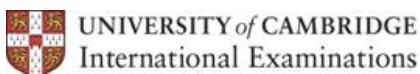


L u s a k a  
International  
Community  
S c h o o l



# Secondary Parent – Student Handbook

Academic Year  
2009 - 2010



Accredited by  
the Council  
of International  
Schools



## Table of Contents

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Chapter / Description	Page
1 Introduction	4
2 LICS Vision and Mission Statement	4
3 Board of Governors	4
4 Role of the Class Teacher	4
5 LICS Staff, Teaching Staff & Assistant Teachers	5
5.1 General Overview / Management	5
5.2 Early Years Department EYD	5
5.3 Primary School	6
5.4 Secondary School	6
5.5 Administration	7
6 School Calendar: Terms and Dates	8
7 Times of the School Day	9
7.1 Early Morning / Break time / End of the School Day Procedures	9
7.1.1 Early Morning Procedures	9
7.1.2 Break times	9
7.1.3 End of School Day	10
7.2 Afternoon Activities	10
8 Community Service	10
9 Work Experience	10
10 Prefects	10
11 Role of the Form Tutor	11
12 Equipment	11
13 Homework	12
13.1 Homework Diaries	12
13.1.1 Students	12
13.1.2 Teachers	13
13.1.3 Parents	13
13.2 Homework Schedule	13
14 Behaviour	14
14.1 General Guidelines	14
14.2 Discipline and Sanctions	15
14.3 Code of Conduct	15
14.4 Praise and Rewards	16
15 Assessment and Reporting to Parents	17
15.1 End of term grades	18
15.2 Examinations	18
16 Physical Education	19
17 Transition to IGCSE Study	19
18 Procedures for Making Appointments	19
19 Informing our Parents	20
20 Trips and Visits	21
21 Accidents and Illness	21



## Annex

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Number / Description	Page
1 Parent Feedback Sheet	1

## Imprint

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## 1 Introduction

Welcome to the Lusaka International Community School (LICS). We place a strong emphasis on the Community part of our name and trust that soon you and your children will feel part of a close knit and caring group of people.

As part of the process to improve communications between LICS and Parents, we have updated our 'Handbook for Parents'.

The handbook will be revised every new academic year for both new and existing parents so that you are aware and can contribute to school systems and procedures.

The handbook relays information for the Secondary school.

We would appreciate your feedback and comments to this handbook as to its contents so it can be refined and updated to benefit us all.

Please complete the feedback sheet found at the back of the booklet and return to school with your son/daughter.

## 2 LICS Vision and Mission Statement

Vision:

Maximising the potential of future world citizens

Mission:

LICS shall provide an internationally recognised education to a culturally diverse student body in a caring and supportive learning environment.

LICS is a CIS (Council of International Schools) accredited School.

## 3 Board of Governors

The parents of the pupils at the school own LICS. The shareholders of the school are called the company members. There is a maximum of 50 company members at any time. Company members must be parents at the school comprising half Zambian citizens or residents, and half expatriates. Company members have one major duty – to attend the Company AGM, which is held in October. The company members elect the board, approve the accounts and the annual report, and discuss any other business that may be proposed. Board members are elected for three years. To be elected onto the board, you do not have to be a company member, or even a parent of LICS. Being a board member involves attendance at monthly board meetings, and may also involve joining sub-committees.

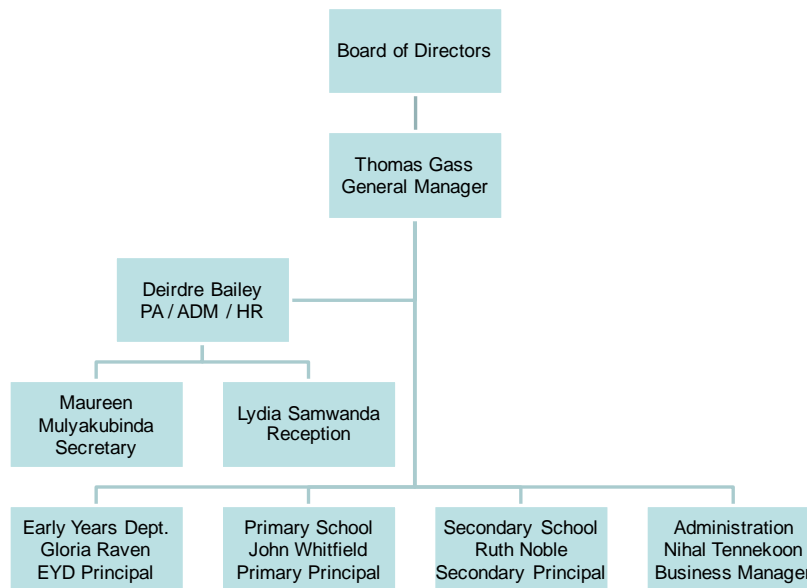
## 4 Role of the Class Teacher

Every student has a class teacher. Class teachers plan collaboratively to deliver a curriculum closely tied to the Cambridge International Programme. The class teacher is responsible for taking the register in the morning, for checking homework diaries, equipment, carrying out administrative tasks and helping to prepare students for the school day. The class teacher is a child's first point of reference to discuss any problems that they may be experiencing.

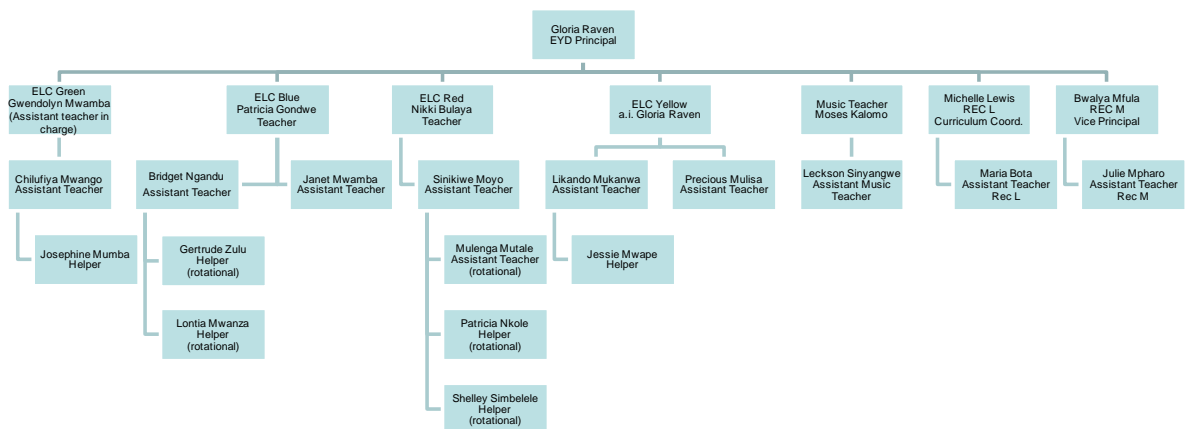
The class teacher is also a first point of communication for parents if they have any problems. This can be done through the homework diary. The class teacher will then involve other members of staff if and when they feel it is appropriate. If necessary, a meeting can be arranged by appointment.

