the School Lawyer.

(b) If the allegations involve financial or accounting irregularities or circumstances which may suggest irregularities affecting cash, stores, property, remuneration or allowances, the Headteacher should inform the School Directors so that the complaint can be investigated under the procedures normally applied for suspected financial irregularities.

(c) Normally a teacher will not be the subject of any disciplinary proceedings in respect of a matter whilst it is the subject of police investigations/legal proceedings

(d) Where a teacher is not available for duty by reason of being detained in custody and is, subsequently, found not guilty, any salary withheld during that period of detention will be reimbursed to the teacher. The teacher must be informed if salary is to be withheld.

