

POLICY, PROCEDURES & AGREEMENTS YIRIWAA FOUNDATION

- Yiriwaa supports children who are at risk of dropping out of the school system.
- We focus on students in upper basic and secondary school (grades 7 – 12). We aim for 75 students in total.
- We focus on end qualifications on leaving the Yiriwaa foundation with enough skills to be self-sufficient. That means:
 - o Mainly student in junior and secondary education
 - o Focus on skills training (after grade 9 or after grade 12)
 - o Stop sponsoring university.
 - o Gambian college sponsoring is still possible as it is vocational educating , but for a limited amount of students.
- We work with local contact persons, who select, monitor and guide the students.
As a contactperson you are responsible for 10 – 20 students maximum.
Working as a contactperson for Yiriwaa is a voluntary job, there is no pay involved. As a compensation, CP's receive a bag of sugar and an annual fee / tip of 100,- euro once a year if the CP reported completely and timely to the board (4 times a year).
- We provide school fee, uniform, books and materials for every student. If necessary we also reimburse transportation and lunches.
- It is important that the family of the students contributes also in the necessary coast, by providing shoes, etc. If this is not possible, contact persons can ask Yiriwaa foundation to make an exception and support this too.
- New students get a school bag. Every other year we provide new schoolbags for the students, combined with the workshops.

Procedures

It is important to know the procedures. It makes it easier to do your work as a contactperson and to explain to parents / school what is and what isn't possible.

Process of admission:

- School selects potential students, CP explains procedures to school
- CP visits family:
 - Checking neediness
 - Mention balance support – own contribution
 - Explain procedures and who decides (Yiriwaa board)
- CP makes report and advice for the board
- Board decides
- Board communicates decision to CP and family. *(At least, when the decision is negative)*
- CP communicates to school
- CP talks to family about the kind of support.

Guiding and monitoring

- Keep regularly in touch with student, school and family.
- Talk to student at least once a month
- Every 3 months, check for school results (exams / assessments)
- Every 3 months, report to the Gambian board (Barbara). *See format below.*

Choices in school career

- When there is a problem, look at the causes
- Bad results → be careful with promotion, explore other options: extra classes, repeat the same class, make a choice for another kind of education / skills training?
- Promote skills training if possible
- Discuss problems, your actions and possible solutions with the board

Agreements on reporting

- Every 3 months, use this format:

Name	Remark:

Describe under 'remarks'

- progress in school:
 - o Results
 - o Behaviour
 - o Attendance
- Add the causes, the why.
- If there are problems: write them down, add what you already did and what is extra needed
- Indicate required funds

NB be critical yourself, don't automatically pass on every request but check with school if it's really necessary!

Financial report

- Keep this up to date, send it to Barbara every 3 months
- Use this format:

date	description	in	out	balance

- 1 amount per line / square
- Double check calculations, use the calculator on your phone
- Never put your own money in it, by paying something in advance. Always ask the board and wait for money from the foundation.

Summary amount of new students per contactperson jan 2024

Contactpersons	This year	Estimate for next year (24/25)	
Fatou B.	-	5 a 6	
Sarja	3	5	Niani upper basic Kuntaur upper basic
Omar	Maybe 1	3	
Mbemba	3	5	Brikamaba Upper basic school
Fatoumatta	Contactperson for students advances education		
Nieuwe CP	5 or 6? + 2 students from Fatoumatta		