## 5 LICS Staff, Teaching Staff & Assistant Teachers

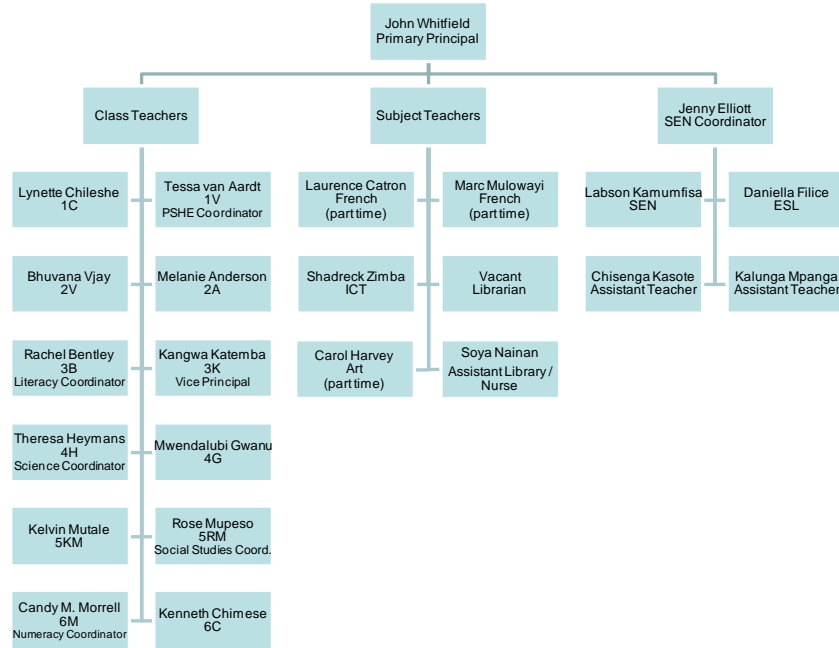
### 5.1 General Overview / Management



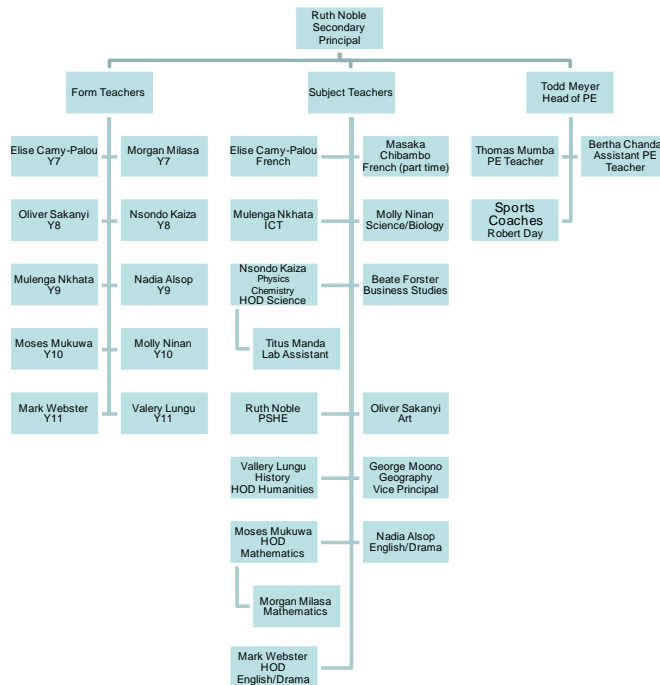
### 5.2 Early Years Department EYD



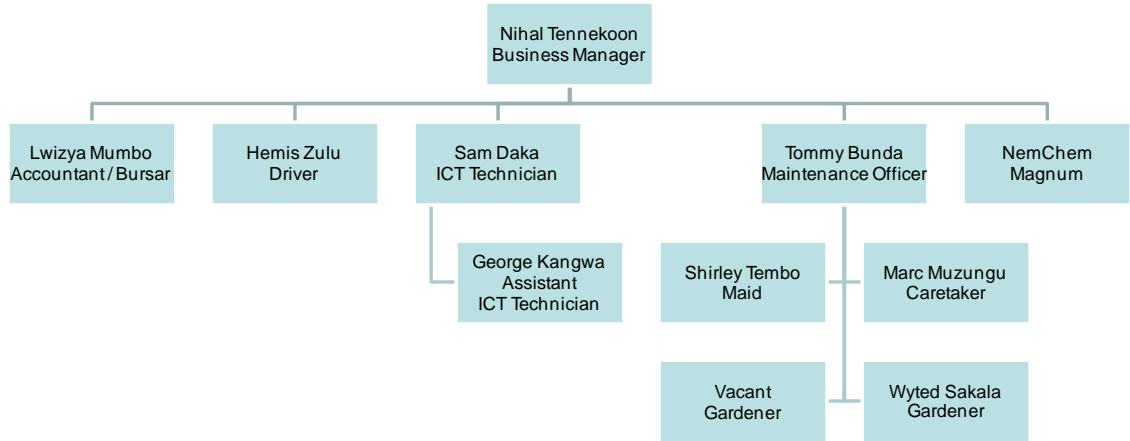
### 5.3 Primary School



### 5.4 Secondary School



## 5.5 Administration



# 6 School Calendar: Terms and Dates

## LICS Calendar 2009-2010

**Key:**

- School days
- Teachers Days (no school)
- Public Holidays

Lusaka International Community School  
242A Kakola Road, Roma  
P.O. Box 30528, Lusaka, Zambia

Tel: +260 211 290 626 / 292 447 Fax: +260 211 290 048  
E-Mail: info@lics.sch.zm  
Website: www.LICS.sch.zm



Aug - 2009						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Term 1	
14-21 Aug	Teacher Days
24-Aug	Term 1 starts
15-25 Oct	Half Term Holiday
24-Oct	Independence Day
11-Dec	Term 1 ends

Jan - 2010						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sep - 2009						
M	T	W	T	F	S	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Term 2	
07-08 Jan	Teachers Days
11-Jan	Term 2 starts
05-08 Mar	Half Term Holiday
08-Mar	Internat. Womens Day
12-Mar	Youth Day
01-Apr	Term 2 ends

Feb - 2010						
M	T	W	T	F	S	S
	1	2	3	4	5	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Oct - 2009						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Term 3	
19-Apr	Teachers Day
20-Apr	Term 3 starts
01-May	Labour Day
24-25 May	Half Term Holiday
25-May	Africa Freedom Day
01-Jul	Term 3 ends
02-Jul	Teachers Day

Nov - 2009						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec - 2009						
M	T	W	T	F	S	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Summary School Days		
Term 1	14.5 Weeks	73 Days
Term 2	11.5 Weeks	56 Days
Term 3	11.0 Weeks	52 Days
<b>Total:</b>		<b>181 Days</b>

Mar - 2010						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr - 2010						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May - 2010						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun - 2010						
M	T	W	T	F	S	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2		

**Note:**  
Monday 23 August 2010 : Provisional starting date for 2010/11

## 7 Times of the School Day

Below you find the standard timetable for the Secondary School.

Timetable Secondary								Lusaka International Community School 242A Kakola Road, Roma P.O. Box 30528, Lusaka, Zambia Tel: +260 211 290 626 / 292 447 Fax: +260 211 290 048 E-Mail: info@lics.sch.zm Website: www.LICS.sch.zm				
Year:	2009-2010							LICS				
Term:												
Class:												
Day	Period 1 07:30 - 08:30	Period 2 08:30 - 09:30	09:30 - 09:45	Period 3 09:45 - 10:45	Period 4 10:45 - 11:45	11:45 - 12:15	Period 5 12:15 - 13:15	Period 6 13:15 - 14:15				
Monday			Break			Lunch						
Tuesday												
Wednesday										Period 5 12:15 - 12:55	Period 6 12:55 - 13:35	Period 7 13:35 - 14:15
Thursday												
Friday												

**Notes:**  
 On Fridays time is allocated after lunch for a Form Tutor Period and a Secondary Assembly every fortnight.  
 On Fridays the finishing time alternates between 13:35 and 14:00 dependant on assembly  
 Activities on Monday to Thursday run from 14:30 - 16:00  
 Sports Matches on a Thursday may finish after 15:45  
 Friday afternoons will be used for Swimming Galas in Term 1  
 Some Saturdays are used for Sporting Festivals during the school year  
 Students studying IGCSE Art and Design may be required to work into some afternoon sessions

### 7.1 Early Morning / Break time / End of the School Day Procedures

#### 7.1.1 Early Morning Procedures

Students should be at school by 7.20am, when a whistle will blow for registration. When dropping off your son/daughter, please use all the parking spaces and avoid causing congestion by dropping them at the gate. Secondary students may use the small white gate in the car park. Students should line up outside their tutor room prepared for lessons until their tutor arrives to take the register.

Students should not be in classrooms unless supervised by the class teacher.

Any student who arrives after 7.30 am should report directly to the office where they will receive a late slip. The office will record their lateness in the register and the slip will be given to the teacher of their current lesson. It is imperative that student's attendance is recorded in the register for health and safety reasons.

#### 7.1.2 Break times

Students spend their break in the garden / fields. There is a prefect and a teacher on duty.

