



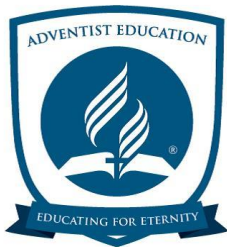
**MASERU SDA  
PRIMARY SCHOOL**

# **LEARNERS' HANDBOOK**

**Telefon: 2233103**

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## 1.0 WELCOME

We are very happy to welcome you into our school for 2025. We believe the choice you have made, did not come by accident, it is because God has a plan for you. Jeremiah 29:11 says “**For I know the thoughts that I have for you, says the Lord, thoughts of peace, and not of evil, to give you an expected end**”. Enjoy Christian education as long as you are at Maseru Seventh-day Primary School.

1.1 Postal Address: Maseru Seventh-day Adventist Primary School  
P. O Box 14340  
Maseru 100  
Lesotho

1.2 Telephone: +266 22323103

1.3 Office Hours: Monday to Thursday 0800-1600hrs  
Friday 0800- 1300hrs

Winter and  
and summer break: Monday to Friday 0900-1400hrs

1.4 Lunch Hours: Secretary 1300-1400hrs

Accounts Clerk 12 noon-1300hrs

Accountant 1300-1400hrs

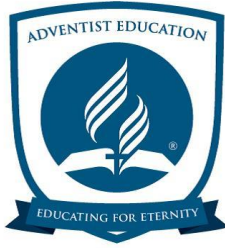
1.5 Email addresses: Secretary`s office; [office@sdapprimary.sc.ls](mailto:office@sdapprimary.sc.ls)  
Accounts office; [accounts@sdapprimary.sc.ls](mailto:accounts@sdapprimary.sc.ls)

## 2.0 Introduction

Maseru Seventh-day Adventist Primary School is a church institution which, aims to develop the whole being of a child, so that children can grow up to be obedient citizens of this world and of the world to come, real servants of their nation and of the Kingdom of God.

2.1 The regulations and instructions in this handbook serve as a guideline for learners at Maseru Seventh-day Adventist Primary School.

2.2 Parents and guardians are also requested to read the handbook. It is Important to know what is expected from their children. This will help them to work hand in hand with the school.



2.3 Parents and guardians are requested to report to school any suspicious behaviour. The school shall work hand in hand with the parents/guardian to help the learner with the academic work.

2.4 The handbook shall be amended when necessary to provide learners with current information. Each time the handbook has been amended; learners shall be given the copies.

### **Code of conduct for learners**

#### **Purpose**

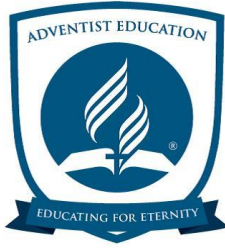
- To guide the activities of all learners in the SDA Primary school community.
- To provide guidance to what the school expectations are.
- To promote self-discipline towards achieving exemplary conduct.
- To provide corrective measures.

This code has the following sections

#### **Rules and regulations**

##### **Behaviour**

- i). Learners may not leave the school grounds without permission. They shall be given written pass out.
- ii). Learners should show respect for: -
  - The individual and his/her physical, emotional and moral being.
  - Both the school property and other people`s property
  - The school environment, including plants, trees and playing fields
  - Respect for the learners who are disabled in different ways
  - Respect for those who are in authority
- iii). Use or possession of tobacco, alcohol or drugs or objectionable reading matter is forbidden while a learner is in school premises and even when is at home as long as he/she is a learner at Maseru Seventh-day Adventist Primary school.



## **Attendance**

- a). Learners must attend school during the prescribed hours, on approved school calendar days.
- b). Learners should arrive on time during assemblies (0740hrs) and be on time for class, and in any other extra-curricular activities.

## **Participation in the school programme**

- a). Learners must participate in the educational programmes prescribed by the Education Department and the school unless exemption has been granted.
- b). Learners may not use any facilities or equipment of the school, including those used for sport, outside school hours without the permission of the Principal/Deputy principal/head of the activity.
- c). The school will not be held liable for any injury or loss arising from any incident or accident during unauthorised activities.

