



Dear Parents/ Guardians,

Welcome Back / Akwaaba / Woezor / Atuu

We welcome you all to Term Two of the 2022-2033 Academic year. We are looking forward to having all our children back at school and we believe they are well refreshed, invigorated and ready for school. We also want to take this opportunity to also welcome our new students and their parents/guardians to the PHA fraternity.

In spite of the successes from our previous term, we are also conscious of the challenges we faced. Our President, Mr. Paul Antwi, is fully committed to ensuring that we outgrow our past challenges and become the premier academic institution that we have set out to become. The management team, too, has pledged our full support to ensure that PHA delivers on all its promises to our learners, parents and all other important stakeholders.

There has been a lot of planning and preparation in order to get ready for this term and we are committed to provide an excellent academic and nurturing environment for our learners. In addition, PHA is committed to improving our communication and overall relationship with our parents, because the guidance of our children towards a brighter future is a collective endeavour.

Kindly read below important information regarding the Term Two:

1. Reopening Date: School resumes on the Wednesday 4th of January, 2023 for the learners.

2. STEM PROGRAMME

Despite the initial communications challenges with the STEM programme, the feedback from both staff, parents and students were very welcoming. The school will continue to absorb a significant part of the programme cost; parents/guardians are asked to contribute 220 Ghc. while the school pays 180 Ghc per student. We have also revised the programme to ONLY include students from Year 1 to 8.

3. GRAPHICS DESIGN PROGRAMME

Beginning in Term Two, PHA will introduce a Graphic Design programme for students in Year 7 and above, at NO ADDITIONAL cost to parents. The Graphic Designing programme is part of the PHA Skills Development Programme, which aims to provide our learners with important technical and social skills in addition to requiring that our learners perform well academically.

The PHA Skills Development Programme, which already consists of our flagship Read2Achieve Programme, will expand in September to include Photography, and later add Events Décor; Fashion Designing; Public Speaking/Communications; Boys Mentorship and Girls Empowerment programme. In order to allow the lower classes to partake in these programmes, the school will have to review our extra-curricular activities to include just swimming and tennis for those in year 5 and above, thereby allowing them to partake in the PHA Skills Development Programme. Activities such as Ballet and Taekwondo will still be available to learners who are in Year 4 and below. Introducing our learners to these skill development programmes will allow our learners to excel in other things besides academics, and it can allow us to identify possible career paths for our learners.

4. EXTRA – CURRICULAR ACTIVITIES (ECA)

This term, we will offer a variety of activities to engage the children during club times. These activities will provide opportunities for students to learn the values of teamwork, individual and group responsibility, competition, diversity, and a sense of culture and community. It will also reinforce the lessons learnt in the classroom, offering students the opportunity to apply academic skills in a real-world context.

Parents are kindly entreated to take note of the following activities:

- Some extra-curricular are free of charge. Pupils will be placed in activities by the school according to year groups and the needs of the children.
- The following activities are still available and attract a fee. They are optional - Taekwondo, Ballet, Swimming and Tennis.

Please find the list of activities below.

NO	<u>EXTRA-CURRICULAR ACTIVITY</u>	<u>COST</u>	<u>ACTIVITY DAY</u>	<u>PLACEMENT</u>
1.	JOLLY PHONICS	FREE	WEDNESDAYS & FRIDAYS	BY THE SCHOOL
2.	SPELLING BEE			
3.	MATH CLUB			
4.	LE CLUB FRANCAIS			
5.	DRAMA CLUB			
6.	GRAPHIC DESIGN			
7.	SWIMMING	GHC 400.00 per term	FRIDAYS	BY PARENTS
8.	TAEKWONDO	GHC 300.00 per term	WEDNESDAYS	
9.	BALLET	GHC 350.00 per term		

10.	TENNIS	GHC 350.00 per term		
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1. PRESCHOOL “SHOW AND SHARE” ACTIVITY

Show and Share is an interactive and fun way for the preschoolers to showcase something unique about themselves. This is done weekly and they are encouraged to bring in an object from home to discuss in class. The item could be a teddy bear, book, game or pictures of his/her family and a few ideas for different things. This activity helps children build confidence in speaking in front of their peers.

