MOUNT SINAI INTERNATIONAL SCHOOL

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11th January, 2019.

Dear Parents/Guardians

1.0 WELCOME

Mount Sinai International School would like to welcome all returning students, Parents and Guardians to the Term 2 of the 2018/2019 Academic Year. The school opened on the 7th of January, 2019 and we are happy to report to you that all of our students and teachers have started the term on a positive note.

2.0 SCHOOL FEES POLICY AND DEADLINES FOR INTERNATIONAL EXAMINATION CLASSES

The School fees policy for the University of Cambridge International Examination classes (Std 6, Form 3 and Form 5) stipulates that students in these classes must pay the full school fees before or on the first day of the term. The final deadline for full fees payment for examination classes is on Friday11th of January 2019. Failure to pay the full fees by this date will result in students being excluded from class and not registered for the upcoming University of Cambridge International Examinations.

2.1 SCHOOL FEES POLICY AND DEADLINES FOR NON-EXAMINATION CLASSES

The school fees policy for all new students states that all newly enrolled students must pay the full amount of school fees before or on the first day of the term.

For returning students in non-examination classes the first deadline for the payment of school fees is on the 11th of January, 2019. The School expects that all returning students would have paid a minimum of 50% of the school fees by this date. The final deadline for the payment of school fees balances is the 1st of February 2019.

3.0 SCHOOL TRANSPORT

The school buses are still running, ferrying students from both the Junior and Senior Campus to and from school. The cost of the bus service for one way is MK 48,000.00 per month, two way bus service costs MK 59,000.00 and the cost of the door to door bus service is MK 64,000.00. Please note that the two way bus service picks and drops students from designated bus stops and not from the house door. The door to door service is a pick and drop off service from the house door. All interested Parents are required to sign up for the service with the School Heads and pay at the Accounts Office at the Senior Campus.

4.0 DISCIPLINE

As a School we believe that the success of our learners will depend on the level of discipline on the part of every member of our School community. Children reflect our standards and attitudes at home and as such we implore you to set the best examples for them. Our primary concern is to produce the best results in and out

of the classroom which we believe is also your desire as a parent or guardian. In this regard, we encourage all parents to cooperate with us when we identify signs of negative and improper traits in your children and recommend corrective action

5.0 PUNCTUALITY

We regard punctuality as one simple indicator of student discipline. We expect our students to be in school before 7:15am ready for further instructions from the teachers on duty. We therefore encourage parents to observe our starting time and make sure that children are dropped in school early. We also expect parents to be on time in the afternoon when they come to collect children.

Please ensure that your child is dropped and collected from school on the following times:

CLASS	STARTING TIME	FINISHING TIME
JUNIOR SCHOOL		
Reception class Std 2-3	07:15am 07:15am	12:00pm 1:00pm
MIDDLE SCHOOL		
Std 4-6	07:15am	3:30pm
HIGH SCHOOL		
Form 1-5	07:15am	3:30pm

Note:

- ***Only on Fridays, students from Std 4-Form 5 will knock off at 01:20pm***
- ***The school gate will be closed at 7:20am and everyone arriving after 7:20 will be booked for late coming and will be punished. Therefore we encourage parents to observe our starting time.***

6.0 DETENTION

Parents are reminded that detention for improper conduct during school will be held on Saturdays. If your children are booked for detention, you will be notified in writing.

7.0 SCHOOL UNIFORM

The School Uniform is our single form of identity and source of pride. We encourage our students to be in our school colours at all the times when they are at school. Proper school uniform with school logos are sold at the school uniform shop located at the Senior Campus.

9.0 COVERING OF EXERCISE BOOKS

We would like to call upon Parents to work together with the school to always check on your ward's work and exercise books. Please may you ensure that each and every exercise book for your ward is covered with a plastic book cover.

10.0 HOMEWORK

The school will regularly give students work to do at home to reinforce the concepts learnt in class. You can actively be part to your children's school life by checking their homework books and assisting them where necessary. It also give your children great pleasure to have you participate in discussions relating to their day's activities at school, as it reassures them of the importance of school. We encourage all Parents and Guardians to make time in your very busy schedules to look at your children's work and other communications from school.

11.0 CAR PARK

We have unfortunately observed that some parents do not practice safe driving skills while on the premises. There are always children walking about during lunch and at home time. As the safety of your child is our paramount concern, your safe driving and parking would be appreciated. The school will carry out a safe parking and driving campaign in the first/Second week of school by the car park. Please cooperate with teachers and prefects on duty.

12.0 SPORTS AND CLUBS

As of this term sports and clubs days will be as follows:

DAYS	STARTING TIME	SCHOOL
Monday	14:00pm to 15:30 –SPORTS	Middle School
Tuesday	14:00pm to 15:30pm- LIFE ORIENTATION PROGRAM	Middle School
Tuesday	14:00pm to 15:30pm –SPORTS	High School
Wednesday	14:00pm to 15:30pm –SPORTS	Middle School
Thursday	14:00pm to 15:30 –CLUBS	Middle School & High School

13.0 SCHOOL CALENDAR

Please see the detailed calendar of events for term two below. Please may you give the appropriate support to our students and the School at every key event.

