



# WISS school handbook

## 2024

- ▶ Value
- ▶ Empower
- ▶ Inspire



## Mission Statement

Westcoast International Secondary School develops lifelong learners who are knowledgeable, skillful, caring and responsive through challenging and inclusive education in local and global contexts. The school is committed to developing a deep appreciation of different perspectives and cultures to create a better and peaceful world.

## Vision Statement

To value, empower and inspire learners to become positive agents of change through a welcoming environment where they are academically, emotionally and physically supported.



## WISS Learner Profile

The WISS learner profile embodies the attributes of the International Baccalaureate (IB) learner profile, and the CLS (Cambridge Lower Secondary) and IGCSE (International General Certificate of Secondary Education) learner attributes.





## The School Day

- School gate opens at 7:15a.m.
- School starts at 7:50a.m sharp.
- All classes end at 3.10p.m. (except on Wednesdays).
- All classes end at 12:30p.m on Wednesdays
- The school operates from 7.15am to 4.30pm.



## Timetable

Students' timetables are available on ManageBac at the start of the academic year.

## Break and Lunch Times

Morning break: 10.00 - 10:20a.m.

Lunch break: 12.20 - 1:20p.m. (except Wednesdays).

A canteen is operational and will cater for hot meals or snacks. The students should bring their own empty meal boxes and remit to the canteen personnel each morning. Students can also bring his own pack lunch to school. There are water fountains in the school, students are advised to bring a water bottle to school for replenishment.

## Attendance and Punctuality

Regular attendance is a prerequisite for success in school and poor attendance can lead to under-achievement, especially in the senior years, as courses become more demanding. It is important that families collaborate fully with the school to ensure that every student attends classes regularly and is challenged to meet their full potential. The School Life Leader will monitor students' attendance and punctuality, and parents will be called from 8:30a.m if their child is not at school.

## Managing Absences and Lateness

All absences are recorded, regardless why a student may not be in class. If parents/guardians are aware that the student is going to be absent from school, they are asked to give the school advance notice by sending a note via ManageBac. If the absence is unanticipated, and if it is not possible for a parent to send a note via ManageBac, we ask that the parent/guardian call the reception in the morning to inform the school.

Frequent lateness is a serious matter as it has detrimental effects on learning and teaching, and all lateness will be recorded on students' attendance record on ManageBac. Students arriving after 07:50a.m must sign in at the school's reception.

## Early Dismissal

If a student wishes to be dismissed early from school, an email from the parent/guardian should be sent to the school reception: [reception@westcoast-schools.com](mailto:reception@westcoast-schools.com) and copied to the Homeroom Teacher. Parents/guardians are reminded that any such request should be made at least 48 hours in advance, except for exceptional circumstances.

## Off-Campus Privilege

At times, students in the IBDP may be allowed to go off campus for their CAS hours during the slots provided in the timetable.



## Dress Code

Students are expected to wear the **official school uniform** neat and tidy at all times, without any unusual jewellery. No additions or alterations to the uniform that are not in accordance with the school regulations will be allowed.

### Summer uniform

Official white polo, official green shorts and trainers.

### Winter Uniform

Official white polo, official green shorts, official light green jacket, and trainers.





## Duke of Edinburgh Award Expedition

Official DofE T-shirt with appropriate shorts of modest length.

All students must be dressed appropriately for outside campus school activities and school events in clean and modest clothing which should neither be seen to be insulting to another member of the school community nor offend normal standards of decency.

### As a guideline:

- Shorts and skirts should be of modest length.
- Avoid items of clothing with potentially offensive slogans or drawings, or with references to alcohol, drugs, violence or sex for outside campus school activities and school events.
- Hairstyles must be safe, especially for work in the art room, design technology room and in the science laboratories.
- Piercing of body or face can present health and safety hazards, especially in the art room, design technology room, in the science laboratories. Teachers may ask students to remove piercings if, in their opinion, health and safety may otherwise be compromised.
- Clothing should adequately cover undergarments.
- Students should be neat in appearance and respect the school uniform at all times.
- Students should only wear their caps and hood outside the classroom only.

Open-toed shoes and flops are not allowed and students may be sent home if they are inappropriately dressed.



