



STUDENT HANDBOOK

2020



WELCOME TO MAPUTO INTERNATIONAL SCHOOL

“Education is the most powerful weapon which you can use to change the world.”

Nelson Mandela

This is a time when having acquired the basic skills in primary school you are ready to dive into a new and challenging adventure; developing known skills, acquiring new and more complex ones and expanding your knowledge.

Considering all the newly born and non-academic interests that you might have, we are going to do as much as we can to keep you academically curious, engaged and enthusiastic about school work. Parents will also experience a change in their child at home as sometimes the wonderfully behaved child starts turning into a restless youngster. In the middle of all this, we expect these teenagers to be perfect students, intellectual scholars and high achieving individuals – something which may be extremely difficult to achieve if we do not maintain a healthy **Teacher – Parent – Student** relationship.

In this booklet you will find some information on how the School is organized, basic guidelines on how we function as a school and what we expect from our students.

Key Stage 2, also known as the Middle School, comprises Grades 3, 4, 5 and 6.

We follow the Cambridge Primary Curriculum at KS2 level in English, Maths and Science. We also have the following subjects in KS2 - Humanities, Art, Portuguese, Chinese, French, Special English, Information Technology, Music and Physical Education. There are also specific periods set aside for Reading, Story time and Library visits outside of the language lessons to develop the literary skills required at the Secondary level. At the end of Key Stage 2, in grade 6, students take Cambridge Checkpoint exams.

In Key Stage 3 (grades 7, 8 & 9) the students are working towards KS4 and ultimately a public examination (Cambridge IGCSE) in their selected subjects at the end of Grade 11. It is important that they take the opportunity in the 3 years of KS3 to establish good learning and work habits in order to cope with the Cambridge Checkpoint Exams in Grade 9 and the challenges they will meet in KS4.

Key Stage 4 is the 2 years of the Cambridge IGCSE course. IGCSE examinations are written at the end of a two year course taught in Grade 10 and Grade 11. The students are expected to take at least eight subjects. Three of these are compulsory and five are optional. The compulsory subjects are: English (at 1st language or 2nd language levels); either Portuguese or French (at 1st language or foreign language level); and Mathematics (at extended or core level). The remaining five subjects are the optional subjects which can be chosen from the following list: Accounting, Art and Design, Biology, Business Studies, Chemistry, Computer Studies, Design and Technology, Development Studies, Economics, Environmental Management, History, Music, Physical Education, Physics.

There is not a free choice of any five of the above. The subjects are arranged in five blocks. Students must choose 1 subject from each block including at least 1 science subject. The blocks are not the same every year but differ according to demand. The current option blocks operating in Grade 10 and Grade 11 can be requested from the Key Stage Head.

Key Stage 5 starts after the completion of Grade 11 and the IGCSE exams, many students take AS and A-level qualifications in Years 12 and 13. AS and A-levels are the traditional qualifications offered by schools and colleges for 16-19 year olds. They're highly valued by universities and employers and focus on academic subjects. AS-levels can be taken as a stand-alone qualification or as the first part of an A-level course. AS-levels are completed at the end of Year 12. A2 exams and coursework are then added on to an AS-level at the end of Year 13, bringing it up to the A-level standard. The student can continue with subjects taken in Years 10 and 11 and/or take new ones – depending on the subject.

Most students studying for A-levels take three or four AS levels in their first year. This means they can keep their options open about which subjects to study as a full A-level as full completion of an A-Level course requires you to have passed 3 subjects. AS levels involve 180 guided learning hours. They are equivalent to just under half an A-level and generally take a year to complete.

A-levels involve 360 guided learning hours and generally take two years to complete if studied full-time alongside other courses. Guided learning hours are the number of hours of supervised or directed study time the student needs to do to for their A/AS level qualification.

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

We are a very diverse community, our staff and students come from various different parts of the world. Learning to live with each other's differences and respecting everyone regardless of their race, religion, culture and personal habits/choices is an achieved goal at MIS.

School Day

Morning session	Afternoon session
7:45 am – 12:55 pm	1:40 pm – 3:00 pm

First Break	9:15am - 9:35am
Second Break	11:05am – 11:35am
Lunch Break	12:55pm – 1:40 pm

On Fridays classes end at 12:55pm
The last day of each term concludes at 12:00 noon.

Punctuality and attendance

The school day starts at 7:30am. It is important that students arrive at least 5 minutes before this. They will be registered by their Class Tutor whom they meet in their homeroom every day from 7:30 to 7:45am. It is compulsory that every student be present at registration. The parent should inform the Tutor if a student is absent for the day or will be arriving later.

Uniform:

The school uniform and its numerous variations are **compulsory**. For day-to-day classes students can pick and choose which parts of the uniform they wish to use according to daily comfort. On special occasions (picture day, graduation ceremonies, and any other day stated by the school as a special occasion) students must wear the formal version of their uniform made up of:

- Blazer, white shirt, tie, grey pants, grey skirt/green dress, formal black shoes.

Students will not be allowed to attend class if they are not wearing the school uniform.

Lunch Time

KS3 students are **not allowed** to leave the premises at lunch time unless we have **written permission** from parents confirming that the child can go home for lunch. Students can bring their lunch or buy it at the Tuck Shop on the school grounds. There are a few tables at the tuck shop area, some under the *palhotas* and others along the corridors towards the library for use by the older students. We hope to create more spaces over time for our students to sit, eat and socialize.

After School Activities

Apart from a rich curriculum the school hosts a number of afternoon activities which are offered by teachers and other people from outside. As soon as the activities have been decided by the management, students will have an opportunity to select any activity according to their interests, taking into account their timetable. Some of these activities have gender specific sessions.

Subject and Class Teachers also hold after school sessions for students to catch up with work, for those having problems in the subject and for those who would like some assistance with homework.

School Materials

The School provides text books, exercises books and other materials needed for work carried out in class, but it is necessary that pupils bring the following to school each day:

- Pens
- Pencils
- Eraser
- Sharpener
- Glue Stick
- 30 cm Ruler
- Scissors
- Coloured pencils (small 6 Pack is enough)
- Scientific Calculators
- Mathematical sets

Not having this basic equipment causes disruptions in class as those who are not equipped to work must borrow from others or from the teacher.

List of Subjects and Teachers in Secondary School

English: Ms. Hazel, Ms. Faith, Ms. Ellen, Mr. Tawanda

- Students are divided into three groups.

Mathematics: Ms. Jessie, Mr. Raymond, Mr. Tumelo, Ms. Maryna. Mr. Eckson

- Students are divided into three groups.

Science: Ms. Ana Cristina, Ms. Maryna, Mr. Gregory, Mr. Phillip, Mr. Godfrey, Mr. Henry, Mr Raymond.

Humanities: Ms. Ronia, Mr. Filipe, Ms. Cristina, Mr. Andrew, Ms. Mpho

Design and Technology: Mr. Eckson, Mr. Thomas

Physical Education: Mr. Fernando, Mr. Elex, Ms. Teresinha

French: Mr. Egidio, Ms. Victória

Portuguese: Ms. Patricia, Mr. António

Music: Ms. Ekaterine, Mr. Déuscio

ICT: Ms. Rachel

Computer Sciences: Mr. Patrick

Art and Design: Ms. Aduoka, Mr. Bruno

Accounting, Economics and Business Studies: Ms. Lia, Mr. Patrick James, Mr. Ruben

PSHE (Personal, Social and Health Education): usually conducted by the tutors but specific people in the teaching staff may be called upon to help in certain topics.

Special English

This subject is offered to students that do not come from an English speaking background and have very little understanding of the language. This is decided by the English Department.

Physical Education

Students are expected to dress appropriately for the sport they are going to be partaking in. Bathing suits and towels are required for swimming lessons. The main sports area is located across the road from the school. In the first and last term of each year a swimming program is run, making use of the schools own swimming pool. Every student must partake in PE as it is part of the school's curricula. 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.

Parents Evenings

There is a Parents Evening scheduled every term into our yearly calendar and we highly recommend that parents bring their children along with them 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

Reports are sent out at the end of each term. They indicate a grade for effort, conduct and attainment. They also hold a comment from each subject teacher detailing what the students' strengths and weaknesses have been for that term. Our aim is to make sure that students are

assessed in ways that challenge their thinking and explore most if not all areas they have 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 3 core subjects with a grade C or better means the student cannot proceed to the next grade in KS3.

