



# HIGH SCHOOL PARENT & STUDENT HANDBOOK



INTERNATIONAL  
SCHOOL  
OF **CAPE TOWN**



## OUR VISION

“Empowering students to shape a brighter future.”

### We aim to be:



A centre of academic excellence.



A talent incubator for teachers and students.



A learning environment that is distinctive and nurturing.

*Impacting the future, together.*

## OUR VALUES

“At home in the world.”

### We believe:



That contemporary learning takes place within a challenging, nurturing and supportive environment.



That we are enriched by our diverse community, and are committed to creating a space in which everyone is respected.



That we have a shared humanity, inspiring a commitment to ethical responsibility as local and global citizens.

## OUR MISSION

“Equipping students with the skills needed for an ever-changing world and a passion for a lifetime of learning.”

### To do this, we:

1

Apply global best practices to provide a balanced programme of academic, social, emotional and physical input.

2

Provide a nurturing and supportive environment that is safe and fosters positive relationships.

3

Provide a dynamic environment where children enjoy learning and develop 21st-century skills.

4

Celebrate our diversity by respecting all faiths and cultures.

5

Provide opportunities for students to make positive contributions to their local and global communities.

6

Address challenges faced by students and families by partnering with them to reach a solution.

*Equipping Students to Change the World.*



# WELCOME

**Welcome to The International School of Cape Town's High School. Congratulations on choosing a world-class school for your education. We hope that your time with us will be enjoyable and academically rewarding.**

This handbook is designed to help you throughout your course of study and you should retain it for future reference. It contains important details about the start of the school term, class times, code of discipline, subjects offered and other important information. Please contact your New Student Committee member, Form Tutor, Key Stage Head or the Principal if you encounter any problem or situation that is not covered in this handbook.

**We wish you every success and happiness in your studies at ISCT.**



# GENERAL INFORMATION

## SCHOOL YEAR

Our school year runs from January to December. The year is divided into 4 terms and we try to align our terms broadly with those of the Western Cape Education Department but also take into consideration our Cambridge exam dates and the needs of our international families. Although our school year runs from January to December, the ages of our children are aligned with the United Kingdom schools and run from August to July. We endeavour to keep the children within 1 calendar year of each other.

## SCHOOL DAY

High School students need to get dropped off at the designated area in the parking lot or walk into school through the pedestrian gate.

The School Day officially starts **at 07h45**, but all students need to be in school by 07h40 so that everyone is in their Class Tutor rooms for a prompt start at 07h45. On **Mondays** we have **assemblies** after a 5-minute registration that takes place in the Tutor rooms before assembly. Each morning, the Class Tutor (a staff member assigned to a class for the year) will start the morning with students by going through some administrative tasks for the day such as taking attendance or with an activity. Class Tutors are there to help in many ways such as helping students address any concerns or give advice on how to deal with any problems (school or personal, academic or extra-curricular). A student's Class Tutor is the first person they should reach out to when they are needing help with anything.

### BELL TIMES FOR THE HIGH SCHOOL

	MON	TUES	WEDS	THURS	FRI
Registration	07:45	07:45			07:45
Assembly	07:50				07:50
Period 1 <i>(Lesson 1-2)</i>	08h10	08h00			
Period 2 <i>(Lesson 3-4)</i>	09h05	09h00			
BREAK	10h00 - 10h25				
Period 3 <i>(Lesson 5-6)</i>	10h30				
Period 4 <i>(Lesson 7-8)</i>	11h30				
LUNCH	12h30 - 12h55				
Period 5 <i>(Lesson 9-10)</i>	13h00				
Period 6 <i>(Lesson 11-12)</i>	14h00 (13h55 if ECAs are running)	14h00 *13h45 if <i>Meeting Period</i>	14h00 (13h55 if ECAs)	Early Release @ 14h00	
END	15h00 (14h50 if ECAs running)	*14h30 - 15H00 for <i>Meeting Period</i>	15h00 (14h50 if ECAs)		
ECAs	ECAs run from 15h15 - 16h15 on designated days				

The table above shows how the school day is broken up and the various lesson blocks. Students will be given their lesson timetable at the beginning of the year (or on arrival).

