



Macmillan International School Policies

2022 - 2023

Introduction

Macmillan school is an independent, co-educational and multi-racial school which serves the needs of both the Sudanese and Expatriate families in Khartoum. The school follows the aims and objectives of the Cambridge International Curriculum while including the teaching of Arabic and Religion according to the expectations of the Sudanese Ministry of Education.

External examinations are held as follows:

Year 6 Checkpoint (Cambridge International Examination Board)

Year 8 Primary (Sudanese Basic Certificate)

Year 11 IGCSE (Cambridge International Examination Board)

Year 12 AS Level (Cambridge International Examination Board)

❖ Assessment:

Children's work will be continually assessed and school examinations will be held in December and May. Internal assessment, if missed through illness, arrangement must be made immediately with the Academic Management after return to school provided the school has been informed at time of absence. Students communicating in any way during examinations will have their examination cancelled. Any student found with a mobile phone during an examination will have his/her examination cancelled.

Note: NO STUDENT MAY TAKE AN EXAMINATION AT ANY TIME OTHER THAN THE TIME SCHEDULED.

❖ Appointment

If at any time you are concerned about your child's academic progress or behavior, then please contact the school through the Students' Affairs Office [+249 907167724](tel:+249907167724). Make an appointment to see the Academic Manager or Stage Coordinator.

If at any time teachers are concerned about your child for any reason you will be contacted and may be requested to come to school. If you wish to meet with a teacher, please make an appointment through the relevant office. Please do not try to discuss your child's progress at the beginning or end of the day when you drop /collect your child, as the teachers are on duty at the time and are responsible for the well-being and safety of the student. Please do not try to discuss your child's progress while the teacher is having a lesson. **Do not call or e-mail teachers directly.**

❖ Homework

Homework is an essential aspect of study at Macmillan school, homework offers children the chance to develop and reflect on ideas, and to ensure assigned work is complete to the best of the child's ability. Homework will be given on a daily basis according to the published lessons schedule.

The child should complete his or her student planner (diary) each day so the amount and nature of homework may be monitored.

The Diary will be sent daily to the WhatsApp groups, parents should follow-up the Diary daily. In case of inquiries or questions please contact the **Students' Affairs Office +249 907167724**.

In the primary section, children should be reading every night for at least ½ an hour.

Students are expected to complete homework. However, if home work is not completed or submitted students may be subject to breaks detention a one-hour detention. If this becomes persistent a target sheet will be issued and a follow up meeting with parents will be arranged, in accordance with Code of Conduct. If the problem still persists the student will stay for after school detention which will run from 2:30 -3:30 pm and students will work under supervision. And the parents have to come and pick their child.

❖ Absence and lateness:

Regular attendance at school is essential if any child is to experience a comprehensive educational experience.

Pupil absence from school

Only the school may authorize the absence from school of a child. Parents may request authorization for absence. Whether they be for sickness, family reasons or anything else. An attendance record of below 92 % is normally considered unacceptable.

Lateness:

Lateness to school disrupts the learning of the individual child and of other children.

It makes for an unsettling start to the day. Children should be in school by **7:20 am** each day, so they can be in place ready to start the morning assembly at **7:30** the class teacher monitors the attendance.

After 4 late arrivals, parents will be informed; on the fifth late their child will receive a one-day dismissal from school.

❖ Break time and end of day:

Children are not allowed inside class room during break-times or to eat inside except when given permission to do so.

Children may only leave the grounds as soon as their driver/parent arrives.

Pupils waiting to go home may not play ball games.

Rooms have been designed in which children must wait until they have been collected.

When children leave they cannot come back into the school grounds. All children should have left the school grounds by **2:30 p.m.** Unless involved in any activity.

Private transportation should collect the pupils maximum by **3:00 p.m.**

❖ School Uniform

All students are expected to wear the approved, correct school uniform on every school day.
(The school T-shirt + school trouser + shoe)

If for any reason students cannot wear the uniform on a particular day, a written note or a phone call from the parent giving reasons so the school may consider the situation.

Please note:

Students are not permitted to wear denim/jeans in any form at any time. Students will be placed in isolation until proper uniform is delivered.

Girls should wear loose fitted clothing especially trousers (squirts are not allowed)

Girls are permitted to wear one earring in each ear. The earring may only be either a stud or a very small close fitting hoop.

Girls are not permitted to wear any form of make-up neither Hinaa

Haircut: boy's hair must be short. No designs cut into hair. No Mohicans.

❖ Equipment:

Every child is responsible for bringing the correct equipment to school every day. This includes, for every child, pens, pencils, eraser, ruler and dictionary.

All students have their own text books and should come to school with them as they will not be allowed to share with other students.

No electronic equipment may be brought to school (mobile telephones, I-pods, MP3 players, tablets, laptops, cameras). They are a distraction from the work of the school, and the school bears no responsibility for loss of or damage to any such items. **In case electronic equipments are brought to the school for the third time, these equipments will be seized and placed in the school's safe, and shall not be given to the parent nor the student until after the end of the year.**

Progression policy

❖ Academic

- Usually progression from reception to year 1 is automatic.
- Usually progression from year to another is dependent on the child's results & supplementary tests.
- Parents of students who are at risk of not achieving the required standards will be informed throughout the years so targets may be set and progress monitored.

❖ Behavioral issues:

- Parents entering their children into Macmillan school are assumed to have accepted and agreed the content of the school behavior policy. All parents sign an arrangement at the beginning of each year to this effect.
- Students with behavioral problems will be identified and parents informed.
- Those students will be targeted and /or placed on probation.
- An agreed review period will be made with parents. This could be anything from weekly to half-termly review depending on the nature of the problem.
- Students continuing with behavioral problems will go through due process which is internal suspension /external suspension followed by Green card, leading to Orange card and red Card and eventual expulsion from the school.
- The school retains the right to expel students for serious behavioral problems (extreme violence, etc.) without prior notice.
- No student expelled from the school will be allowed to repeat a year or return to the school at a later date.
- The expulsion of students will be on the arrangement of the full Management team and there will be no right of appeal.

Reporting policy

Progress report

There will be a progress report every month with indication of Achievement, behavior and effort to date.

End of Term Reports:

- Parents will collect reports from school including the exam papers.
- No examination results may be given verbally to students.

Reports and results can only be issued to parents **when all due fees have been paid** and all school materials, including **library books, have been accounted for**.

Parents meeting:

October: parents will be invited to meet their new teachers and learn more about school procedures and to discuss your child's progress and report.

November: There will be parent's evening to discuss your child's progress and report and the preparations for first term exams.

February: There will be parents' evening to discuss your child's progress and report and the preparations for the second (final) term exams.

General Manager

Ms. Sarah Alhussein

Sig.:

Parent

Name:

Sig.:

SCHOOL COUNSELOR

Mr. Ammar Hag

Sig.:

Student

Name:

Grade: