

OKUAPEMMAN SCHOOL

BOX 99, AKROPONG AKUPEM
TEL: 0599275544

2026-2027 ADMISSION

PROSPECTUS



SEMPER PRIMUS

DIGITAL ADDRESS: E2-0041-8840

OKUAPEMMAN SCHOOL 2025

VISION

Guaranteed quality Inclusive Education for holistic development.

MISSION

To be a pace-setting inclusive institution, providing students with relevant academic experience, for excellence and moral uprightness.

CORE VALUES

- Discipline
- Hard work
- Dedication
- Integrity
- Honesty
- Commitment to duty

SCHOOL ANTHEM

Let us sing great Okuas name;
Let us spread great Okuas fame;
Extolling in chorus to the sky,
The bright star on the mountain high.
That so sparkles in purity,
That blesses all with earth's bounty,
In all that mighty Okuas does,
It always strives for the best class.

Chorus:

Sing clear and loud Semper Primus;
Sing loud and clear Semper Primus;
Make it known over whole world radius
That great Okuas is always first.

OKUAPEMMAN SCHOOL (MOTTO: SEMPER PRIMUS)
P. O. BOX 99, AKROPONG – AKUAPEM
ADMISSION PROSPECTUS FOR 2026/2027 ACADEMIC YEAR

PLACE AND HISTORY OF THE SCHOOL

Okuapemman School was founded by the Late Kwaku Opoku Acheampong (L.L.B) on 8th February, 1957. The founder died at the age of 44 on 1st December, 1958. The Ghana Education Trust thereafter took over the assets and liabilities of the school. The School is located on the hill, south of Akropong-Akuapem.

The school's motto is SEMPER PRIMUS – ALWAYS FIRST and her colours are WHITE AND BROWN. The WHITE stands for purity and the BROWN signifies MOTHER EARTH that liberally gives off her bounty. Thus, we aim at producing honest, kind and diligent scholars who will serve as models for others.

ADMISSION

Students are admitted to SHS 1 each academic year through the Basic Education Certificate Examination conducted by the West African Examinations Council. Placement however is through the Computerized School Selection and Placement System (CSSPS).

The following should be submitted at admission.

- 1 Photocopy of BECE Results Slip
- 1 Enrolment Form endorsed by Basic School Headmaster/Mistress
- 1 Placement form endorsed by Basic School Headmaster/Mistress
- 1 Photocopy of Birth/Baptismal Certificate
- 3 Passport-size photographs of student
- 1 Passport-size photograph of Parent/ Guardian
- An active NHIS card/Ghana Card

VISITS

Visiting days are the first **SATURDAY** and **SUNDAY** of every month from 12:00 noon to 4:00pm

HEALTH

The school has a clinic manned by Nursing Officers for the treatment of minor illnesses. Any serious case(s) of illness is referred to the Hospital and the Parent is officially informed if necessary. Students are encourage to carry their active NHIS cards to school at all times. Sick students must first report to the clinic before calling their parents.

BASIC NEEDS

(BOARDERS ONLY)

Sn	Description	Qty
1	Hard body suitcase or trunk	1
2	Plastic Chop Box (No wooden chop box)	1
3	Pyjamas /Sleep wear	1
4	Towel and Net Sponge	1 each
5	Bathroom Slippers (Chaleiwote)	1
6	Toiletries (Deodorant, T-rolls, Toothpaste and Brush, soap and pomade	
7	Bucket and Pail	1 each
8	A Drinking cup, a pair of Plastic / Stainless Plate and a set of cutlery	

BEDDINGS (Boarders Only)

1	Mattresses covered with Mackintosh	1
2	Pillow covered with Mackintosh	1
3	Plain white students' bed sheets with pillow cases	2
4	Blanket and sleeping cloth	1 each

Day and Boarders

1	White round-neck T-Shirt	2
2	Decent sneakers (Black)	1
3	Pair of black socks	2
4	STRICTLY black/brown school bag	1
5	Mathematical Set	1
6	Scientific Calculator	1
7	Standard Graph Book	1
8	RSV/NIV Bible / Quran	1

