



**ACORNS INTERNATIONAL SCHOOL**  
INSPIRING AND EMPOWERING

# PARENT HANDBOOK

December 2019

## ABSTRACT

Why? Who? When? Where? How? Have you, at any point, wondered what it means to be part of the AIS Family? This is the best place to begin. The revised Parent Handbook covers you on all accounts.

AIS Management



nwea

Cambridge Assessment  
International Education  
Cambridge International School



ACER

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**ACORNS INTERNATIONAL SCHOOL**  
**INSPIRING AND EMPOWERING**



Dear AIS Family,

Our Acorns tree has seen a flourishing journey from being a sapling to a strong, deep rooted tree today. Fruitful, literally and figuratively, that's how I see it in retrospect. From the size of the campus to the size of our family, the trajectory has been upward and onward, and we would like to thank everyone who has played an integral part in this exponential growth – our students, parents and of course, invaluable AIS team.

I would like to express my gratitude to all our staff at AIS, who laid the foundation for success. Some of you were at AIS before me, many of you started with me and most of you kept joining us, to be what we are today!

Whether the Directors, a Teacher, Teaching Assistant, Head of Department, admin or auxiliary staff, we are all part of a very important job of educating, inspiring and empowering students to be happy and successful. Thank you so much for all the hard work and energy you invest in your job.

I am proud that I have the support of an entire (AIS) family that shares school's vision to inspire and empower people to achieve our personal best and create a better and more peaceful world.

You are now part of the AIS Family, and an important one at that. We would like you to know what this role entails and encompasses. Hope you find this information booklet useful in our journey at AIS.



*Ameena Lalani*

Head of School/CEO

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## Senior Management Leadership Team Contact Details

Head of School (HoS) &  
Chief Executive Officer (CEO)  
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HoD – Learner Support Services  
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**Office hours**  
8:00am – 4:00pm  
\*At all other times by appointment

## About AIS

Acorns International School (AIS) is a community that grows together, and has come a long way, at that! It is not just about growing though, it is also about staying relevant. In the spirit of lifelong learning, we have revisited the AIS Vision, Mission Statements and Core Values, as an entire community – parents, students, teachers and the Senior Management Leadership Team.

### **Vision Statement**

To inspire and empower each other to achieve our personal best.

### **Mission Statement**

To provide education in an inquiry-based environment that nurtures holistic and balanced lifelong learners, who will create a better and more peaceful world.

### **AIS Logo**

AIS sought a symbol to represent itself within the local community. It was important that the symbol reflected the school's identity, beliefs, values and was easily recognizable. There are three important features of the AIS logo:

- The name of the school and its representation: Acorn representing core values
- The structure and shape of the logo: Pyramid
- The colours: Blue and Gold

### **AIS Values**

- **Lifelong Learners:** Discovers the joy of learning, acquires the skills to 'learn how to learn', and promotes intellectual endeavours and academic potential through inquiry, problem solving, critical thinking and decision making.  
*Learner Profile: Inquirer, Knowledgeable, Thinker*
- **Responsible:** Actively strives to inspire and ensure discipline and excellence in all pursuits based on the spirit of personal commitment to integrity, fairness, mutual respect, compassion and service to others.  
*Learner Profile: Principled, Balanced, Reflective*
- **Pluralist:** Be generous, respectful and tolerant towards all cultures and traditions, through engagement in the rich diversity of the world, while still valuing our own identities, languages and beliefs.  
*Learner Profile: Open-minded, Caring, Communicator, Risk-taker*
- **Multi-lingual:** Recognises the importance of mother tongues and the value of acquiring other languages in order to be an effective communicator.  
*Learner Profile: Communicator, Knowledgeable, Open-minded*



- **Environmentalist:** Understands the importance of conservation and preservation of our shared, finite, natural resources and participates in environmentally friendly practices.  
*Learner Profile: Thinker, Caring, Principled*
- **Global Citizen:** Plays an active role in our community and global contexts, by adopting shared accountability through individual and/or cooperative action.  
*Learner Profile: Risk-taker, Balanced, Reflective, Inquirer*



## Anthems

### East African Anthem

Ee Mungu twakuomba ulinde	Jumuiya Yetu sote tulinde
Jumuiya Africa Mashariki	Tuwajibike tuimarike
Tuwezeshe kuishi kwa amani	Umoja wetu ni nguzo yetu
Tutimize na malengo yetu	Idumu Jumuiya yetu
Chorus	

### Ugandan Anthem

Oh Uganda! may God uphold thee,	United, free for liberty,
We lay our future in thy hand;	Together, we'll always stand.

### School Anthem

Acorns International, arise and shine.

We inspire and empower each other, to create a peaceful world.

With a strong foundation, we aim for the highest, build for tomorrow and strive for success.

We inquire and aspire to be, lifelong learners; with morals and values we shine, in all nations.

Acorns International, arise and shine.

We inspire and empower each other, to create a peaceful world.

With a strong foundation, we aim for the highest, build for tomorrow and strive for success.

