



Ouaga

Parents Handbook

Unlock your potential!

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A word of welcome

Dear parents and students,

We are delighted that you have chosen to enroll your child at Enko Ouaga. The entire school community looks forward to beginning this journey with you in a safe and healthy learning environment, based on a set of rules and regulations to be respected.

Important information is contained in this manual. Please take the time to read it carefully with your child.

We want to assure you that your child's education is the school's priority. We recognize that educating today's children is a challenge in the face of the world's negative pressures, but with the presence of qualified and committed teachers, students are sure to have a successful educational experience.

Likewise, we look forward to working closely with all our parents in an environment of mutual respect.

Sincerely,



Sokona Christelle KONE

Head of School

Vision, Mission, Values, and Objectives

Vision

Enko Ouaga is committed to unlocking the potential of students in Africa through quality education for a better future.

Mission statement

Our mission at Enko Ouaga is to educate, awaken and uplift the full potential of every learner to become an agent of change and impact, committed to a better Africa and a better world. To this end, we will draw on our African roots as a springboard to an international consciousness. Our definition of success is holistic.

Our values

1. Unity and solidarity
2. Creativity and innovation
3. Leadership and integrity
4. Humility and kindness

Our objectives

1. To create a safe, healthy and stimulating learning environment,
2. Build confidence and self-esteem in staff and students,
3. Foster a culture that develops understanding and respect for each other's worldview,
4. Promote the values and attitudes of care, tolerance, respect, discipline and trust in the workplace, in a focused and cooperative way,
5. Encourage students to be lifelong learners, and provide enriching opportunities for extracurricular activities,
6. Prepare students for academic success and encourage them to be responsible, productive citizens while preserving their identity,
7. Maintain a school culture of excellence in teaching, achievement, innovation and self-improvement.

Programs offered by Enko Ouaga

Primary Year (PY)

The IB Primary Year (PY), for students aged three to twelve, focuses on the development of the whole student as a researcher, both in the classroom and in the wider world, through six interdisciplinary themes determining the learner's profile.

Themes:

1. Who we are.
2. Where we are in space and time.
3. How we express ourselves.
4. How the world works.
5. How we organize ourselves.
6. Sharing the planet.

The International Baccalaureate learner profile: as IB learners, we strive to be: Investigative, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Bold, Balanced, Reflective.

In the same vein, we aim to help and work with students who are:

1. Confident in their ability to work with their own and others' information and ideas,
2. Responsible for themselves, receptive and respectful of others,
3. Reflective as learners, who can develop their ability to learn,
4. Innovative and equipped for new challenges ahead,
5. Intellectually and socially engaged, ready to make a difference.

In the event of force majeure, face-to-face courses will be switched to online. The administration and teachers will communicate with parents at the appropriate time.

Middle Year (Middle Year)

The Middle School covers Grades 6 to Grade 9 (MY1, MY2, MY3, MY4). For these 4 Grades, we offer a mixed program that takes into account the local and international context. In Grade 6, Grade 7, Grade 8, and Grade 9, lessons are mainly in English, with the possibility of translation into French. At these levels, we prepare our students for their International Baccalaureate cycle (the second cycle). They take courses such as English A or English B, French, Journalism, Mathematics, Science, History Geography or Social Sciences, Art, Sport, Civics and Moral Education. In addition to these courses, they take part in extracurricular activities such as the Sustainable Development Goals (SDG) clubs, dance, theater, music, English, French and so on. Once in 3rd grade, they can take the Burkinabe First Cycle School Certificate (BEPC) if they wish.

Diploma Program (DP)

The Diploma Program covers the final two years of the International Baccalaureate. Overall, it offers a holistic preparation for teenagers aged 16 to 18 to enter university life with all the skills required, both academic and community-based.



It is essentially built on orienting learners towards critical thinking, international awareness and multilingualism. This is achieved through a core curriculum of three elements that focus respectively on participation in community life, free research and the cultivation of critical thinking. In addition to the common core, there is a set of six subject groups divided as follows: group 1 for languages A (literature and/or language), group 2 for languages B (languages of acquisition), group 3 for societies and individuals, group 4 for experimental sciences, group 5 for mathematics and finally group 6 for the Arts.

General school information

The day begins in primary school with the morning assembly, and the same assembly takes place once a week in secondary school.