ITEMS FOR BOYS ONLY (DAY AND BOARDERS)		
1	A pair of dark brown (dacron) trousers with light brown short sleeve shirt	1 each
2	A pair of dark brown (dacron) shorts with white short sleeve shirt	1 each
3	A pair of white trousers with white long sleeve shirt	1 each
4	A pair of black shoe	1
5	Pair of Black/Brown leather sandals	1
6	Pair of black/brown Kumasi leather slippers	1
7	Brown/Black leather belt	1
8	Pants/Boxers	3
9	Singlets	3
ITEMS FOR GIRLS ONLY (Day and Boarders Only)		
1	Brown check (Refer to page 7 for the style)	1
2	Dark brown (dacron) skirt with white short sleeve shirt (Refer to page 7 for the style of the skirt and shirt)	1 each
3	Pink dress (Refer to page 7 for the style)	1
4	A pair of black flat shoe	1
5	A pair of black/brown sandals (Playdeck or east and west)	1
6	A pair of Black Kumasi leather slippers	1
7	Sanitary pads	3
8	Cotton Panties	5
9	Under wear: Vest or waist slip and brassiere	
OTHER ITEMS TO BE SUBMITTED BY STUDENTS (Boarders Only)		
Sn	Description	Qty
1	1kg of Washing Powdered soap	1
2	1 Liter of bleach (Powerzone)	1
3	250ml of Camel/Detol Antiseptic	1
Day and Boarders		
1	Short local broom	1
2	Long local broom	1
3	Small and well sharpened cutlass (Note: not the big size)	1

ADDITIONAL ITEMS TO BE SUBMITTED BY STUDENTS ACCORDING TO PROGRAMMES		
Programme	Item Descriptions	Qty
Business	Scrubbing brush	1
	Long Plastic Broom	1
Home Economics / Visual Arts	Dust pan	1
	Duster	1
	Long plastic broom	1
Science /Agric	Mop Bucket	1
	Standing mop stick	1
General Arts	Hoe	1
	Scrubbing Brush	1
	Liquid Soap	1

NOTE

1. All personal items should be embossed or embroidered with the student's full name (Not initials)
2. No jewellery, gold necklace, dangling earrings, finger rings, false nails, strong perfumes should be brought to school.
3. No articles other than the prescribed ones should be brought to school.
4. Radios, mp3 players, water heater, rechargeable lamps are not allowed.
5. No chemicals in the hair.
6. **Mobile Phones are not allowed. Any student found possessing one will lose it and be sanctioned.**
7. All students must keep their hairs at 1/4 inch long
8. The weather in Akropong can be very cold. Students are advised to bring cardigans/sweaters (**coffee-brown or white with no hood and inscriptions**)

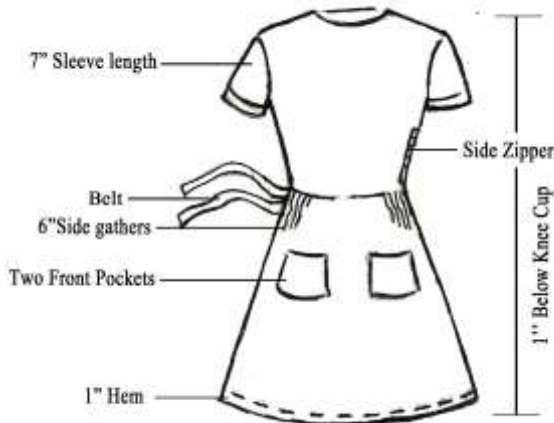
ALL UNAUTHORIZED OR PROSCRIBED ARTICLES WILL BE CONFISCATED

Notice

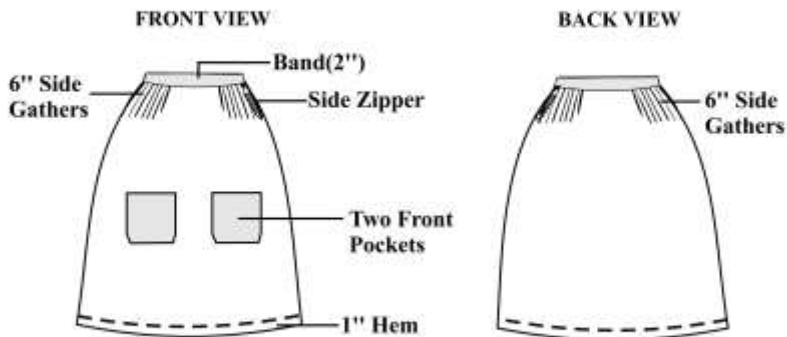
The school will NOT accept shades other than the school prescribed colours, A sample of the fabric could be obtained from the school.

UNIFORM STYLES FOR GIRLS

GIRLS CHECK/PINK DRESS



SIDE GATHERED SKIRT (BELOW KNEE)



DISCIPLINE

The school attaches enormous importance to discipline and therefore expects all students to obey all its rules and regulations. The co-operation of parents is key in achieving this. Acceptance of admission implies agreement on the part of Parents/Guardians and Students to go by the School's rules and Regulations. A breach of any of the rules and regulations will attract severe sanctions.