There is a bell system that will alert students to when it is time to move to their next class. All students need to be out of the building during break times except when it rains or if it is really cold. Wet breaks or cold breaks will be in the registration classrooms with the class prefect in attendance and will be checked on periodically by teachers on duty. Students may mix between the classes in their year group or spend time in the library or loggia where a teacher will also be on duty. A bell will sound five minutes before the end of break to alert students and give them time to move back into the building and prepare for the next class so they are in the correct venue when the second bell sounds. At the end of the day, students must be collected by a parent in the parking area, catch the school bus or if they are on foot, they must exit via the pedestrian gate.

## Subjects on Offer

Key Stage 3		Key Stage 4	Key Stage 5
<b>Year 7 and 8</b> English Language & Literature Mathematics Physical Science (Phys/Chem/Bio) French / Afrikaans/ Spanish Geography History Music Art Drama Information & Technology Design & Technology Personal, Social & Health Education (PSHE) Physical Education (PE)	<b>Year 9</b> English Language & Literature Mathematics Physical Science (Phys/Chem) Biology French / Afrikaans / Spanish Geography History Music Art Drama Information & Technology Design & Technology Personal, Social & Health Education (PSHE) Physical Education (PE)	<b>Year 10 and 11 Core Subjects</b> ( <i>all students</i> ) English Language Mathematics 2 <sup>nd</sup> Language Afrikaans, MFL French or Spanish Personal, Social, Health Education Physical Education <b>Options</b> (blocks vary from year to year) Biology Chemistry Physics Art Business Studies Drama English Literature Geography History Music Computer Science	<b>AS and A-level (Year 12 + Year 13)</b> <b>Non-exam subjects</b> Physical Education Tertiary (AS) <b>Choice of 3 - 4 subjects</b> ( <i>arranged in blocks that vary from year to year</i> ) English Language English Literature Mathematics Business Studies History Geography Biology Physics Chemistry Art French Music Computing Spanish

## Assessment in High School

Each subject is assessed in a variety of methods to support students in understanding how they have progressed. Assessment tools include tests, examinations, worksheets, homework, projects, and research. All these are used to give students and teachers an indication of how well a student is mastering the skills and concepts that are found in the different subject areas. This assessment of work is ongoing and is thus called continuous assessment. In certain year groups and subjects, a portfolio of student work will be used as the main assessment piece. Twice a year examinations are written - once at mid-year and once at the end of the year.

## Cultural Activities

In addition to the artistic academic subjects offered (Art, Drama, Music) there are a number of cultural options in the extra-curricular programme, and community service opportunities each year. Please see the section on *Extra Murals* in this handbook, or chat to the teacher-in-charge or a Form Tutor for more information.

## Homework

A special 'homework timetable' has been worked out for each Year group (KS3 and IGCSE) which will be issued once school has started for the year. Teachers will set homework according to it and it is important to complete this work for the date that it is due. Homework needs to be done daily as it is an important part of a student's learning and is designed to help them understand the work better or take a topic further than can be done in the lesson. This daily discipline is a good habit for students to get into due to challenges of managing an increased workload in the more senior years and after leaving school. Students are expected to work independently and to learn how to manage their time well.

Teachers use Google Classroom regularly to post homework assignments and key information from lessons. Once a student has logged in to their school email, teachers will be able to add them to each subject group.

## Digital Devices

### Cellphones

High school students are permitted to bring cellphones to school but these are not to be used during lessons unless there is a problem with the student's iPad and the phone is required for class activities. If a student chooses to bring a cell phone to school, it is their responsibility and done at your own risk. Cell phones need to be switched off and put away during lesson times unless permission is given.

Please note that the school phone may only be used when arrangements have been changed by the school at the last moment.

### IT Lab & use of school computers, laptops, iPads and emails

The IT laboratory is set up with 26 computers all networked and linked to the internet. Students can use this facility only when a teacher is present. To ensure the proper use of the school computers, there is a strict code of conduct for the IT lab and the use of school email accounts. The IT Lab Code of Conduct is displayed in the IT lab and students will need to sign a document regarding the use of school computers before they are allowed access to them.

All students are assigned an email address and login by the IT Team. New students are encouraged to request help when signing in for the first time and students are expected to check their school email regularly. Students in years 7-9 are provided with a school iPad for educational purposes and students are expected to care for their iPads in the same way they would care for any other school equipment. From Year 10 up, students are expected to bring their own laptop. The IT department will give advice on the specs needed to ensure that students are able to learn, work and engage with digital material.

# Social Media Policy

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. When students are using any social media tools on the ISCT infrastructure, the schools' [Acceptable Use Policy](#) governs that usage. There are a number of South African laws which govern the usage of all citizens, including the Protection of Public Information Act (POPI) and those relating to the Child Protection Act. It is also important to note that anything shared online with another person is seen as being a published item which means it is subject to a range of laws related to publications.

The right to privacy of minors is maintained in all our interactions around the school, and as such, the school does not condone any sharing of photographs, information, comments or opinion which could infringe upon the rights of individuals or specific groups in our community. While members of the ISCT community have every right to feel disgruntled with school related issues at times, we discourage public 'venting' via social media and would far rather advocate direct engagement at the source of the problem. (*Complaints Policy for parents can be found [here](#).)*

## STUDENT GUIDELINES

All ISCT students are expected to represent the school well at all times - whether in person or online. Below are guidelines that students are expected to adhere to when using digital tools.

1. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, universities or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate.
5. Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste others' thoughts. It is good practice to hyperlink to your sources.
6. Be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Verify you have permission to use the images, videos, songs or other clips.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. Posts should be well written. Follow writing conventions including proper grammar, capitalisation, and punctuation. If you edit someone else's work be sure it is in the spirit of improving their writing.
9. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in a project and/or access to future use of online tools.

# Academic Honesty

Academic integrity encompasses a set of values and skills that are essential for the students' development as principled communicators, who use information responsibly. "Academic Honesty" means performing all academic work without plagiarism, cheating, lying, tampering, stealing, receiving unauthorised or illegitimate assistance from any other person, or using any source of information that is not common knowledge.

Students are expected to understand the definitions of plagiarism and cheating and to adhere to school guidelines. The school leadership team will take disciplinary action to address cases of academic dishonesty.

Cheating is defined as seeking an advantage by unfair or dishonest means on an assignment or assessment. Plagiarism is defined by Merriam Webster Online Dictionary as: "...to steal and pass (the ideas or words of another) as one's own; [to] use (another's production) without crediting the source; to present as new and original an idea or product derived from an existing source".

Plagiarism does not necessarily involve intentional deception, it may include:

- Using another author's words or ideas without giving proper citation or credit.
- Representing someone else's words or ideas as your own (copying directly from another's work).
- Having someone else complete or contribute substantially to the work (such as a sibling, tutor or friend) and turning it in as one's own.
- Failing to properly apply quotation marks to a quotation.
- Giving incorrect information about the source of a quotation.
- Changing words but copying the sentence structure, intent or facts of a source without giving credit.

Cambridge Assessment International Examinations has clear expectations regarding academic honesty that can be found at:

<https://www.cambridgeinternational.org/support-and-training-for-schools/support-for-teachers/teaching-and-assessment/plagiarism/>

The academically honest student is expected to :

- Document source material in a formal and appropriate manner.
- Use direct quotation appropriately.
- Understand the concepts of plagiarism.
- Acknowledges explicitly and appropriately help provided by another person.

We expect that all students will not:

- Copy the internal assessment work of other students.
- Give another student their own work to copy.
- Present material written by another as their own.
- Present artistic or creative work in any medium that has literally been reproduced except in a manner allowed by the teacher or permitted by the examination rules.

Consequences for not meeting these expectations will vary depending on the seriousness and frequency of the offence in question. Academic consequences may range from a warning to no mark being awarded for an assignment. In extreme cases no mark may be awarded for the subject. In addition to the academic consequences, students may receive disciplinary consequences ranging from a documented warning to suspension. Extreme cases may result in the student's expulsion from the School.

## House System

Each student is placed in one of three houses, named after stellar objects or systems – Draco (green), Orion (red) and Titan (blue). There are various inter-house events (sports, cultural and academic) where students participate to earn points for their house. At the end of the year, the points are added up and the house with the most points wins the McLaren Interhouse Trophy. Students will need to have the correct colour T-shirt for their house. These T-shirts are available from the school uniform supplier.

## School Expectations

### Late Arrivals

School starts at 7.45 am each morning. Students need to be in their register class or in assembly by this time. There is a five-minute grace period in the mornings, but after that, the duty staff member or prefect will note down a late student's name. If a student is late more than once in two weeks, they will be issued with a demerit. If a student arrives late more than three times in a week they will need to spend Friday break times with a member of the leadership team. If a student arrives after the duty teacher or prefect has left, they need to report to the Reception (front desk) to ensure they are marked present.

### Illness or Absence from School

If a student does not feel well in the morning and will not be coming to school, then parents need to email the form tutor or receptionist by 8:15am to let the school know.