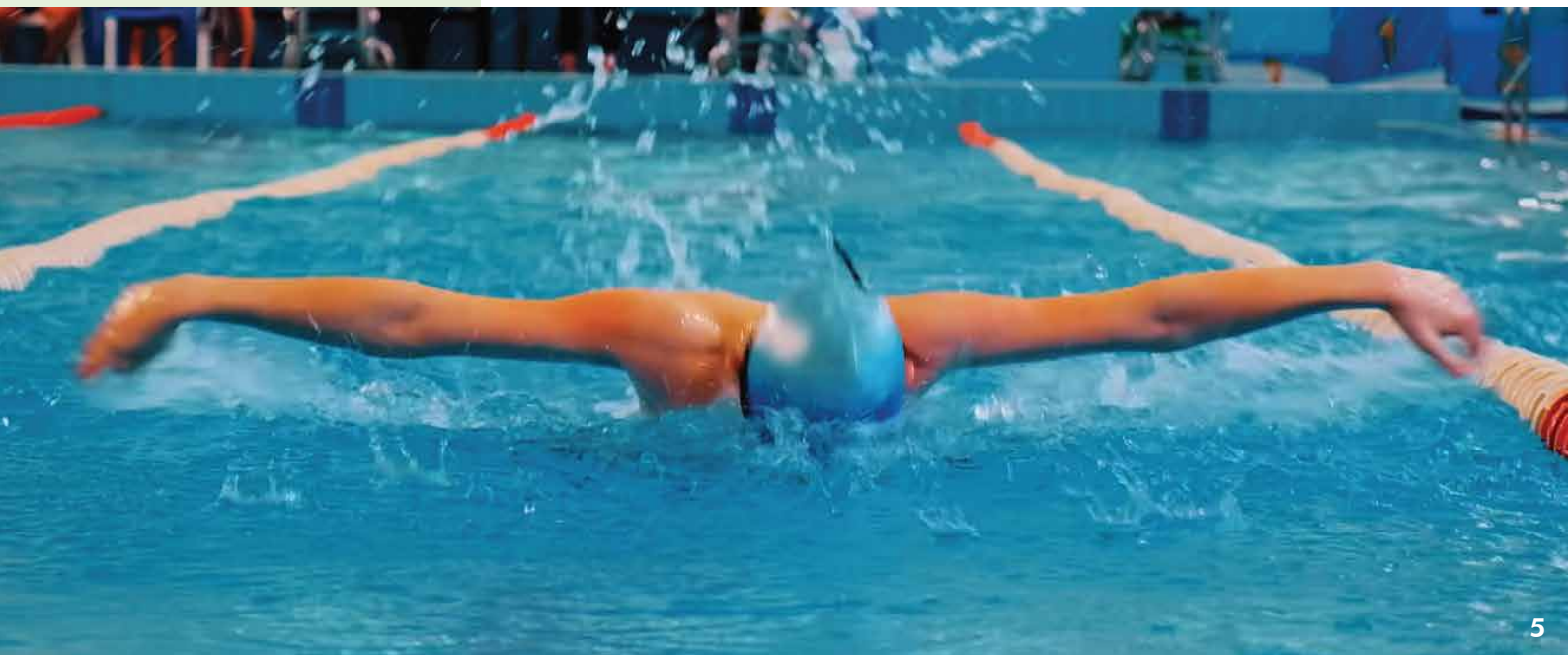


## Sports Gear

Official swimming suits and caps.

Official P.E uniforms and house t-shirt during the P.E class.

Students selected to represent school in sports events will be requested to wear the official school kits depending on the event.



## Curriculum

WISS has a three tiered approach to the curriculum in its aspiration to provide the most appropriate programme at each level of secondary school education:

### Cambridge Lower Secondary School

Cambridge Lower Secondary is typically for learners aged 11 to 14 years. It helps prepare students for the next step of their education, providing a clear path as they progress through the Cambridge Pathway in an age-appropriate way. The curriculum is flexible, hence offers any combination of the subjects available and adapts the content to suit your context, culture and ethos. Many of our schools offer Cambridge Lower Secondary alongside their national curriculum, or as part of a bilingual programme. With a choice of ten subjects, there's plenty to help you deliver core subjects as well as develop creativity, expression and wellbeing.