## General School Affairs

(For Early Childhood, Primary and Secondary Students)

Once registered, your child may start at AIS on any school day, as agreed between the staff and parents.

Each student is allocated a class by the Head of Admissions, on the basis of age, gender and number on roll in the relevant yearbands. If places are not currently available, then the students will be put on a waiting list.

Once enrolled, the Head of Admissions will also assign a house team.

**School Timings:** Gates open in the morning at 7:00 a.m.

Yearband Guide	Time
Crèche	8:45 am - 12:25 pm
Early Childhood 1 (EC1)	
Early Childhood 2 (EC2)	
Reception	8:45 am - 2:40 pm
Year 1 to Year 11	8:00 am - 3:25 pm
DP/A Levels	

**School Arrival/Departure:** Students should NOT arrive at school before 7:00 a.m. No AIS supervision can be provided before this arrival time. Parents are requested to understand and adhere to reporting and dismissal timings for their child (ren).

**Late Arrival to School:** Students of Year 1 through Year 11 are expected to report to class by 7:45 am, and their first class begins at 8:00 am. In the Early Childhood department, the reporting time is 8:30 am, and their first class begins at 8:45 am. Students reporting after these times will be marked 'Tardy'. Repeated tardiness may elicit a meeting between the parents and school management.

**Leaving During School Hours:** Since we operate a closed campus, students are permitted to leave the campus only in case of an emergency, or for medical reasons. In the aforementioned situations, a parent or legal guardian has to either inform the homeroom teacher through the student's diary or a member of the Pedagogical Leadership Team, through an email or phone call. The person picking the child has to then collect an Early Dismissal Slip from their respective Heads of Department (HoD).

**If Absent for more than Two Weeks:** Students are expected to be in school and in each class as scheduled. The minimum attendance expectation is 85%. However, if the child has to travel during school days, and will be away for more than two week, parents/legal guardians are expected to fill the Long Leave Application, which is available on request at the admin office.

**Exit ID Card:** AIS has instituted an Exit ID card system. Each personalized card features the photograph of the adult authorized to pick the student(s). Only the parent/legal guardian can apply for this card, and is expected to personally collect it. Please note, these cards, once ready, will not be handed over to a driver/nanny/relative. The first card, per family, is free of charge, and subsequent cards will be charged UGX 15,000 each. If an authorized individual is no longer permitted to pick your child, please destroy the card, or intimate the admin office immediately.

**Class WhatsApp Groups:** In an effort to communicate to parents effectively, AIS uses several platforms. Parents can sign-up to receive emails and letters are sent home with students. In addition, each class has a WhatsApp group, run by the school administration and a parent volunteer, called the Class Parent Representative (CPR). The group is only used to communicate general information; nothing is child/ parent specific. Only AIS and the CPR are able to make posts; this is so the intended messages are easily read by all parents.

### Uniform and Dress Code

- **School uniforms:** The AIS uniform is compulsory for students from Reception class onwards. The uniform comprises trousers, shorts or skirts, with a polo t-shirt and a sweater. The Secondary students have a formal uniform that consists of a shirt, trousers and necktie (detailed description in ‘General School Affairs for Secondary Section’). In addition to our school uniform, a PE kit is also available, which should be worn by all students on the day of their PE lesson. Please label all the uniforms.
- **Dress code:** AIS is home to over 50 nationalities, representing different religions and cultures. Students should be dressed in a manner that is both appropriate and reflects well on this international community. Students are expected to wear the complete and appropriate school uniform, as per timetable. The only exception to this, would be birthday celebrations or class parties. Flip-flops are not allowed, as they pose the risk of tripping. For health and safety reasons, a hat or cap and sunscreen/ block are encouraged when outdoors. Students should not wear short shorts or skirts, revealing tops, crop tops or other clothing that bears inappropriate messages including drugs, alcohol and/or violence.

**Homework:** We believe that homework is a valuable exercise for students, which bridges the gap between learning in the classroom and home environment, allowing parents, teachers and students to engage in the learning process. Homework, at AIS, is the outcome of best practices filtered over the years, and is developed to best suit each year band. In EC 2 and Reception Class, homework is sent home on a Friday, after every two weeks. In the Primary, homework is disseminated every Friday and in Secondary it is on a need basis, with two subjects sending homework each day. Students are expected to respect deadlines, complete their homework diligently, and address any difficulties related to homework, proactively.

**Morning Snack:** All children should come with a snack and drink for their mid-morning break. This should be a healthy snack. We request that crisps, sweets, and soda not be included in their snack box. A healthy snack may be savoury biscuits or crackers, fruit, raw chopped vegetables, cheese or non-sugar popcorn. Children staying for our daycare programme are also requested to

bring a healthy snack to eat after school hours, before they are collected. This should include a non-sugary drink.

**Lunch:** We serve a balanced hot lunch to our students each day. Some children may be fussy eaters; staff will encourage children to try new foods, but never force. If you have any concerns regarding your child's diet please discuss this with our staff. Cost of lunches and the menu are available on our website. **Home lunches must be either sent with students in the morning or dropped off before 11:00 am. Lunches delivered after 11:00 am every morning will not be accepted.** Students cannot leave campus during lunch time.