If a student starts to feel unwell whilst at school and wishes to go home, they need to get permission from their Class Tutor or Keystage Head and then go to the Reception Desk and ask to phone one of their parents or guardians. Students going home will need to wait there until the person collecting them signs them out with the receptionist. Students may not leave the school before 3:00 unless they are with a parent or guardian. No child may leave in a taxi or Uber during the school day.

When a student is unable to attend school on a particular day, or part of the day (eg. an unavoidable appointment), their parent or guardian will need to send an email or letter to their child's tutor at least one day before the event informing the school of this planned absence. The student should excuse themselves from the teachers whose class(es) they will miss. **It is the student's responsibility to catch up on work that is missed whilst being absent.** Students should speak to their subject teachers and check Google Classroom to find out what needs to be done and collect any relevant handouts.

## Lockers

Lockers are available in various places around the building for students to use at no charge. Lockers are available so that students have a spot to store their books so they don't have to carry all of them around all of the time. The lockers are assigned and can be visited for 5 minutes at the start and end of breaks, as well as before and after school. Students are expected to ensure that their locker is secured using a padlock.

## Library & Resource Centre

The library has a good selection of printed reference and fiction publications. The books have been catalogued and need to be signed out by the librarian or the teacher. You may use the library at break times if you have legitimate assignments to complete. The library also includes an online section through Snapplify - a digital library solution. ISCT has partnered with Snapplify to create a digital library collection and e-learning platform for its students to access.

### Student access:

1. Click on <https://isct.snapplify.com/login>
2. Select sign in with Google and log in using your ISCT email address and password. ISCT Students from Y3-Y7 already have the Snapplify app browser and e-reader loaded onto their iPads.
3. On the landing page, you will be able to search for content as well as request and check out ebooks that have already been purchased and added to the collection.
4. Download the Snapplify e-reader from the Google Play store which is compatible with most devices. The ebooks you have selected in the library will be automatically downloaded to the e-reader once you log in. Downloaded books are accessible offline until they are returned.
5. There is a 2 week checking out period after which the book will be "returned" automatically.

## Prefects

A prefect system operates in the High School and prefects are there to assist with the smooth running of the school and to help any student who requests it. A Class Prefect will be assigned to each Tutor class and students will have the opportunity to get to know them during Form Tutor sessions. Prefects are there to assist in various aspects of the day to day running of the school and through this to develop their leadership capabilities. Students need to prove their worth to be eligible to become a prefect. Each student doing the AS level course is allocated a portfolio of responsibility which, if they have handled it well, will make them eligible to serve as a prefect. Prefects will be elected in the fourth term from the eligible Year 11's and take office after the Year 12 students go on study leave. There is a probationary period which lasts until after their second review in the first term of their AS year. Two Head Prefects (there is no prerequisite that one is male and one female) are elected by the High School students to run the prefect body.

## Safeguarding and Child Protection

ISCT is committed to creating a safe learning environment for all its students. We take our responsibility with regards to safeguarding and child protection very seriously and expect all our staff and students to conduct themselves in a manner that is above reproach. All students are made aware of who to talk to if they are needing to share a concern they might have about the safety of themselves or of another student. The Designated Safeguarding Lead in the High School is the counsellor so should a student have a concern they are encouraged to meet with the counsellor, but can approach any member of staff they feel comfortable with who will then report to the counsellor on the student's behalf.

The school Safeguarding and Child Protection Policy outlines what happens when a record of concern has been made and it is available on the school website. There are several posters up around the school signposting who students and parents can approach if they have a concern and

these Designated Safeguarding Leads and Deputies will also be introduced in assemblies at the start of each year. Additionally, PSHE lessons will include age appropriate sessions on what behaviours are of concern, consent and where to turn to if you need to report something.

## Sport and Extra Murals

ISCT has a growing extramural programme including sport and cultural options. Each student needs to be committed to a minimum of two days of extramural activities per week. In some sporting cases where the teams are entered into leagues, this consists of one training and one match day. Other activities take place only once a week.

All extramural activities take place between 15h00 and 16h30, Monday to Thursday, at school or off-campus at nearby facilities. Students and staff are transported to these venues by the school bus and returned to campus thereafter. Sports sign-ups take place twice a year: once before the start of the summer season (Term 4 and Term 1) and once before the start of the winter season (Term 2 and Term 3). Once a student has signed up for a particular activity, they are committed to this activity for the duration of the season. The Head of Sports will communicate when and where the different sporting codes take place and can help support students who would like to get involved in a sport or cultural activity not currently offered by ISCT.