- Students should bring a snack for morning break and can purchase food items from the LICS Lunchbox during 2<sup>nd</sup> break.
- Students should find a place to sit and eat their lunch.

- Water is available to all students during break.

When it is a wet break all students should go into designated classrooms.

### 7.1.3 End of School Day

Students should be picked up promptly at the end of the school day, straight after lessons (14:15) or activities (16:00).

## 7.2 Afternoon Activities

Afternoon activities are available to all students between 14:30 and 16:00. They start during the 2nd week of term and finish in the penultimate week of term. Activities are suspended for the duration of internal exams. Swimming training for the team takes place from 16:00 – 17:00 hrs in Term One on a Monday and Wednesday, with inter-school galas on a Friday afternoon.

Your son/daughter will sign up for their activity in the first few days of term. They will then bring a letter home during the first week of term asking you to confirm their choice of activity.

A range of activities are offered and are very popular including many sports activities, which we would encourage your son/daughter to do. In addition Drama Club, Community Service and Model United Nations are offered in the Secondary school. These activities are optional and the school makes an additional charge for some activities involving outside coaches or extra expenses. Community Service is compulsory for all Year 10 students.

Once signed up, students are expected to attend the activities each week. Please write a note in their diaries if your son/daughter is unable to attend. Failure to attend on a regular basis may mean that the activity slot is given over to another student. In addition, students chosen to represent LICS Secondary School sports teams are required to attend team practice. Failure to attend practice can lead to being dropped from the team.

Please ensure that you collect your son/daughter promptly at the end of the activities.

## 8 Community Service

All year 10 students participate in Community Service each week and organise events for fund raising. They help out at Tache Orphanage, Ngombe School and at the Matero After Care Centre and are raising awareness of recycling around the school.

## 9 Work Experience

As part of our philosophy to promote partnership and active participation in all elements of the school community, Companies are approached and visited to see if they could provide work experience placements for our students for 1 week. Students can gain a meaningful work experience in various areas of the company and complete a work experience booklet.

## 10 Prefects

Prefects should provide an exemplary model of behaviour and helpfulness for all students. They are assigned to form groups and advise students on the Code of Conduct in liaison with staff.

## 11 Role of the Form Tutor

Every Student is a member of a Tutor Group. The Tutor is responsible for taking the register in the morning, for checking homework diaries, equipment, carrying out administration and helping to prepare students for the school day. The tutorial period on a Friday after lunch may be used to discuss school issues, or to emphasise school procedures. The tutor is a student's first point of reference to discuss any problems that they may be experiencing.

The tutor is also a first point of communication for parents if they have any problems. This can be done through the homework diary. The tutor will then involve other members of staff if and when they feel it is appropriate. If necessary, a meeting can be arranged by appointment.

## 12 Equipment

All students are expected to attend school with the appropriate equipment required for their lessons. A minimum equipment list is given below:

1. Pen
2. Pencil
3. 30cm Ruler
4. Coloured pencils
5. Hi-lighters (2 colours)
6. Calculator
7. Pocket dictionary
8. Pocket Thesaurus
9. Maths set (including protractor and a compass)

In addition to this general equipment, students will also require a basic set of art equipment at home to enable them to complete their Art homework:

1. 2H – 4B drawing pencils
2. Watercolour pencils
3. Chalk pastels (+ hairspray for fixing)
4. Oil based pastel
5. Watercolour set
6. Thick and thin paintbrushes

All the above equipment is available locally.

We are enforcing correct PE kit this term. Please make sure than your Son/Daughter has the following items:

- LICS shorts
- LICS House T-shirt
- LICS polo shirt
- Correct sports shoes
- LICS swimming costume

All items can be purchased from the PTA Shop (open on Friday lunchtime between 12:30 – 14:00). The cost of individual items is as follows: (These are fixed prices and are subject to change).

Pos	Description	ZMK
1.	Polo Shirts	55,000
2.	House Shirts	50,000
3.	Shorts	50,000
4.	Boys Swim Costumes	80,000
5.	Girls Swim Costumes	90,000
6.	Caps	25,000
7.	Book Bags	40,000
8.	Swim Team T-shirts, LICS Lightning	50,000
9.	Secondary Boys Trunks	45,000
10.	Rash Vests Age 4-8	125,000
	Rash Vests Age 9-14	150,000
	Rash Vests Adult Size	175,000
11.	Shin Pads	50,000
12.	Mouth Guards	15,000
13.	Hockey Socks	25,000
14.	Large LICS Sports Bags	70,000

Please clearly label all your child's possessions. There is a central area for lost property in the administration. Please contact reception for further assistance.

## 13 Homework

### 13.1 Homework Diaries

At LICS homework is an important aspect of learning. It emphasises that homework is part of the learning cycle and is neither an 'add on' nor optional.

Student homework diaries are more than a book in which to document homework, they are a means of communication for students, parents and teachers, and as such we need to encourage students to have them available at all times.

If students lose their diary in the course of the year they will be required to pay 20,000 ZMK for a replacement.

#### 13.1.1 Students

Students are each issued a diary and are expected to record the following;

- The lesson timetable
- A homework timetable
- Details of homework set on a daily basis, and date when it should be submitted.

Students are expected to enter details of homework when it is set; if none is set then for the appropriate subject students should enter 'NONE SET'.

Students are expected to submit their diary to parents and form tutors on a weekly basis for signing. Diary checks will be carried out regularly by the Secondary Principal.

### 13.1.2 Teachers

Subject teachers set homework according to the homework timetable. Clear instructions should be given so the student knows what to do and is clear when to submit homework. Reasonable time is given for completion of the task.