**No Sharing Rule:** The school follows a strict 'no sharing' rule. We do not allow our students to share their food or snacks with each other, being cognizant of allergies or religious dietary choices. Teachers talk to students on a regular basis about this, and we would encourage you to talk with your children about the same at home.

### **Birthday Celebrations:**

- **In Class:** We love sharing a student's excitement while celebrating their birthdays in class, along with their teachers and classmates. However, we do ask that parents follow some guidelines. Firstly, please plan with the homeroom teacher, ahead of time, to establish a suitable time to celebrate, without disrupting a class. Please do bring cake and juice for the celebration. Please do not send sweets, soda, or gifts to school. Please note that if a drink is labelled carbonated, then it is a soda.
- **At Home:** We understand that children forge strong bonds in school and celebrate thereafter. However, we also respect parents' need for their details to remain confidential. We request that parents work out birthday celebrations independent of the school. The AIS Staff will be unable to share personal contact details of parents/guardians for this purpose. A best practice that has worked for many parents is to exchange contact details while you meet during school events.

**Other Celebrations at AIS:** During the year, we celebrate several international events. All events are marked on our calendar, and invitations are sent home as a reminder. Every yearband also has a class assembly, please check the academic calendar to mark your child's. If you prefer that your child not participate in any of our celebrations, please inform the HoD and/or the homeroom teacher.

**Illness at School:** If your child informs the school about any pain or illness, he/she will be taken to the sickbay and the school nurse will monitor them for some time. If the pain persists, the parents/guardians will be contacted for further action. If your child needs medication during the day, we are happy to administer it. Please pass it to the homeroom teacher or school nurse with specific instructions:

- i) Name of the child
- ii) Time to administer
- iii) Dosage to administer

However, if your child is taking antibiotics, we suggest that these are given at home. Please remember that if your child is ill, they should not be in school. In case of communicable diseases, he/she should not be in school until they are no longer contagious. If your child has an ongoing medical condition, please speak with the HOD about this, and discuss appropriate care and treatment.

**First Aid:** We have a fully-qualified nurse at school, who is equipped to deal with any Paediatric Emergency, CPR, minor injuries and administer first aid as necessary. We will always advise you with a note of a bumped head during the school day or a grazed knee. In the event of a more serious accident, or your child has taken seriously ill, we will contact you immediately, as well as our medical insurance provider for the ambulance service.

**Lost Property:** It is much easier for our staff to return jumpers and other items, if they are labelled. If you choose to write on a tag, please check that the name is still visible after washing. We have a lost property box at the main reception area, and also display all the items at different times throughout the year.

**After School Clubs:** Each progressing year, we, at AIS, strive to offer after school clubs that are not only a perfect extension to your child’s academic life, but also giving them a chance to break away from mundane. Over the years, the bouquet of offerings have included Art, Swimming, Skating, Fashion Design, Abacus, Chess, Speech and Debate, Music, to name a few. This optional service is available at a fee of \$100 per club, or \$400 for five clubs.

**Daycare Rules:** At AIS, we offer daycare after school service. Below are rules to of daycare:

- **Students Not Doing Clubs:** these students will remain in homerooms for up to 15-20 minutes, after the day ends. If not picked within those 15-20 minutes, they will be handed over to Daycare staff, and parents will be invoiced accordingly.
- **Students Doing Clubs:** the students will remain in club rooms for up to 15 minutes after the club ends. If not picked within those 15 minutes, the student will be handed over to Daycare staff, and parents will be invoiced accordingly.
- **Students Paying for Daycare Service During the Term:** Children picked up after 5:30 pm will be charged at the rate of \$5 per 15 minutes.
- **Younger Siblings:** Daycare will be provided at no cost only until the dismissal time of the oldest sibling.

Yearbands	Class ends at:	Students will be moved to day care:	After school clubs end:	After club, child will be moved to Daycare
EC1 & 2	12:25pm	12:45pm	2:00pm	2:15pm
Reception	2:40pm	3:00pm	3:30pm	3:45pm
Year 1 to 13	3:25pm	3:45pm	4:15pm	4:30pm

**House Teams:** AIS has 6 house teams namely, Air, Earth, Fire, Light, Metal and Water. Once enrolled, the Head of Admissions will also assign a house team. Other than teachers awarding house team points throughout the year, teams will also compete against each other once a year during annual Sports Gala event.



**Entering and Exiting the Campus:** At AIS, we pride ourselves in creating an environment that is safe for the entire AIS Family. This would not be possible without the cooperation of our parents. Please take the time to read our Security Policy. We do not permit motorbikes (boda boda) on campus. Please cooperate with our security team and follow basic traffic management rules, whilst on the campus. Please do not parallel park, or over speed. The speed limit within the campus is 10 km/ph.

**Change of Personal Details:** Parents are expected to inform the school administration should they change their contact numbers, address or email addresses.

