

2024

STUDENT HANDBOOK

UPPER SECONDARY SCHOOL
MIS

MAPUTO INTERNATIONAL SCHOOL

SECONDARY SCHOOL STUDENTS HANDBOOK 2024-2025

(DRAFT TEXT)

MANAGEMENT (Pictures to be added)

Director

Prof. Lukas Dominikus Mkuti

Pedagogic Director

Finance Director

Mr Jeronimo Matavel

Head of Human Resources

Ms Amelia Magalo

Head of Administration

Ms Tatiana Ferrao

Key Stage 4 Head

Mr Philip Monye

Key Stage 5 Head

Mr Fernando Nhavene

OUR MOTTO

“STRIVING FOR EXCELLENCE”

OUR VISION

A highly respected school locally and internationally recognised, providing excellent education in multi-cultural setting that produces responsible global citizens.

OUR MISSION

To provide a balanced education, fostering global awareness within a secure, positive environment, where children can fulfil their potential.

OUR VALUES

Excellence
Commitment
Respect
Relevance
Innovation
Diversity

MESSAGE FROM MIS DIRECTOR

Prof Lukas Mkuti

(Message to be added)

MESSAGE FROM SECONDARY PEDAGOGICAL DIRECTOR

Greetings Parents and Students,

I extend a warm welcome to all of you in the year 2024.

Key Stages 4 and 5 are crucial phases in our students' educational journey as they approach the final stages before university. As we kick off the year, our teachers are diligently covering the syllabus to prepare students for upcoming exams, utilizing various teaching methods tailored to individual needs.

I encourage both parents and students to foster open communication, allowing us to provide the best support. The collaboration between home and school plays a pivotal role in shaping well-rounded citizens ready for the global world.

Our vibrant alumni, currently studying in international universities, stand ready to guide current students in subject and career choices, as well as university applications. I urge you to leverage this valuable resource through our teachers.

Wishing you all a successful and fulfilling 2024.

Thank you

INTRODUCTION

Welcome to Maputo International School. This handbook serves as an informative guide to acquaint you with our institution, its values, and operations. Maputo International School, home to over 900 students representing more than 40 countries, provides an enriching environment that fosters an appreciation for multicultural and multiracial diversity.

At MIS, we are committed to inspiring, challenging, and nurturing young minds to become 21st Century global citizens. Our educational approach encourages qualities such as collaboration, creativity, confidence, curiosity, empathy, focus, resilience, and self-assurance. To achieve these objectives, we have assembled a dedicated team of over 80 highly qualified and experienced educators from diverse national backgrounds.

In addition to delivering academic subjects, our teaching staff actively engages students in a variety of extracurricular activities, fostering the development of their sporting and artistic abilities. MIS is dedicated to serving the diverse needs of its students, parents, and surrounding communities by organizing various socio-cultural and sporting events, where the school community plays a pivotal role.

We extend an invitation for you to personally experience the vibrant atmosphere at MIS by planning a visit. Witness firsthand the opportunities and environment we provide for your child and your family. In conclusion, Maputo International School is more than an educational institution; it is a home away from home.

We anticipate the pleasure of meeting you in person and showcasing the unique offerings that make MIS a distinctive educational community.

SCHOOL PROCEDURES

THE SCHOOL DAY

1. Commencement: School day starts at 7:30 A.M. with a general morning assembly. All lessons in the Secondary School commence when the bell rings at 7:40 A.M. The school urges parents to bring students before 7:30 A.M. Any child arriving after is marked as late.
2. Closure: The Secondary School concludes normal lessons at 2.45 PM. Extra-curricular activities/clubs may be conducted from 2.45 to 3:30. The school takes no responsibility for students left at school after 3:30 PM.
3. Pick-up Protocol: All students are to be picked up directly from designated areas. Parents must complete forms indicating authorized individuals (e.g., driver, friend, relative) permitted to collect them. In the event of an alternative collector, parents must inform the school by phone or a note to the class tutor/teacher. If a student needs to leave before the scheduled day end, parents must obtain a signed permission slip from the school office and

present it to security guards upon departure from the school premises. The same applies to KS4 and KS5 students who walk to and from school unaccompanied.