The teacher has access to all diaries to make comments on the allocated day when necessary.

POSITIVE	NEGATIVE
Improved behaviour Outstanding work / test results Merit given Etc	Late for lessons No homework produced Poor attitude to work Excess chatting / disruption in class Chewing gum Poor test results Referral given Etc

### 13.1.3 Parents

The school urges parents to take an active interest in homework. Parents will also be kept fully informed of any day-to-day incidents through student diaries.

Please could parents ***sign diaries each Thursday.***

Parents should use the diaries as a primary line of communication, to write notes to the form tutor or subject teacher.

## 13.2 Homework Schedule

Homework is an integral part of the secondary school experience. In years 7 and 8, homework is set according to a timetable. This enables the time spent on homework to be even throughout different subjects. However, from year 9 upwards, homework is set by the subject teacher as and when it is needed. It would be quite normal in the IGCSE years to expect homework from each class a student attends.

In Years 7 and 8, homework tasks are specific in nature and can often be done in one sitting for the next class. As the student moves to the senior section of the school, the nature of the work changes and it is difficult to precisely predict the amount and variety of subjects a student will have on any one night. In this section of the school, it is not the policy to overload a student, but there is a great deal to cover in their syllabuses. Therefore, homework increases as the student nears the examination year.

The nature of the task may also change in the senior section of the school. It is hoped that students take more responsibility for their own learning and such tasks as research, project work and the reading of literary text are more common than a set exercise. Students should always have homework to do, even if it is reading their notes or English literature book.

Homework is an essential part of a student's education. It serves to reinforce taught concepts and to teach the skill of working individually. Homework tasks also help a student organise their academic life. It is hoped that by the end of year 11, students are equipped with the skills of self-study and organisation needed for the next stage of their education.

Approximate time allocation for homework tasks for school nights:

Year	Approximate Time
Year 7	45 minutes
Year 8	1 hour
Year 9	1 hour
Year 10	1.5 hour
Year 11	2 hours

## 14 Behaviour

### 14.1 General Guidelines

	Criteria	Description
1.	Act respectfully and safely at all times	
2.	Make learning effective and fun	<ul style="list-style-type: none"> <li>• Be on time for school, lessons and activities.</li> <li>• Come prepared to all lessons and activities</li> <li>• Be fully committed to all lessons and activities.</li> <li>• Do not disrupt lessons or activities.</li> <li>• Complete the work given to you.</li> <li>• Be honest with all schoolwork.</li> </ul>
3.	Dress appropriately and inoffensively	<ul style="list-style-type: none"> <li>• Follow the Dress Code</li> <li>• HAIR: clean, neat, safe</li> <li>• JEWELLERY: stud earrings and one watch only</li> <li>• CLOTHES: clean, neat, decent. (Can girls refrain from wearing 'spaghetti strap' tops, hipster jeans and short tops – showing their midriff)</li> <li>• FOOTWEAR: appropriate, safe (Please no flip-flops, slip on sandals)</li> <li>• MAKE-UP: Make-up is not allowed</li> <li>• Always bring your PE kit</li> </ul> <p>(The school may veto other items of clothing in favour of safety and decency)</p>
4.	Respect other people	<ul style="list-style-type: none"> <li>• Never be aggressive, violent or intolerant.</li> <li>• (If someone is aggressive to you, don't respond. Tell a teacher.)</li> <li>• Use respectful language at all times.</li> </ul>
5.	Be healthy	<ul style="list-style-type: none"> <li>• Use of tobacco, alcohol or illegal substances is strictly prohibited. (Head Teacher will take action.)</li> <li>• Chewing gum in school is not allowed.</li> <li>• Dropping litter is prohibited.</li> <li>• Picking up litter is encouraged</li> </ul>
6.	Respect property	<ul style="list-style-type: none"> <li>• Theft is a serious offence</li> <li>• Vandalism is a serious offence</li> <li>• School property must be kept in the best possible condition</li> <li>• Do not bring valuable items to school. Dress appropriately and inoffensively</li> </ul>
7.	It is the school's policy to react to all breaches of the Code of Conduct (see also 14.3).	

## 14.2 Discipline and Sanctions

If a student behaves in an inappropriate manner they receive a verbal warning from the class teacher. The class teacher determines appropriate punishment – extra work / short break- time detention etc. This will be recorded in the student’s diary and entered into the teachers’ incident book.

If students miss homework, they will be placed on a lunch-time detention to do the work. If they fail to report to this detention they automatically have a Tuesday detention led by Mrs. Noble.

Referrals are given for more serious offences and handed directly to the Secondary School Principal to take action. A student may receive a formal detention on a Tuesday afternoon.

We have an open door policy and if concerns are raised through our staff meetings or there is a pattern of misbehaviour from a particular student, the Principal or Form Tutor will call parents in to discuss how to modify the student’s behaviour or attitude.

We always expect the highest standards of behaviour from all of our students.

