

ISCT A - Z

Dear Parents,

We take great pleasure in welcoming you, and your child to the International School of Cape Town. Here is some information which will help make the transition for you and your child as easy as possible:

Absence from Sport

Primary school - if your child is unable to attend extra murals, please send notice in writing informing the class teacher of this.

High School students need to provide a letter informing the sports teacher that they will be absent from sports practice or email Mrs Robyn Klaasen before 10:00 on r.klaasen@isct.co.za. We cannot excuse a child from sport unless we have a written request from parents. High school students will be given detention for not attending sport unless they have been excused in writing from parents.

Absenteeism

If you wish to contact Reception: 021 761 6202

If your child arrives late at school, please report to Reception. If your child is ill and absent from school, please let Reception know by 8:00. If absent for more than 2 days, a doctor's certificate is required.

Students who are not feeling well whilst at school and wish to go home, need to get permission from their Class Teacher or member of the Senior Management before the Receptionist can phone their parent to come and fetch them. All students need to be signed out at Reception by the person fetching them before they leave school.

School Physical Education lessons are compulsory and should your child not feel well enough to participate, we require a letter from you.

On the rare occasion that your child will be unable to attend school on a particular day, or part of the day (eg. an unavoidable appointment), please inform the class teacher by, at least, the day before the event.

ISCT does not condone term time absences. Extended school holiday requires a letter from the parents, but is not recommended that children are away from school. Please note that it is the responsibility of the student to catch up work that was missed while absent.

Accounts/School Fees

If you wish to contact the Accounts Office: 021 763 5316

Parents are given 4 options with regard to the payment of tuition fees:

Option 1: Standard annual fee payments: Fees paid annually before 31 January are charged at the standard rate.

Option 2: Late annual fee payments: Fees paid annually after 31 January.

Option 3: Quarterly fee payments: Parents who choose to pay their fees quarterly are required to pay these on the first day of each term.

Option 4: Monthly fee payments: Parents may prearrange with the School to pay their tuition fees over a 10 month period, each payment falling due on the first day of each month, January to October. Please note that this option is only available to parents enrolled at the school at the beginning of the academic year.

Please complete a debit order form should you wish to pay monthly .

The school will also accept termly debit orders, as long as the terms thereof are confirmed with the Accounts office before implementation.

Fees may be paid by cheque, payable to the “International School of Cape Town”, or preferably by direct transfer into the School’s bank account at:

Bank: First National Bank, Branch: Claremont ,
Bank Code: 200109, EFT Branch Code: 250655
Account Name: International School of Cape Town
Account Number: 62358057183
Swift code: FIRNZAJJ

Included in the fees

Tuition Fees are inclusive of all textbooks and exercise books which support the curriculum, whereas parents are responsible for the purchase of stationery. A refundable Textbook Deposit of R650 to cover loss and damage will be charged to all students entering **Year 7 and all new students, through to A Level (Year 13).**

Aftercare

If you wish to contact Aftercare: 084 321 4225

For **Key Stage 1 & 2** our aftercare facility runs from Monday to Friday from 12:30 to 17:00. A homework club is offered to Key Stage 2 students for the first hour of aftercare. Aftercare is billed monthly and is charged per hour or part thereof. If your child is collected after 17:00, a late penalty of R100 will be charged.

Allergies

The incidence of allergies in children is on the rise. If your child has a severe allergy, please inform the school and provide copies for Reception and the classroom of the information we need to know in case of an attack.

If you supply cakes or birthday treats please ensure they are nut-free.

Arrival & Departure

Students can be dropped off at school from 7:30, when staff members will be on duty in the playground.

Please note it is important that students arrive on time for class.

Key Stage 1 start times:

Nursery: Monday to Friday: 7:50 to 12:30

Reception: Monday to Friday: 7:50 to 13:30

Year 1 & Year 2: Monday to Friday: 8:15 to 14:00

In **Key Stage 1**, the Stop and Go system is used at the start of the day and after school. The children may go straight to the playground and when raining to their classrooms.

After **Key Stage 1** extra murals the children are collected from the veranda of the building.

Key Stage 2 start times:

Monday to Thursday: 7:45 to 14:15

Friday: 7:45 to 13:45

On arrival, **Key Stage 2** children remain in the Loggia, where they line up and then proceed to their classrooms.

