



Student-Parent Handbook



Dear Students and Parents of '*Rapale International School*'

Our Vision

'To nurture young people to think, speak and act from a God saturated world view and to live transformed in their relevant spheres.'

Our Mission

'Rapale International School commits to provide an excellent, holistic, English education in a Christ honouring environment in which every child is encouraged to fulfill their unique potential.'

Statement of Faith

1. We believe that the Bible is inspired and in-errant, that all 66 books of the Old and New Testament are God's complete written revelation to mankind, the only infallible authority in all matters of faith and practice.
2. We believe in one triune God, eternally existent in three Persons: Father, Son, and Holy Spirit, the same in substance and equal in power and glory.
3. We believe in the complete humanity and deity of our Lord Jesus Christ, in His virgin birth, sinless life, miracles, vicarious and atoning death through His shed blood on the cross, bodily resurrection, ascension to the right hand of the Father, and future personal return in power and glory.
4. We believe that the Holy Spirit indwells and empowers all believers and enables them to live a godly life.
5. We believe that through Adam's sin all have inherited a sinful nature and therefore all choose to sin. All are thus sinners and deserving of death.
6. We believe that salvation of lost and sinful man is only by the grace of God through personal faith in the Lord Jesus Christ alone, accomplished through the regeneration by the Holy Spirit.
7. We believe that our sins block our fellowship with God. As we confess those sins, God forgives us and our fellowship is restored.
8. We believe in the resurrection of the body, the judgment of the world by our Lord Jesus Christ, the eternal blessedness of the saved, and the eternal punishment of the lost.
9. We believe that saving faith in Jesus Christ unites all Christians as members of the body of Christ. Such a position brings both privileges and responsibilities before God and toward one another in the Christian life.

Curriculum

Rapale International School desires to meet the educational needs of our international student body. Our senior students will follow the International General Certificate of Secondary Education of Cambridge (IGCSE) which later leads onto the Cambridge AS examinations. Rapale International School presently only goes to the IGCSE level. This curriculum is internationally well recognized and should allow your child to enter colleges and universities worldwide. The books, teaching methods and grading system will be in line with the IGCSE system. We presently have teachers to instruct the children in most of the IGCSE level subjects of English 1st Language, Mathematics, Physics, Biology, History, Geography, Portuguese 2nd Language & Business Studies. Where teachers are not available we will use various distance learning curriculum. As we are not a recognized Cambridge Examination Centre yet pupils have to write their final examinations at other Cambridge Examination centres in Mozambique, Zimbabwe or South Africa depending on parental choices.

School reports will be issued for all pupils at the end of each academic term.

Rapale International School Grade System

Grade Name	Age of child : approximate	Born (May be older)	Details
Key stage 1			
Grade 00	4 – 5 years	2015	Language & social development.
Grade 0	5 - 6 years	2014	Preparation for Grade 1
Grade 1	6 - 7 years	2013	Formal schooling starts
Grade 2	7 - 8 years	2012	
Key stage 2			
Grade 3	8 - 9 years	2011	
Grade 4	9 - 10 years	2010	
Grade 5	10 - 11 years	2009	
Grade 6	11 - 12 years	2008	
Key stage 3			
Grade 7	12 - 13 years	2007	IGCSE preparation work
Grade 8	13 - 14 years	2006	IGCSE preparation work
Grade 9	14 - 15 years	2005	IGCSE preparation work
IGCSE			Start when students are ready

School Year Calendar

The school academic calendar will operate from September to July/August the following year. This academic year is broken up into 3 terms of about 10 to 11 weeks. Each term will have a 3 or 4 day mid-term break. The term opening and closing dates will vary each academic year depending on public holidays but as a norm the calendar will run as follows:

- Term 1 : Early September to late November/early December
- Term 2 : Early to mid-January to late March/early April
- Term 3 : Early May to end of July/early August

Class Hours

Time	Details
7.40 am	Pupils arrive at school
7.55 am	First bell rings. School day starts
7.55 am to 8.00 am	Class registration
8.00 am to 10.40 am	Class lessons
10.40 am to 11.10 am	1 st Break
12.00	Pre-school classes end.
11.10 am 12.40 pm	Class lessons
12.40 pm to 1.10 pm	2 nd Break
1.15 pm to 2.00 pm	Class lessons
2.00 pm	Final Bell. School ends(Friday 12.30 pm)

Once students arrive on campus for the school day, they are not to leave until the end of the school day. Exceptions include field trips, special arrangements made with parents, or an early dismissal.

Parents wishing to collect children early from school for whatever reason must make the necessary arrangements with the class teacher or the School Director.

Attendance

Absence and tardiness rob the student of their academic development and disrupt the continuity of the classroom, and therefore should be avoided.

If your children must be absent from school, please talk this over with the School Director or class teacher and follow it up with an official letter.

Please report a sick student before 8.00 am by contacting the School Director on cell no. 084 213 9855 and a sick note the following day. For each day that a student is absent, he/she will have two days to make up the missed work.

Parents are requested to give written notice of withdrawal from the school preferably one term in advance and no less than 30 days prior to departure. Failure to do so will result in the loss of the 20 000 met deposit.

School Textbooks & Resources

The school textbooks will be provided by the school. They remain school property. We ask students to handle them with care and return them at the end of the year in good condition. Damage or loss of school textbooks will need to be reimbursed to the school.

Students are to provide their own pens, pencils, sharpener, eraser, exercise books, notebooks, etc. A school supply list will be provided prior to the first day of school.

Rapale International School cannot be held responsible for the loss of personal property. Personal property should be clearly marked to identify the owner. We advise students not to leave valuable things unattended.

Cell Phones: While we strongly discourage them from being at school, we understand that they may be necessary for communication between pupils and parents. However the school will take no responsibility for the lost or damage of cell phones. Cell phones are strictly forbidden during school hours and will be confiscated if used at school. They may only be used in the case of an emergency.

Tuition Costs : 2019/2020

	Term Fees – Mt.
Grade 0	37 500
Grades 1 – 4	52 500
Grades 5 – 6	67 000
Grades 7 - 8	72 500
Grades 9 - 10	99 500
Deposit – all new pupils	20 000

School fee payment options are as follows:

1. Payment of a term's fees in full on or before the first day of the school academic term. Late payments will attract a late payment penalty of 10%.
2. Monthly payments can be arranged but only by prior arrangement with the School Director on or before the first day of the school academic term.

Please do not hesitate to contact the School Director if you have any further questions or queries. The school fee structure may be revised on a termly basis.

Dress Code

The purpose of the dress code is to help create an atmosphere that will promote learning and the development of Christian character. We want students to develop the confidence that their attractiveness, respect and self-worth comes from who they are, rather than what they wear.

Clothing that is offensive, inappropriate or immodest distracts from these goals. While attending school and school related events, we expect students to wear clothing that reflects purity in thought and action. Students are to wear clean, neat school uniform on a daily basis.

- Girls are to wear one of the two school dress options in the black & white coloured 'capulana' material. If they choose to wear something under this, it must be plain black or white with no 'logos' or writing. The undergarment must not protrude outside the line of the uniform dress.
- Girls have the option to wear black $\frac{3}{4}$ length shorts (very straight and without pockets) or black leggings which go below the knee.
- Boys will wear one of the two shirt options with $\frac{3}{4}$ length shorts with pockets, buttons or zip.
- During the cooler season students may wear a jacket or pullover/jersey but it must be plain black or white with no ornamental additions or logos.
- Black shoes or sandals must be worn during school hours and sports shoes for PE lessons.
- Boy's hair is expected to be short and neatly cut at all times. Hair when combed down should not touch the ears and must be above the shirt collar. Hair on top should be short and not too thick.
- Girl's hair needs to be neat and tidy. Shoulder length hair needs to be tied back and hair must not hang over their eyes.
- Girls may wear simple single earrings but no other jewelry should be worn unless for medical reasons. Girls may only use clear nail varnish and hair accessories and add-ons must be in line with the black and white theme
- From Grade 8 onwards pupils will wear a more formal uniform.

Emergencies

In case of an accident, a medical kit will be at the school and first aid will be given by staff on duty. Please be sure to keep us updated on changes in phone numbers to ensure that we can reach you quickly, should that be necessary. If your child is sick or injured at school we will contact you immediately to come and collect him/her. Please do not send children to school if they are sick. Staying at home helps them to recuperate and also protects other classmates.

As per the indemnity form which you signed, staff will act in loco parentis should you be unavailable in the case of an emergency.

Discipline

Philosophy

The purpose of the discipline policy is to enhance the learning environment, and train and lead the student into maturity, self-discipline, and the development of Christian character and integrity. We seek to provide consistent discipline within the classroom structure.

Discipline/Code of Conduct

A student may be disciplined for misconduct which adversely affects the teaching and learning process. The goal of discipline is to correct the misconduct and modify the behaviour. We keep in mind the concept of corrective, progressive discipline. We consider fairness and consistency.

Progressive Steps: Discipline should be applied progressively. Incidents of serious misconduct may warrant more serious disciplinary measures; therefore progressive discipline steps may be by-passed.

The normal progressive discipline steps are:

Step 1 - Verbal Warning

Step 2 – Corrective Action(s) (if multiple corrective actions are given, the parents will be informed of the misconduct)

Step 3 – Suspension. Disciplinary suspensions are for fairly severe misconduct and usually only occur after multiple corrective actions have failed.

Step 4 – Dismissal. This is a final resort and will only occur if a child does not heed the corrective measures put in place.

Each teacher will establish an expected code of conduct for his/her classroom. A written record should be kept of continuing behaviour that requires correction.

No corporal punishment will be used under any circumstance. However, physical contact may be used to protect students or property.

The administration will address misbehavior such as fighting, abusive or vulgar language, damaging property, stealing, dress code violations, public display of affection violations, use of tobacco, alcohol or drugs, pornography, criminal activities, inappropriate political activities, discrimination of race or national origin or any other activities that the Director and staff deem unacceptable.

Student behaviour and attitudes need to conform to the biblical standard as set out in Galatians 1:10 – ‘...that you may live a life worthy of the Lord and may please him...’ Accordingly it is expected that all pupils need to treat others as they themselves would love to be treated and due respect given to teaching staff, volunteer teaching staff, parents and visitors to the school.

Parent/Student Complaint Procedure

We believe in solving problems as close to the source as possible. Therefore any person desiring to make a complaint against a staff member, a policy, or for any other reason, should follow the chain of command by starting with the person responsible. This procedure might normally follow these progressive steps:

1. A personal meeting to discuss the problem must be held between the parent/student and the staff member involved.
2. If the difficulty is not resolved with an informal meeting then the parent and student can request a meeting with the ‘School Director’ for further discussion and resolution.

*At no time shall anonymous letters or complaints be presented or accepted as any type of documentation or evidence.

Parents, we welcome your input and involvement into this school year. We look forward to partnering with you in continuing the educational development of your child.

Students, we anticipate a great year and your participation in creating an enjoyable setting where we can excel together.

Yours in His service

M.F.Green

Director – Rapale International School

Director@rapaleinternationalschool.org

Cell No. 084 213 9855