4. **Attendance and Punctuality:** All students are required to attend school regularly and be punctual. Lateness: All students must arrive by 7:30 am. Latecomers must report to the tutor before attending class. Absences: Parents must notify the school of absences promptly. Students are responsible for catching up on missed work. Attendance Requirement: 85% attendance is necessary to receive term grades or sit for final examinations.
5. **Uniform Policy:** School uniform is mandatory for all students, with variations allowed for daily comfort. Formal uniform (blazer, white shirt, tie, grey pants/skirt, formal black shoes) is compulsory on specified occasions and ceremonies. Attendance to classes is contingent upon adherence to the uniform policy.
6. **Lost and Found:** Parents may inquire with class /tutor teachers about items lost by students. Found items are kept at school reception. Parents are strongly advised to have all students items clearly labelled with a name, class and any additional information so that they can be easily identified.
7. **Lunch Break:** Students are prohibited from leaving the premises during lunchtime. Lunch can be brought from home or purchased at the school canteen. Facilities such as fridges and microwaves are provided for food storage and heating.
8. **After school activities and clubs:** The school offers a variety of after-school activities, including sports, chess, drama, debate, Model United Nations
9. , World Scholars, Fashion Club, Community Services, Environmental Management Clubs, Girl Guides and more. Subject and Class Teachers may also conduct after-school sessions for academic support.
10. **School Materials:** The school provides textbooks, but students are required to bring basic items such as pens, pencils, eraser, sharpener, glue stick, ruler, scissors, coloured pencils, scientific calculators, and mathematical sets.
11. **Communication with Parents:** There is a Parents Conference scheduled every term in our academic calendar to meet the teachers. However, parents are welcome to meet with teachers whenever there is a need, and special appointments should be made by contacting the tutor directly or through the school secretary. Reports are issued at the end of each term. These indicate a grade for effort, conduct, and attainment, they also contain a comment from each subject teacher detailing what the students' strengths and weaknesses have been for that term. The aim is to ensure students are assessed in ways that challenge their thinking and mastery of all content covered. Reports will be sent out digitally to the parents' email on the last day of Term. Please note that Term 3 assessment will also average the other 2 terms' performances to determine whether the student has successfully completed the year and whether they are able to proceed to the next grade. Failure to pass

5 subjects with a grade C or better, including Math, English and or Science, means the student cannot proceed to the following grade in KS4.

School Rules and Responsibilities

Code of Conduct

This Code of Conduct outlines the expectations and standards for behaviour at MIS. The school is committed to fostering positive behaviour, building respectful relationships between staff and students, and promoting a learning environment based on school's values. Although our primary focus is on education and academic achievement, we also strive to build students' personalities, characters, instilling positive moral and ethical values.

All students are required to adhere to the school rules governing acceptable behaviour, dress code, and personal presentation within the widest interpretation. These rules are applicable at all times, whether on school premises or when students are clearly associated with the school, such as during school trips or while wearing the school uniform outside the school environment.

1. Students have the responsibility of respecting others: Treat peers and all school staff with respect, irrespective of ethnicity, religion, or gender. Respect for Property: Respect property and equipment of the school and others. Attend school regularly and be punctual. Come to class prepared with the correct equipment, displaying a willingness to cooperate and learn. Keep the school grounds and classrooms clean. Respect the right of others to learn and avoid disruptive behaviour in class. Follow instructions to the best of their ability. Conduct themselves in a courteous manner both within the school premises and in public. Be responsible for submitting assignments (homework, project work, etc.) on time, making necessary arrangements in case of absence. Conduct themselves responsibly during tests and exams, refraining from cheating or aiding others to cheat.. Read all school notices and promptly bring them to the attention of their parents or guardians.
2. Prohibited Items: The following, are strictly prohibited on school grounds: Alcohol or drugs in any form. Cigarettes or tobacco. Pornographic or offensive material. Items that may be construed as weapons. Cell Phones/Electronic Devices: Limited use of phones for academic purposes is allowed. Unauthorized use may result in confiscation. Gum: Chewing gum is prohibited on school premises.
3. Students are expected to adhere to the rules and regulations to maintain a conducive learning environment; Classroom Rules Teachers will collaboratively establish "class essential agreements" with students at the onset of the academic year. These agreements will be revisited and reviewed periodically over the course of three terms. Canteen Rules Students are required to; Demonstrate respect towards canteen staff.