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 national standards and 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:
 - Recognising 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:

MAPUTO INTERNATIONAL SCHOOL Cambridge International Examination Centre: MZ020	
Grade Boundaries	
Key Stage 3 (Year 7 to 9)	Key Stages 4 & 5 (Year 10 to 13)
A+ = 95 - 100	A* = 90 - 100
A = 90 - 94	A = 80 - 89
A- = 85 - 89	
B+ = 80 - 84	B = 70 - 79
B = 75 - 79	C = 60 - 69
B- = 70 - 74	D = 50 - 59
C+ = 65 - 69	E = 40 - 49
C = 55 - 64	F = 30 - 39
C- = 50 - 54	G = 20 - 29
D+ = 45 - 49	U < 20
D = 35 - 44	
D- = 30 - 34	
E = 20 - 29	
F = 10 - 19	
U = <10	

When it comes to External Examinations at the upper secondary level, the Grade Thresholds are not set. They change during each exam series dependant on criteria set by the Examining Board. We use the base values which are valid for all internal exams at MIS.

The Grade “U” can also be used whenever there is insufficient information to give a grade or when the child’s performance does not meet any of criteria set for the subject/task/grade/year.

Effort Grades will look at work completion, punctuality in completing/handing in the work required, general participation and involvement in class and out of class activities whether individually or with peers.

Students will be assessed according to individual capacity and how much effort they actually put into completing the work. Personality differences will of course be taken into consideration.

Conduct Grades will include general behaviour in class, school grounds or anywhere that a school activity is taking place. The student's attitude towards colleagues and teachers, as well staff in general.

Any behaviour in class that interferes with the learning process of peers is considered unacceptable and will have a negative effect on the conduct grade.

Attendance will be considered but not in a similar way to any of the above. Poor attendance and lateness naturally affects school work, but it will be qualified as a separate item, and counted as number of days absent against number of days in the term. If a student is absent for more than 15% of the days in a term **without a just cause** they will not progress into the next year.

Discipline

In most cases children are disciplined for unacceptable behaviour by the subject teachers or whoever is responsible for them at the time of an offence. When problems are repeated or are of a more serious nature, a child is taken to the Key Stage Head and if deemed necessary, a meeting with the Pedagogical Director and the students' parents will be setup. All parents should read the **Rules and Regulations** included in this booklet. It must be signed by the parent and student and these signatures mean that you agree to all terms stated and you will abide by them.

Behaviour Policy

The school has 0 tolerance for bullying and any other type of misconduct that puts in danger the mental, physical, emotional and psychological well-being of other students. The school has a Disciplinary Committee that deals with misconduct and can hand out any of the following to a student upon studying the events around the misbehaviour:

- **Verbal Warning,**
- **1st and 2nd Written Warnings,**
- **Final Written Warning.**

A verbal warning can be issued by a **Key Stage Head** or **Pedagogical Director** without consultation with the Disciplinary Committee. For all other warnings, the relevant Key Stage Head, the witnessing teacher, and the Pedagogical Director must be informed. These warnings can be issued in any order dependant on the gravity of the situation. A student does not need to have received a First Warning to then receive the Second Warning, etc. If a student receives a

Final Warning but still continues to misbehave, they will be **PERMANENTLY** expelled from the school.

Specific Offences, Degrees and Corrective Measures

This table is to be used in conjunction with the **Correction Staircase**.

	Offence	Level of corrective measure with reference to the Correction Staircase	Comments
1.	Late Registration	Step 1	
2.	Late to Lessons	Step 2	
3.	Absence without letter of consent	Step 3-4	Step 4 if it happens more than once.
4.	Frequent absence	Step 4	
5.	Not attending specific classes	Step 4	
6.	Late Submission of work	Step 3-4	4 if it happens more than once.
7.	Not wearing school uniform	Step 5	Student sent to PD office, and will be asked to collect a piece from the lost and found to complete their uniform
8.	Using mobile phones/gadgets in class.	Step 5	1 st offence – mobile phone will be confiscated for 3 days. 2 nd offence – confiscated for 1 week. 3 rd offence – confiscated until the end of the term.
9.	Distracting other students during lessons.	Step 3	
10.	Disturbing/disrespecting the teacher during lessons.	Step 4	
11.	Leaving class without permission.	Step 4	
12.	Misconduct during a school trip/excursion	Step 6	
13.	Bullying	Step 7 - 10	
14.	Sexual Harassment	Step 7 - 10	
15.	Physical Assault	Step 7 - 10	
16.	Fighting	Step 7 - 10	
17.	Abusive Language	Step 7 - 10	
18.	Carrying Drugs	Step 7 - 10	
19.	Carrying Weapons	Step 7 - 10	
20.	Vandalism	Step 7 – 10	
21.	Theft	Step 7 – 10	
22.	Use of abusive substances during school hours	Step 7 - 10	
23.	Inappropriate Intimacy	Step 7 - 10	