High school start times:

Monday to Thursday: 7:45 to 14:50 (Wednesdays 15:00)

Friday: 7:45 to 14:00

In **High School**, five minutes grace is allowed in the mornings for late arrivals, but after that, the late student will be issued with a late slip that is given to the librarian. Students who are late more than once in two weeks will be issued with a default (3 defaults = a Friday detention). Students who arrive at school after the duty teacher or prefect has left, need to report to the Librarian in the library to get a late slip to give to their teacher. **High school** students enter the school through the door by the Tuck Shop and not through Reception. AS/A Level students *only*, may enter through Reception.

In the interest of safety of the children, please drive with care. Please do not park in a parking with an "S" which indicates a staff parking spot or "B" reserved for the school buses.

All students are collected from the Loggia. If you wish to park at the end of the day and come to the loggia, please use the area outside the school pedestrian gate. Students in Aftercare should be collected from Aftercare and signed out.

Birthdays

Please do not hand out invitations at school if you are inviting only a few students to the party, as this can be hurtful to those who are not invited.

Should you wish to celebrate your child's birthday at school by sending a treat, please contact the class teacher as to what is allowed to be sent. If you do supply cakes or birthday treats please ensure they are nut-free.

Break/Lunch Times

Key Stage 1:

First break: Nursery - 10:00 to 11:00
 Reception - 10:00 to 10:45
 Year 1 & 2 - 9:30 to 10:00
 Lunch break: Reception - 12:00 to 12:30
 Year 1 & 2 - 11:30 to 12:00

Key Stage 2 has break monitors who are responsible for setting up and looking after the break time games that have been sponsored by the PTA.

Key Stage 2 & High School:

First break: 10:00 to 10:30
 Lunch break: 12:30 – 13:00

There are designated areas for different classes in the school to spend break and there is always a teacher on duty.

Bullying

ISCT is committed to providing a safe and caring environment which fosters respect for others and has a 'zero tolerance' policy on bullying. Bullying is regarded as the deliberate, repeated, and malicious intimidation or victimisation of an individual by another through, physical and/or psychological means.

Incidents of bullying can be reported to any teacher, the Head of Key Stage or the Principal by children and their parents. Any bullying incidents that are dealt with will be recorded and this record will be kept on the file of the student concerned.

In the ***Primary School***, children are encouraged to be 'builders and not breakers' as well as to 'stand up, don't stand by' when witnessing peer challenges. The Cool To Be Me programme in Key Stage 1 & 2 fosters self-awareness and opportunities for children to be able to engage with and discuss these issues.

In the ***High School***, we run the Anti-Bullying Campaign (ABC). The ABC hopes to empower the students at ISCT to take charge of their own classroom and peer social dynamics within a supportive and educational environment, through two selected and trained Anti-Bullying Ambassadors per class. The purpose and aim of the ABC is to reduce the incidents of bullying at ISCT through education, peer support and mediation, and efficient and effective reporting mechanisms.

Bursary Fund

The ISCT Bursary Trust Fund was established in 2006. The purpose of the trust is to provide financial support students to study at ISCT. The trust gives preference to potential students who were previously disadvantaged in South African society. It is dependent on the generosity of parents and corporate donations.

Calendar

Calendars and Term Planners are available on our website containing all term dates and school holidays. They are also emailed to parents as soon as they are available, usually on the first day of each term.

Our school terms match the South African schools mostly, except for an extra week in the June/July holidays where we try and accommodate our Northern Hemisphere families who wish to go back for the summer. The 'long' holiday in December is the same as South African schools. Sometimes we do not overlap fully with the local school terms.

Camps

Camps start when students reach Year 5 and each year group upwards attend one camp annually. In **High school** the students attend camp during the first 3 weeks of school. In Year 9, the students go on a 5 day school tour.

Cell phones

Cell phones are not allowed in the **Primary School**. Should your child feel ill or if there is an emergency, the school will contact you. Children are not allowed to phone home if they have forgotten something.

Cell/mobile phones are allowed in **High School**. They are the students' responsibility and they bring them at their own risk. Cell phones are not allowed to be used in class except with the teacher's permission.

Class Representatives

At the beginning of each year we call for volunteer class representatives from the parents. One or two parents from each class take the responsibility of coordinating the rest of the parent regarding assistance, which includes outings, distribution of parents' information and fund-raising events under the direction of the PTA. Meetings are held at least once a term with the PTA to discuss various issues. Class representatives play an important role as links between the school and parents.

