

Student Handbook:

Welcome to Divine Gateway Foundation Technical Academy

P.O. Box 19, Osino, Ghana | Phone: 0530381947

We are thrilled to welcome you to our academy! Your journey here will provide the knowledge and skills you need to thrive in various technical fields. We aim to offer an education that prepares you for both career and personal growth.

Our Mission

At Divine Gateway, our mission is to help you discover your talents, build new skills, and gain hands-on experience. We strive to provide high-quality vocational training, enabling you to pursue jobs in industries like electrical installation, carpentry, fashion design, and more.

Key Contacts

- **Principal:** Mrs. Caroline Duncan- Amoah
- **Vice Principal:** Mr. Osei Boateng
- **Student Services Coordinator:** Ms. Olivia Bamfo

What We Offer

Courses

Our technical programs combine classroom learning with hands-on projects. The following courses are available:

- Carpentry and Woodworking
- Tailoring and Fashion Design

- Agricultural Technology
- Catering

Daily Schedule

- **Morning Session: 8:00 AM - 12:00 PM**
- **Lunch Break: 12:00 PM - 1:00 PM**
- **Afternoon Session: 1:00 PM - 4:00 PM**

Please arrive on time and be prepared to engage in both practical and academic work.

Academics and Grading

Your performance will be evaluated based on:

- **Class Participation**
- **Practical Projects**
- **Exams**
- **Attendance**

Grades Breakdown

- **70% and above: Excellent**
- **60-69%: Very Good**
- **50-59%: Pass**
- **Below 50%: Fail**

Expectations and Conduct

We hold every student to high standards. We expect:

- **Respectful Behavior: Treat your teachers and fellow students with respect.**
- **Attendance: Regular attendance is key to success. Missing classes can affect your grades.**
- **Professionalism: Dress appropriately for technical workshops. Safety gear must be worn at all times in the lab and workshop.**
- **Integrity: All work must be your own. Plagiarism or cheating will result in disciplinary action.**

Dress Code

- **Workshop Classes:** Wear overalls or protective clothing as required.
- **General Classes:** Dress modestly and appropriately for the learning environment.

Safety Rules

- **Always wear the required safety equipment when working in the labs or workshops.**
- **Follow the instructor's guidelines when using machinery.**
- **Immediately report any accidents or unsafe conditions to your instructor.**

School Policies

- **No Smoking:** Smoking is prohibited on school grounds.
- **Cell Phone Use:** Phones are not allowed during class unless permitted by your instructor for academic purposes.
- **Property Care:** Students must take care of school property. Vandalism will result in disciplinary action.

Attendance and Absences

- **If you are absent, notify your instructor in advance if possible.**
- **If you miss a class, it is your responsibility to catch up on the work.**
- **Frequent absences without a valid reason will affect your performance.**

Awards and Recognition

Students who excel in their courses will be recognized during our end-of-year awards ceremony. Certificates of completion will be awarded to those who meet all requirements of their course.

Career Support

We help students transition into the workforce through:

- **Job Placement Services:** Assistance in finding internships and employment.
- **Industry Partnerships:** Opportunities to network with professionals in various fields.

This handbook is your guide to success at Divine Gateway Foundation Technical Academy. We hope you will make the most of the opportunities here and strive toward excellence in your education. If you have any questions or concerns, do not hesitate to reach out to us.