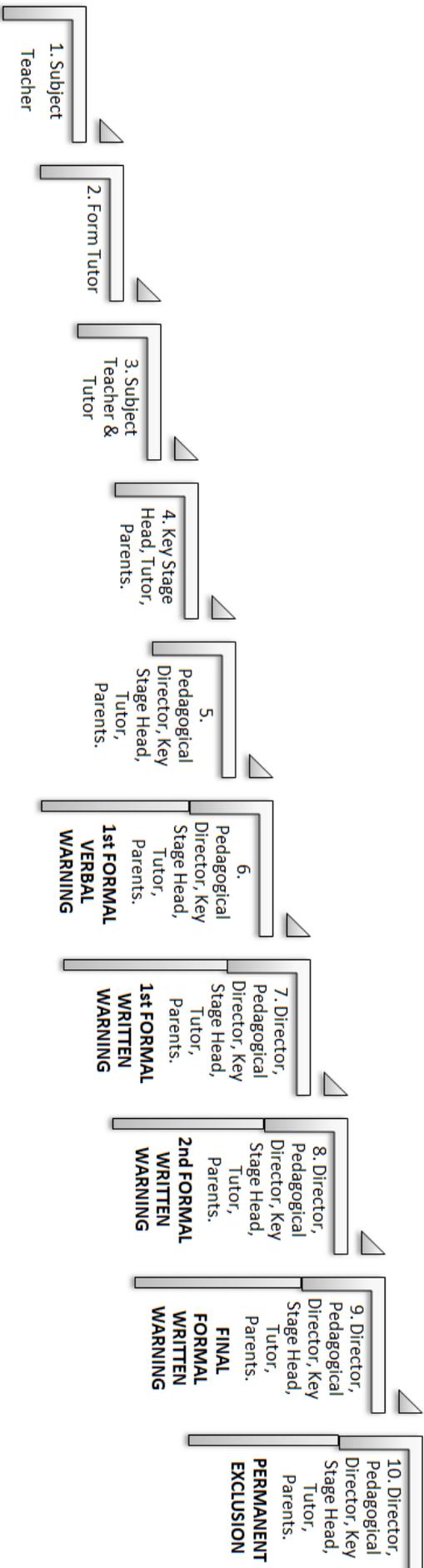
This list will always be updated according to the school's needs. It is important to state that we cannot foresee all offences and those that are not stated on this list will be dealt with according to the School's discretion. Depending on the gravity of the offence, the School does not have to follow an order in the issuing of Verbal Warnings, Warning Letters and Permanent Exclusion.



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)



Lockers

Lockers are available for students in KS 3 and above. It is recommended that they be used only for storage of books and worksheets that they do not need to take home. **No** valuable objects should be kept in the lockers. Students are not allowed to go to lockers during lesson time. Any valuable object left in the lockers is at the students own risk.

Annual Events

- Swimming Gala

- Food Fair
- Sports Day
- All School Play
- School Trips
- Options evening (Year 9 only)
- Internal tests and exams

All these events will be held on specific days according to the school calendar. Responsible teachers and Key Stage Heads will inform parents and students with due notice prior to an event.

SCHOOL RULES AND REGULATIONS

MIS promotes positive behaviour in school by developing relationships between staff and students based on respect, safety, honesty, responsibility and courtesy. Our aim is to educate children and although we focus on education and academics, we also aim to help develop the students' personalities and character to uphold positive moral and ethical values.

The school rules reflect the school's expectation in terms of acceptable behaviour, dress and personal presentation in the widest sense. The school rules are to be obeyed at all times by the students, both on the school grounds or when clearly associated with the school, such as on a school trip or at any moment outside of the school while wearing the school uniform.

Failure to abide by these rules will result in **disciplinary action**.

Students have the responsibility:

- To respect their peers and all school staff regardless of ethnicity, religion or gender.
- To respect the property and equipment of the school and others.
- To attend school and to be punctual.
- To be properly prepared for class, have the correct equipment, and show a willingness to co-operate and learn.
- To keep the school grounds and classrooms clean.
- To respect the right of others to learn and therefore not be disruptive in class.
- To follow instructions to the best of their ability.
- To conduct themselves in a courteous manner in school and in public.