Queue in an orderly manner while patiently awaiting service. Ensure the cleanliness of their table/space after dining. Dispose of litter in designated bins. Washroom Rules Visit the washroom before the commencement of lessons to prevent disruptions. Flush toilets after use. Wash hands thoroughly with soap and water after using the washroom. Refrain from discarding paper towels on the floor or in toilets. Avoid pouring water on the floor or engaging in play within the washroom. Maintain the washroom in a condition consistent with one's expectations. Library Rules Display and reinforcement of library rules will be undertaken by both teachers and the librarian within the library premises.

Discipline Policy

In instances of unacceptable behaviour, children are subject to disciplinary measures administered by their respective teachers or the responsible party present during the occurrence of the offense. In cases of repeated or severe infractions, the matter is escalated to the Key Stage Head. If deemed necessary, a meeting involving the Pedagogical Director and the students' parents will be arranged. All parents are required to carefully review the Rules and Regulations outlined in this handbook. The act of signing by both the parent and student signifies agreement to comply with all stipulated terms.

The school maintains a zero-tolerance policy towards bullying and any form of misconduct that poses a threat to the mental, physical, emotional, and psychological well-being of fellow students. Misconduct, may have the following consequences, after a thorough examination of the events surrounding the misbehaviour:

- Verbal Warning
- 1st and 2nd Written Warnings
- Final Written Warning

A verbal warning may be issued independently by a Key Stage Head or Pedagogical Director without consulting the Disciplinary Committee. However, for all other warnings, the relevant Key Stage Head, the witnessing teacher, and the Pedagogical Director must be notified. The sequence in which these warnings are issued depends on the severity of the situation, and a student may progress to the Second Warning without having received the First Warning. Should a student persist in misconduct after receiving a Final Warning, they will face PERMANENT expulsion from the school.

Specific Offences and Corrective Measures

This table outlines specific offenses, corresponding corrective measures based on a correction staircase, and additional comments:

Offence	Level of Corrective Measure	Comments
Late Registration	Step 1	
Late to Lessons	Step 2	
Absence without letter of consent	Step 3-4	Step 4 if repeated.
Frequent absence	Step 4	
Not attending specific classes	Step 4	
Late Submission of work	Step 3-4	Step 4 if repeated.
Not wearing school uniform	Step 5	Student sent to PD office; may need to complete uniform from lost and found.
Using mobile phones/gadgets in class	Step 5	1st offense – confiscation for 3 days; 2nd offense – confiscation for 1 week; 3rd offense – confiscation until the end of the term.
Distracting other students during lessons	Step 3	
Disturbing/disrespecting the teacher during lessons	Step 4	
Leaving class without permission	Step 4	
Misconduct during a school trip/excursion	Step 6	
Bullying	Step 7-10	
Sexual Harassment	Step 7-10	
Physical Assault	Step 7-10	
Fighting	Step 7-10	
Abusive Language	Step 7-10	

Offence	Level of Corrective Measure	Comments
Carrying Drugs	Step 7-10	
Carrying Weapons	Step 7-10	
Vandalism	Step 7-10	
Theft	Step 7-10	
Use of abusive substances during school hours	Step 7-10	
Inappropriate intimacy	Step 7-10	
Boys entering girls' bathrooms and vice versa	Step 7- 10	

