



MOROGORO INTERNATIONAL SCHOOL HOME SCHOOL CONTRACT.

INTRODUCTION:

The common purpose of all staff members at Morogoro International School and the family of the pupils of the school should be to provide the best possible opportunities for each child to learn and develop their personal skills and abilities to their full potential. Given that the aim is the same, the school and the home should be able to work together to provide the ideal environment to achieve this. It is, therefore, important that certain obligations are met on both sides and that a set of general rules are adhered to.

OBLIGATIONS OF THE SCHOOL:

1. Morogoro International School (MIS) will provide 175 days of tuition per year set out in an annual calendar published at least 6 months in advance of the new academic year.
2. MIS will endeavour to fill every teaching post with the highest quality qualified teacher with British teaching experience or the equivalent.
3. Children at MIS will be prepared for all exams by the teaching staff by completing syllabuses in good time allowing time for revision, consolidation and any other guidance and advice.
4. MIS will provide a full and balanced curriculum that adheres to the guidelines of the British National Curriculum.
5. Teachers at MIS will differentiate work in order to give every child the opportunity to reach their potential in each subject.
6. MIS will provide an extra-curricular programme to complement the mainstream teaching and provide educational and recreational trips from time to time.
7. The pupils at MIS will attend at least one non-religious assembly each week.
8. MIS will provide a safe and secure environment for the pupils to learn and play where their emotional as well as physical needs are met at all times.
9. Any issue of concern regarding the pupil's behaviour or education will be brought to the attention of the parents/guardians at the earliest moment and in an appropriate way so that the school and the home can work together to find a strategy or plan to assist the pupil.
10. MIS will support any pupil who has been absent through illness/injury by providing all work missed and assisting them to catch up.
11. MIS will teach children in classes of no more than 25 children.

To help parents and guardians understand better how children are taught at MIS, here is **the teaching and learning policy** of the school:

Overall the aim of MIS is to develop children who are:

Confident, Responsible, Motivated, Humble, Creative, Happy, Adventurous, Reflective, Articulate, Able to Apply Skills and Knowledge, Problem Solvers, Independent Learners but also Team Players.

Values and principles:

We believe effective **learning** involves pupils at MIS:

- Initiating activities that promote learning and that enable them to learn from others.
- Learning through movement and all their senses.
- Being proactive and responsible.
- Being able to apply new skills and knowledge in a variety of situations and recognising patterns and identifying exceptions.
- Developing interest and curiosity.
- Participating with confidence and without fear of making mistakes.
- Being reflective and aware of their own abilities and aptitude.
- Being aware of their own progress and, as they progress through the school, being able to set targets and goals and plan strategies to achieve them.
- Retaining and processing information.
- Recognising skills, talents and qualities in others.
- Interacting effectively with teaching staff and fellow pupils.
- Being able to analyse, interpret and communicate information in the real world.

These learning outcomes will be achieved at different stages of a child's development but they provide the overall strategy that all teachers at MIS will be working towards.

At MIS we believe that good **teaching** involves:

- Developing an enquiring mind in the pupils.
- Facilitating self-assessment.
- Providing a broad and balanced range of experiences and opportunities.
- Promoting pupils' learning through planned experiences and activities that are challenging but achievable.
- Setting clear objectives that pupils are aware of.
- Ensuring a variety of activities to accommodate all learning styles and abilities.
- Open-ended questioning that extends pupils' thinking and understanding.
- Being a good listener.
- Having a sense of humour and creating a classroom atmosphere that motivates pupils to want to learn and is conducive to confidence building.
- Thinking positively about pupils and emphasising their strengths as much as their weaknesses.
- Establishing and maintaining clear classroom parameters and using a rewards system as well as sanctions to enforce them.
- Varying teaching methods according to the needs of the class and the outcomes of the lesson including group discussion, experimentation, investigation, demonstration, use of ICT etc.
- Being flexible and adaptable so that, while the syllabus provides the overall framework, individual lessons can be dictated by the response of the pupils.
- Making good use of cross-curricular links.
- Sharing ideas and good practice with other teachers and being reflective in evaluating the success of each lesson.

Minimum requirements of every lesson at MIS:

- A clear introduction recapping on recent material covered with reinforcement (preferable by question and answer session) and setting out clear objectives for the lesson within the context of the whole course, if necessary.
- The body of the lesson should include plenty of opportunities for assessment of learning and involve several different activities. Work must be differentiated to suit the needs and abilities within the class.
- MIS teachers should be creative and original. Where possible, they should use their own materials, examples and experiences to introduce and explain new topics. Slavish adherence to published texts is not acceptable in most cases and copying from the text book is **not permitted**. Text books should only be used for reinforcement of knowledge and for pupils to do exercises.

EXPECTATIONS OF THE HOME.