MSIS PARENTS TERM TWO SCHOOL CALENDAR 2018/2019 ACADEMIC YEAR (14 WEEKS)

MONTH	KEY DATES	ACTIVITY
JANUARY	Monday 7th January 2019	➢ First Day of School ➢ Final School Fees deadline for new students and IPP, Secondary Checkpoint and IGCSE students
	Friday 11th January 2019	➢ First newsletter to Parents
	Friday 11th January 2019	➢ Deadline for 50% School fees payment for returning students
	Tuesday 15th January 2019	➢ Public Holiday- John Chilembwe day
	Monday 14th to Friday 18th January 2019	➢ Continuous Assessment Tests - CATs (whole School)
	Friday 18th January 2019	➢ Sports at ABC (MIDDLE SCHOOL)
	Saturday 26th January 2019	➢ High School Basketball tournament (venue T.B.A)
	Monday 28th January to Friday 1st February 2019	➢ Continuous Assessment Tests - CATs (whole School)
FEBRUARY	Friday 1st February 2019	➢ Deadline for 100% School fees payment for returning students
	Friday 1st February 2019	➢ Under 13 girls Soccer at BMIS
	Friday 8th February 2019	➢ Second newsletter to Parents
	Saturday 9th February 2019	➢ Inter-school swimming gala BMIS
	Wednesday 13th February 2019	➢ Under 13 girls Soccer at BMIS
	Wednesday 6th February to Friday 15th February 2019	➢ MID TERM EXAMINATIONS PERIOD (Whole School)
	Friday 15th February 2019	➢ Inter-school swimming gala BMIS

	Friday 15th February 2019	➢ Final Cambridge International examinations entries (IPP, Checkpoint, IGCSE)
	Monday 18th to Friday 22nd February 2019	➢ **ACADEMIC EXCURSION JUNIOR SCHOOL** **(letters will go out to Parents with information on the classes going on trips)**
	Friday 22nd February 2019	➢ **FIELD SPORTS DAY AT MSIS SENIOR CAMPUS**
	Friday 22nd February 2019	➢ **Middle school netball at BMIS**
MARCH	**Friday 1st March 2019**	➢ **Third newsletter to Parents**
	Friday 1st to Sunday 3rd March 2019	➢ **National Swimming championships ABC**
	Saturday 2nd March 2019	➢ **TRACK SPORTS DAY (MIDDLE AND HIGH SCHOOL)**
	Monday 4th March 2019	➢ **Public Holiday- Martyr's Day**
	Tuesday 5th to Friday 8th March 2019	➢ **Continuous Assessment Tests - CATs (Whole School)**
	Tuesday 5th to Friday 8th March 2019	➢ **ACADEMIC EXCURSION HIGH SCHOOL** **(letters will go out to Parents with information on the classes going on trips)**
	Friday 8th March 2019	➢ **Inter-school Basketball tournament MSIS**
	Friday 15th March 2019	➢ International Examination rules and regulations workshop **STUDENTS** ➢ Distribution of examination IDs for IPP/Checkpoint/IGCSE examinations
	Monday 18th to Friday 29th March 2019 (2 WEEKS)	➢ **END OF TERM/ MOCK EXAMINATIONS PERIOD (Middle and High School)**
	Monday 25th to Friday 29th March 2019 (1 WEEK)	➢ **END OF TERM EXAMINATIONS PERIOD FOR JUNIOR SCHOOL**
	Saturday 30th March 2019	➢ **Under 13, Under 19 Rugby/ Basketball BMIS**
APRIL	**Monday 1st to Thursday 4th April 2019**	➢ **SPECIAL CULTURAL EXCHANGE PROGRAM WITH SKALS INTERNATIONAL SCHOOL (DENMARK)**
	Friday 5th April 2019	➢ **Final newsletter to Parents**
	Friday 5th April 2019	➢ **JUNIOR SCHOOL SPORTS DAY**

	Saturday 6th April 2019	➢ **Middle School Football BMIS**
	Monday 8th to Thursday 11th April 2019	➢ **ACADEMIC EXCURSION MIDDLE SCHOOL** **(letters will go out to Parents with information on the classes going on trips)**
	Tuesday 9th April 2019	➢ **PARENT & TEACHER CONSULTATIONS**
	Friday 12th April 2019	➢ **TERM TWO SCHOOL CLOSING DAY**
	Monday 15th to Friday 26th April 2019 **(except Easter dates 19th and 22nd April)**	➢ **HOLIDAY REVISION CLASSES FOR IPP/ CHECKPOINT AND IGCSE CLASSES**
	Thursday 18th April 2019	➢ **Deadline for full fees payment for Term 3 for Examination class IPP/Checkpoint/ IGCSE**
	Monday 29th April 2019	➢ **First Day of the 3rd Term**