The following extra mural activities are offered at the School each year:

Summer Sports: Basketball, Running, Swimming, Tennis

Winter Sports: Football, Netball, Cross Country, Badminton, Squash

Other Options: Fitness Club, Dance, Art, Drama, Singing, Maths Club

## Stationery and Textbooks

The School provides academic materials such as textbooks or electronic resources for all subjects. The School also provides exercise books, A5 hardcover manuscript books and A4 exam pads at the beginning of the school year according to the teacher requirements for each subject. Files, sleeves and pouches along with additional A4 Exam Pads will not be provided by the school.

**Students will need to purchase the following items:**

- A suitable School Bag
- Sharp or Casio Scientific Calculator and Mathematical instrument set
- Pencil bag or case and:
  - 1 x 30cm ruler (normal width)
  - Black or blue ballpoint pen
  - Black fineliner
  - Pencil
  - Pencil sharpener
  - Highlighter
  - Eraser
  - Scissors
  - Glue stick
  - Sellotape
  - Pencil crayons (Colleen or Aquarel) – standard
  - Felt tipped pens (set of 10, medium point) - standard
  - Flip file (10-page)

## Student Leadership Forum

Each year, two representatives are elected from the class to sit on the Student Leadership Forum. The Forum is designed to support student voice in the running of the School. It is chaired by the two Head Prefects and is overseen by two members of the teaching staff. The Forum meets frequently to discuss issues that are relevant to the students and have been instrumental in bringing about some improvements to the school. All students are encouraged to share any recommendations with their class rep so they can be brought forward in these meetings.

## Student Support

All High School students have access to our high school counsellor should they need to talk through any issues, concerns or struggles they may be experiencing. Here are the steps on how to access counselling and/ or learning support services at ISCT:

1. Students can contact the High School counsellor via email or as a walk-in/ in-person and decide on a day and time to meet, when they are available.
2. Students can also request their parents to contact the High School Counsellor or contact a Peer Support Member/ member of staff they are comfortable with to facilitate the counselling process.
3. A Google Calendar invitation is sent to the student's email address, with the calendar slot set to private to ensure confidentiality.
4. For the lesson the student is missing to have a counselling session, they show the teacher whose lesson they are in the Google Calendar invitation and report to Room 14 (High School Counsellor's office).
5. Ensure that they know what work they are missing and catch this up throughout the week.
6. Online counselling sessions are also available to students who may find this more beneficial.
7. Come just as you are.

## Tuckshop - iCafe

The school tuckshop - the iCafe - is run by an outside vendor. Snacks and lunches can be purchased from the tuckshop or pre-ordered so as to be ready at the start of the breaks. The menu is posted on a noticeboard outside the tuckshop as well as information on how meals can be pre-ordered.

The tuckshop is open before school, during both breaks and after school. Students are not allowed to purchase snacks during classes or between classes.

# COMMUNICATION



## Edadmin Parent Portal

Parents will receive a link to our management system when their child joins the school. On the portal, parents are able to view their child's extra murals, reports, account details and the school calendar. Here is a link for your information [click here](#).



Classroom

## Google Classroom

Subject teachers will be posting assigned homework and other relevant resources on Google Classroom. Parents can be added as guardians on request to check homework submission and compliance. Students are expected to check Google Classroom daily.



## Newsletters

Newsletters will be emailed to the school community every Thursday. These include news about recent and upcoming events and achievements any students have had and has a section that is High School specific. Parents are expected to read these each week as they include important updates.



## Parent Interviews and Reports

Parent information meetings are held in the first term of each year. Individual interviews between teachers and parents take place once a year, usually in the second term. Should the need arise for parents to see the teachers at any other time, please contact the subject teacher directly or the Key Stage Head. High school eReports are published at the end of each term.



## Parent and Teacher Association (PTA)

The PTA are responsible for encouraging parents to become involved and engaged in various school activities. Information regarding their activities is included in the school newsletter.



## ISCT website, social media, Phocus webpage

Key information about all aspects of ISCT school life can be found on our webpage: <https://www.isct.co.za>



Regular posts are made to our school Facebook and Instagram accounts of current and upcoming events and of the successes of our students. Phocus is a student-run webpage which post articles about events and issues that pertain to the High School: <https://phocus.isct.co.za/>