



# LAIS

LITTLE ANGELS  
INTERNATIONAL SCHOOL

FREEDOM TO THINK, DREAM, EXPLORE AND ENRICH

## PARENT-STUDENT HANDBOOK

2023-2024

This document will be updated throughout the academic year. If those changes are significant, you will be notified by email by someone on the Leadership Team if it affects you directly.

LAIS is committed to protecting and promoting its students and staff members well-being and expects all LAIS community members to share this commitment.

## **OUR MISSION AND VISION**

### *OUR VISION*

Freedom to Think, Dream, Explore and Enrich

### *OUR MISSION*

Little Angels' objective is to provide quality education to one and all whilst striving to excel.

## **OUR 6 CORE VALUES**

### *SOCIAL RESPONSIBILITY*

We value our belief in global responsibility to change the world to make it a better place to live for humankind.

### *CONFIDENCE & RESPONSIBILITY*

We value fostering confidence in our learners to be ready to take up future responsibilities.

### *RESPECT & EMPATHY*

We value our belief that nurturing empathy makes a person respect others.

### *CREATIVITY & INNOVATION*

We value igniting our students' spark of creativity, curiosity, and imagination to equip them for future challenges.

### *CELEBRATION & PRIDE*

We value celebrating and feeling pride in our achievements, be it big or small.

### *KNOWLEDGE*

We value Lifelong learning.

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# IMPORTANT CONTACTS

NAME	DESIGNATION	EMAIL
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Ms Aishwarya Murthy	Accounts	<a href="mailto:aishwarya.murthy@laiseducation.com">aishwarya.murthy@laiseducation.com</a>
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<b>COORDINATOR FOR FOUNDATION PHASE: MS. KARIN STEVENS - <a href="mailto:karinstevens@laiseducation.com">karinstevens@laiseducation.com</a></b>		
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Ms Ana Clara	Music Teacher	<a href="mailto:Ana.clara@laiseducation.com">Ana.clara@laiseducation.com</a>
Mr Mateus Micolò	P.E Teacher	<a href="mailto:mateus.micolo@laiseducation.com">mateus.micolo@laiseducation.com</a>

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# A to Z of LAIS Life

## A

### Attendance and Absence

#### ***BASIC RULE***

Daily attendance is a mandatory requirement for all students. The minimum attendance required is 90% during the academic year.

It is the parents' or legal Guardian's responsibility to ensure that, during the academic year, a student is absent for no other reason than illness or an urgent family matter. Removing a child from school for extended vacations during term time is not acceptable. The child misses valuable teaching instruction, thereby being placed at a distinct disadvantage and having additional demands placed on them.

#### ***Absence***

Parents are expected to inform the school of their child's absence. No notification from the parents about their child's absence will be recorded as an unexcused absence. The school administration considers the following nature of absence as excused.

- **Illness:** When a student fails to attend school because of illness, the parent informs the school about the absence.
- **Chronic/ extended illness:**
  - If a student suffers from an infectious disease, parents should keep the child at home until the infection's danger has passed. Medical certificate to be submitted to the school.
  - When the absence of a student needs more than one day due to an extended illness, parents bring a medical certificate/report from a hospital.
- **Family death or emergency:** In this case, the parent or any of the student's relatives must inform the school.
- **Religious Observances:** Absences due to religious holidays should be prearranged with the parents' school administration.
- **Travel:** If the family needs to travel abroad for unavoidable reasons, they must inform the school at least one day before they travel.

### *Unexcused Absence:*

When a student fails to attend school and no intimation has been received by the school, the absence is considered unexcused. The child should refer to Moodle for the worksheets, classwork and homework and other details.

Therefore, parents or legal guardians are urged to ensure their child attends school as the school calendar requires.

- For any absence, parents are requested to email directly to the teacher at her school email address.
- A doctor's certificate must be provided if the student is away for more than three days.
- Advance written notice must be given if a student is going to be away from school for an extended period. Students will not be given work to take away with them, but they will be expected to catch up on what they have missed when they return.

## Assembly

Assemblies are held to celebrate learning, build a sense of community, and recognise student achievement. Students are involved in the planning and presentation of the assemblies. Parents are welcome to attend their child's class assembly.

