



Returnsburg Academy



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Our Reference: RETAC-LABDOO-REQ-0001

Bankers: GCB Bank, Ada Rural Bank, Cal Bank.

Your Reference.....

Date : 16th June, 2022

**THE GENERAL MANAGER,
LABDOO.**

Dear Sir/Madam,

REQUEST FOR LAPTOP COMPUTERS AND Mouses

Returnsburg Academy is a new school that is established on 1 June, 2021 but started operating on January 18, 2022 in the Ada East District of Greater Accra Region of Ghana with the aim of reducing illiteracy rate. The school is Registered with the Registrar General's Department of Ghana, National Schools Inspectorate Authority and the Local Authority (Ada East District Assembly) respectively.

Mission Statement

We Exist to Provide Quality Education and to produce Brilliant Students to take up future responsibilities.

Vision Statement

To be a Leading and a World Class Institution in Providing Quality Education to all Ghanaians.

Definition of Our Logo

We believe that when you plant a tree, you will continue to enjoy its fruits. Similarly, when you plant quality education into your child, the family and the entire Nation and by extension the whole world will enjoy better services from this child.

Definition of Returnsburg as the school Name

Returns in accounting means profit, Burg means City. Joining these two words mean Profit City. This means that any child that will be educated through Returnsburg Academy, will be a profit to his/her parents and to the state as well.

Motto: *Experience Real Education*

Core Values

Hardworking
Trust
Respectful
Super Friendly

Our Goals

Creative
Innovative
Equity and Quality
Critical Thinking

Current Situation of the School

The school has pre-school department namely Creche, Nursery one, Nursery Two, Kindergarten one and two through to Basic / Primary Three. The school also has a piece of Land for expansions.

Since it is a new school, and we wish to accomplish our mission and vision statements, we write to request for assistance from your end to furnish us with laptops for education purposes.

Total Enrolment: the school has total enrolment of 30. We informed some schools around us about our intention to establish ICT Lab and more than 100 students have shown interest to learn ICT when the lab is fully established. In addition to this, workers and some adults have also shown interest to learn how to use the computer effectively but their training according to our plan will be after normal school hours.

Total Number of Teachers: Since the School is new, we have four (4) Teachers handling the students for now but have plans to engage more teachers on board as and when necessary.

Motto: *Experience Real Education*

Plan To Train Our Teachers: We have in mind to build the capacity of our teachers to effectively handle the ICT Lab or train learners. However, if some students from your end are interested to voluntarily assist our teachers and equip them for service delivery, it shall be appreciated.

How the Laptops can be maintained:

1. Regular Cleaning
2. Virus Preventions
3. Installing Latest Updates
4. Ensuring Dust Free Room
5. Making sure that no food substances are found near the computers.

This is just the project summary. It is our hope that this request will be given the needed attention.

Thank you.

SND

**RICHARD SEWU
FOUNDER OF RETURNSBURG ACADEMY
GHANA**