<https://www.cambridgeinternational.org/programmes-and-qualifications/cambridge-lower-secondary/>

### International General Certificate of Secondary Education (IGCSE) Forms 4 and 5

"An international qualification, popular worldwide, for students aged 14-16"

The curriculum is flexible enabling students to engage with a variety of subjects. The IGCSE helps develop skills in creative thinking, inquiry and problem solving and is an excellent springboard to advanced study. Many subjects offer a choice between core and extended curricula thus making it suitable for a wide range of abilities. IGCSE enables students to obtain a group award 'International Certificate of Education' (ICE) by passing in the examinations of seven IGCSE subjects from five different subject groups including two languages.

The five IGCSE curriculum areas are:

Group I - Languages

Group II - Humanities

Group III - Sciences

Group IV - Mathematics

Group V - Creative and Vocational

<http://www.cie.org.uk/programmes-and-qualifications/cambridge-secondary-2/cambridge-igcse/>

### International Baccalaureate Diploma Programme (IBDP) Forms 6 and 7

"A challenging, internationally focused broad, and balanced educational experience for students aged 16-19" The DP curriculum is made of six subject groups and the core comprising theory of knowledge (TOK), creativity activity and service (CAS) and the extended essay (EE). Most subjects are offered at higher level (HL) comprising 240 teaching hours and standard level (SL) which takes up 150 teaching hours. Students need to follow a distribution requirement when choosing subjects in order to qualify for the Diploma. Each student takes six subjects with not more than four at the HL for the DP, and those who meet the requirements of the Diploma Programme (DP) will be awarded Diploma Programme course results (DPCR).

<http://ibo.org/programmes/diploma-programme/>





## Assessment - Reporting Calendar & Report Cards

- March: parent-teacher meetings (Forms 1 to 7)
- May: report cards based on classroom summative assessments (Forms 5 & 7)
- May/June: parent-teacher meetings on demand (Forms 5 & 7)
- July: report cards based on classroom summative assessments (Forms 1, 2, 3, 4 & 6)
- July: parent-teacher meetings (Forms 1, 2, 3, 4 & 6)
- August: report cards based on Mock Examinations (Forms 5 & 7)
- August: parent-teacher meetings on demand (Forms 5 & 7)
- November: report cards based on a mixture of cumulative performance of summative assessment and examinations (Forms 1, 2, 3, 4 & 6).
- November/ December: parent-teacher meetings on demand (Forms 1, 2, 3, 4 & 6)

Report cards are sent to parents/guardians online via ManageBac and will include the following:

- Attendance record
- CLS: Performance bands: Outstanding / High / Good / Aspiring / Basic / Unclassified
- IGCSE: letter grade A (highest) to G (lowest)
- IBDP: number grades 1 - 7 (7 being the highest)
- Effort Grade: letter grade A (highest) to D (lowest) that reflects the attitude towards learning and completion of work.
- Qualitative comments: reflect the student's personal progress towards the learning goals.
- Parents/guardians of 'at risk students' may be invited for meetings during the academic year.
- Both parents/guardians and/or teachers may request meetings during the year.

***Refer to the WISS Assessment policy on ManageBac for more details. All students as well as parents are expected to read and abide by its clauses.***

## Home-based learning

Work is assigned to students to foster independent learning, time management, and self-management skills. Both synchronous (real-time) and asynchronous (self-paced) modes of learning are used. Home-based learning includes:

- Use shared resources such as follow-up videos to review classroom discussions and concepts.
- Prepare for classroom learning by reading assigned materials in advance.
- Complete practice worksheets and revision packs.
- Submit work in various forms, such as projects, presentations, lab reports, blogs, analytical reports and charts, excluding group work.

Each subject teacher assigns home-based learning activities ensuring students have enough time and resources for completion by the due date. Students and parents are notified of the work to be completed. If students are not timely with their assignments. This allows teachers to assess students' work habits and report their progress.

***Refer to the WISS Homework & Assessment policy on ManageBac for more details. All students as well as parents are expected to read and abide by its clauses.***



## Overview of the Academic Honesty Policy

At WISS, we believe that meaningful learning happens when there is honesty and a commitment to academic integrity. Therefore, all students as well as educators of WISS must abide by the WISS Academic Honesty Policy.