**Letters Available from Office and Procedure:** As a school, we provide students the following letters:

- Addressed to immigration aiding Student Pass applications
- Addressed to various Embassies/Consulates for tourist visa applications

These letters can be requested during school working days, i.e.: Monday to Friday, between 7:30 am to 4:30 pm. Please plan for these letters ahead of time, and allow for at least two working days before collection. These letters will not be available during school holidays or public holidays.

**Parent-School Communication:**

- Written communication between school and home (letters / newsletters)
- Through Parent Teacher Organisation (PTO)
- School diaries
- Conferences every term:
  - Term 1: 3-Way Conference and detailed student report
  - Term 2: Student-led Conference and transcript
  - Term 3: Parent Teacher Conference and detailed student report with transcript

- **Managebac (Secondary Department only):** All of our teaching and learning, in each subject, is done within blocks of work called Units of Inquiry. Each Unit, usually around six weeks long, consists of various concepts and contexts allowing the student to explore the material in ways they best see fit. Questioning is always encouraged and plays an instrumental role in classes. A mind which stops questioning is a mind that has stopped thinking. Because of the nature of these Units, we emphasize summative assessments at the end of each Unit, as well as formal year-end examinations. All student results are logged and displayed in our online management software, Managebac, allowing both parents and students to see subject progress as it is logged.  
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\*\*If you are a parent of a Secondary student please drop by the Secondary Office upstairs to give us your email address so we can sign you up to access your student's Managebac account.

**Withdrawal of Admission:** The departure process must begin at least 10 working days prior to your child's last day in school, and sooner if possible. (Note: When school closes for breaks, it is not possible to process an exit clearance, so you will need to start the process at least 10 days before the school breaks start. In other words, the clearance process needs to be completed on regular school days.)

- You will need to fill and submit the Student Exit Form to the Admissions Office.
- Upon completion of exit process, AIS will hand over the Leaving Certificate, Recommendation Letter and End of Term Report.

### **General School Affairs (Secondary Students ONLY in Addition to Above)**

Here, you will find answers to most of our FAQ's and some helpful information. This will apply to your child if he/she is in Secondary Department, so please ensure that you read the full document, so you are aware of any changes that have been made. We have been talking to the student's in the Secondary department about the following information. We would like to encourage you, as parents and guardians, to go through this with your child. If you have any questions regarding the information below, please do not hesitate to get in touch, using the contact information below.

**School Uniform:** In our AIS community, we have high expectations about how our students dress and present themselves. One of the reasons for the use of uniform in a school is an attempt to keep costs at a reasonable level and another is to ensure a suitable level of health and safety. We want our students to present themselves in a confident, respectable and stylish manner.

Uniform and sports kit can be purchased from the main office onsite. This is based in the main Admin office. Please note that all students will be allocated to a house once the admissions process has been completed.

All students are expected to wear the schools formal wear, Monday- Thursday. On a Friday, students are expected to wear navy blue trousers (Not jeans or leggings) with the school polo t-shirts. All students will need to bring their PE clothes into school and will be expected to

change for the PE lesson. We have decided to make this change to ensure that the students keep and understand good hygiene levels, through the school day. The uniform and sports kit requirements are listed below. Here at AIS, we ask for all parents and guardians to respect the rules and regulations and work with us on this matter. Our aim is to improve the dress code and formal wear in the Secondary Department. All school uniform, sports kit and other belongings must be clearly labelled with the owner's name.

### **Boys:**

- Navy blue school shirt with school tie.
- School jumper with school logo.
- Beige trousers (not jeans or cords), with plain white (not patterned) socks.
- Black shoes (not trainers)

### **Girls:**

- Navy blue school shirt with school tie.
- School jumper with school logo.
- A loose fitting navy blue skirt (no shorter than 2" below the knee. Lycra tube style skirts are not permitted).
- Natural coloured tights or beige trousers (not jeans, jeggings or leggings), with plain white (not patterned) socks.
- Black shoes (no trainers).
- Earrings - Must be plain studs.
- Head scarves should be one of the following colours: Navy, Maroon or Black

### **Please Note:**

When students reach Year 10 and Year 11, they are allowed to wear a non-school jumper. The jumper **MUST** be plain Black. If a student is wearing a jacket that does not fit this description, they will be asked to remove it.

### **What Should Students Wear for PE Lessons?**

Students at AIS are expected to wear the following for each PE lesson. All students will be able to use the changing rooms at school.

- House T-Shirt
- Black trackpants or Shorts
- Girls may wear leggings (sports only)

### **All Students**

- Sensible black or navy blue coats may be worn between lessons but must be removed in classrooms. Coats may not be worn around school instead of jumpers.

- Hair should look smart and presentable
- Body piercing is not allowed.

**Attendance and Homeroom:** Students should arrive in school by 07:30 to allow for prompt arrival for attendance. All students should check in with their homeroom teacher at 07:50 for morning attendance, late marks will be given for arrival after 07:55. Students who arrive after 08:00 will be given a tardy mark.

