



CROWN PRINCE ACADEMY

(Early Childhood Development Centre / Primary & Junior High School)

Dear Parent/Guardian,

END OF TERM 3 NEWSLETTER - JULY 27, 2017

Introduction: We are excited and grateful to end this academic year, 2016/17 successfully today July 27, 2017. New innovative and creative programmes were introduced, making us highly optimistic that our future is bright! We will continue to strive for success in all aspects of CPA with your unwavering support.

14TH Graduation Ceremony: Crown Prince Academy had its 14TH Graduation Ceremony on July 8, 2017 on the theme “**Entrepreneurship Education - Shaping Entrepreneurial Minds**”. The Class of 2017 comprised 77 graduates, bringing the total number of students who graduated from our school since 2004 to 1, 223.

We thank you all for your prayers and support.

July 22 PTA Meeting: A total of **498** parents/guardians attended the PTA meeting, representing **47%** turn-out. Indeed, management was impressed about the` turn-out in spite of the short notice, and your meaningful contributions.

We wish to assure you that, management will work hand-in-hand with the PTA Executive to address your concerns.

Transformation Era: Our transformation is to ensure that CPA students are well equipped to excel as the world of technology and education constantly evolves. We are transforming to best represent the essence of our existence as an educational institution.

VISION: To be the leading institution that fosters creativity, innovation and individuality.

LOGO:



The **world** and beyond.

CPA **student** reaching out to the world (signifies a leader)

The **gold** signifies, uniqueness, and the quest for perfection.

Management/Staff supporting CPA student to reach the world (sending leaders to the world)

Overall, the **Crown** represents royalty.

Others are;

- change of uniforms (September 2017),
- rebranding of website (ongoing),
- introducing E-Learning (September 2017),
- refurbishing of computer labs and library (2017/18),
- new furniture from P.1 to JHS F.1 in September 2017 (JHS F2 & 3 changed already),
- construction of play/sports field in January (Annex),
- building of a canteen in 2017/18 (Annex),
- reshuffling of teaching staff (September 2017), and
- revamp of curriculum (2017/18).

We humbly urge all clients to have patience in this period, so that we can achieve success and deliver the best of service.

Change of Uniforms: In line with our transformation, and to ensure uniformity, all pupils/students will wear same colour of uniform but with different designs. The designs will be according to the levels in various departments as shown below.

DAY	PLAYGROUP to KG	P. 1 to P.6	JHS F.1 to 3
MON/TUES/THURS	<u>Girls</u> - Navy Blue Dress with a belt & white Blouse (inner) <u>Boys</u> - Navy Blue shorts with White shirt & sewn pocket handkerchief.	<u>Girls</u> - Navy Blue skirt with white Blouse & a girl's bow tie. <u>Boys</u> - Navy Blue shorts with White shirt & a bow tie.	<u>Girls</u> - Navy Blue skirt with white Blouse & a girl's bow tie. <u>Boys</u> - Navy Blue shorts with White shirt & a long tie.
WED/ FRI	<u>Girls</u> - Customized Lacoste Dress <u>Boys</u> - Customized Lacoste with Navy Blue shorts.	<u>Girls</u> – Customized Lacoste with Navy Blue skirt. <u>Boys</u> - Customized Lacoste with Navy Blue shorts.	<u>Girls</u> – Customized Lacoste with Navy Blue skirt. <u>Boys</u> - Customized Lacoste with Navy Blue shorts.

As our usual practice, the Primary 6 and KG pupils change their uniforms at the beginning of every academic year. However, the pupils currently transiting from KG to P.1 had their uniforms changed at the beginning of this academic year, therefore, they are given a grace period of one year to change them to the newly introduced ones. Likewise, **with exception of JHS F.1 students**, all pupils/students in Playgroup to JHS F.3 have a grace period of one year to change their uniforms accordingly.

We wish to emphasize that the official school uniforms are the newly introduced uniforms for **Mondays, Tuesdays and Thursdays**, while the customized Lacoste with Navy Blue skirt for girls/ Navy Blue shorts for boys, are to be worn on **Wednesdays and Fridays**.

We also want to remind all cherished clients that our policy on Black pair of shoes and the school's customized pair of white socks, is still in force.

Piloting E-Learning: After several discussions and scrutiny of various companies on E-learning project, management is glad to announce its readiness to introduce the programme on pilot basis in Junior High Form 1.

At the commencement of the pilot project, students will be able to access Subject Forecasts, Lesson Plans, Reading notes, Classwork and Home assignments. When we are successful, other products together with the remaining classes, will be rolled on.