## 14.3 Code of Conduct

Pos	Offence	Action	1 <sup>st</sup> Repeated offence	2 <sup>nd</sup> Repeated offence
1.	In possession, using, under the influence of or selling illegal drugs	Expulsion		
2.	In possession, or promoting pornography	Expulsion		
3.	Theft	Expulsion		
4.	Having a fire arm in school	Expulsion		
5.	Physical assault on a member of staff	Expulsion		
6.	Using a knife as a weapon	Expulsion		
7.	In possession of a knife	Confiscation and external suspension for two days	Confiscated and one weeks external suspension	Expulsion
8.	In possession of tobacco products or smoking	One week external suspension	Expulsion	
9.	Verbal abuse/disrespect of staff member or worker	External suspension for three days	External suspension for one week	Expulsion
10.	Throwing missiles at others with intent to harm	Two days external suspension	External suspension for one week	Expulsion
11.	Fighting	Internal suspension for two days	Internal suspension for three days	External suspension for one week, if repeated again, expulsion
12.	Physical damage to school property	Payment for repair, student aids in the repair and internal suspension for one day	Payment for repair, student aids in the repair and internal suspension for two days	As deemed suitable
13.	Use of foul language	Parents called in and pupil asked to repeat language used	Parents called in and pupil asked to repeat language used	Parents called in and pupil asked to repeat language used
14.	Plagiarism	Both parties work is ungraded	Both parties work is ungraded	Both parties work is ungraded
15.	Cheating in a test of examination	Exam paper not marked and two days internal sus-	Exam paper not marked and two days external sus-	Exam paper not marked and one week external

Pos	Offence	Action	1 <sup>st</sup> Repeated of- fence	2 <sup>nd</sup> Repeated of- fence
		pension	pension	suspension
16.	Rumor mongering with intent to harm	Two day internal suspension	Two day external suspension	One week external suspension
17.	Not showing up for a team sports event when chosen without a valid excuse accompanied by a letter from home	One day internal suspension	Two day internal suspension	One day external suspension

The disciplinary code given above is a guide; it is by no means exhaustive and circumstances that are not included may be handled differently.

All incidences should follow the following process:

1. Incident occurs
2. Member of staff isolates involved parties and asks them to write an honest account of the incident
3. Member of staff collects statements form any witnesses/ staff on duty etc
4. Member of staff writes an incident report
5. Report is handed over to the Principal
6. Pupil/pupils involved interviewed by Principal
7. Discussion with Head Teacher if necessary
8. Decision reached as to correct consequence
9. Parents contacted and asked to come to school
10. Incident discussed with parent and consequence communicated
11. Letter given to parent outlining incident and consequence
12. Form tutor and teachers involved informed of the decision
13. Paper work put on students file
14. Staff informed in morning briefing the next day
15. Student body informed by notice board the next day, if appropriate.

This will be subject to the individual situation that the incident took place in. If a prefect is the pupil involved, harsher punishment may be enforced. The principal retains the right to remove a prefect ship if necessary.

In the event of other incidences occurring not on the above table, the Principal/Head Teacher shall use their discretion as to the correct consequence.

For cases of bullying please refer to the policy on Bullying.

## 14.4 Praise and Rewards

Rewarding students is an aspect of school life. It is the positive side of our discipline strategies. Rewards can be frequent and progressive.

We reward students by teacher comments, both verbal and written, and by awarding merits associated with the house system.

The Merits form a significant part of our rewards system. Merits are given for outstanding effort or behaviour. Four merits = one house point. The form tutor records the merits. House certificates are awarded when a certain number of merits have been achieved.

In addition, the highest house point achievers are awarded a day trip at the end of the first and third term.

## 15 Assessment and Reporting to Parents

A wide variety of assessment procedures is used. This includes class work, homework, projects, tests and examinations. Parents are kept informed of their child's progress via comments in exercise books, through the diary, reports and parent teacher conferences.

LICS has a marking scheme which should be followed and marks are recorded in the teacher's planner. Work can be marked using 1-10, using grades or percentages which all interlink on the following scale.

Description	%	GRADE
Excellent	90-100	A*
	80-89	A
Good	68-79	B
Satisfactory	55-67	C
Basic	45-54	D
	35-44	E
Limited	25-34	F
	20-24	G
	0-19	U

Effort grades are awarded on the effort students put into their work. Consideration is taken for hard work, attitude, behaviour, cooperation, punctuality, participation and presentation of work.

The available effort grades are:

1. Excellent
2. Good
3. Satisfactory
4. Below expectation
5. Poor

In English, we are introducing a new way of assessing progress this year. Students will receive a 'Level' rather than a 'Grade'. The table below will help you interpret these levels. The advantage of this numerical scale is that progress can be recorded during the student's studies. For example, a student may enter the Secondary school at Level 3, and enter the IGCSE programme on Level 5, thus making the 'value added' discernable and progress recorded. We feel that this way of assessing a skills based subject is far more useful than a scale of U – A\*.

Reading	
Level	Description
3	Can read aloud clearly and without making many mistakes. Can usually work out what a word might mean through its context. Can understand what happens in what is read and explain aspects they like and dislike. Can use the alphabet quickly to find books in the library, use a dictionary and an index.
4	Can briefly explain the characters, plot and setting. Can predict what happens in a story and make suggestions about why characters do things. Can find information from books reasonably quickly by skimming.
5	Can summarise a text and recognise clear themes. Can use examples and quotations from what is read to support ideas. Can find information from books and other sources quickly by skimming and scanning.
6	Can summarise specific features of a text. Can discuss multiple meanings of a text. Can write about themes, structure and linguistic features in poems, plays and novels. Can select appropriate information from many sources and use it in different ways.