If a student is required to leave school during a normal school day, then permission must be obtained from the HoD and supported by a letter or email from home. Students must let the school office know when they are leaving the site to ensure all Fire/Health and Safety Regulations are adhered to.

**Daily Timetable: Monday to Friday**

07:30 – 07:55	Attendance and Homeroom
08:00 – 08:40	Lesson 1
08:45 – 09:25	Lesson 2
09:30 – 10:10	Lesson 3
10:15 – 10:55	Morning Break
11:00 – 11:40	Lesson 4
11:45 – 12:25	Lesson 5
12:30 – 13:10	Lesson 6
13:15 – 13:55	Lunch
14:00 – 14:40	Lesson 7
14:45 – 15:25	Lesson 8
15:25 – 15:45	Homeroom and End of school day

**Absence:** If your child is unable to attend school for any reason, school must be informed before 8:00am. After an unauthorised absence, the school must receive a written note/email explaining the reason for the absence. If your child does not attend school for three days or more, the school will be in contact with the parents/guardian. Written confirmation will enable the school to authorise the absence.

**End of the School Day:** For students in Secondary, the school day ends at 15:25. Students must be collected from the Secondary floor. Students MUST notify their homeroom teacher when they are leaving. Please ensure that all persons collecting a child MUST have an Exit ID card. If you do not have one, please arrange to get one. This can be done in the Admin Office. Provision can be made for students to stay for Secondary Afterschool care. This will be chargeable and you will need to sign the child out once collected. The Secondary Afterschool care will be held in the basketball court, at the front of the school.

**School Events:** Parents, guardians, relatives and friends are warmly encouraged to attend school functions. These include sports fixtures, music and choral occasions, drama and school plays. Most of these events are listed on our termly calendar, available on our school website.

**Communication:** Homeroom teacher or HoD should be your first point of contact with the school. Please contact them regarding any issues – academic or pastoral – and they will work with the staff team to support your child. Please note: the Curriculum Coordinator is also available to address matters related to academics. Those wishing to have a meeting with any member of staff, please contact them over email, telephone or face-to-face. Details are available at beginning of this handbook.

**Swimming and PE:** If your child will not be taking part in swimming or PE lessons, we MUST have this in writing from the parents/ guardian. This will then be kept on record for a year. Please note that at the beginning of every school year, a new note will be provided. Please ensure that your child gives this to their homeroom teacher or HoD, who will then hold it on record here at AIS.

Please be aware that the timetable shows swimming every week. This is NOT the case as the students will be alternating, Swimming and PE.

**Lockers:** All students in Secondary will be allocated a locker on the Secondary floor. The locker will be lockable and comes with a key. If the student loses the locker key, the student will be charged to have the key replaced. No student should leave their bags in a classroom, unattended. The school will not be reliable for any loss or damage.

**Academic Progress:** Communication regarding your child's academic progress is delivered in various ways including: parents meetings, school examinations and tests, school reports and updates. Both effort and attainment are recorded and given equal regard. If there are any concerns over academic progress, the first point of contact will be curriculum Coordinator. Students are closely monitored and any concerns regarding effort, organisation, behaviour, attitude, exam results, homework and other matters will be dealt with and reported to parents/guardians as appropriate.

Summative assessments will be scheduled on Managebac at least two weeks in advance. If a learner plans on missing a summative assessment they will proceed as follows:

1. Inform the teacher at least a week ahead of time with adequate justification for absence.

2. Upon returning to school, student is not to return to classes as normal until they have completed the given summative assessment. This must be done within two day of returning, unless a doctor's note is given, explaining dire circumstances.

If these two expectations are not met, the resulting score is marked as 'incomplete', and parents will be called to discuss the severity of the situation. End of year examinations are not to be missed and most likely will require the retention of that student in that same year group for the following year.

Scores will be updated on Managebac at a midpoint every term of the year, and Term Grades will be released at the end of each term. Detailed reports will be generated for each student at the end of Term 1 and Term 3.

**Rules and Sanctions:** The school rules are intended as guidelines for students on their conduct and are followed by all with a mutual respect and understanding of them. We do recognise that views of students and staff do not always coincide and as such, there are structures and strategies in place for dealing with concerns.

**Break Time Detentions:** Students may be set a specific task to complete for a minor infringement of the school rules. These will take place during break and supervised by HoDt.

**Orderly:** An Orderly is when a student is to clean up the lunch hall and other areas of the school. This is due to unacceptable behaviour. This will be supervised by the Secondary teacher on duty.

**Academic Detentions:** When work is not completed to a satisfactory standard, or not at all, staff will set detention during lunch time. This will be supervised by Head of Secondary.

**Gating:** This is a serious punishment and the final sanction prior to suspension. A gating means that students will have all privileges and free time during the school day removed until the set period has been completed. Parents will be informed if their child is gated. An example of this, if your child has continually shown disrespectful and inappropriate behaviour.