Management will arrange with a company to supply Tablets to students, based on the company's terms and conditions.

No increment in fees: Management has decided to maintain the fees charged in Term 3 of 2016/17 academic year for all levels, in Term 1 of 2017/18. This means that, **except the increment in textbooks fees and uniforms** which are fixed by suppliers, fees charged for tuition, feeding, Note/Exercise books, practicals, welfare/maintenance etc., remained constant. However, we wish to stress that, school uniforms, textbooks and exercise books are strictly **not** on credit.

Reporting/Closing Time: The official reporting time to school for the ECDC is 8:30 am; Primary 7:30am, and JHS 7:15am. We officially close at 4:00pm on both campuses except, in the first week of re-opening and the last week of vacation, when we close at 2:45pm. All pupils/students are expected to leave the premises by 4:30pm. However, any parent/guardian who wish to pick his/her ward before the official closing time could do so on permission.

After School Day Care: At the beginning of the next academic year, the school will offer '**After School Day Care**' for pupils/students who are picked after **5:00pm**. This is to ensure that they are properly supervised to do their Homework and, also served with snack. To motivate staff who will be tasked to do this, management requires parents/guardians whose wards are involved to pay a daily fee of GH¢3.00 per child, for this service. Proper arrangement would be put in place for Homework supervision, snack and safety of your ward. We wish to assure you that, your commitment towards this service will be of great benefit to you and your ward, rather than being left unattended to.

Fee Policy: The school has introduced a new method of paying school fees. Clients who use smart phones could pay school fees through **ECOBANK MasterPass QR**. Parents/Guardians are also encouraged to make payment through the school's **ADB Account No. 1141010044355001** and **ECOBANK Account No. 0060134409211501**. In the near future, payment of school fees will be made strictly through bank. However, any issue concerning this policy could be channeled through the Accounts Department.

Reshuffling of Classes: There will be reshuffling of classes from Primary 1 to F.3 in Term 1, 2017/18, to correct the prevailing gender imbalance and enrollment in classrooms.

We humbly plead for your understanding and support towards this necessary and important exercise.

Vacation School: This year's vacation school will be organised in line with our new vision. It begins on August 7, 2017 and ends on August 25, 2017 involving all the departments; ECDC, KG to Primary and JHS.

The programme will run as follows;

- i. 9:00am to 11:00am - **Teaching of Core Subjects**
- ii. 11:00am to 12:00am - Break

- iii. 12:00am to 2:00pm - **Co-curricular programmes (e.g. Sports, Entrepreneurship, Spelling Bee, Reading Clinic and Drama)**
- iv. 2:00pm - Closing

In exception of children in Playgroup to Kindergarten, all pupils/students have the opportunity to change Co-curricular activities after a week. This will enable them to get exposed to variety of activities.

Also, apart from Playgroup to KG children whose fees have a little increment, fees from P.1 to JHS F.2 remained the same as the fees charged during the last Summer School.

The fees are as follows

- ❖ Playgroup - Nursery 1 - GH¢100.00
- ❖ Kindergarten - GH¢105.00
- ❖ Primary 1 to P4 - GH¢110.00
- ❖ Primary 5 to P6 - GH¢125.00
- ❖ JHS 1 & 2 - GH¢145.00

On the last day, August 25, there will be a funfair for pupils/students to showcase their talents in craftwork, painting, soap-making, beads, woodwork and sports. Some of the products will be offered for sale.

We encourage you to enroll your ward for a memorable experience, and also attend the funfair when the time is due.

Terminal Reports: As you have been already informed, our policy on **Paperless Administration** still holds. Terminal reports will be ready by August 18, 2017, and will be put on our website for you to access by using your personalized ID codes/pins, which the school shall text to you afterwards. However, we plead with those without functional contact numbers and addresses, to take steps to update them with us. Parents/Guardians whose wards are slated for repetition will be invited to meet the Academic Leadership Team.

Re-opening: Unlike previous terms when school officially re-opened on Tuesdays, next term's official re-opening date is **Wednesday September 6, 2017**. This is to enable management to organise effective orientation for both new pupils/students and staff, on Tuesday September 5, 2017. Nevertheless, it is **compulsory** for all pupils/students in **P.4 to F.3** to attend **Clean-up Exercise** on Monday, September 4, 2017.

Conclusion: We wish all pupil/students a restful vacation before and after the vacation classes, and for those who will travel outside Accra and Ghana, safe journey.

Thank you.

MANAGEMENT.