Parents/guardians should:

1. Ensure that their children are delivered to school in good time according to the published school timings and collected promptly at the end of the school day/term. MIS accepts no responsibility for pupils left on the premises more than 30 minutes outside of the normal school timings.
2. Ensure that their children attend every school day except in case of illness or injury. In such cases, the parents/guardians must inform the school at the earliest possible time (preferably before 8.00 a.m. on the first morning of absence.) They should also provide written confirmation of the pupil's reason for absence on their return. In the case of an absence of more than a week, a medical certificate as proof of illness should be provided. Other absence may be permitted by the Headteacher (eg for family or religious occasions) provided such a request is made in writing at least one week in advance of such absence. In such cases, 'catch up' work and assistance is provided at the discretion of the Headteacher.
3. Ensure holidays are booked to coincide with the published school holidays. Absence from school due to family holidays will be regarded as unauthorised absence and will be recorded as such on the end of year report. In such cases the school has no obligation to provide extra support for the pupil on their return. If internal examinations are missed as a result of unauthorised absence, MIS will record a result of 'absent.'
4. If a child is required to leave the school premises during the day eg for a dental appointment, then the parent/guardian must give clear written instructions to the class/form teacher who will then inform the receptionist to ensure that the child is collected by the correct person at the correct time.
5. Accept and embrace the whole curriculum as presented by the school. It is based on the British National Curriculum and, by accepting your child's enrolment at the school, you are accepting your child's participation in all parts of it.
6. Show an interest in their child's school work and support them with homework assignments as advised by the teacher.
7. Make learning resources available at home including internet access if possible and allow for a good learning environment within the home.

8. Support the school's administration as requested regarding the discipline of their child but the school reserves the right to exclude, suspend or issue other sanctions as it sees fit. For major disciplinary issues, the school will involve the parents throughout the process.
9. Make every effort to make their child available if selected for sports squads or other activities such as drama productions outside of normal school hours.
10. Pay all money in good time for school trips and activities as requested by the school.
11. Attend all parent teacher consultations and make every effort to honour other invitations from the school to attend appointments and events.
12. Ensure their child attends school in appropriate attire with good hygiene at all times and adheres to the school uniform code. The school accepts no liability for loss of uniform and advises that all items of clothing are clearly labelled with the child's name.

MAKING APPOINTMENTS WITH THE SCHOOL.

The administration of MIS is supportive of all involvement that the parents/guardians have in their child's education and welcome discussion and feedback with the school. However, to avoid misunderstanding and disappointment, it is important that a system for making appointments with school staff is followed. The procedure is as follows:

- For appointments with primary school class teachers, a request should be given to the class teacher at least one day in advance. The class teacher will inform the appropriate Head of Section in case they may wish to also attend.
- For appointments in secondary school, the written request to meet an individual teacher should be directed to the Headteacher who will organise an appropriate appointment
- For security reasons, all parents/guardians should report to the school reception before attending their appointment.

COMPLAINTS PROCEDURE.

All complaints about the school **must be addressed to the Headteacher** in the first instance. On receiving a complaint, the Headteacher will arrange for an appointment with the parents/guardians. The opportunity of having a Swahili speaking teacher to translate will be offered. Following this initial meeting, if the issue has not been resolved to the satisfaction of either the parents/guardians or the school's administration, the following further action may result:

1. A meeting set up with relevant staff and the parents/guardians.
2. A meeting set up with the child and the relevant staff and/or parents/guardians.
3. An investigation carried out by the school, fully documented and reported to the parents/guardians.
4. Any other appropriate action.

The result of the above actions will be an agreed plan of action signed by the Headteacher and the parents/guardians (and possibly the child).

If there is still dissatisfaction from the parents/guardians from the outcome of the above process, the Headteacher will arrange a further meeting to try to resolve the problems.

Only after this process has failed, should the parents/guardians follow the appeal process.

THE APPEAL PROCESS.

Having exhausted the complaints process explained above, the parents/guardians may make a **written appeal** to the Board of Directors.

Initially the matter will be discussed at the next available Board meeting with the Headteacher presenting all the evidence from the school's management. If the Board feel that they can adjudicate at this point, then they will communicate their decision and any resulting action in writing to the parents/guardians while the Headteacher will communicate the outcome to the school management. The decision will be final and no further appeal will be permitted.

If the Board feel that they are unable to adjudicate, a special meeting will be set up with the parents/guardians and the Headteacher where both sides of the argument will be presented. Further questions will be asked of both sides until the Board feel that they are able to come to a decision. This decision along with any resulting action will be communicated in writing to the parents/guardians while the Headteacher will communicate the outcome to the school management. The decision will be final and no further appeal will be permitted.

In the case of a permanent exclusion of a child, the appeal procedure will begin immediately i.e. a special Board meeting will be convened just for that purpose at the earliest possible time.

PLEASE NOTE: Any complaint made directly to the Board of Directors will be referred back to the Headteacher who will then ensure that the above procedure is followed.

EXPECTATIONS OF THE PUPILS.

Our aim at MIS is to create a happy and positive community. All pupils are expected to behave in a manner conducive to creating such an atmosphere. Thus, rudeness, bad language, physical abuse, bullying, stealing, racism, intolerance of other people's culture or religion, showing disrespect to others, general unsociable or irresponsible behaviour, deliberately damaging property or dropping litter will all receive a sanction.