2. FEE PAYMENT POLICY

A reminder on our school fees payment policy requires that **50%** of total fees is paid before or on the day of school reopening; **25%** after a month of reopening and the remaining **25%** after mid-term of each term. In accordance with the school fee payment policy, services will be withheld for non-payment of fees. The policy will be strictly enforced so to allow the school to run efficiently and effectively.

3. HOMEWORK

We consider homework to be an important part of a child’s academic progress and report. As much as possible, pupils should complete written or drawing homework tasks, on their own, although they may need guidance from parents. All completed homework count towards a child’s term grade. Neatness, accuracy and timely completion of work are all considered in the grading process.

4. REQUIRED LEARNING MATERIALS

Children from year 1 to 8 must come into school daily with a pencil case containing the necessary resources like pencils, crayons/color pencils, erasers, pens, sharpeners. Children in year 5 and upwards will also need to have dictionary, thesaurus, a math set and a calculator.

5. TRANSPORTATION

The school has procured additional buses and performed required mechanical work on our current bus to ensure an efficient transportation service. All vehicles will be air-conditioned to ensure the comfort of the learners. Parents are asked to make regular payments to ensure the smooth delivery of service. Failure to make payment will result in the cessation of service.

6. REVISION OF BIRTHDAY POLICY

Birthdays are special moments for children, parents and the school alike. We have therefore set the last Friday of every month to celebrate the birthdays of the month. This revision of policy will allow for the birthday celebrations to take place, without causing undue disruption to academic work.

Children are to bring in simple treats to celebrate their momentous day in school.

All birthday items will be sent to administration by 11:00 am for the celebration to take place within our lunch time (12:00 to 1:00pm)

Please no parent/guardian or relation will be allowed to join in any birthday celebrations

DATES FOR BIRTHDAY CELEBRATION

Friday 27th January, 2023.

Friday 24th February, 2023.

Friday 31st March, 2023.

7. LUNCH PROGRAMME

The school will continue to offer quality lunch programme at an affordable price. The lunch programme has undergone some reform to ensure that the quality and quantity of the food are in line with the standard we seek to set for our school. The weekly menu has been attached for your review.

8. HEALTH AND SAFETY PRECAUTIONS

We shall adhere strictly to the following health and safety precautions to curb infections and flu – like symptoms we experienced last term with the children.

Students/ Pupils who feel unwell: Parents must not allow their children into school if they feel unwell. This is of utmost importance and must be adhered to at all times.

Healthy Snacks: We encourage parents to provide healthy snacks for their children and avoid fizzy drinks and sugary snacks. Also, children should bring in a labelled water bottle or refillable water bottle each day to drink enough water as hydration is key to learning.

Medical and Personal Information Update: Please inform administration if your child has made any medical changes. Also, let us know if you have changed any of your emergency contact telephone numbers.

Wearing of Nose Masks: The wearing of nose masks is optional. If you want your child to wear a nose mask, kindly make provision for extra nose mask in your child's bag.

Washing of Hands: We will ensure children wash their hands regularly with soap and water after visiting the washroom.

Hand Sanitizing: Students are required to sanitize their hands frequently using the sanitizers provided by the school in addition to their personal sanitizers. Parents kindly make provision for personal sanitizers for your children to carry to school to help control infections from the hand to the mouth.

Wearing of crocs: The preschool children are required to bring crocs (rubber sandals) to school to walk around in while indoors.

Please find below the academic calendar and lunch menu for Term Two. Kindly ensure that you add these dates to your diaries! Reminders and further details will be provided as such event approaches.

We cherish your continuing support.

Yours sincerely,



Mrs. Katherine Koranteng - Onwah

Principal and Head of School

Pinnacle Heights Academy

Tel: 0244652922

E-mail: principal@pha.edu.gh

CC: Paul O.K Antwi, PHA President.