## **3.0 PHILOSOPHY**

3.1 Maseru Seventh-day Adventist Primary School is a church school run by Maseru Seventh-day Adventist Church. The Seventh - day Adventist philosophy of education is God centred. Adventists believe that under the Holy Spirit, God's character and purposes can be understood and be revealed in the Bible, in Jesus Christ and in nature.

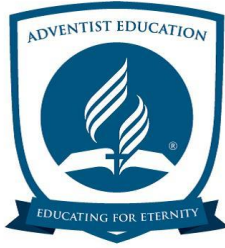
The aim of Adventist education is to restore the image of God in the minds of the learners.

## **4.0 MISSION**

4.1 The school was established to build a child mentally, physical, socially and spiritually and academically with greater particular given to God as our Creator.

## **5.0 VISION**

5.1 To provide all learners with a pleasant and safe environment which will assist with the restoration of the image of God in them. This will help with sound development of Religious and moral values, the importance of being able to make sound decisions, choose what is right and cooperate with others.



## 6.0 OBJECTIVES

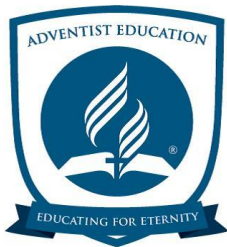
- ” To provide a balanced education with regard to physical, mental, spiritual and social aspects of our pupils.
- To teach pupils to have knowledge, skills and attitude based on societal and economic needs.
- To convey the essential values and beliefs of the Seventh - day Adventist Church to its pupils and youths in a way that train them to fulfil the mission of the church which is “Carry the gospel to all the world”.
- To establish a satisfactory relationship among teachers, parents and pupils.
- To train young people for various branches of Christian Services in Lesotho and beyond.
- To maintain and conduct the institution in accordance with the educational policies of the Seventh-Day Adventist Church and the legal requirements of the Government of the Kingdom of Lesotho.

## MOTTO

*Train up a child in a way he should go, and when he is old, he will not depart from it.*  
*Proverbs 22:6*

In order to meet the above, the school is offering the following as additional to the regular subjects offered by the syllabus:

- Computer lessons for every child from grade 1 to grade 7.
- Pathfinder club, this is also open for every child so that they can learn more about nature and other related life issues
- The school has a chaplain; his work is to assist learners to grow spiritually. He also assists in disciplining learners together with the educators.
- The school also has a library so as to improve reading culture while children are still young (building in progress)
- Learners have cooperative society



### **\*School out**

#### **Monday - Thursday**

**Grade 1** learners will leave the school premises at 1 o'clock.

**Grade 2** learners at 1:30 p.m.

**Grade 3** learners at 1:45 p.m.

**From Grade 4 -7** learners will leave school premises at 2:30 p.m.

#### **Friday**

Learners leave the premises at 1 o'clock.

### **\*ADEMIS program**

Kindly be made aware that this **e-learning** platform will still be used effectively we encourage that should be used coherently with the classroom environment, notes and home-works will be found in it.

### **\*Counselling sessions**

The counselling sessions will be provided by the school for all its community and appointment(s) should be made through our chaplain's office. No payments are expected.

## **7.0 SCHOOL UNIFORM**

Learners are expected to be in full uniform during school hours and when required during other school functions.

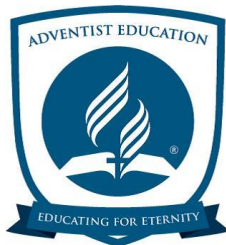
Learners should be always neat. Uniform should be clean and tidy. It should be worn completely and correctly.

Parents should tag/label child's property and uniform to easily be identified when lost.

### **7.1 BOYS SUMMER UNIFORM. (Summer)**

- Navy school short.
- White long-sleeve school shirt with top button.
- Royal blue school blazer.
- Navy with white and royal blue striped knee-high school socks.
- Black leather school shoes.





- Navy school rain coat.
- White sun-hat with one navy blue line on the visor.
- Navy

***(Fridays)***

- Navy blue golf shirt.
- Navy with sky blue stripes P.E short (Boys).
- white takkies/sneakers.

**7.2 BOYS WINTER UNIFORM. (Winter)**

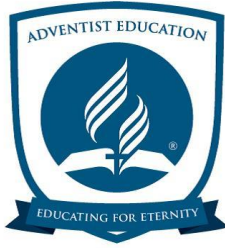
- Long Navy formal school trousers.
- White long sleeve school shirt with top button.
- Royal blue school blazer.
- Navy blue V-neck school jersey with white and royal blue stripes.
- Navy with white and royal blue striped knee-high school socks.
- Black leather school shoes.
- Navy school rain coat.
- Navy blue winter hat with school logo.
- Navy blue tie with school logo.

***(Monday, Wednesday, and Friday)***

- Navy blue and sky-blue track suit with navy blue golf shirt and white takkies/sneakers.

**7.3 GIRLS SUMMER UNIFORM (Summer)**

- Navy Pinafore dress (sleeveless dress).
- White long sleeve school with top button.
- Royal blue school blazer.
- White summer short school socks.
- Black leather school shoes.
- Navy school bag.
- Navy school raincoat.
- White sun-hat with one navy blue line on the visor.
- Navy blue bow tie with school logo.



***(Friday)***

- Navy with sky blue stripes skort (Girls).
- Navy blue golf shirt
- White takkies/sneaker.
- White short socks

#### **7.4 GIRLS WINTER UNIFORM(Winter)**

***(Tuesdays and Thursdays only)***

- Navy Pinafore dress (sleeveless dress).
- White long sleeve school shirt without top button.
- Navy with school logo tie.
- Royal blue school blazer.
- Navy blue V-neck school jersey with white and royal blue stripes.
- Navy pantyhose OR navy with white and royal blue striped knee-high school socks
- Black leather shoes
- Navy school rain coat.
- Navy blue Frazer jacket without hood.
- Navy blue winter hat with school logo.

***(Monday, Wednesday, and Friday)***

- Navy blue and sky-blue tracksuit with navy blue golf shirt and white takkies/sneaker.

#### **School sports wear.**

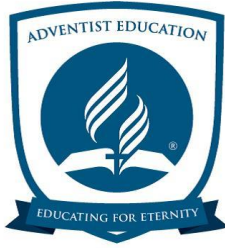
- Navy blue golf shirt and white socks and takkies/sneaker.
- Navy with sky blue stripes P.E short (Boys).
- Navy with sky blue stripes skort (Girls).

No boots for girls and boys as well. Learners are not allowed to put on gum boots. If it is raining by the time they leave home, they can put on gum boots and **TAKE THE SCHOOL SHOES WITH THEM**, and they will change when they get to school.

#### **7.6 JEWELLERY**

- Learners are not allowed to put on earrings, necklaces, bangles and Rosaries whenever they are wearing school uniform.





- They are not allowed to apply cortex on the nails
- Finger nails should always be kept short

#### 7.7 HAIR

- Hair should be cut short
- If hair is plaited for girls, it should be styled essence (no beads or any extension) and backline wool.
- Boys permitted to style their haircuts, to the following styles (no dye, no drawings and the hair must be combed). **Strictly Brush Cut.**
- 'Thapo' should be hidden under the uniform

#### 7.8 BOOKS

- Books and stationery are available at the school
- Parents should see that the books for all the grades are covered with the brown paper and the plastic
- Grade 1 and 2 books should be returned to school when they are covered
- Learners are not allowed to tear pages from their exercise books
- Learners' books are expected to be smart and neat inside.
- Uncovered exercise books shall not be marked

#### 7.9 SCHOOL SURROUNDINGS

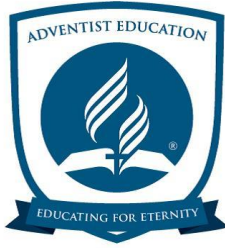
- Learners are required to keep the surroundings clean and tidy
- Sweepers should sweep and arrange the furniture properly before they go home
- There should be no papers laying around, inside or outside classrooms

#### \* Keeping the school environment clean

- Hand washing station for learners, staff and visitors to wash hands regularly
- Bins are available for any disposal needed

#### 8.0 PARENTS RESPONSIBILITIES

- Parents should pay children's school fees well in time. Fees are paid at the beginning of the term. i.e. **January, April and August**- not later than these months. Children who will not pay fees in time will be excused from classrooms.
- Parents should check children's homework and sign
- It is not the teacher's responsibility to take the children to the clinic
- **Parents are allowed to visit the school for their children's performance on Fridays from 0800 to 1100hrs**



## **8.1 EDUCATIONAL TOURS**

- Every child is expected to participate in educational tours
- There will be Excursions every year and long journeys every other year

## **8.2 FEEDING**

- Pupils should not be given money except money for transport. There will be severe punishment for children with extra money
- Pupils are fed at school, no food is allowed except in autumn when there is plenty of peaches and mealies (Poone ea lehoetla)

### **\*Food**

The school will provide the following meal to learners which will be served in class

Monday –bread and beans

Tuesday and Thursday- rice and vegetable soup

Wednesday- papa, vegetables and eggs

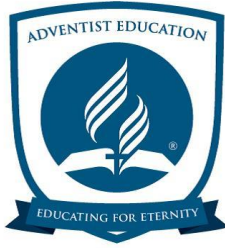
Friday – bread and drink

- N.B. On closing dates in June and December children are given privilege to bring any kinds of food, i.e. only twice a year
- On the closing day(s) pupils are not allowed to do fashionable haircut (boys and or girls with short hair), though they are allowed to wear private, they are still learners

## **8.3 LIBRARY SERVICE AND RULES**

Rules on how to handle books in the library

- Keep books in a safe place.
- Do not mark or write on books.
- Hands should always be clean when handling library books.
- Do not eat or drink while handling or reading books.
- Do not use saliva on finger tips when opening the pages.
- Protect books from damage or loss to avoid charges.
- Do not fold the page for marking, use the book marker to mark the page.
- Do not return the books late. A fine is charged on late return or the ticket may be suspended.

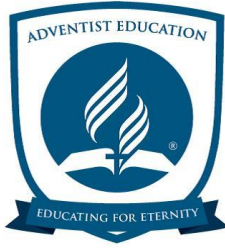


### **Rules**

- No noise in the library
- No discussion
- No chewing
- No one is allowed to bring papers, sticks, tissues or anything dirty to the library. If by a mistake, one of the above is taken to the library, use the dust bins to discard it.
- You are expected to get a book from the shelf, sit down and read.
- Keep the library clean
- Always keep library time
- No food or water is allowed in the library
- Ask for assistance from the librarian if you cannot find the book you are looking for
- Use both the information books, religious books and wall charts to balance your knowledge
- No one is expected to disturb others during study time

### **COMPUTER ROOM RULES**

- No food or drinks of any kind around the computers
- Tell computer instructor if anything is not working properly
- Do not personalize the computers: -
  - a) Do not change desktop background and screen savers
  - b) Do not add, move, change or delete icons
  - c) Do not add or change accounts and passwords
- Listen to the instructor during the lesson and do not disturb others
- Do not touch someone's computer
- Use the keyboard, mouse and any other computer device gently
- Use only your fingers on the keys
- Do not write on the computer or furniture
- Computer books are for computer lessons only
- Sit properly on the chairs at all times
- Always turn off the computer using the correct steps



## **9.0 Grievances**

The class teacher is responsible for the welfare of each learner in their classroom and the school at large. All academic issues will follow the following procedures:

- All issues will be reported to the teacher concerned and given a fair hearing.
- HOD will intervene where the situation is beyond the teacher
- Deputy-principal has all right to settle all academic issues and report them to the principal.