**Report Card:** A learner who requires daily monitoring of behaviour or effort can be placed on a report card. This will usually be managed by the homeroom teacher or the HoD. Incentives should be offered to encourage the learner to 'get off the card'. These could be early termination of the card for good results, house points etc. This will take the form of a series of colour coded report cards usually issued when a member of staff notices a difference in the learner's behaviour or lack of engagement within class. A meeting will be arranged with the learner and ideally parents to agree on a series of targets that need to be met for an agreed period.

- A review will take place, at an agreed time by the Homeroom teacher and Head of Secondary.
- Green card will be issued after an explanation of what is expected. Every lesson will be reported on and teachers will tick boxes if the learner has met that target and crosses if they fail to meet. If the learner fails to meet these targets another meeting is arranged, and an Amber card is issued.

- If the learner cannot meet these targets over the agreed period of time a final meeting will be arranged, a Red card will be issued, and the pupil will report to the HoD for an agreed time. If the pupil cannot meet these targets, then an interview with the HoD will be scheduled and a possible suspension/expulsion may result.

**Anti-bullying Policy:** The school will promote the ideal that students should support each other in all that they do. Conflict should be avoided, be it physical or mental. This ideal will be promoted by all staff at appropriate times. Students will be encouraged to report incidents of bullying to a member of staff. The ethos and culture of the school will ensure the protection of the student, so they do not themselves become a victim of bullying. Students will be encouraged to share problems with staff. Students will not be made to feel guilty about airing complaints. Staff will report any incidents of bullying to their homeroom teacher or HoD, who will escalate it appropriately. Any report of bullying will be taken seriously. A full copy of our Anti-bullying policy can be downloaded from the Policies Section on the school website.

## AIS Policies

Acorns Internaitonal School (AIS) provides a caring and nurturing educational environment, within an international setting, where all the members of the community feel safe, protected, loved, supported, encouraged and empowered in their personalised learning journey. And Policies document is one such practice the helps school establish rules and procedures in order to function effectively and ensure everyone is connected. Schools are highly complex and create standards of quality for learning and safety, as well as expectations and accountability.

We revise policies every two years. Below are the *encapsulations (smaller version)* of all the policies in alphabetical order, the *detailed (longer versions)* are published on our website [www.ais.ac.ug](http://www.ais.ac.ug), under Policies Section. Please do not hesitate to contact the AIS teaching staff or Senior Management Leadership Team member, if you need a hard copy of the detailed version or any further clarification. The following Policies encapsulations are made available below:

- I N S P I R I N G   A N D   E M P O W E R I N G**
- |                                       |                                    |
|---------------------------------------|------------------------------------|
| • Academic Honesty                    | • Curriculum                       |
| • Admissions                          | • E-Safety                         |
| • Assessment                          | • Fieldtrip and Excursion          |
| • Behaviour and Motivation            | • Health, Safety & Security Policy |
| • Child Protection                    | • Language                         |
| • Code of Conduct (Parents and Staff) | • Learner Support Services         |
| • Communication                       | • Student Attendance and Retention |

## **Academic Honesty Policy**

As a academic institution, AIS strives to uphold the highest levels of honesty, integrity and excellence. Our students are expected to maintain the same standards through academic honesty and personal integrity. The AIS teachers and staff are dedicated to the instruction necessary for the prevention of unintentional plagiarism and cheating, as well as helping students understand the role of responsibility in their own learning. This Policy includes sections such as implications of cheating, plagiarism, definitions and examples of academic dishonesty, citing sources and its examples. This policy also clearly layouts the implementation plan and its consequences.

## **Admissions Policy**

The AIS Admissions Policy is designed to make the application process straightforward. The process, usually, begins with a request for information regarding the school, followed by a visit to AIS. Once you decide to join the AIS family, you have to complete the registration forms and submit it to the Finance Department, along with the fees. This Policy includes sections such as visiting AIS, implementation of admissions policy, admission criteria and fees.

## **Assessment Policy**

Assessments lie at the heart of the process of promoting a child's learning. It provides a framework within which educational objectives may be set and child's progress expressed and monitored. This should be done in partnership with learners and parents. At AIS, we believe that assessments provide the basis of informed teaching, helping learners to overcome difficulties and ensuring that teaching builds upon what has been learned. It is also how learners understand what they have achieved and what they need to work on. This Policy provides a framework for all examinations and assessment testing carried out at AIS right from our Early Childhood, Primary, Secondary Departments.

## **Behaviour and Motivation Policy**

AIS is committed to educating learners as a whole; this means not only providing quality academics, but also teaching learners how to be respectful to others and themselves. AIS aims to create a learning environment that is welcoming, safe, and secure for all learners. Therefore, the Behaviour and Motivation Policy is designed to support students through cooperation and communication between all stakeholders. This Policy includes Early Childhood student behaviour expectations and how to achieve them through classroom management skills such as 'thinking chair'; Primary students' behaviour expectations and managing them through Teacher Expectations, Communication Between School and Home, Classroom Behaviour Chart, House Points and Behavioural IEPs; Secondary students' behaviour expectations and managing through teacher expectations, encouraging positive behaviour, house points, sanctions, defining physical restraint. All these are accompanied with appropriate templates and formats used by AIS staff members.