## Assessment

### PRE-PRIMARY SECTION

- Assessment at the prep section occurs through observation, with the teacher recording the assessment results using a checklist. Attainment of concepts and skills related to overall development, Numeracy and Literacy is reflected in the Checklists.
- Regular feedback to the Parents and/or Guardian is essential, and they are to be promptly informed when their child is experiencing difficulties.

### PRIMARY & SECONDARY

Ongoing assessment as per the Mark Schedule Policy will be observed (Grade 1 to 8).

SPELLING TESTS	- EVERY FRIDAY (Grade 1 to 6)
MENTAL MATH ASSESSMENTS	- EVERY FRIDAY (Grade 1 to 6)
FORMATIVE ASSESSMENTS	- ONGOING

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## SUMMATIVE ASSESSMENTS - END OF FIRST AND THIRD TERM

Continuous assessment includes the following:

1. Classwork and homework
2. Projects
3. Behaviour
4. Internal Assessments

The official grading system is as follows:

GRADE	DESCRIPTION	%
A*	DISTINCTION	90-100
A	MERIT	80-89
B	VERY GOOD	70-79
C	GOOD	60-69
D	SATISFACTORY	50-59
E	FAIR	40-49
F	NEEDS IMPROVEMENT	30-39
G	BELOW STANDARD	20-29
U	UNGRADED	19 and below

### IGCSE & A LEVELS

IGCSE AND A LEVEL will be having preparing themselves for the Cambridge assessment. Carefully structured assessments will assist them to be well prepared before they sit for these exams.

FORMATIVE ASSESSMENTS- ONGOING

FIRST SUMMATIVE ASSESSMENT- END OF FIRST TERM

SEOND SUMMATIVE ASSESSMENT- END OF SECOND TERM

MOCK EXAMINATION- THIRD TERM

Absence from the assessments should be supported by a medical report or a letter from the parent. The progress report is a tool for monitoring the student's progress toward achieving academic standards.

## Academic Programme

Little Angels' International School (LAIS) offers the Cambridge curriculum for the quality of its programs, unfolding the knowledge and thus enabling the student to develop the qualities to be a successful and responsible global citizen.

LAIS offers all the subjects in English. For the First Language Portuguese speakers/beginners, ESL(English Second Language) classes are offered.

## PRE-SCHOOL PROGRAMME

LAIS believes that the core value of early childhood education lies in "child-centred and Child development "activities; thus, we have developed a thematic-based curriculum focussed on language, fine and gross motor skills, problem-solving & reasoning, as well as creativity.

We incorporate international learning approaches to the best foundation for lifelong learning in children and advocate a "learning through play" experiential learning approach suitable for their age. LAIS follows '*Jolly Phonics Programme*' to support English Language learning.

Our activities aim at the prime areas of development.

- ✓ Physical Development
- ✓ Personal, Social and Emotional Development
- ✓ Cognitive Development
- ✓ Aesthetic Development

These objectives are achieved through the application of the following subject areas:

- English Language
- Mathematics
- Environmental Science (EVS)
- Arts and design
- Music and Movement
- Dance
- Role-play
- Computer

## Holistic Approach

Our curriculum aims at the thematic approach of value-based learning. Learning at early years in and out of the classroom ensures a smooth transition to the kindergarten years' more structured and skill-driven learning expectations.

## PRIMARY CAMBRIDGE PROGRAMME (GRADE 1 TO 6)

Cambridge programme from The Primary Curriculum (Grade 1 to Grade V) promotes an inquiry-based learning approach to developing thinking skills and encouraging intellectual engagement.

LAIS offers the following subjects:

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## A. Core Subjects

1. English
2. Additional Language- Portuguese is offered as an additional language till grade 5
3. Additional Language- Spanish is offered as an additional language from grade 6.
4. Mathematics-
  - Number
  - Geometry and Measure
  - Statistics and Probability.
5. Science -Cambridge Science covers four content areas:
  - Scientific inquiry
  - Biology
  - Chemistry
  - Physics
6. Humanities (Only for grade 5 to 9)
7. Accounting & business studies (only from grade 7)

## B. Additional subjects

- Global Perspective
- ICT

## C. Learning Enhancement:

- Art & Design
- P.E
- Library

## D. Other Recreational Subjects:

Music, Drama

## Holistic Approach

LAIS provides a holistic approach to education. It educates the whole student, developing the capacity for inquiry, research, problem-solving, and essential skills for communication and collaboration. Students are taught to apply what they have learned in different contexts and across disciplines.