Academic honesty is central in the teaching and learning of all three academic programmes at WISS. Cambridge mentions 'responsible' as one of the attributes of a learner. The IB Learner Profile has 'principled' as one of the attributes indicating that students strive to "act with integrity and honesty, with a strong sense of fairness and justice," and that learners "take responsibility for our actions and their consequences."

Academic dishonesty and misconduct is behaviour that results in an individual gaining or seeking to gain unfair advantage or behaviour that disadvantages other students. A student found to have committed or if planned an academically dishonest act will incur consequences. However, to ensure consistency and fairness the student has the right to have a parent, homeroom teacher or a head of section/department present in any discussion related to an incident that has serious consequences.

Any piece of work including an examination, project or research work in which academic dishonesty was attempted or proved will be given a zero without being marked along with a comment on ManageBac. Repeated attempts at malpractice will lead to more serious sanctions as outlined in the WISS Discipline policy.

*More details on the WISS Academic Honesty Policy can be found on ManageBac and all students as well as parents are expected to read and abide by its clauses*

## Co and Extra-curricular

### **House system**

On admission to the school, students are assigned to a House (Hawks, Phoenix, Lions, and Jaguars). The House system intends to encourage healthy competition at sports events and participation in academic and cultural activities.

### **After School Activities (ASA)**

ASA are an important part of student life, hence WISS joins forces with third parties to offer activities that encapsulate sports, music, arts and culture. The various activities take place after school hours and focus on building leadership qualities, team spirit, self-awareness, self-confidence and cultural appreciation. All activities take place at the school, conclude at 4.20 pm and come at an added cost.

### **CAS / Pre CAS Programme**

Creativity, activity, service (CAS) is one of the three essential elements that every student must complete as part of the Diploma Programme (DP). Studied throughout the DP, CAS involves students in a range of activities alongside their academic studies. All students are required to participate in the activities offered during the week.

## School and Class Trips

The school organises various field trips, however only those that occur outside of normal school hours will require prior parental consent. Should a teacher accompany a class, off the campus for curricular activities, during the school day it will be considered as a regular lesson. Parents will be requested to meet the cost of such outings which will comprise\* the activity fees that apply, travel and transport.

Participants on school trips are representatives of the school at all times and are expected to abide by school rules, to follow appropriate standards of behaviour and appearance and to demonstrate concern for the wellbeing of others.

## Community Service

An important aim of the school is to produce students who are community-spirited. Students are strongly encouraged to become involved in community service projects.

## Sports

Sports are given its due share of the curriculum since it fosters teamwork, cooperation, and leadership while promoting a healthy lifestyle. Different events are organised during the year and we encourage our students to participate in different championships.

Students are required to come to the P.E class dressed in their full uniform. They will be given adequate time to change at the beginning into their sports outfit, which they need to bring to school on the set days. They will have to change before going to the next class. Appropriate sports shoes will be required. **Students will not be allowed to participate in sports** with inappropriate shoes. An excuse note from the parents is required when the child is not able to do P.E. In case of a prolonged incapacity of more than 3 days, a doctor's certificate or a note from a certified therapist must be handed to the teacher. In the case such documents are not produced, the student will have to participate in the P.E class.

## Food Science

Cooking is part of the Food Science program and students are required to wear an apron and a chef's hat; both of which are available at the School Shop. Students are required to bring ingredients for these lessons. They will be notified in advance.





## Student Support

### Homeroom Teacher

The Homeroom Teacher, (HT) is responsible for monitoring student attendance, personal and social progress, general and behavioural matters, interaction with parents, overall academic development and the completion of term reports. There is a short form period at the beginning of each day to register, meet with students and facilitate administration of HT's work.

Students who are experiencing some difficulties, either academic or personal, should bring it to the attention of their Homeroom Teacher. If a student or parent has an issue with a particular member of staff, the school recommends that the parent and/or student first try to resolve the problem with the individual concerned. If the matter is not brought to a satisfactory conclusion, then the parent or students should bring it to the attention of the Homeroom Teacher, who will attempt to work with all those involved to find a solution. If the problem remains unsolved, parents can then contact the Head of School if necessary.

The complaints policy with details explaining the procedures to follow, can be viewed on ManageBac. All students as well as parents are expected to read and abide by its clauses.

