

THE REGENT COLLEGE



PARENTS INFORMATION BOOKLET



Dear Parent/Guardian,

Welcome to the Regent College, Abuja. I hope that you have a rewarding experience with the college in this academic year and beyond. This parent's information booklet is for you and your son/daughter to read before resumption.

You will be given the contact details of the senior management team of the college so that you can ask any questions with reference to your son/daughter's well-being at the college.

On arrival at the College on the first day of term, please proceed to the administrative building to collect the registration and orientation itinerary for guidance.

If you have any questions, please call 07054392081-3 or send an email to ;principal@trc.regentschoolabuja.com,
trc.regentschoolabuja.com ,admin@trc.regentschoolabuja.com for clarification.

Best Regards.

Principal

The Regent College, Abuja.

Christiana Ebiai (Mrs)

Email <principal@trc.regentschoolabuja.com

Phone number: 07054392081



Academic Year 2018-2019

Students will be given a copy of the students' handbook during registration. You can also find it on our website

www.regentcollegeabuja.com

In this booklet, you will find inserted, 3 forms that should be completed and returned to The Regent College to help us with our documentation with regards to the subject matter of the forms. Please return hard copies to the Administrative officer or the Deputy Principal Administration.

Please remember to document your email address with the admin officer for our correspondences and newsletters.

You can contact the college any time to discuss your son or daughter's progress. Reports will be issued at the end of every term but less formal assessments of progress can be tracked online. Parents are welcome to talk to teachers but you will have to contact the principal to assist you in arranging the meeting(s).

Our expectation of you is that you encourage your child to:

- *Obey our college rules
- *Attend all lectures
- * Adopt a serious attitude to all college academic work

Thank you



Arrival & Orientation

The details for your son/daughter's arrival and orientation will be inserted in the student's handbook. It can also be accessed before arrival on our website www.regentcollegeabuja.com

What to bring with you to college

Clothing

The Regent College recommends decent but smart clothes that are suitable for students.

Details:

Boys;

Long sleeve shirts in 4 pastel colours: white, pink, grey and blue.

Navy blue or Black trousers

Girls:

Smart $\frac{3}{4}$ sleeve shirts in 4 pastel colours: white, pink, grey and blue

Navy blue or black trousers, maxi, midi or knee length skirts.



Please find below, a picture of the acceptable top for girls





Please find below, a picture of the acceptable top for boys



Books

Purchase of books through the school is optional. If you choose to get your books yourself, all books must be purchased before resumption.

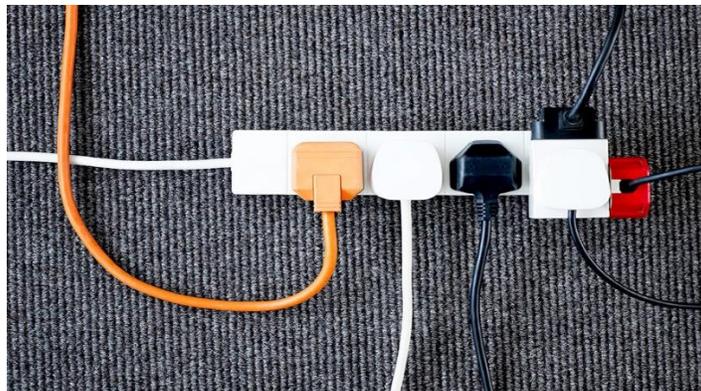


Electronic Equipment

Laptops will be submitted for compliance with the college firewall conditions, back-up wifi's and smartphones are also allowed but phones must be switched off and locked away in the academic block. Anyone found with a phone will forfeit it for a term the first time, the second time it happens, it will be confiscated.

Adaptors/Plugs etc

Defective or frayed electric wires and multiple extension cords will not be allowed to avoid overloading. e.g. see picture below.





Electrical Equipment

Only student Irons will be allowed. Please find below, a picture of the acceptable Iron.





Complaints Procedure

The college is committed to excellence, academic ethics and corporate social responsibility. We will respond to any dis-satisfaction with our provision of service in any area promptly. All complaints will be taken seriously.

Complaints should be made to:

- *The Principal
- *The Deputy Principal Admin
- *The Senior Management Team.

Every effort will be made to resolve all complaints as soon as possible. Appropriate steps will be taken to address the issue, offer a re-dress and avoid a similar problem arising in future.

Exeat Policy

Exeat require 3 working days' notice. Parents /guardians are expected to send in an email requesting for their son/daughter/wards' exit. Exeat requested by students alone without the corroboration of parents will not be granted. At the end of the requested period, students are expected back in school before 7pm of the return date.



College Term Dates 2018/2019

1st Term

Boarders Resume	2 nd September
Term Begins	3 rd September
Half Term	19 th – 29 th October
End of Term	14 th December

2nd Term

Boarders Return	6 th January
Term Begins	7 th January
Half Term	15 th Feb – 25 th February
End of Term	12 th April

3rd Term

Boarders Return	28 th April
Term Begins	29 th April
Half Term	31 st May – 10 th June
End of Term	12 th July