## **Child Protection Policy**

We believe that all children have the right to be safe and protected in our society. At AIS, we recognise that it is our responsibility to not only ensure the welfare of our students while on campus, but also when with caretakers, parents, and guardians. This Policy outlines the measures we take to ensure our students emotional, mental, and physical wellbeing.

At AIS, we want to ensure our students reach their full potential by;

- being as physically, emotionally and mentally healthy as possible
- experiencing good quality education opportunities
- living in a safe environment
- learning in a safe environment
- feel loved and valued as those around them
- receiving support from a network of reliable relationships
- are learning developmentally appropriate skills
- has a sense of their own identity and a positive self-image
- is appropriately developing their confidence and their interpersonal skills

The aim of this Policy is to outline the measures AIS takes to ensure students are safeguarded from abuse and neglect, to define abuse and neglect with risk factors and symptoms, and to communicate the procedure for reporting abuse and neglect.

## **Code of Conduct Policy**

As we (teachers, parents, family members, drivers, nannies, volunteers, and non-teaching staff) are all members of a school community, it is important that we are respectful of each other and set an example for our young people. AIS is committed to creating an environment where all members are treated with respect, patience, integrity, dignity, and consideration. Therefore, expectations of teachers, parents, family members, drivers, nannies, volunteers, and non-teaching staff are all laid out clearly in this Policy.

## **Communication Policy**

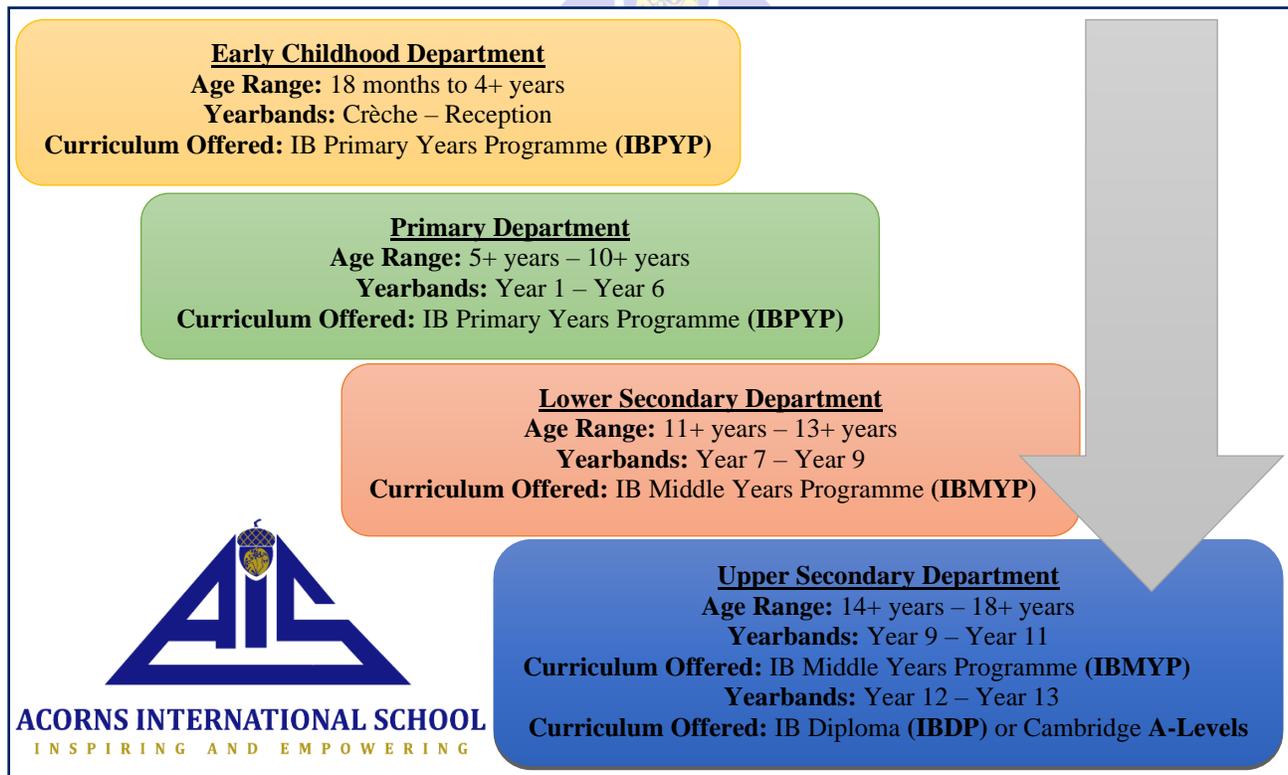
AIS is very proud of the positive relationships it builds with our students' families. We believe that connection, communication, and understanding between home and school is one of the most effective ways to promote a child's education. For this reason, we provide multiple avenues for parents and teachers to communicate and also laid out clearly in the Policy which includes:

- Phone and Email
- Class WhatsApp Groups
- Student Diary
- Teachers' 'Open Door'
- Complaint Procedure

## Curriculum Policy

AIS is committed to delivering a broad and balanced curriculum through a wide range of experiences. From Early Childhood (EC) to Year 6 in Primary, we follow International Baccalaureate Primary Years Programme (IBPYP) curriculum framework; in Secondary Year 7 to Year 11, we follow International Baccalaureate Middle Years Programme (IBMYP); and at Upper Secondary Level from Year 12 to Year 13, our learners will have two options to choose from i.e. International Baccalaureate Diploma Programme (IBDP) or Cambridge A-Levels.