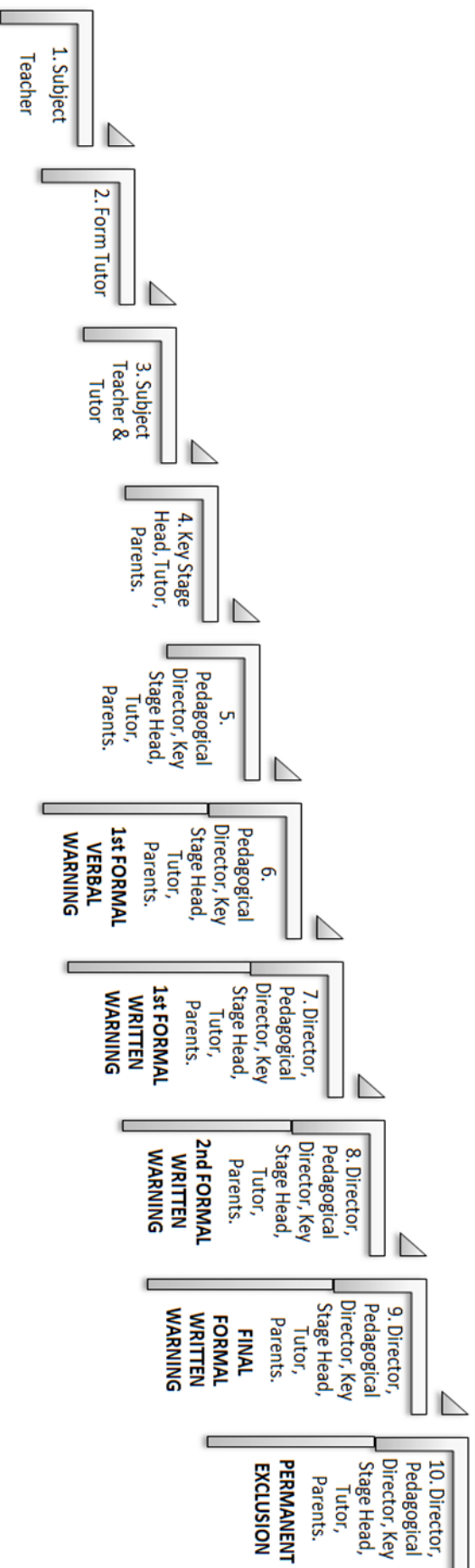
The list is subject to updates based on the school's needs, and the school reserves the right to address unlisted offenses at its discretion, with disciplinary actions adjusted according to the gravity of the offense. Parents and students are required to read and sign the Rules and Regulations acknowledging agreement and commitment to abide by them.



CORRECTION STAIRCASE

The Maputo International School **Disciplinary Committee** that will assess a student's case when one is involved or reported to be in a situation relating to bad conduct. The committee will be made up of:

- **Relevant Key Stage Head**
- **Pedagogical Directors**
- **Form Tutor**
- **Witnessing Teacher** (a teacher or member of staff that was present or witnessed the event)
- **One Other Teacher** (if necessary)



ABOUT KEY STAGES 4 & 5

Curriculum Overview:

Key Stage 4 (Grade 10 and 11)

The duration of Key Stage 4 encompasses a two-year Cambridge IGCSE course. The IGCSE examinations are administered at the culmination of this two-year program. Students are required to undertake a minimum of EIGHT subjects, with four being compulsory: English, either Portuguese or French, Mathematics, and one Science subject. The remaining five subjects are selected from the IGCSE optional subjects list, including but not limited to Accounting, Art and Design, Biology, Chemistry, Physics, Computer Science, Design and Technology, Geography, Economics, Business Studies, History, and Physical Education. Subjects are categorized into five blocks, and students must choose at least one subject from each block, with the inclusion of at least one Science subject. Successful completion of the IGCSE program is a prerequisite for progression to Grade 12 or the Foundation year at university, necessitating a passing grade (C or better) in at least 5 subjects, including English and Mathematics.

Key Stage 5 (Grade 12 and 13)

Key Stage 5 pertains to Advanced Subsidiary (AS) and Advanced Level (A-level) qualifications. AS-levels can be pursued independently or as the initial segment of an A-level course, with completion at the end of Year 12. A2 exams and coursework are then added in Year 13 to achieve A-level standards. In Year 12, students select THREE subjects aligned with their career aspirations, with English being compulsory. In subsequent years, students continue with three A-level subjects after dropping one from the initial four at AS Level. **Note:** For students intending to study in Mozambique or Portugal post AS/A Levels, proficiency in Portuguese is mandatory.