GENERAL SCHOOL RULES

1. All bells must be obeyed immediately at all times.
2. All school gatherings are compulsory.
3. Every student must be in bed during rest hour and observe absolute silence.
4. Dining hall attendance is compulsory.
5. All dormitory lights must go off and silence observed immediately the bell goes at 9:45pm for lights out.
6. Every sick student must report to the sickbay/clinic.
7. No student may absent himself or herself from classes, games or any activity unless he/she has a chit signed by the Senior Housemistress/ Senior Housemaster/ Housemistress, Form master, etc.
8. Morning Worship and Sunday morning services are compulsory for all.
9. The right uniform must be worn at all times.
10. The Staff-Common Room, Staff Club House, the main office, staff houses and the kitchen are out of bounds to students.
11. All students leaving the school compound when school is in session must leave with exeats duly signed by the Housemistress/ Housemaster and the Senior Housemistress/ Senior Housemaster.
12. Student are encouraged to belong to at least one club and/or society.

RULES OF CONDUCT FOR STUDENTS

CONDUCT

Conduct in this context (Code) is behaviour, attitude(s) and character that ought to be exhibited by a student within and outside the school compound. The standards of conduct generally required of any student of the Ghana Education Service should be good leadership, selflessness, honesty, respect for others, authority and general obedience to the school rules and regulations in this code.

MISCONDUCT

- a). Any act or omission without reasonable excuse by a student that amounts to a demonstration of a behaviour, attitude or character that generally offends the provisions of the code or any unreasonable conduct that is otherwise likely to bring the school into disrepute shall constitute a misconduct. However, the setting forth of particular types of misconduct is not exhaustive.
- b). Any act of misconduct or non-observance of any of the rules and regulations in this code shall lead to disciplinary action.
- c). Any act of misconduct by a student not expressly mentioned in this Code or in any other regulation shall be dealt with by the Disciplinary Authority of the school as if it is part of the Code.
- d). It is important to state that these rules should, however, not be interpreted or applied to prevent any student from freely expressing his/her views and that the conduct among students should not be affected in anyway by acts done in good faith.

General Behaviour:

Students shall :

- I. Demonstrate courtesy and respect towards everyone. They must respect the elders of society, as Ghanaians
- II. Internalise and exhibit gentleness, good manners and observe standard values of life.
- III. Respect the rights of individuals and be law abiding.
- IV. Perform all their responsibilities in the school, including personal hygiene and cleanliness of the surroundings, and maintain diligence at all times.
- V. Maintain, protect and safeguard all school property at all times.

Flouting Lawful Authority

Flouting lawful authority and directives of the Head, Staff and Prefects shall constitute a misconduct

Absence from School

- a. Reporting late to school on reopening or from approved breaks without reasonable excuse, is a misconduct.
- b. Failure to be present at any academic activity without reasonable cause, is a misconduct.

- c. Any excuse to be absent from school without formal communication by the parent/guardian to the school, constitute a misconduct.

Attendance at all School Assemblies

Attendance at all school gatherings shall be compulsory for all students and good conduct shall be observed at such gatherings.

School/Class Attendance

- a. Students shall not absent themselves from school without any reasonable excuse.
- b. Students shall not absent themselves from classes without permission.
- c. Boarders shall attend evening/night preps.

Loitering

No student shall be found loitering at odd times and at odd places.

Academic Work

Students shall participate in all academic activities and do all class exercises/ assignments/homework without fail.

Examinations and Examination Malpractices

- a. All examinations conducted by the school are compulsory for all students.
- b. Failure to write examinations without a good reason constitutes an offence.
- c. Persistent refusal to write examinations shall constitute gross misconduct.
- d. Examination malpractices are serious offences.
- e. Any student who is registered for external examinations by the school but fails to attend classes for a cumulative ten (10) school days without a reasonable excuse constitute a gross misconduct.

Breaking of Bounds

- a. All students are required to keep within bounds at all times.
- b. Students shall not leave the school compound without proper permission.
- c. Staff residence shall be out of bounds to all students except for those students except for official purposes.
- d. The school kitchen and Staff Common Room are out of bounds to students except for those students who have official responsibilities to discharge in such places.

Punctuality

Students must always be punctual to all school gatherings and functions.

Improper Dressing

- a. Students must dress neatly and wear prescribed attire and foot wear always.
- b. No alterations to school uniforms or dresses shall be allowed.
- c. i. Proscribed attire found in possession of a student is an offence.

- ii. Using of proscribed attire by a student is an offence.
- d. Students should have decent haircut as prescribed by the school authorities. Hair should be clean, neat, modest and avoid extremes in styles and colours.
- e. Boy's hair should be neatly trimmed and beard cleanshaven.
- f. Students shall not wear chains, bangles, caps, braces. Wearing of spectacles shall be with medical prescription.
- g. Bleaching of the skin by a student shall not be allowed.

Proscribed Items

Students are not allowed to bring the following items to school, unless approved by the school authorities or otherwise authorised by the GES.

- i. Electrical and electronic appliances e.g. kettle, rice cooker, blender, mobile phones, personal computers, headset, music box, pen drives, i-pods, etc.
- ii. Candles and other combustible materials.
- iii. Alcohol, cigarettes, Indian hemp (wee), and all other edible hard drugs.