A child's education at MIS is an holistic one meaning that we also want to encourage correct lifestyle choices and adherence to the law. Thus truancy, telling lies, cheating and indulging in alcohol, cigarettes, drugs, pornography, sexual activity or carrying a dangerous weapon will also result in a punishment being administered by the school.

Permanent exclusion (expulsion) from the school will result from a pupil being found in possession of drugs, being drunk at a school function, on a school trip or on the school premises, deliberately intending to cause serious harm to another pupil or member of staff, physical abuse of a member of staff or any other behaviour that could seriously endanger the lives of others.

In addition pupils are expected to:

1. Wear appropriate school uniform while at school.
2. Conduct themselves in accordance with the school rules and expectations and uphold the good reputation of MIS whenever wearing the MIS school uniform in public places even when out of school hours and not on an official school activity.
3. Not bring to school valuable items such as laptops and mobile phones. If such items are brought by boarding students they should be handed over to MIS staff for safe keeping. MIS staff will then issue them at appropriate times. MIS accepts no liability for the loss or damage of such items.

FEES AND ENROLMENT POLICY.

- Boarding fees for each term should be paid in full at least two weeks before the start of the first term, at least one week before the start of the second term and at least one week before the start of the third term. If a boarding student arrives on the first day without the boarding fees having been paid, MIS reserves the right not to allow the child to take up residence in the boarding house.
- Tuition fees must be paid in full before the end of the first full week of the term. Any fees paid after that date will incur a 5% penalty. MIS reserve the right to exclude a child from classes if the full term's fees have not been paid by half term unless an instalment plan has been agreed.
- Tuition fees can be paid in instalments. Such an instalment plan should be presented in writing to the school accountant who will approve the plan provided each term's fees are completed before the end of the term. In such cases post dated cheques must be provided for each of the proposed payments. No interest will be charged on instalment plans.
- Payment of full **tuition fees** before the end of the previous term will attract a 5% 'early bird' discount.
- The fees for the new academic year will be published no later than the end of March prior to the new school year commencing. However, MIS reserves the right to alter these published fees by giving to the parents/guardians at least 3 months' written notice.

New enrolments:

- If a parent wishes to enrol a child into the school, he/she will have to arrange an application interview with the Headteacher or the appropriate Key Stage Head. Based on the outcome of that interview, the application may be processed by the completion of an application form.

Note: application forms will not be issued to anyone who has not had an application interview.

- For new enrolments the registration fee, capital development fee and caution money as well as all tuition and boarding fees must be paid before the child may attend any class.
- If a class is full, the child will be placed on a waiting list on the deposit of the registration fee. If the parents/guardians subsequently decide to withdraw the child from the waiting list, this deposit will be returned in full.
- The waiting list will be applied on a first come first served basis although priority will be given to siblings of children already attending the school.
- To secure a place for a child more than a term in advance, the registration fee must be paid. The school may also request that the tuition fees for any complete terms in between are paid. These payments may be offset against future payments of fees once the child enters the school.
- Children will generally be placed in a class appropriate to their age. However, other factors may be taken into account and an entry assessment may be conducted. The Headteacher's decision on any matter concerning the admission and placement of a child in a particular class is final.

How to pay:

- No cash payment of fees will be accepted at the school.

- When depositing payments into the bank, it is important to identify such deposits by reference to the invoice number (or child's name). Without this reference, the school will not know if fees have been paid and the parents may receive further reminders.
- Fees can be paid by cheque made payable to 'Morogoro International School'. Please be advised that dishonoured cheques will result in a penalty being charged of 30% of the value of the cheque.
- Any charges incurred by the school for receiving cheques will be passed on to the parent/guardian.
- Payments can be made in pounds, dollars or Tanzanian shillings. Fees are quoted in pounds, so contact the bank on the day of payment to find the exchange rate for dollars and Tanzanian shillings. The bank details are given on the invoice.

Withdrawing a child:

- Three months' notice in writing should be given to the school if a child is to be withdrawn from MIS or a payment of one terms' tuition fees made in lieu of such notice at the discretion of the Headteacher.
- Failure to adhere to the notice requirement may result in the school withholding leaving documentation such as reports, leaving certificates or exam certificates.
- Caution money will be refunded less the cost of any school property issued to the child that has been damaged or lost and any outstanding fees unpaid.

DECLARATIONS:

1. In the event that it is not practicable to obtain parental/guardians' consent, in the case of accident or illness of my child I/we hereby authorise the school administration to file consent for any essential treatment to be administered. I/we undertake to be responsible for any costs so incurred.

SIGNED: _____ DATE: _____

2. I/we do/do not (delete as necessary) give consent for my/our child to appear in photographs to be used for school marketing purposes. However, the child's name will not appear without the prior consent of the parents/guardians.

SIGNED: _____ DATE: _____

3. I/we agree that I/we and our child(ren) understand and will abide by all the rules and regulations set out in this document.

SIGNED: _____ DATE: _____