Communication

To update your contact details email: l.padua@isct.co.za

All communication is sent out electronically either via sms or emails. Newsletters and notices are sent out via email on Thursdays. Please ensure your contact details are always up to date.

Community Outreach

ISCT supports a number of community projects on a regular or adhoc basis. Amongst others, these include Bel Porto, Santa's Shoebox and Foodbank. **Primary School** students are requested to bring non-perishable food items throughout the week which are then used to feed those in need.

Key Stage 2 and the High School support Zerilda Primary School in many ways throughout the year. This is a project largely driven by Leadership Pupils and the PTA.

Compulsory Events

These events form a very important part of the richness of our school life and add to our community spirit. Attendance is compulsory for students at: Sports Days, Inter-House events, School Outings and Prize Giving.

Concerns

In case of any concerns/a grievance, the official and most effective process is to follow this line of communication:

1. Class Teacher (please contact your class teacher via email or make an appointment to meet)
2. Key Stage Head
3. Principal
4. CfBT

Diaries

Diaries are issued to students from Reception to Year 6. Parents will be billed for the school diaries.

Discipline

Students are expected to behave in a responsible manner at all times. The school wishes to encourage a positive learning environment and students are expected to fully contribute to this by following the school rules. Theft, vandalism and bullying are regarded as extremely serious offences. All students (or their parents if they are too young) should be aware of and sign the Code of Conduct which guides our behaviour expectations.

In **Key Stage 1**, the **Thumbs Up** positive behaviour programme helps children to take responsibility for their own learning and behaviour within the school environment.

There are some playground and classroom rules for the children. If any of the rules are broken then the child's name will be placed in the timeout book. Repeated behaviour in one week gets dealt with by the Key Stage Head and then the Principal if necessary, at which point the parent is called in to help. Each week is viewed as a new beginning and no timeouts will be carried over.

In **Key Stage 2**, **positive behaviour** is encouraged as follows: House Points are awarded for consistently following the Code of Conduct, or for certain behaviours that "spread" or "extend" a positive ethos, e.g. modelling a *growth mindset* or *risk-taking* in a lesson, stepping aside for adults, offering assistance, showing initiative.

Certificates are awarded in weekly assemblies for excellent effort, progress or achievement.

Where **sanctions** need to be applied, KS2 operate a traffic light system:

GREEN = Great. All pupils start every day on Green.

ORANGE = a warning

RED = detention

For Year 3 and 4 detentions are immediate - 15 minutes at break-time.

For Year 5 and 6 attend 25 minutes of detention at Golden Time on a Friday. However, should more reds be incurred over a week, immediate break-times are actioned.

All detentions are logged, and accumulation of 3 detentions in a term will result in an escalation - for Year 3 and 4 a Golden Time, and Year 5 and 6 are issued with an after-school detention. Some offences merit immediate escalation.

In **High School** positive behaviour is encouraged. **Character Awards** are awarded for following the Code of Conduct, or for behaviours that exhibit a positive ethos, such as offering assistance, showing initiative. **Merits** are awarded for academic or extramural excellent effort, progress or achievement. Accumulated merits are announced in weekly assemblies and rewarded termly. Year 7-10 annual merit totals are re-awarded at prize giving.

Where sanctions need to be applied for behavioural or academic issues, demerits are given. Accumulated demerits over a month lead to a detention, which takes place on a Friday afternoon after school.

Early Leavers

Should your child need to leave school early for any reason, please notify both the class teacher and Reception. Please make sure you sign your child out at Reception if leaving school early.

Emergencies, Fire Drill & Evacuation

We have a detailed emergency, fire drill and evacuation program. The back of each classroom door has a map of the building evacuation plan. We practice the fire drill once per term and improve the process wherever possible each time.

Extra Murals

Key Stage 1 students are not required to take part in extra murals but are encouraged to do so.

Key Stage 2 and High School students are required to take part in one extra mural. Students are required to honour their commitment to their chosen sport for the entire season. The chosen sport for Term 1 & Term 4 is the same, summer sport. Winter sports are played during Term 2 & Term 3. Sport is not cancelled during wet weather; students will be supervised until the end of the sport session.

For **Key Stage 2 & High School**, extra mural choices and sign-ups for the upcoming term are sent out via email during the last week of term, and during the first week of term for **Key Stage 1**. This is an online booking form which you and your child are required to select your choice of extramural and submit it.

As a rough guide:

Key Stage 1 extra mural finish at 14:30

Key Stage 2 extra murals finish at 15:15

High School extra murals finish at 16:15

Parents collect students after extra murals from school.