The assembly is structured as follows:

1. Warm-up,
2. General information,
3. Announcements.

For the primary school, classes start at 8:30 a.m. and students go home at 3:00 p.m. every day, but at lunchtime on Wednesdays.

For collège campus kalgondin, classes start at 8:15 a.m. and end at 3:15 p.m. except on Wednesdays when classes end at lunchtime.

For classes at the zogona campus, classes start at 8 a.m. and end at 3 p.m. except on Wednesdays when classes end at lunchtime. DP students may, however, go beyond normal class hours.

Playground

During break, every student learns social skills such as getting along with others, sharing and communicating with peers. The break also refreshes your child, making him or her better equipped to learn in class.

Note: All students are required to go outside during break time, unless specifically instructed not to by a doctor's note.

Visitors

All visitors are asked to fill in a register at the entrance.

Physical Education (PE)

Physical education is very important in the lives of students and beyond. Therefore, parents are asked to disclose in a written note any disability or illness that may prevent their child from participating in PE activities to avoid unexpected situations on campus.

Field trip

Field trips are important to help bridge the gap between education and hands-on activities. They are a resource to broaden the educational experiences offered at school, provide community service opportunities for our students, and complement the curriculum. Students will participate in curriculum-based field trips, as well as recreational outings. Parents may be asked to help fund field trips.

Communication between the school and parents will take place to provide detailed information about the outing.

Character development

At Enko Ouaga, we start building character from an early age, right through to the highest levels. We instill skills in organization, problem-solving, teaching and demonstration, responsibility and perseverance.

School awards

Student prize

Please note that prizes will be determined on the basis of results achieved throughout the school year.

Student of the Year Award

The student with the best results will be recognized as the student of the year.

Best overall development

This prize will be awarded to students who have made progress during their school year.

Best behavior award

Students who demonstrate outstanding behavior in the classroom and in the school community will receive a prize.

Enrolment/Re-enrolment/Departure policy

Enrolement

The school organizes open days to enable parents to visit the school. Brochures and all necessary information are provided. Application form and necessary documents.

The enrolment procedure is carried out exclusively online via the Eduka parent portal.

The following documents must be submitted:

1. An application form,
2. Original birth certificate,
3. Copy of the student's passport (foreign applicants);
4. A recent passport-size photo,
5. Copy of vaccination booklet (pages of most important vaccinations);
6. School reports for the last two years (original);
7. Entrance tests in English, Mathematics and French (+ Science for Secondary);
8. Interview with school principal (if necessary),
9. Interview with Executive Director for final approval (if required),
10. Payment of registration fees, books, textbooks and first instalment.

Re-enrolment

For each new school year, parents must re-register their child in April. A promotion will be granted based on the rate in effect until April 30. The deadline for re-registration is June 30 of each year. After this date, students on the waiting list will be given priority. Re-enrolment is exclusively online via the Eduka parent portal.

Re-enrolment is subject to validation of the following four (04) points:

1. No arrears from the current school year
2. Payment of re-enrolment fees
3. Signature of school contract via [Eduka parents' portal](#)
4. Payment of first instalment

Departure

Any parent at Enko Ouaga who wishes his/her child(ren) to leave the school for any reason is asked to note that one-month notice must be given for withdrawal. If a pupil leaves the school during the school year, parents must also inform the school by making a withdrawal request on the EduKa parent portal.

School attendance certificate and expulsion certificate

Every student is entitled to a certificate of attendance each school year.

Requests for more than one (01) certificate are invoiced at XOF 500.

There is no charge for issuing an expulsion certificate.

Dress code

- Students must always wear a clean, neat and complete uniform
- Clothing must not be torn or damaged (or have holes or wrinkles)
- Pupils are asked to wear black shoes (or a plain sober color) and socks (ideally white). In the event of injury or any other impediment, parents must inform the school by e-mail or phone,
- Physical Education and Sports wear is reserved for PE days,
- The gray polo shirt must be worn every Thursday, and the khaki polo shirt for all internal and external events.
- The school uniform colors are white and red for primary school; white and gray for secondary school,
- Flip-flops or shower sandals are not permitted at school.

School card

All students must have a school card.

School cards are not transferable. Parents and students are at all times responsible for the use of this card. It must be kept in a safe place. It must not be given or lent to another person for use.

In the event of loss, theft or damage, please notify the Enko Ouaga administration immediately. A replacement card may be requested for a fee.