Writing	
Level	Description
3	Can write stories chronologically. Can usually write sentences which make sense (and are grammatically correct.) Can use full stops, capital letters, question marks and exclamation marks correctly.
4	Can write in different forms (letter, story etc.) and alter the style for audience and purpose. Can choose interesting vocabulary and spell simple words correctly. Can write long sentences using commas correctly and paragraph effectively.
5	Can adopt an appropriate style and structure for the purpose, audience and form. Can use interesting vocabulary and spell complex words correctly. Can use apostrophes, speech marks, colons and semi-colons correctly.
6	Can select appropriate detail and use linguistic effects to keep readers interested. Can structure ideas and information carefully so it is coherent and understandable. Can accurately choose vocabulary and grammar to convey specific meanings.

## 15.1 End of term grades

End of term grades are calculated on the average mark / grade given during the term for class work and homework, each given an appropriate weighting. End of term grades are supported by teacher comments in reports whereby significant improvement can be mentioned, which may not be reflected in the average grade awarded.

## 15.2 Examinations

Exams are held at the end of the first and third terms for Year 7 – 11. Year 11 Mocks are held early in term two. Exams are followed by reports, which indicate the term and exam grade.

The recommended duration of each exam is from 1 hour to 2 hours as follows: This will be reviewed prior to each examination session.

Year 7	Most subjects 1 Hour, Science & Art 1 hour 30 Minutes
Year 8	All subjects between 1 hour to 1 hour 30 minutes, Art 2 hours
Year 9	All subjects between 1 hour to 1 hour 30 minutes, Art 2 hours
Year 10	Year 10 /Year 11 – all subjects will conform, where practicable, to IGCSE exam lengths for both the mock and third term exams. Exams in Term 3 should be based on past IGCSE papers for Year 10. Art examination is 4 hours.

Term 1	Term 2	Term 3
Parent teacher conferences Internal examinations Y7-11 Formal reports for Term 1 to Yr 7 - 11.	Mock examinations Y11 Parent teacher conferences Formal Year 11 reports with Mock results.	IGCSE Examinations Y11 Checkpoint Examinations Y9 Parent teacher conferences Internal examinations Y7-10 Formal reports for Term 3.

## 16 Physical Education

Physical Education is an important part of the curriculum. Students take part in a range of activities including swimming, netball, football, hockey and athletics.

There is a specific physical education kit that students are expected to wear (bought from the office.) Students should wear their house T-shirts and black/navy shorts (Black track bottoms Y9 upwards) Students should have a change of clothes after participating in PE. Students should wear the school swimming costume / trunks.

Students are expected to take part in all parts of the Physical Education programme but if they are unable to participate for a genuine reason parents should write a note for them in their homework diary.

A great deal of time is lost when pupils changed before and after a PE session. To try and limit the amount of missed teaching time, students are required to arrive at school in PE kit if they have PE before first break. At all other times, students are encouraged to change at break times. Proper PE is needed for sporting afternoon activities.

## 17 Transition to IGCSE Study

In Year 9, students consider which subjects they would like to take at IGCSE. In order for informed decisions to be made, we hold a number of meetings as well as providing a Year 9 Options Booklet. The schedule is as follows:

Early February	Introduction to IGCSE courses by subject teachers. Outline of the options process discussed with students.
Mid February	Options Booklet sent home giving details of the subjects offered.
End February	Options evening. Parents have the opportunity to discuss the various IGCSE courses offered.
Mid-March	Option forms returned and IGCSE choices confirmed.

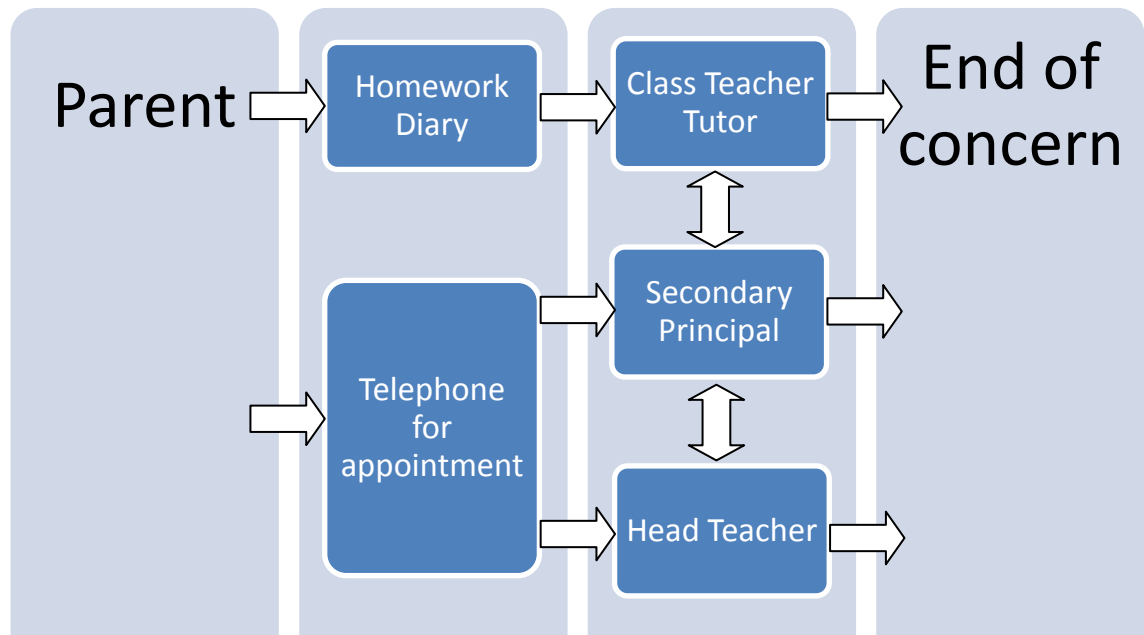
## 18 Procedures for Making Appointments

One of our aims is to encourage communications with both parents and students.

