



MSASA ACADEMY

18722 Damafalls, Ruwa, Goromonzi District
Cell: +263 712 410 986 | +263 772 907 471
+263 789 922 475 | www.majikagroupofschools.co.zw
msasahigh@majikagroupofschools.co.zw

Rules & Guidelines

(Please read carefully and understand clearly before signing)

1. The school operates Monday to Friday from 07:00-17:00 hours, however learners may be asked to come for organized school events during weekends. Learning starts from 07:30 hours until 15:30 hours. Report to college lessons on time.
2. Learners are expected to be punctual for school and all school activities and events. Arriving late for registration class, meetings, sports or rehearsals shows disregards of rules and disrespect for authority and shall be punishable.
3. No drinking alcohol and smoking or use of drugs is allowed
4. It shall be an offense to report to College while in a state of inebriation or drunkenness. Everyone shall be in a state of soberness at all times.
5. Be smartly dressed and well groomed on all occasions
6. Greet visitors and staff cheerfully. If you are sitting, stand up and greet staff or visitors. If a 6th or 5th form student walks into your class, you must stand up and greet this student. Be polite to all, including other students, staff and management. Apologise if you are wrong. Do not place hands in the pockets while on the college premises.
7. Desist from making noise on the premises. Do not disturb other people at work, studying, teaching or going about their business. Respect them.
8. Respect all workers on the premises as they are part of the community. Avoid walking around the premises aimlessly.
9. Do not damage furniture and IT and sporting equipment, vehicles, pump, electrical installations, as this causes unnecessary escalation of fees. Do not sit on desks – use chairs.
10. Students should confine themselves to the room ordinarily used by their group/class. Desist from visiting friends during lessons as this will cause unnecessary disturbance.
11. We recommend that you pack morning breakfast and afternoon snack for the child.
12. Sick children will not be accepted at the school. Should a child fall sick, he/she will be isolated into the isolation room and the parent/guardian will be informed, and if urgent medical aid none is required, the child will be rushed to the nearest doctor / hospital.

- a) Learners should ensure all daily homework is done and completed.
- b) Learners should participate in at least one sport and one club regularly, unless medically unfit supported with a doctor's letter.
- c) The school is guided by Christian principles, values and morals and these should be respected regardless of your religion.
- d) Learners are expected to be cultured, mannered, hands out of pockets and hats off when talking to, or greeting the elderly.
- e) All learners are expected to be courteous, respectful, helpful and obedient towards teachers, parents, visitors and school authorities at all times.
- f) Learners should be smartly and correctly dressed in correct, complete, clean and neat (with all buttons on) school uniform daily when coming to school and going back home. Uniform includes school ID, name badge and satchel, tie to list a few.
- g) Learners shall constantly maintain cleanliness in the classrooms, restrooms and school grounds.
- h) Learners are not permitted to take intoxicating liquor and drugs nor bring them into the school premises.
- i) No chewing gums at school or at school events, and eating while walking in the school premises.
- j) Possession of weapons and tools like knives, guns, screw drivers are not allowed in school premises.
- k) Running, shouting, fighting and vulgar language is not allowed in the school premises.
- l) Vandalism of school property is an offence and parents will be held liable. No banging of doors, windows, moving of furniture without authority and correct procedures.
- m) Learners are not allowed to go into restricted, prohibited and out of bounds areas without being accompanied by staff members.
- n) Learners should always follow designed foot paths no running in classrooms, passages or administration area or playing in the lawn or areas not designated for playing.
- o) Learners shall not steal or take other learners belongings.
- p) No personal valuables (like cell phones, tablets, laptops etc.) are allowed into the school without school authorization. If found with a gadget not registered with the school, the gadget will be confiscated.
- q) School internet should be used for educational purposes only, social networks, watching or downloading movies are not allowed.
- r) Intimate love affairs among learners and between learners and staff members are not allowed. No kissing, fondling and other intimate related acts.



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Communications Policy

(Please read carefully and understand clearly before signing)

1. The parents/guardians of the learners at Majika Group of Schools (MGS) are encouraged to take an active interest and active involvement in their children's welfare, and this includes their performance in academic and extra-curricular activities to ensure excellent results for success.
2. Parents are encouraged to know the teacher of child and the class and also develop and maintain regular healthy two-way communication.
3. MGS provides several communication platforms these include formal events like "Consultation day." These enable face to face feedback with parents on the development of the learner. "Consultation Day" must be respected and attended fully.
4. The school also communicates with parents through printed letters that are sent in person through learners
5. The school in addition communicates with parents through other social media platforms like emails, bulk sms, our website, Facebook page, to just list a few.
6. All important information like newsletters and upcoming events are uploaded on our website.
7. Phone calls to teaching staff can only be done during breaks or after lessons.
8. Any class issues should be addressed to the class teacher and if not resolved may be referred to the Head of Department (Teacher in Charge or senior teacher) and further to the Deputy and if not satisfied seek the Head's audience.
9. Fees payment and any other payments should be referred to the bursar/accountant.
10. Proper communication channels should always be followed at all times. MGS will not entertain any communication that does not show respect for the child's positive learning and development. These may include false, negative or misrepresentation of the school, school authorities or any activities at the school on the media or any other platforms or channels apart from the ones given by the school. No matter how serious or bad the situation, communication should be done in a professional, respectful, constructive way from both parties. Failure to abide by this will result in withdrawal or termination of services rendered to the child by the school.

1. All school fees for the term shall be paid in full before the opening of each respective term for smooth running of all operations
2. After payment of fees the parent or guardian will be issued with admission card for the child to use daily for admission at the school gate
3. Parents/Guardians should deposit fees into the correct school bank account and present proof of payment for receipting within a week.
4. Failure to deposit in the correct bank account will attract a 5% penalty.
5. We offer a wide rich curriculum to produce world class global leaders hence Cambridge fees are compulsory.
6. The school's banking details and fees are available directly through our WhatsApp contact or by our reception.

I/We _____ ID: _____ being the parent(s)/guardian(s) of the above-named child do hereby consent to abide by the terms and conditions of the enrolment, school rules and guidelines for learners, School Fees Payment Policy, Communication Policy. In the event that any legal action arising thereof instituted against myself/ourselves, I/we do hereby consent to the jurisdiction of the Magistrates Court sitting at Harare, notwithstanding the sum claimed exceeding the monetary jurisdiction of the aforesaid court.

Parent/Guardian Full Name: _____ ID Number: _____

Signature: _____ Date: ____/____/____

Please Tick Attached

- Copy of your child's birth certificate (or passport)
- Copy of your child's most recent school report.
- Copy of the parent's ID

- Passport size photo
- Proof of residence
- Copy of transfer letter (if applicable)

NB – After completing the form and having attached all the required documents book with the reception to meet the Head and submit your application. The Head shall assess and give results at the earliest convenience.