Sport is not cancelled during wet weather; students will be supervised until the end of the sport session.

Hair

Students' hair must be kept neat and girls with long hair are required to tie it up. Hair should be a natural colour.

Hats/School Caps

In **Key Stage 1 & 2** Caps are compulsory for students and need to be worn during break times and during extra murals after school. Please make sure all caps are clearly marked with your child's name. We have a "NO HAT, NO PLAY POLICY".

Homework

In **Key Stage 1**, your child will receive homework from Monday to Thursday. Homework should not take more than 30 minutes each day. If you are spending more time than this each day please contact your child's class teacher.

In **Key Stage 2**, homework is set on a daily basis, with shorter, regular tasks for Numeracy and Literacy. Children should also spend at least 30 minutes engaged in meaningful reading every day. Extended project work is set each term for specific focuses. For Languages, 'little and often' activities are set at least on a fortnightly basis.

In **High School**, homework needs to be done every night. Teachers will set homework according to the homework timetable and it is important to complete this work for the date that it is due. Occasionally a teacher may set work on a non-homework day. This will be the exception rather than the rule.

Houses

In **Key Stage 1** students are put into fun teams for sports events (eg jaguars, cheetahs and lions), with the emphasis on participation, not competition.

In **Key Stage 2** all students are placed in a house, Erica, Disa & Protea – named after the Indigenous flowers of the Western Cape.

For **High School** students, houses are Draco, Titan & Orion – named after the constellations.

Siblings are placed in the same house.

House t-shirts are available from Reception:

Erica/Draco - Green

Disa/Titan - Blue

Protea/Orion - Red

iPads

ISCT has been using iPad in class since 2013, and they are now very much an important tool in our students' educational toolbox. All students from Year 4 are expected to have an iPad and bring it to school every day. In **Key Stage 2** there are iPad lockers in the class where the iPad can be kept safe while not in use. **High School** students are expected to use their lockers to store their iPads. In **Key Stage 1** there are banks of school iPad which the children use.

iPads are not allowed to be used at break and are used under supervision in the class. They are allowed at ISCT to enhance learning and not as a toy.

Leadership

There are a variety of leadership opportunities at ISCT, from class responsibilities in **Key Stage 1 & 2**, to Year 6 portfolio leaders in **Key Stage 2** and portfolio leaders, Student Leadership Forum (SLF) and prefects in the **High School**.

Lockers

Lockers are issued to **Key Stage 1, Key Stage 2 & High School** students. In **High School**, students must provide a lock for their locker. iPad lockers are available in the **Key Stage 2** classrooms.

Lost Property

Please ensure all clothing is clearly marked with your child's name. After two weeks, if unnamed items are not collected from Lost Property (next to Reception), they go to the Nearly New Uniform shop to be resold.

Lunch and Tuckshop

If you wish to contact the Tuckshop: 021 7635315

In **Key Stage 1 & 2** sweets, crisps & sodas are discouraged, and healthy snacks are recommended. Pre ordered meals can be ordered from the tuckshop and will be delivered to the primary school classrooms.

High School students are allowed to buy items at the tuckshop during the break times. Pre-ordered meals can be ordered from the tuckshop. High School students should fetch their meals from the tuckshop at the beginning of break.

Music

Individual music lessons take place in the afternoon after school hours. These are provided by external teachers and arrangements are made directly with them. Registration forms are obtained from Reception. Termly concerts are held where students can showcase their talent and hard work.

MySchool Card

You can support the school by applying for '**MySchool**' card. Every time you purchase items at a selected store, the card is swiped, and a percentage of your spend is donated to your nominated beneficiary. Woolworths and Waltons are some of the stores that support MySchool. We would appreciate your support with this by nominating the school, ISCT as a beneficiary. Please apply online www.myschool.co.za

Outings

Please refer to your term planner to indicate when your child is going on an outing. Full uniform is required when students attend outings unless otherwise notified. Where possible outings are linked to the curriculum during that term. Outings usually take place in school hours.

Parent Contact Details

To update your contact details email: l.padua@isct.co.za

Please make sure your contact details, particularly your email address and cell numbers are kept up to date with the school. If any of your contact details change, please email the school administrator or class teacher.