The most direct method of communication with the class teacher or form tutor and the first form of contact regarding your child is through the Homework Diary. This can be in the form of written information or a request for an appointment. Diaries are viewed on a daily basis and a response and/or meeting will be scheduled without delay.

It is hoped that matters of concern can be solved at this level, however the class teacher / form tutor may refer the matter to the Secondary School Principal, and if more serious the Head Teacher.

If you have any major concerns please do not hesitate to contact Mrs Ruth Noble about Secondary School matters by telephoning for an appointment. (Tel. direct 290 897, main office 292 447)



Teachers are generally available at the start / end of the school day for a quick word or to schedule an appointment. Please be aware however, that they may be teaching or have scheduled other meetings. The homework diary is important and remains the best method of communication.

## 19 Informing our Parents

LICS aims to keep parents informed of its developments through various channels whether about school events or your child's progress and development.

1. Each fortnight, parents receive our newsletter Scoop, which provides news, achievements, reminders and information of forthcoming events.
2. Letters are distributed via the students giving information or asking for a response via a tear-off slip on various issues.
3. Invoices are sent out for fees, and other payments.
4. Extra-Curricular activity letters are sent out each term for your son/daughter to take the opportunity to participate.
5. Reports are distributed, giving parents an in-depth review of their son/daughter's progress at the end of Term 1 and Term 3.

Parents are invited to LICS when their son/daughter is performing in special events such as Speech and Drama evenings and School Plays. Details will be provided by the class teacher and should also appear in Scoop. Also check the notice-board near the drop-off zone for weekly events, as well as homework diaries.

In addition parents are invited into school for the following meetings and presentations.

Term 1	<ul style="list-style-type: none"> <li>• Orientation Meetings</li> <li>• Parent / Teacher Meetings</li> <li>• End of Term Performances</li> </ul>
Term 2	<ul style="list-style-type: none"> <li>• Y9 Options Evening</li> <li>• Parent / Teacher Meetings</li> </ul>
Term 3	<ul style="list-style-type: none"> <li>• Y11 Graduation</li> <li>• Sports Day</li> <li>• Parent /Teacher Meetings</li> </ul>

## 20 Trips and Visits

Educational visits are an important part of every student's experience whilst at LICS and are planned to supplement work completed in class.

Visits are planned well in advance, and staff will go before a planned trip to ensure that it is suitable for the children and appropriate to their learning needs.

There are two types of visits:

- Day trips that stay in the locality of the school
- Residential trips

When a trip is planned, parents will receive a letter about the trip. No student will be taken on a trip without the written consent of a parent / guardian.

Parents will be asked to pay for the cost of residential trips, which occur in Term 1 or 3.

There will be at least one female and one male member of staff on the trip, and parents are welcome to volunteer their services. LICS expects that there will be an adult-student ratio of 1 adult to 8 children as a minimum.

The staff will carry a mobile phone on the trip and a list of home and emergency contact numbers and any special medical details with them. Students are not required to have a phone.

Students are expected to sit sensibly on the buses and should bring adequate provisions with them such as a healthy packed lunch and a bottle of water as well as a cap and sun protection if it is an outdoors trip. The school is not liable for the safekeeping of other personal possessions such as walkmans and mobile phones, which are not allowed.

A First Aid box is always carried in case of emergencies.

## 21 Accidents and Illness

The School Nurse is found in the Library where there is a 'sick bay' facility.

LICS does not permit students to come to school with any Medication except for girls, who may carry 1 painkiller accompanied by a note in their homework diaries.

If your son/daughter needs to take medication during school hours, this can be arranged with the nurse who can administer medication with written permission from parents. She can be contacted through the School Office.

If your son/daughter has an accident during school hours the following procedures are followed;

- Minor injuries (cuts and scrapes) are dealt with by supervising staff and the nurse.
- Injuries requiring more attention are dealt with by supervising staff/ School Nurse and parents will be contacted by telephone.
- In the event of more serious injuries, an Ambulance may have to be called, and parents will be alerted immediately.

CFB Medical Centre Plot 4192 Addis Ababa Drive P.O. Box 32119 Lusaka Zambia	Tel: +260-211- 254396, 254398, 252917, 255730 Fax: 00260 211 254 402 E-Mail: <a href="mailto:cfbmedic@zamnet.zm">cfbmedic@zamnet.zm</a> Web: <a href="http://www.cfbmedic.com.zm">http://www.cfbmedic.com.zm</a>
SES, Special Emergency Services Lusaka Base P. O. Box 31500 Lusaka Zambia	Tel: +260 211 273302-7 Fax: +260 211 273301 / 273181 Cell: 097 777 03 05 / 777 03 02 Radio Phone: +260 211 212663/4 Emergency Control Centre: 273 302-7 E-mail: <a href="mailto:med@zamnet.zm">med@zamnet.zm</a> Web: <a href="http://www.ses-zambia.com">http://www.ses-zambia.com</a>

It is the parent's responsibility to update the school nurse with contact/medical details.



# Parent Feedback Sheet

LICS would value your comments and feedback.

We would like to know what you felt was relevant to you and whether you feel there is further information that should be added for the next academic year.

	Name	Year
Parent of Student(s)		

Please provide comments, and any aspects you would like to see added that are relevant to you as a parent.

Many thanks

Ruth Noble  
Secondary Principal