School attendance

Punctuality is very important for success at school and later in the world of work. For this reason, parents are encouraged not to schedule medical appointments during school days, and to a

Excused absence

- Absence due to illness or chronic health condition documented by a physician.
- (A doctor's note will be required upon return to school (medical certificate).
- Death in the family or any sudden emergency.
- Legal issues: courts. Etc.
- When the student returns to school, teachers will make every effort to ensure that the student catches up on missed work.

Unexcused absences

Student absences not notified to the school will be considered unexcused. Students will lose the opportunity to make up any work missed on a day when their absence is considered unexcused.

Lateness

Being on time is essential to maintaining a good learning environment.

A student will be considered late if he/she arrives at school more than 15 minutes late. After three late arrivals without prior notice, the school will contact the parents.

Any student arriving after the class start time must go to the administration office to obtain a ticket. No student arriving late will be admitted to class by the teacher without a ticket.

Leaving school during school hours

It is essential that students are physically present to take full advantage of the usual academic demands that take place in the classroom and on campus. Early withdrawal can lead to many difficulties, such as undue pressure on teachers who assist students who leave school prematurely, possible loss of continuity in the school experience, potential inability to grasp essential skills, etc. Parents are therefore advised to inform the class teacher and/or the school in advance of the need for an early departure, so that the teacher can make some arrangements and give homework to the leaver and help him or her catch-up on his or her return.

Health care

It is the responsibility of parents/guardians to keep the school informed of existing chronic illnesses, allergies, injuries and diseases, as well as up-to-date vaccination records, so that the school can effectively assist a student whenever necessary.

Disciplinary behaviors and consequences

At Enko Ouaga, we believe that every student has the right :

- To be safe and secure.
- To be treated with respect and consideration by all.
- To receive appropriate teaching and constructive advice.

Discipline is about training a child to assume moral responsibility and meet expectations through guidance and role models. Here are the conduct expectations for Enko Ouaga students:

1. Listening to each other.
2. Hands are there to help, not to hurt.
3. Care about each other's feelings.
4. Be responsible for what they say and do.
5. Behave in a safe, respectful and orderly manner.
6. Respect the rights of others, school materials and the environment.
7. Keep hands, feet and objects to themselves.
8. Raise their hands and wait to be called on.
9. Ask permission to go to the bathroom.
10. Bring homework on time.
11. Come to class prepared (books, pens, pencils, erasers, etc.).
12. Respect authority.
13. Take care of school property.
14. Use appropriate language.
15. Prohibit aggressive behavior that threatens others or affects the learning environment.
16. Respect the environment, school property and facilities.
17. Follow instructions given by any member of staff.

When expectations are not met, depending on the severity of the first behavior, the teacher may give a verbal warning. The second time, the student is isolated in a corner of the classroom or sent outside for a period of time. The third time, the teacher calls the parents via the parent relations officer. If, after the application of these progressive disciplinary measures, the inappropriate behavior persists, the school principal intervenes to organize a conference with the parents. Parents will then be informed of their child's attitude and asked to use whatever means necessary to put an end to the unusual behavior.

Suspension

When severe disciplinary action is necessary, a student may be suspended from all school classes and activities for a specified number of days. Any suspension from school should be taken as a strong warning that a student's behavior is unacceptable in the school.

Expulsion

Any expulsion is decided by the Head of School/Director General. In the event of expulsion, the student can no longer enroll in Enko schools.

Mobile phones and valuables

Cell phones, tablets and electronic games are not allowed in school. The school is not responsible for lost or stolen devices and does not have the resources to investigate every lost or stolen device that is reported. The security of personal electronic devices is the sole responsibility of the student.

In cases where devices are needed for school purposes, teachers will notify parents and take care of these items as well.

Students should also not bring money to school.

Publication of student names and pictures

By registering their child with Enko Ouaga, parents/guardians accept that their child's name and images appear in school publications such as the yearbook, the school website, etc. unless otherwise notified to the school.

What we expect from parents

At Enko Ouaga, we value the strong relationship we have with parents and guardians. Together, we help achieve the best for children in a mutually supportive partnership between parents, guardians and the school community. Parents/guardians understand the responsibility to contribute to a collaborative school environment.

To ensure parents/guardians understand what is expected of them, they are asked to maintain their willingness to be part of this partnership by adhering to the points listed below.

As a member of the Enko Ouaga community, parents/guardians and visitors agree:

1. To respect the ethics and values of the school,
2. That parents and the school community must work together for the good of the students,
3. Staff approach to help solve a problem is done in an appropriate manner,
4. All staff members are treated with respect, using appropriate language and behavior,
5. In order to foster a peaceful and safe learning environment, the school does not tolerate parents, guardians or visitors engaging in the following behaviors:

- Disruptive behavior that interferes or threatens to interfere with school operations or activities anywhere on school premises,

- Any inappropriate behavior on school premises, whether verbal or physical,
- Use strong or offensive language or show temperament,
- Threaten in any way whatsoever a member of staff, a visitor, a colleague, a tutor or a student,
- Damage or destroy school property,
- Send abusive or threatening emails or text, voice or phone messages or other written communications to anyone within the school community,
- slanderous, abusive, or derogatory comments about the school or any of the students, parents, school staff, or any social networking site,
- Approaching someone else's child in order to argue or reprimand them because of that child's actions towards their own,
- Smoking, consuming illegal drugs or alcohol on school property.

If any of the situations mentioned above occur on the school campus, the school may find it necessary to take action. In other words, the school will not tolerate behavior that threatens others or flagrant and repeated shortcomings or deficiencies, and may be obliged to terminate the enrollment of students whose parents show such continuous or consistent violation of school policies. Other measures involving parent/guardian access to the school could also be considered.

Complaints Policy

In the spirit of a true partnership between home and school, the opinion of pupils and parents is very important. We aim for high standards, but sometimes expectations are not met. In a polite way, parents/guardians can complain about a problem within the school. The school will endeavor to resolve each concern or complaint in a positive and fair manner. The following procedures must be followed:

Good communication between the school and the parents is imperative. In the event of a complaint, parents must contact the parent relations officer.

If a problem is not resolved at this level, the parents will meet the school principal during a prearranged appointment.

The Managing Director or Principal will review the complaint and verify that it has gone through the appropriate channels before processing it.

The Managing Director or Principal will meet with all parties involved to resolve the issue.

Items found

We encourage parents to label items sent to school with their child's name and return them to the Office (Administration). If lost items are not claimed by the end of the school year, they will be donated to charity.

Communication channel between school and parents

Our communication channel with parents is through calls, email, Classdojo (primary teachers) and via SMS and WhatsApp Business.

Each primary school student is connected to Classdojo with the address of their parents. Homework assignments will be posted on Classdojo. Any other information from the school will be transmitted by Classdojo or by e-mail. Parents are encouraged to write any note of concern to teachers on Classdojo and teachers will respond.

Parent-teacher meetings

Three formal parent-teacher meetings are planned for the year. The first parent-teacher meeting is scheduled at the beginning of the year to inform parents of what will happen throughout the school year. The last two parent-teacher meetings take place at the end of the first and second terms. Parents are encouraged to meet with class teachers and sometimes subject teachers to discuss their children's academic progress, social and emotional development. The teacher can arrange additional meetings at other times if necessary.

Parents can also request an additional meeting through a note or call to the school administration. All meetings are held in the principal's office or in the staff room. Teachers have very busy days and cannot be made available to meet with parents without prior appointment.

Food and drinks

At Enko Ouaga, nutrition is taken seriously. We believe that if students have a healthy, balanced diet, they will have more energy and perform well in school. Students are not allowed to eat in the classrooms, except in cases of force majeure. Due to the hot weather in Ouaga, students are asked to bring at least one labeled water bottle. Students are not encouraged to bring candy to school.

The management of the school canteen of Enko Ouaga is ensured by a Restaurateur.

Celebrating birthdays

Pupils are allowed to celebrate birthdays during breaks or after school. Parents should send a note by email to the Parent Relations Manager, one week in advance, to take prior approval and make the necessary preparations.

All food must be in sealed packages for the safety and health of students.

Acknowledgment and agreement

We read Enko Ouaga's parent and student handbook. We agree to work with Enko Ouaga to achieve the highest level of success possible. Not only that, but we have understood the information contained therein, including policies, rules and guidelines. We shall click on the link below to materialize our signature to indicate that we agree to abide by the policies, rules and guidelines contained in this Hand Book.

Signature :

Kindly click this sentence, to acknowledge that you have read and understood the content of the Enko Ouaga Parents Hand book and agree to be bound by its Terms and Conditions.