List of Subjects and Teachers in the Upper Secondary School

English: Mr Gary Moors, Mr Nelson Mutisya, Mr Phillip Nyongesa, Ms Judy Mutua, Ms Patricia Gathura, Ms Ellen, Mr David Sarku	Mathematics: Mr Kevin Keya, Mr Felix Rono, Ms Hellen Kahuru, Mr Eckson Matchaya,
Physics: Mr Phillip Monye, Mr Kevin Korot	Biology: Mr Godfrey Ondiek, Mr Desmond Ochieng
Chemistry: Mr Henry Hlongwane, Mr Stanley Kiptum, Mr John Habimana	Computer Science : Ms Gift
Computer Science: Ms Gift Lubinda	Accounting, Business, Economics; Ms Lia Goncalves, Mr Patrick James Museruka, Mr Dumisani Tshabalala, Ms Tiyamike Kalanje, Ms Sharon Khaliff

Geography : Mr Stanley Johnson	History: Ms Irene Ojwang, Mr Andrew Nyirenda
Physical Education: Mr Fernando Nhavene	French: Mr Egidio Valeria
Portuguese: Mr Antonio Chinguenyane, Mr Antonio Marcos Nhanguilunguane	Art and Design: Mr Frank Magesa, Mr Gavin
Design and Technology : Mr Vester Chipiliro	Psychology : Ms Vania
Physical Education : Mr Fernando	

Physical Education: Students are expected to dress appropriately for PE according to the timetable. Students are only expected to wear PE uniform on the day they have PE and not any other day. Every student must partake in PE as it is part of the school’s curriculum. Unexplained absences and lack of participation will not be accepted and will be dealt with using the Behaviour Policy.

Homework: We strongly encourage parents to buy Secondary students a homework diary. The aim is to have children organize their time to meet deadlines, remembering by themselves the tasks set by teachers, and to have a written record of the work they need to do so that parents can follow up on what is being done. Notes to and from parents can be written in the same diary whenever appropriate, as form tutors check these weekly. Students will receive homework regularly from each subject and are expected to complete it.

Assessment Criteria: Assessment aims to improve the students’ performance and help in the development of skills necessary in future activities. It also allows teachers to locate problem topics and revisit them when necessary to ensure that the students have understood. Assessment is an essential part of students' schooling and it will serve various purposes: Inform the teacher, student, and parents on the level of attainment as compared to international standards, school standards, and class average. Help to identify what areas need to be improved and revisited depending on general class results. Characterize and monitor the student’s overall development and progress in comparison to previous assessments. Most assessments carried out during the year are integrated into the learning process, and in some subjects, students are given the chance to improve with help and support from the teacher.

What Students Need to Acquire:

- Specific content knowledge
- Specific subject skills
- General literacy skills needed in the subject
- General organizational skills

- General communication skills
- Cognitive skills (some Cognitive Differentiation levels that students need to attain: - Recognizing information - Giving information - Describing processes or facts - Explaining why - Linking one fact/piece of information to another)

Students will be assessed using a variety of methods: Tests, exams, short tests, homework, assignments, practical work, project work, class work, and any other task/work relevant to the subject or topic being taught. All these can be considered when issuing an attainment grade.

Attainment Grades classify overall academic performance and are used as follows:

ACADEMIC GRADING POLICY

Examinations:

1. The grading scale for various academic levels is as follows:

Grade	IGCSE	AS	AL
A*	90-100		90-100
A	80-90	80-100	80-89
B	70-79	70-79	70-79
C	60-69	60-69	60-69
D	50-59	50-59	50-59
E	40-49	40-49	40-49
F	30-39		
G	20-29		
U	<20	<40	<40

2. The grade "U" is assigned when there is insufficient information to allocate a grade or if the student's performance does not meet the set criteria for the subject, task, grade, or year.
3. Effort Grades (Outstanding, Satisfactory, Needs Improvement) will evaluate work completion, punctuality, general participation, and involvement in both class and extracurricular activities, considering individual capacities and personality differences.

- Attendance will be assessed separately, and poor attendance (more than 15% absenteeism without justification) may result in non-progression to the next academic year.

Parental Cooperation

Parents are encouraged to cooperate in school activities but should not interfere during class time.

Tests and Examinations: Attendance is compulsory, and malpractices will be dealt with seriously.

Repeating Policy: Specific rules apply to students repeating grades.

Attendance Requirement: 85% attendance is necessary to receive term grades or attend final examinations.

Disciplinary Actions: Disobeying school rules will result in disciplinary action.

Changes to Rules: Rules and regulations are subject to change without prior notice.

Communication: Parents are requested to provide a working email and mobile number for timely communication.

Psychological Sessions: The school reserves the right to suggest a student attend a diagnostic session with the internal psychologist, with information shared with parents.

Facilities and Students' Services

The school provides the following facilities and services:

- Library: A well-stocked, purpose-built library.
- Computer Lab: A fully functional and well-equipped lab accommodating up to 30 students.
- Technology: All classrooms are equipped with Smart TVs and Projectors.
- Assembly Hall: A multi-purpose hall for school functions.
- Swimming Pool: Available for use during PE lessons and afternoon activities.
- Air Conditioners: All classrooms are fully air-conditioned.

STUDENTS' PARTICIPATION AND ACTIVITIES

Africa Day In May, the entire school commemorates Africa Day, celebrating African diversity. Students are encouraged to wear traditional attire and showcase performances in song, dance, or poetry. Active parental involvement is welcomed.

Swimming Gala the PE department organizes a swimming gala at the end of the first term, where participation from all students is expected.

Sports Day Term 2 concludes with a track and field sports competition, while Term 3 features ball games. Attendance of all students is mandatory.

Food Fair The school's main cultural event, the Food Fair, involves students, parents, and teachers setting up tents to prepare and sell traditional dishes from around the world. The event includes performances in singing, dance, poetry, and a raffle.

School Trips the MIS Secondary sector emphasizes experiential learning through field trips, community service visits, and environmental clean-ups.

2024 ACADEMIC CALENDAR

TERM 1

- Thursday, 18th January: General Staff Meeting Day
- Friday, 19th January: General Staff Workshop Day
- Monday, 22nd January: Term 1 commences for ALL students
- Saturday, 3rd February: Heroes Day (Public Holiday)
- Thursday, 29th Feb – 1st March: Half Term
- Sunday, 7th April: Mozambican Women's Day (Public Holiday)
- Monday, 8th April: Public Holiday
- Friday, 12th April: Last Day of Term 1
- Total teaching days: 57, Total 12 Weeks

TERM 2

- Friday, 3rd May: General Staff Meeting Day
- Monday, 6th May: Term 2 begins for ALL students
- Saturday, 25th May: Africa Day
- Thursday, 21st - 24th June: Half term
- Tuesday, 25th June: Independence Day (Public Holiday)
- Friday, 2nd August: Last Day of Term 2 for students
- Total teaching days: 62, Total 13 weeks

TERM 3

- Friday, 30th August: General Staff Meeting Day
- Monday, 2nd September: Term 3 begins for ALL students
- Saturday, 7th September: Lusaka Accords Day (Public Holiday)
- Wednesday, 25th September: Armed Forces Day (Public Holiday)
- Friday, 4th October: Peace and Reconciliation Day (Public Holiday)
- Friday, 18th October: Half Term Break
- Sunday, 10th November: Maputo Day (Public Holiday)

- Monday, 11th November: (Public Holiday)
- Friday, 29th November: Last day of Term 3 for students
- Total teaching days: 61 Total 13 weeks
- Total number of school days in the 2024 academic year: 180
- Staff preparation days: 7

SCHOOL SONG:

We are the students of the International School,
We are the students of the International School,
We are the students of the International School,
And we live in Mozambique.

Viva Viva Mozambique,
Viva Viva Mozambique,
Viva Viva Mozambique,
And the International School.

We come from many countries over land and
Over the sea and we're many different cultures as it's
Very plain to see, but we're sisters and we're brothers,
In one great family at the International School.

Viva Viva Mozambique
Viva Viva Mozambique,
Viva Viva Mozambique,
And the International School.

Contract Agreement

This handbook will be updated yearly and must be signed by all students as a contract with the school. Any student and/or parent unwilling to sign this document will be asked to cancel their registration at the school and stop attending classes.

We hope your children enjoy their school days at MIS, and we hope you do as well!

MAPUTO INTERNATIONAL SCHOOL RULES and REGULATIONS ACKNOWLEDGEMENT

I/(We) hereby acknowledge the receipt of the MIS rules and regulations and have read them thoroughly and agree to the content therein. I/(We) agree to comply with all the policies and procedures, including reinforcing such policies and procedures with my (our) student/pupil as referenced above.

Parent's Information:

Parent(s) Name: _____

Student/Pupil Name: _____

Signatures and Dates:

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Kindly sign, detach, and return the form to your child's class teacher.