



A Christian Bible-centred school offering a range of courses to those who wish to learn more about the Bible and become effective in Christian ministry.



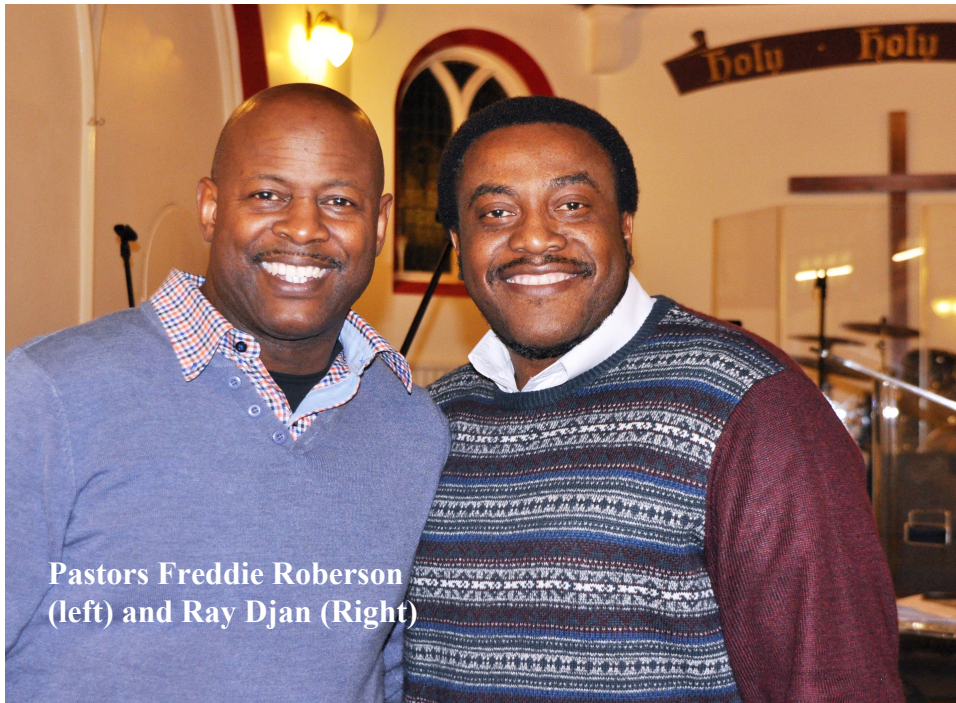
Bible school students (Sept. 2013)

Student Handbook PART 5

8. THE SCHOOL'S STAFF

Our Staff consists of: -

- The Board of Directors
- The Head of School
- The Academic Board
- Academic Tutors
- Lecturers and visiting lecturers
- Administrative Staff



Pastors Freddie Roberson
(left) and Ray Djan (Right)

8.1. The Board of Directors

The board's job is to lead, provide direction and serve the School. They are responsible for formulating the vision, goals and have the general oversight and governance of the School. They are responsible for the strategic development of the School and offer academic and spiritual leadership, promoting Christian values and teaching excellence.

The current board of directors are Reverend Lovel Bent, Reverend Ray Djan, Mrs (Pastor) Susie Djan, Mrs Louise Isaac, Mr Tony Horswood, Pastor Ade Omooba MBE, Reverend Freddie Roberson, Pastor Denis Wade, Pastor Lorna Wade. Their profiles are on the website

8.2. The Academic Board

The Academic Board has the principal responsibility to encourage and maintain the highest standards in teaching of the School. The members of the Academic Board work with the Head of School and participate in many of the decisions of the day to day development of academic activities of the School. They assist the Head of school in formulating and reviewing procedures in relation to academic matters and playing an active role in assuring the quality of teaching in the School. The present Academic Board members consist of Pastor Freddie Roberson, Pastors Ray and Susie Djan

Specifically, the Academic Board make decisions on student appeals for extenuating circumstances on different issues. Academic Board will be informed about new courses; discusses policy regarding Courses and Assessments and considers all withdrawals.

8.3 The Head of School

The Head of School is responsible for the formulation and delivery of the academic curricular and financial strategies of the School and for the administrative and operational management of the School in conformity with the decisions of the Board of Directors of Grace City Bible School. Mrs (Pastor) Susie Djan is the current Head of School (Her profile is on the website).

She liaises with the Academic Board and the Board of Directors. She works closely with the School's administrator, office administrators, media team and all lecturers and tutors.



8.4. Lecturers

Lecturers prepare for and deliver lectures at Grace City Bible School. They carry out biblical research and produce manuals. They contribute to the development, planning and implementation of a high-quality curriculum. They set the assessments and mark the assessments giving appropriate feedback. Profiles of our current lecturers are given on the website.

8.5. Academic Tutors

Academic Tutors assist students with independent study and any collaborative work students or in their independent study. They give feedback on students' assessments. They meet with students and discuss progress, complaints, and difficulties. They give appropriate feedback to lecturers of students' progress and give academic care and support to students. Lecturers may also be called to the task of academic tutoring.

Our current Academic Tutors are, in alphabetical order (and profiles are on the website):-

Ms. Bernadette Bennett (3rd Year)
Ms. Shirley Ashley (3rd Year)
Pastor Patricia Ferreira (2nd Year)
Mrs. Marcia Thomas (2nd Year)
Pastor Harold Adjei Twum (2nd Year)
Mr Milton Brown (1st Year)
Mrs Jenny Brown (1st Year)
Mrs. Cheryl Djan – Golding (1st Year)

8.6. The School's Administrators

First and Second Year Administrator – Pastor Patricia Ferreira
Third Year Administrator – Ms Bernadette Bennett (Also an Academic Tutor)

The School Administrators will provide the following service: -

- Circulate application forms to students and collect completed forms in a timely manner.
- Send letters to successful applicants.
- Provide students with course material.
- Send reminders when fees are due.
- Liaise with students, Head of School, Academic Board, Lecturers and Academic Tutors regarding the monthly sessions (this will include sending reminders approximately 1 week before each session is due.)
- Ensure students have all material required before the session date.

9. POLICIES



9.1. Health and Safety

The School accepts its legal duties and responsibilities with regard to the health, safety and welfare of its premises, activities, staff and students. Students are required to observe Health and Safety procedures, including those relating to fire safety, first aid and incident reporting. While attending the School or School activities, students must exercise personal responsibility for themselves and the health and safety of other students, staff and visitors.

9.2. Data Protection Policy

General Policy Statement

In order to operate and to fulfil its legal obligations, the School needs to collect and use certain types of information about people with whom it deals. These include current, past and prospective students. This personal information must be dealt with lawfully and correctly however it is collected, recorded and used whether on paper, in a computer, or recorded on other material. All information containing personal data must be carefully classified and protected against unauthorised access, accidental loss or destruction, modification or disclosure. The School regards the lawful and correct treatment of personal information as important to successful operations, and to maintaining confidence between those with whom we deal and ourselves. To this end we are committed to the principles of data protection, as stated in the Data Protection Act 2018. Students can request our Privacy and Cookies policy

9.3. Equality and Diversity Policy

The School is committed to a policy of equal opportunities within our Bible School's Christian ethos. It is the Bible School's aim that all people are treated equally and fairly regardless of age, disability, socio-economic background, gender, ethnic origin or race.

The School recognises that members of staff and students may have a range of aspirations and wishes to provide a positive Christian working and learning environment where diverse skills and experiences are applied to learning and teaching, support services, research, administration and management. All staff and students should have equal access to the full range of the School's

facilities and adjustments to working and learning practices are considered wherever appropriate in order to accommodate a more diverse School community.

An Equality and Diversity Policy cannot succeed without the active support of the entire School community. The Board of Directors have ultimate responsibility, the Head of School has direct day-to-day responsibility, and all members of staff and students have personal responsibility for its implementation.

We at Grace City Bible School seek to ensure that our Christian curricular knowledge and skills are provided for everyone, enabling us to provide equality of opportunity in all aspects of the student's learning experience. We accept the need to allow for differences in abilities and attitudes and the needs of students.

To make our policy effective, our School's curriculum will provide a wide range of experiences, which deliver the same knowledge of skills taking into regard the needs of every student. We accept that equality of opportunity will be just as important for all staff employed at Grace City as well as all students being educated here.

We accept that we need to monitor and review our policy regularly (annually) to ensure that we are meeting our own policy requirements.

Aims

All our students have the right to a Christian curriculum, irrespective of gender, ethnic origin, level of ability or social circumstances.