Parent Involvement

We welcome parent involvement at ISCT. We value the wealth of skills and talent that our parent body has and often call upon our parent body to help us throughout the year. There are a few formal parent bodies that you can be part of:

Class representatives

At the beginning of each year, we call for volunteer class representatives. One or two parent/s from each class takes on the responsibility of coordinating the rest of the parents regarding various outings, fundraising events or act as the link between the teachers and the parents.

PTA (Parent Teacher Association)

The PTA is an active body at ISCT, involved in FUN- and FUND-raising. It's also a great way to meet other parents. They eagerly welcome new members, with whatever level of involvement you can offer. Contact them at pta@isct.co.za if you would like to be part of the PTA.

PLC (Parent Liaison Committee)

The PLC serves to support ISCT in relations between parents and staff, the school management team, and CfBT. The aim is to represent the interests of the parents and students in accordance with the school's vision. They meet once a term at the school from 18:00—19:30.

Bursary Trust Fund

See separate entry above.

Parent/Teacher Meetings

These take place in Term 1 and 3. Please check the term planner for dates. Times are booked via an online booking system.

Prize Giving

Annual prize giving takes place during Term 4 for **Key Stage 1-3**, and (usually) at the end of Term 3 for **Key Stage 4**. Prize giving is compulsory for all students and formal uniform must be worn.

Recycling

ISCT is thinking green! We recycle paper and cans and glass. In **Key Stage 1** when a class brings in 60kgs of paper they will have saved an entire tree they will be given a leaf to put up on the KS1 Recycling Tree in the foyer. If a class has brought in 250 cans they will be awarded with an apple for the tree.

We also collect plastic bread tags which go towards the donation of a wheelchair to someone in need.

Reports

Primary school written reports are issued at the end of Term 2 & 4. Parent Teacher meetings at the end of Term 1 & 3 serve as a means for qualitative feedback and target setting.

The **High School** issues a comprehensive report after exams which take place during Term 2 & 4, and a short report at the end of Term 1 & 3.

Security

We have two security guards at Woodland Heights. All visitors are required to sign in at the main gate. Parents should get a car decal which identifies them as part of the school.

The front door at Reception is locked in off peak hours. The code to open the door is 1103#. The code for the pedestrian gate between the parking lot and the tuckshop is 2015#

Stationery

Students are required to have their own stationery. Stationery lists are sent out at the end of each year for **Primary School** students. All exercise and textbooks are supplied by the school.

High School students are charged a textbook deposit of R650, which will be returned when they leave the school and return all their textbooks.

Student Support

If you wish to contact Learning Support in the Primary School: 021 761 6202

If you wish to contact Student Support in the High School: 021 761 5303

In the **Primary School** we have a Special Needs Department. This includes our Co-ordinator (Ms Pam Hoffman), Speech Therapist, Occupational Therapist, TEFL teacher and Remedial teacher. This department is for education support for both pupils and their parents. We will notify parents and meet with them prior to any form of assessment or special support sessions.

The **High School** Student Support is run by Mrs Sarah Pike. Student and parents are encouraged to make contact with her if they have any issues they feel they need help dealing with.

Traffic Rules

We appeal to parents to be patient and considerate when driving into the school premises. Please be vigilant and do not speed. Do not park in a space which is marked with a letter '**S**' which indicates a staff slot, or '**B**' which is for our school buses. Please stop and drop as quickly as possible. We request high school students be dropped outside the school gate and use the pedestrian gate to enter the school.

Uniform

A separate uniform list is sent to all parents and is available on our website.

Term 1 & Term 4 – Summer uniform

Term 2 & Term 3 – Winter uniform

The uniform shop is located on the school premises and the opening times are Tuesday 13:30 to 15:30 and Thursday 13:30 to 16:00. School uniform can also be ordered online at www.jamboree.co.za Linda van Schalkwyk runs the uniform shop and can be contacted at 0827844627 or linda_jamboree@cybersmart.co.za

There is a Nearly New Shop (for second hand uniform) run by the PTA. It is open at prearranged times, and the PTA will notify parents when they have sales.

High School students are expected to arrive at school in blazers and leave with blazers on.

Key Stage 1 students are not required to have blazers, in **Key Stage 2**, blazers are optional

On PE days, students come to school dressed in full PE kit.

Useful telephone numbers @ ISCT	
Woodlands Reception	021 761 6202
Struben House Reception	tbc
Accounts	021 7635316
Principal's PA	021 7635302
Marketing & Admissions	021 76 5300
Tuckshop	021 7635315
Uniform Shop	082 784 4627
Aftercare	084 321 4225