- To be responsible for handing in their assignments (homework, project work, etc.) on time, and for making the necessary arrangements in case of absence.
- To conduct themselves responsibly during tests and exams, that is by not cheating or aiding others to cheat, any attempt will be met by disciplinary action.
- To read all school notices and bring them to their parents' or guardians' attention on time.

A. The following are not to be brought to the school grounds:

- Alcohol or drugs in any form.
- Cigarettes or tobacco.
- Pornographic or any other offensive material.
- Certain materials that may be viewed as weapons.

B. Bullying:

Any form (verbal, physical, emotional or psychological) of bullying or victimization is prohibited on the school grounds. Cyber-bullying will not be tolerated and full support is required from parents in order to monitor what their children are doing on the internet and social media. Please refer to Future "code of conduct"

C. Leave applications:

The process of applying for leave requires that parents or guardians write a letter to the class tutor/key stage head/PD well in advance, stating the dates and reason for absence.

D. Lateness:

All students must be at school by 7:30am. Latecomers must report to the office before going to class. The student will only be admitted in class by the teacher upon presentation of the "Late Pass" with a valid reason.

E. Absences:

The school controls students' attendance. Parents or guardians are required to justify any absence in writing/email to the tutor, Key stage head or call the school office and leave a

message with the student's name, class, and reason for absence either for an anticipated absence or immediately on the child's return. In the event of the absence exceeding 2 days, the school should be informed whilst the student is absent from the school. It is the student's responsibility to catch up on missed work.

Students leaving the school premises must obtain a signed permission slip from the tutor/subject teacher and it must be stamped at the school office. This must be presented to the guards at the gate before the student can leave.

An unjustified absence of 15% of the school days will mean that the student has failed that grade and cannot proceed to the next grade.

An extended exemption of any sports activity must be justified by a medical certificate.

F. Personal property:

All articles of clothing, shoes, books, bags and other personal property should be clearly marked with the students' name. No responsibility can be accepted for unmarked property. Furthermore, students should refrain from bringing large sums of money to school as well as any other expensive accessories (laptops, jewellery, cell phones, etc.). The school will not be held accountable for the loss or damage of the above mentioned items.

G. Cell phones/Other electronic devices:

It is important to highlight that students from KS1 – KS3 will not be allowed to bring cell phones to school.

Only KS4/5 students are allowed to bring their phones to school purely for academic purposes and may use them in class with the teacher's permission. Parents wishing to urgently contact their children during school hours are advised to do so through the school office. Likewise, students wishing to contact home in an emergency are allowed to do so through the school office. Any student found with a cell phone; it will be confiscated and kept in the PD's office; and only the parents will be allowed to collect it.

H. Dress code:

Students should wear the school uniform at all times. On special occasions (picture day, graduation ceremonies, and any other day stated by the school as a special occasion) students must wear the formal version of their uniform made up of:

- Blazer, white shirt, tie, grey pants, grey skirt/green dress, formal black shoes.

Students will not be allowed to attend class if they are not wearing the school uniform.

I. Gum:

Chewing of gum is prohibited on the school premises.

J. Parental co-operation/interference:

Parents are encouraged and welcome to co-operate in all our school activities. They are expected to attend all Parent - Teacher meetings and collect the reports and further information on their children.

Parents are not permitted to enter classrooms during lesson times unless there is an emergency. They should make prior arrangements if they wish to see a teacher for any particular reason. This can be arranged by a simple phone call, written note or contact through the main office or directly with the teacher.

K. Tests and examinations:

Attendance at tests and examinations is compulsory. Malpractices in examinations will be viewed seriously. Offenders will be marked zero and run the risk of being suspended or expelled. If a test is missed due to medical reasons, upon return a medical certificate is required. Only with this shall the student be allowed to retake the test.

L. 85% attendance to all lessons is required to be entitled to a term grade or to attend the final examination.

M. Disobeying school rules will result in disciplinary action. This may be carried out by the school disciplinary committee. Parents will be informed in the case of serious or recurring offenses (for further information refer to the Correction Staircase and Table of Offences and Corrective Measures).

N. Rules and regulations are subject to change without prior notice.

We request a working email and mobile number (parents or guardians) so all notices and other communication between school and parents can be guaranteed on a timely basis.

O. The school holds the right to suggest that a student attend a session with our Internal Psychologists for a diagnostic. All information from sessions with the Psychologist will be passed on to parents.

This booklet will be updated on a yearly basis and must be signed by all students as a contract with the school. Any student and/or parent not willing 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

I/(We) _____ parent(s)
of _____

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

Parent's signature Date

Student's signature Date