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## CAMBRIDGE SECONDARY PROGRAMME (GRADE 7& 8)

Cambridge Lower Secondary is a gateway to Upper Secondary. Students are introduced to all the areas of learning to understand and evaluate the best subject they need to opt for IGCSE programme. Grade 8 students are offered career counselling and guest speakers are invited to give a glimpse of different career paths.

### 1. LANGUAGES

- English/Portuguese as a First Language
- English as a second language
- Foreign Languages- Spanish & French

### 2. MATHEMATICS

### 3. SCIENCE

- BIOLOGY
- CHEMISTRY
- PHYSICS

### 4. BUSINESS STUDIES & ACCOUNTS

### 5. GLOBAL PERSPECTIVES

### 6. HUMANITIES

- HISTORY
- GEOGRAPHY

## IGCSE & A LEVELS CAMBRIDGE PROGRAMME

After grade 8, students embark into TWO years International General Certificate of Secondary Education (IGCSE) programme. At the end of grade 10, students sit for the IGCSE Cambridge Assessments.

After IGCSE students progress towards the A Levels Cambridge Programme which again a TWO years journey.

The IGCSE is designed for 14 - 16-year-olds and provides an assessment system suitable for students of a wide range of abilities. Students who obtain IGCSE qualifications are well prepared for further academic success, including progression to IBDP, AS & A Levels study, and will be equipped with the skills needed for immediate employment. IGCSE is recognized as evidence of ability by academic institutions and employers around the world.

IGCSE provides a broad study program across a wide range of subject areas. Within the curriculum, there is a balanced mix of practical experience and theoretical knowledge. The IGCSE courses allow teaching to be placed in the local context, making it relevant to our particular region. It is also

suitable for students whose first language may not be English, and this is acknowledged throughout the assessment process.

IGCSE & A LEVELS subject options:

#### A. Core Subjects

1. English as a First Language
2. Portuguese as a First Language
3. English as a second Language
4. Mathematics
5. Global Perspectives

#### B. OPTIONAL SUBJECTS

1. Biology
2. Chemistry
3. Physics
4. History
5. Geography
6. Business studies
7. Accounts

### Age Group

The final decision regarding students' age group would depend on their previous school records and the school's decision.

At LAIS, we believe that students thrive in their correct class age groups.

PRE-PRIMARY SECTION	
AGE	GRADE
2-3 years	Playgroup
PRIMARY SECTION	
6-7 years	Grade 1

### After School Activities

After School Activities, LAIS offers paid (conducted by the school staff) and unpaid (conducted by the specialists from

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outside the school community). All the activities are optional.

## B

### Behaviour

#### *Student's Behaviour*

Note: The following details are a guide and are not meant to list all possible infractions. Within any classification, consequences may vary depending on how mild or extreme the behaviour is.

BEHAVIOUR	CONSEQUENCES
<p><b>LEVEL ONE: Minor behaviours</b></p> <ul style="list-style-type: none"> <li>• Uniform offences</li> <li>• Littering, eating, running, chewing gum</li> <li>• Late to class</li> <li>• Inappropriate language with peers or any staff members</li> <li>• Being in a classroom without permission (when not allowed)</li> <li>• Minor IT offences - e.g. device not charged, not labelled, gaming or streaming videos, phones turned on during school (Grade 3 to 6)</li> <li>• Defaulting on deadlines</li> <li>• Poor formatting, incomplete work or incorrect use of citations</li> <li>• Forgetting learning materials at home</li> <li>• Fighting (minor)</li> <li>• Copying another student's work</li> <li>• Theft</li> <li>• Bullying</li> </ul>	<p>Warning &amp;/or held back at break or lunch</p> <p><b>A repeat of level one behaviour could lead to:</b></p> <ul style="list-style-type: none"> <li>• Detention</li> <li>• Student may get an opportunity to redo (in detention)</li> </ul>
<p><b>LEVEL TWO: Repeat of level one or behaviours like...</b></p> <ul style="list-style-type: none"> <li>• Deliberate or careless damage to property</li> <li>• Fighting or dangerous physical violence (major)</li> <li>• PIT offences - e.g., using somebody else's account, viewing inappropriate materials, cyberbullying</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple detentions or an in-school suspension</li> <li>• Parent meeting</li> <li>• Reflective activity</li> <li>• Lower grades with no opportunity to redo</li> </ul>