The curriculum not only includes the formal requirements of education, but also the range of extra-curricular activities that are organised to enrich the experience of children. It also includes the ‘hidden curriculum’, where the children learn from the way they are treated and expected to behave. To achieve these goals, they need rigorous academic preparation and a passion to become the best they can be. Through our engaging, inquiry-based environment, students reach their full academic potential and become responsible, caring, multilingual, and culturally literate global lifelong learners.



## E-Safety Policy

ICT in the 21<sup>st</sup> Century is seen as an essential resource to support learning and teaching, as well as play an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access lifelong learning and employment.

Everybody in the school has a shared responsibility to secure any sensitive information used in their day to day professional duties. Even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them. This Policy for (for all staff, Directors, visitors and students) is inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, tablets, webcams, whiteboards, voting systems, digital video equipment, etc); and technologies owned by students and staff, but brought onto school premises (such as laptops, mobile phones, camera phones, mp3 players and portable media players, etc).

## **Field Trip and Excursion Policy**

AIS believes that field trips and outdoor excursions enhance students' learning by providing opportunities for students to participate in curriculum-related activities outside the normal school setting. School excursions are well-planned curriculum-related activities that aim to maximise students' learning experiences outside of the classroom. This policy includes content such as responsibility of Management, process and implementation of trips, including all the necessary templates such as risk assessment and consent forms etc. used by AIS staff.

## **Health, Safety & Security Policy**

AIS aims to provide a safe working and learning environment, by ensuring a systematic approach to the identification of risks and the allocation of resources to control them. The Health Policy includes health-related matters such as medical details, first aid, Incontinence, cleanliness at school. Safety Policy includes evacuation and non-evacuation procedures. Though these two are not published due to confidentiality purposes, a clear lay-out plan is made available to all staff members who also sensitise children on a regular basis, along with standard drills (evacuation drills three times a year and non-evacuation once a year) taking place at school on a regular basis. The Security Policy includes components like entering and exiting campus, change in personal details to be communicated to school and its procedure, Exit IDs, school bus and security guards, etc.

## **Language Policy**

Acorns International School's (AIS) philosophy of language is that the teaching of language has a crucial role to play in equipping learners with the communication skills they need to become effective learners in the world of work and society in general. We believe that our language curriculum reflects the benefits of our cultural and linguistic diversity and provides learners with positive images through their reading of literature. Every learner at AIS is entitled to an experience of language learning that supports his/her development in all areas of education. All our students, irrespective of age, ability, gender and ethnic origin are entitled to participate fully in, and benefit from a broad range of appropriate language teaching and learning activities at every stage of their education. In line with IB philosophy, our goals remain to learn the language, learn about language and learn through language. The policy includes components like English: the language of instruction/official working language, mother tongue, English language learners, language acquisition, planning language learning, approaches to teaching language, assessing speaking and listening, reading and writing and reading.

## Learner Support Services Policy

AIS is a school that believes in the education of all young people. This is not limited to high achievers with good assessment scores. AIS accepts students with varied needs and level of education. Learner Support Services (LSS) is a team of teachers and professionals dedicated to working with parents and teachers to enable all students to reach their greatest potential. As a team, LSS:

- Provides Language Support Classes for students performing low in the English Language.
- Creates plans and supports students with Special Needs.
- Implements and monitors behaviour plans school-wide and for individual students.
- Provides counseling to students and families.

## Student Attendance and Retention

AIS aims to enable every learner to be successful at their year level. Through the school year, students take MAP Assessments in order to track progress of individual learners. The MAP results are given to parents and also monitored by the Learner Support Services (LSS) department, in order to ensure students are meeting year level expectations.

If a student has attended less than 85% of the academic year, AND is scoring in the ‘Low’ range, retention will be mandatory.

Students who have missed a MAP Assessment due to travel in Term 3 will be required to take it before being placed in a class the following academic year; to ensure they are placed appropriately. EVEN IF their scores previously were above the “Low” range.

### In Conclusion

We hope this booklet demystifies a large part of what we are, what we stand for, and how we do things. Please note that some AIS Policies are encapsulated in this book and their detailed versions are uploaded on our school website at [www.ais.ac.ug](http://www.ais.ac.ug) under the Policies Section. If there is anything we have missed, and you think will be relevant to the entire AIS Family, please send in your suggestions to [admin@ais.ac.ug](mailto:admin@ais.ac.ug).

Thank you for your continued support,  
AIS Management