Objectives

To enable every student to benefit from this School, we will endeavour to eliminate any barriers that might inhibit the development of individual potential. All students should have access to: -

- The uncompromised Word of God as taught in our Christian curriculum
- Common learning experiences that are differentiated where necessary to match learning ability
- Equality of Lecturer and Academic Tutor time
- Equal access to school resources

We will endeavour to treat each student with the same consideration regardless of his or her ability, ethnic origin or gender by ensuring:

- Non-stereotyped lecturing
- Experienced, good and mature Christian role models
- Positive action to combat disadvantage
- Informed choice of the School's resources

FAQs

15 FREQUENTLY ASKED QUESTIONS

	Question	Response
1.	Are qualifications of this school accredited or is this school accredited to a another university/ school or college?	Qualifications gained through Grace City Bible School are not currently accredited to another recognised academic institution.
2.	When and how are the School fees due?	Fees are due when a prospective student receives an acceptance letter. The course costs £600 for the year for Years 1 and 2. This is broken down into termly instalments of £200 which should be paid <u>before</u> a student starts a term's course or module at the Bible School. The fees for the 3rd year are £300 a term and £900 a year Fees can be paid online or by cheque to '<u>Grace City Bible School</u>'. The <u>student's Initial of first name, full surname and 'GC Fees'</u> must be stated at the back of the cheque or as the Online Reference eg. <i>F.Bloggs GC fees</i> <i>Bank Details of Grace City Bible School can be requested for online payments. Fees are subject to review and students will be notified if there are changes to the fees.</i>
3.	Can the termly fees be paid by installments?	If a student's financial circumstance warrants, an arrangement to pay the termly fee can be discussed. A request for fees to be paid in installments should be made to the Head of School or the academic board before lectures start.
4.	Is this course similar to an Alpha Course? Has anyone else done this course before or will we be the first batch of people to do this course?	This course is designed by the Grace City Bible School's governing Board of Directors. They are led by how they believe God wants them to instruct members in the body of Christ to know more about the Word of God and train for service and godly living.
5.	Can you confirm the closing date for enrolment.	Closing date for enrolment is the date of the school's orientation. Students who have received a letter of acceptance to Grace City Bible School can enrol before that date. Enrolment comes with the £15 payment which can be done online or by payment of a cheque to <i>Grace City Bible School</i> with enrolment stated at the back.
6.	Will prospective students be interviewed and what is the purpose of this?	All prospective students will have their applications considered and some may be asked to come for an interview to ascertain their interest and aspirations in attending the Bible school. More information will also be given to the student as to what to expect from the Grace City Bible School. A prospective student may be interviewed by any member (or all) of the Board of Admissions at a date and time which will be suitable to the student.
7.	What must a student do to receive a certificate at the end of the course?	<u>Certificate Requirements</u> To successfully achieve a Grace City Bible School Biblical Certificate you must: • Attend the lectures of the prescribed modules/ subjects • Pass the assessment and complete reading or practical assignments for each course taken • Pass the peer tutorial and one to one assessments

8.	How will evaluation/assessment be conducted. i.e. will there be some sort of exam at the end of the course?	There will be various assessments in the term which will vary for each course. Each course will also have a Summative assessment to <i>evaluate student learning</i> . Students receive a certificate based on evidence of the student's coverage of the specification as identified in the description of the assessment.
9	Will there be any provision in place for disabled candidates? One possible candidate who is hearing impaired?	All students who apply and are accepted will have a chance to discuss any disability towards appropriate provision.
10.	Are there "Guided Learning Hours" attached to this course?	In addition to what has already been stated in this manual. There will be a Course handbook which accompanies each course which will give the 'guided learning hours' for each course.
11.	Students Orientation Evening	All students are to attend the Bible School's orientation evening where a lot of details will be given and students can feel free to ask questions and seek more information.
12.	How do students get to know more about the courses that are on offer and the choices available to them at the Grace City Bible school?	Students can request information of the updated list of courses on offer each year from the administrator. Students will be updated regularly in class, and on the website and through leaflets and brochures.
13.	Where can a student get additional information?	Grace City Bible School General Handbook gives as much information about the school, courses and what a student should expect. Students also receive a Course handbook for each course they undertake and a Course Reader. Students can also get more information from visiting the website www.grace-city.org

For all enquiries on any aspect of the Bible School, please email or telephone

Office Tel. 020 8684 1603 or 020 8684 4339

Email: admin@grace-city.org

Website: www.grace-city.org

GRACE CITY BIBLE SCHOOL OFFICES

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