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- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Any other form of cheating under test conditions</li><li>• Copying another student's work and submitting it as own</li></ul> | <ul style="list-style-type: none"><li>• Could be asked to leave the school</li></ul> |
|--|--|



## Birthday celebration

Birthday celebration on the school premises follows a few regulations. To distribute among the students, parents are requested to send **one big cake/cupcakes and small juice packs only**. No party bags are allowed.

## Bullying

Bullying can come in many forms: verbal, physical or emotional. It is usually ongoing and targeted. It can be carried out when somebody is in the same room, to their face, or it can be done behind their back and/or using social media via the internet.

Bullying of any kind is not tolerated at LAIS and is dealt with as an extremely serious breach of student behaviour.

Students who think they are bullied should report it to any teacher or counsellor. Their identity will be protected wherever possible.

For details, please refer to the LAIS Anti Bullying policy.

## Bus service

LAIS does not provide any school transport.

## C

### Calendar

The LAIS Academic Calendar can be accessed through the school's website. It is also shared on Childcloud.

### Celebration

LAIS Core Values includes celebration. We celebrate achievement during regular teaching time, school assemblies and exhibitions. These celebrations are shared with the community via social media and the LAIS website. We welcome

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parents' suggestions and are ever ready to cooperate them into our schedule.

## Childcloud

Childcloud is our student-teacher interface, and it handles our attendance data. It will be the medium of communication for all teaching and learning activities and will provide a platform for work submission from the students as well as feedback from the teachers. Parents will have access to this for informational contact pertaining to curriculum matters.

## Communication and Internet Usage

Please refer to the LAIS secondary technology use guidelines for more information.

- Students will have access to the LAIS Wi-Fi network while in school.
- For regular teaching and Learning updates, LAIS connects with the parents on the Childcloud platform, a step towards connecting with the parents.
- Students are always expected to use the internet (and social media) responsibly. Students will be asked to use the LAIS electronic use agreement on the day of their arrival.
- Gaming, unless it is part of a teacher-sanctioned learning activity, is not allowed.
- Students are *not allowed to carry their phones* to school.
- We encourage our parents to communicate with the teachers on their school email id. During an emergency, please reach out to the school office.
- If a teacher is concerned that a device is being misused, they have the right to access the device, student files, emails, and browser histories. Deletion of a browser history may be considered as an admission of guilt.

## Computers

All students from Grade 3 must have their laptops with [MS OFFICE](#) apps and updated [ANTI-VIRUS](#) software installed. Students are also expected to have an internet browsing

program such as [Microsoft Edge](#), [Google Chrome](#), or [Mozilla Firefox](#).

## Coordinators

Coordinators are the best people to answer questions about the programmes and how they are implemented at LAIS.

Head of Pre-Primary: Ms Magen Hurford  
[megan.hurford@laiseducation.com](mailto:megan.hurford@laiseducation.com)

Foundation Phase Coordinator: Ms Karin Steven  
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Head of Primary: Mr Mohan Masaviru  
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For Primary & Secondary, please contact the School Director:  
Mrs Geeta Singh  
[geeta.singh@laiseducation.com](mailto:geeta.singh@laiseducation.com)

## Counsellors (Social & Emotional)

School Counsellors support students with emotional/social/behavioural concerns. Students may be referred for counselling by their parents or guardians, school faculty, friends, or themselves.

Counselling may include individual, small group or classroom sessions. During the sessions, the student(s) and the counsellor will work together to help understand the problem, the present and future consequences, develop goals for change and a plan of action for change.

All counselling sessions are confidential until or unless

- 1) an individual is a risk to themselves or others
- 2) an individual's safety/health is of concern

## Crisis Response

On a regular basis, all faculty, staff, and students practice emergency preparedness in evacuation and lockdown drills. At the start of each semester, teachers should go through this with their Homeroom Groups to remind our procedures in different emergencies. The main emergency procedures are outlined below:

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### **Building Evacuation**

Upon hearing the alarm, all teachers must lead their classes out of the room. Students will walk in silence with their teachers and descend to the play area lining up quickly and silently. Homeroom teachers, if a student is missing (who was previously in the class before the evacuation), will alert the Principal to initiate a search. Teachers who do not have a homeroom class will assist in keeping order.