Wilful Damage to School Property

- a. Students must develop pride for their school and strive to keep school property in good condition to ensure long usage.
- b. Students must take good care of locks, furniture, plumbing items, books, louvre blades, glass panels, electricals.
- c. Water and electricity must not be wasted.
- d. Unauthorised use or movement of school property is not allowed
- e. Scribbling on walls are prohibited.
- f. Any wilful damage to school property is a misconduct.
- g. No illegal connection of electricity and water systems.
- h. Defacing school property shall constitute a misconduct

Sexual Offences

- a. It shall be a misconduct for any student to engage in sexual relations.
- b. Interaction between students in obscure places at odd times constitutes an offence.
- c. No student shall directly or indirectly do anything that may constitute sexual harassment of another student/staff.
- d. A student shall not condone sexual offences in the school.
- e. The GES guideline for the prevention of pregnancy among school girls and facilitation of Re-Entry into school after childbirth shall be applied to girls who become pregnant.
- f. A victim of rape shall be counselled and guided accordingly.
- g. Any student found guilty of rape constitute gross misconduct.
- h. It shall be a misconduct for any student to be involved in sexual relations with any member of staff. Any such misconduct shall not be waived with

the reason that the sexual misconduct took place outside the school compound or with an alleged parental/guardian consent.

- i. Any act of another student which has the potential of creating sexual implications for another student shall constitute a misconduct. For the avoidance of doubt, any act which sexually violates the body of the other person or forcibly makes a sexual bodily contact shall constitute a misconduct.
- j. Any student who keeps another student from going home for any part of vacation or for any period that the student has sought to go home shall constitute a misconduct.
- k. Any sexual conduct between students of the same sex shall constitute a misconduct.

Physical and Psychological Violence

- a. A student shall not do anything to harm another student/staff physically or psychologically.
- b. Fighting shall be regarded as an offence.
- c. Assault on a fellow student or staff shall be an offence.
- d. Jeering, whistling and disturbing during classes or official functions shall constitute an offence.

Causing Harm

- a. Any act that intentionally or unlawfully causes harm to another person shall constitute a misconduct.
- b. Any student who threatens any other person with the intent to put that person in fear or death shall constitute a misconduct.
- c. Any act by a student which prevents another student/staff from access to healthcare when needed shall constitute a misconduct.

Religious Practice

- a. No student shall compel any student into a religious practice or faith.
- b. Any act that prevents or inhibits any other student from practising his / her religious beliefs shall constitute a misconduct.
- c. Any student who unduly influences another student for initiation or involvement in any occult practice shall be guilty of a misconduct.
- d. No student shall be involved in occultism.

Incitement to Riot, Rioting and Demonstration

It shall be an offence for any student to be involved in incitement to riot, rioting and demonstration.

Gambling

Gambling and all forms of games of chance are prohibited.

Possession / Circulation of Pornographic Material

Any student who displays nude pictures of either himself or herself or any other student shall commit a misconduct.

Recording

Any student who without authority records any other person, either video or audio and or publishes it shall commit a misconduct.

Other Offences

The following acts also constitute punishable offences;

- i. Improper behaviour outside school that has potential to tarnish the image of the school /GES.
- ii. If a student leaves the school compound to town or travels outside the school without permission or exeat.
- iii. Anonymous letters with malicious intent/giving false information / impersonation/deliberate distortion of facts / character assassination / forgery of documents/plagiarism.
- iv. Negligence of duty, including abuse of power by prefects.
- v. Extortion.
- vi. Seizure without lawful authority of any property of another student shall constitute a misconduct.
- vii. Receiving visitors outside visiting hours contravenes general visiting regulations.
- viii. Sending or eating food either from the dinning hall, school canteen or home, to the classroom/dormitory is prohibited.
- ix. Failure to perform house duties or complete reasonable punishment.
- x. Bullying;
 - a. Any act of violence that brings harm to students physically, verbally, psychologically or emotionally either perpetrated by peers or staff.
 - b. Cyber bullying: intimidation via text messaging or on social media sites.
- xi. Belonging to a gang.

WEAPONS

- ♦ Any student found in possession of any weapon or a replica weapon shall constitute a misconduct.
- ♦ Any student who threatens a colleague student or staff with any such weapon shall be guilty of a misconduct.

SANCTIONS

- ◆ Any breach or non-observance of any section of the Rules of Conduct shall constitute misconduct for which the offender shall be liable to a disciplinary action.
- ◆ The essence of punishment in schools shall always be focussed on helping the student to reform, learn and promote cohesion at the school level.
- ◆ Deterring sanctions shall be applied in appropriate cases depending on the circumstances of each specific case and such sanctions as applied, shall be reasonable/consistent as much as possible.



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