### **Lockdown**

Upon hearing the whistle sound lock their classroom, turn off the light. Everyone in the room must keep hidden and silent until a further announcement is made.

## **Curriculum**

LAIS follows the Cambridge Curriculum.

## **D**

### **Daily class Schedule**

Primary & Secondary Section (Grade 1-8)

MS NEUSA					
TIME	GRADE 1.1				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-8:45	ENG	ENG	ENG	ENG	SPORTS CLUB
8:45-9:30	SWIM	SCI	MUSIC	MATH	ENG
9:30-10:15		SCI		GP	MATH
10:15-10:45	SNACKS				
10:45-11:30	MATH	A&D	MATH	LIB	SCI
11:30-12:15	PORT		MATH	ICT	GP
12:15-13:00		PE			ASSEMBLY
13:00-14:00	LUNCH				
14:00-14:45	SCI	GP	GP	SCI	EARLY DISPERSAL
14:45-15:30	ESL	MUSIC CLUB	YOGA	LANGUAGE CLUB	

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# Discipline

## **IMPORTANT TO NOTE:**

- "Rights and Responsibilities" of the students encapsulates the school discipline. A copy of which will be given to every student and discussed with them.
- One copy will be put up on the wall, next to the school mission statement.
- The students, the parents, and the school must work closely together to develop acceptable behaviour patterns and high levels of self-discipline within the student.

## **Merit and De-merit System**

PRIMARY SECTION: Each classroom displays a chart where students' merits and de-merits are coloured in or shown.

Merits are awarded for numerous reasons:

- Helping a friend
- Good manners
- Good behaviour
- Improvement in tests
- The entire class having the correct P.E. kit on.
- Supporting Dress-up days
- Contributing to the donation drive.
- Constantly bringing computers on the specified day throughout the term.

De-merits are awarded for:

- Bad behaviour
- Bad manners
- Not having tests signed
- Not having hair tied up or wearing nail polish after repeated warnings
- Poorly done or incomplete tasks.

## **Detention period (Primary Section)**

A weekly detention period will be held on a Friday after school commencing at 13h30 and ending as indicated at 14h30

Detention must be used as a last resort. With the Director's permission, parents will be advised.

## E

### Early Exits

In case of an early leave from the school, the parents should email the Homeroom Teacher at least 24 hours in advance (if there is an emergency, please call the school's office number).

### English Second Language (ESL)

The school offers an ESL programme (English as a Second Language) to support students with little, some, or no previous English exposure, increasing access to and learning engagement. All teachers are language teachers, and with the additional support from the ESL programme, we aim to help the students cope with the demands of the mainstream curriculum and the school environment.

### Electronic Device

At the beginning of the Academic Year, every child must sign an Electronic Device agreement form.

1. To prevent **unnecessary and excessive** use of the electronic device usage LAIS does not allow any electronic device (**mobile phone, personal computer, iPods, iPhones, MP3, MP4, headphones etc.**) on the school premise. This is not only in order to engender a sense of responsibility in young people but to improve their quality of life and concentration in school activities, as well as privacy and security.
2. Should students find it necessary to bring mobile phones to school, they must turn them off during school hours and hand them out to their Homeroom Teacher before the beginning of the school day and pick them up before leaving school.
3. The use of any electronic device is permitted only after the authorisation by the teacher.

### EMAILS TO TEACHERS

The teachers' main focus during the school day is their students and not answering emails. Emails which are sent after 13:30 may not be seen and actioned. Please be aware of this if you are wanting to contact the teacher before the end of the day.

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## F

### FEE POLICY

#### Payment of Fees

Tuition fee invoices will be released to the fee sponsor on record two months before the new academic year. Tuition Fees payments are to be made in three instalments for three terms.

Following is the fee payment schedule:

- ✚ 1st Instalment : Before - 1st of August.
- ✚ 2nd Instalment : Before - 1st of December.
- ✚ 3rd Instalment : Before- 15th of March.

#### Non-payment of Fees

Failure to pay tuition fees may result in:

- Late fees charges
  - For 15 days after the due date-10%of the tuition fee
- After 15 days from the due date- 50% of the tuition fee
- Two months after the due date- re-admission fee will be charged.
- Loss of the student's place in the school
- Withholding of their school reports, references, and/or examination results

#### Refund Policy

The school adopts a non-refundable policy for tuition fees while paid canteen fee refunds follow 15 days notification

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## H

### Head of School

The Head of the School is Ms Geeta Singh. She is always happy to engage with students and parents. If you would like to speak with her, it is best to contact Ms Filomena Dias to make an appointment: [filomena.jose@laiseducation.com](mailto:filomena.jose@laiseducation.com)

### Health Care Support

LAIS considers *Atlantic Medical Centre & Luanda Medical Centre*, to deliver a high-quality, comprehensive student health programme according to

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international standards. The close proximity to the school campus makes it an ideal health care centre for the school. The school will consider AMC & LMC in an emergency for the students and the school staff.

## Holidays

You may access the Academic school calendar via below link. Academic calendar is also available in our school website.

[https://drive.google.com/file/d/1zIUvlsPFKYHMx74SaIbNffsXP4FsJL0i/view?usp=drive link](https://drive.google.com/file/d/1zIUvlsPFKYHMx74SaIbNffsXP4FsJL0i/view?usp=drive_link)

## Homework Policy

LAIS homework policy is well balanced to match the quality and quantity of the school work sent home. Assessment and feedback on the same is an integral part of this exercise.

	Duration	Description
<b>PRE-PRIMARY</b>	30 minutes*	Includes all written work and activities
<b>PRIMARY</b>	1 hour to 2hours*	<ul style="list-style-type: none"><li>• Includes all the subjects</li><li>• Excluding ASA work (optional for the students).</li></ul>
<b>SECONDARY</b>	2hours	<ul style="list-style-type: none"><li>• Includes all the subjects and daily revision time</li></ul>

*\* Time frame is flexible from student to student, depending upon their working capabilities. The average working standard of the class is taken into consideration while fixing the time duration.*

*It is not the school's default position to set regular homework, but rather to consider this as an option which can provide opportunities to extend the home-school partnership. Homework aims to promote a love of learning that encourages positive, meaningful learning experiences between students, parents and teachers.*

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## International-Mindedness

LAIS defines international mindedness as a way of viewing the world whereby people of all nationalities, cultures, religions and lifestyles are valued equally as individuals. Our

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connections with and responsibilities to this rich global community are celebrated, practised and considered important. International mindedness at LAIS means demonstrating the flexibility and curiosity that enables us to appreciate not only our many differences but also our common humanity. It means that we strive to overcome barriers and use our gained understanding to care for each other, and to cooperate for the common good, both at LAIS and in our community.

## Inclusive Education

LAIS provides support to students who have suspected or diagnosed learning needs, preventing them from realising their academic potential. Based on the students' needs through various planned instructional opportunities, support is offered through a collaboration between teachers and parents. Students with mild-to-moderate needs are eligible for services from the school's Learning Support Teachers. Students with severe disabilities are included only with extra specialised services from outside the school.

## L

### LAIS

#### **ADDRESS-**

Pre-primary School Campus  
Rua dona Antonia Saldanha,  
Casa no-32, Bairro Ingombota,  
Luanda, Angola  
+244 943 232 575

#### Primary & Secondary School Campus

Clube Naval de Luanda  
Ilha do Cabo, Luanda  
Angola

+244 943 232 575

#### **SCHOOL TIMINGS**

##### **Morning arrival time:**

School gates opens at 8:00 for Primary students. Classes starts at 8:30 sharp and runs till 15:30. Students should

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arrive no earlier than this time as supervision is not available before.

Timings for the pre-primary section

GRADE	TIMING
PLAGROUP & NURSERY	9:00-13:00 (Please contact school office for the after school care facility)
JUNIOR KINDERGARTEN & SENIOR KINDERGARTEN	8:30-15:30

Please Note: Nursery and Junior Kindergarten will be having short school days for the first two weeks of an academic year. This will help our little ones adjust to the school environment and a lengthy school time.

Friday all classes disperse early at 13:00.

**Dispersal Time:**

After school hours, parents must ensure to pick up their children within 30 minutes. Late pick-up charges will be applied after that.

**Break Time:**

There are two breaks, snack and Lunch Break. Students have playtime after their lunch.

Staffs provide supervision of all students during breaks.

**Appointments:**

SCHOOL OFFICE HOURS	Monday to Friday 8:00hrs-12:00hrs 14:00hrs-16:00hrs
INTERACTION WITH TEACHERS	Fridays with prior appointments
INTERACTION WITH THE HEAD OF THE SCHOOL	Monday to Friday with prior appointment
Parent Teacher's Meet	THREE Times at the end of the First, Second and the Third Term

## Language Policy

The medium of instruction is English. As a Second language, Portuguese is offered to the students. LAIS school policy is always available in the school office for the parents' view.

## Late Arrivals

After three late arrivals (after 8:00 am), students will not be allowed to enter the building unless security has been advised in advance that they are arriving late with explicit permission from the school Office.

## Library

LAIS houses a library with enriched story books, encyclopaedia and other reference materials. Each year valuable and appropriate level books are added to the school library.

## M

### Medication

If a child's medication needs to be taken during the school day, the Parents must hand over the medicine with the instructions in a ziplock bag to the school office. Records will be kept of all medications administered. Students are not permitted to have their medications in their possession on campus without prior notice UNLESS your child falls under the following medical conditions

- Diabetes
- Asthma,
- or severe allergies

Students who use an inhaler MUST provide an extra inhaler to the school before the first day of school. Parents must inform the school if a student carries an inhaler with them.

## N

### Non-Teaching Staff

The non-teaching staff is made up of the following departments: Admissions & Parent Communications, H.R., Administration, Accounts, I.T., and Security. They support the academic staff.

## P

### Parent-Teacher Meetings (PTMs)

These take place thrice a year at the end of each term. It provides an excellent opportunity for teachers to share verbal feedback and concerns with parents and students. They also support the school's belief in strong home-school relationships that will support students.

### Policies

LAIS maintains school policies concerning the below areas/issues. The hard copy of these policies is kept in the school's office and uploaded in the school educational software 'Childcloud'. Kindly contact Ms Filomena to access it from the school office.

1. Policy - Safety & Health
2. Policy- Child Protection
3. Policy- Complain
4. Policy- School Language
5. Policy- School Curriculum
6. Policy- Teachers
7. Policy - Students
8. Policy- Complaint
9. Policy- admission & fee

## S

### Snacks

Students are encouraged to bring in healthy snacks to eat and sufficient water for snack time. The school provides an OPTIONAL school snacks facility for students and staff.



## School Lunch

The school provides an OPTIONAL school lunch facility for the LAIS staff and students.

## T

### Transportation

For 2021-22 LAIS does not provide any school transport. The parents should privately arrange it.

## U

### Uniform

Students are expected to be in a neat, clean full school uniform at all times

**TOP WEAR** - Students are to wear a prescribed T-shirt on regular school days and a white T-shirt on P.E. days (only during the lesson).

- Pre-Primary- Red colour
- Primary & Secondary- Blue Colour
- P.E Uniform- White Colour

**BOTTOM WEAR** - Cotton Mid-Thigh Shorts or Pants for girls and boys.

**FOOTWEAR-**

Allowed : Shoes/track shoes/secure sandals  
Not allowed : flip-flops, platform shoes or boots.

**HEADGEAR:** Caps are encouraged during P.E. Lessons or outdoor wear.

**Learning from Home (addendum)**

In case of the Learning from Home situation, students will be expected to be presentable and wear their school shirt whilst in lessons every day. And for online P.E lessons, students should wear the school P.E uniform.

## W

### Withdrawal

Relocating parents who are withdrawing the students must inform the Admissions department ([filomena.jose@laiseducation.com](mailto:filomena.jose@laiseducation.com)) and the Homeroom Teacher in advance.

1. The process of withdrawal begins with a formal email from the parent to the school office.
2. Ensure that all library books and other school belongings are returned.
3. The admission department will share the Leaving Certificate.

### *Refund Policy*

The school adopts a non-refundable policy for all school fees. Canteen fee refunds follow 15 days notification.

All final discretion lies in the hands of the school Director.