### Student Leaders

Student leaders will consist of the Head Boy, the Head Girl and the Deputy Head Boy and the Deputy Head Girl, the Sports Captains, and House Captains. This body represents the school and is nominated by the students but appointed by the school.

#### The student leaders are expected to:

- be a role model of etiquette, discipline and integrity
- work as an assistant to the Homeroom Teacher in taking care of classrooms and in supervising class discipline
- report any problems or concerns to the Homeroom Teacher
- inform the Administration when a teacher doesn't arrive within the first ten minutes of a lesson
- accompany a student who is required to leave a lesson for serious medical or behavioural concerns
- assume responsibility for a class if a teacher has to leave for any reason or if a teacher is absent and the substitute teacher is delayed
- proactively plan and participate in class and school events with the cooperation of the Homeroom Teacher and classmates
- lead in the organisation of class endeavours such as supporting a classmate in hospital, sending thank-you and greeting notes to classmates and teachers actively be involved in ensuring a clean, green and safe school environment
- And any other tasks assigned by the school

### Student Council

Students at WISS are represented by their peers in the Student Council. The Student Council is consulted on important decisions regarding student life at the School and is mandated to represent individuals or groups of students. Members of the student council are elected by their peers at each level. The Head Boy and the Head Girl are appointed by the Management following teachers' recommendations.

### Student Care

The School's wellbeing team consists of the Head of Wellbeing, the School Psychologist, the School Counsellor, the Student Support Leader, the School Life Leader and the Disciplinary Support Team. The team is dedicated to deal with emotional, behavioural, social and psychological issues.

Any student may approach them for support. Similarly, parents may request this service for their children. The school may also initiate a counselling programme as a response to legitimate and/or shared concerns. Where necessary, engagement with our school counsellor may be a requirement of enrolment or a required response following a student's failure to maintain WISS' expectations for appropriate conduct. The School Counsellor may have to refer a pupil to the School Psychologist.

## Overview of the Discipline Policy

We believe that school discipline is a collaborative effort by the parents/guardians, students, teaching as well as non-teaching staff. The focus of WISS Discipline Policy is to promote positive behaviour choices by recognising students who engage in consistent positive behaviour. Mistakes are a natural part of growth; we help students reflect on errors in judgement and behaviour and support them in learning how to make better decisions. We teach and model positive behaviour including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. In general, this policy expects all stakeholders to uphold principles of integrity. Honesty, respect, high morals, consideration for others, good manners and punctuality.

It is the responsibility of WISS to ensure that:

- Every WISS stakeholder is provided with a copy of the Discipline Policy through the school's ManageBac system.
- All stakeholders are annually made aware of the content and implementation requirements of this policy.
- The discipline policy is implemented and applied equally and fairly.

It is the responsibility of learners to:

- Familiarise themselves with the contents of the Discipline Policy.
- Acknowledge receipt of the policy confirming that he/she has received this discipline policy and agrees to adhere to it. Please refer to the link: Student's Agreement Form.
- Behave responsibly and not endanger the safety and welfare of others.
- Respect and care for the property of the school and others.
- Maintain sound relations with others at the school, be courteous and respect the dignity and self-worth of others.
- Be punctual and observe the timekeeping practices of the school.
- Behave honestly and conduct themselves with integrity.
- Demonstrate a positive attitude towards the opportunity to learn and be diligent in their efforts to learn.
- Conduct themselves within the policies, codes and rules of the school, whether described in this discipline policy or any other policy or rule implemented by the school.

It is the responsibility of the parents/guardians to:

- Familiarise themselves with the contents of the Discipline Policy and ensure that its content is properly understood by the learners.
- Participate in the learning process, encourage learners to complete their work and to meet deadlines, check results and communicate with the school.
- Acknowledge receipt of the Discipline Policy confirming that they have received, read, and that they will abide its content. Please refer to the link: Parental Consent and Agreement Form.
- Involve in school activities.
- Work with the school to overcome any learner behaviour which negatively affects/impacts on the learning environment.
- Support the disciplinary structures in the interest of maintaining a positive environment.
- Encourage their children to participate fully in the school and extracurricular activities.
- Ensure that learners are in attendance at all compulsory functions and activities, and that school timekeeping requirements are observed.
- Keep their children informed about their progress and behaviour.

***The Discipline Policy can be found on ManageBac and all students as well as parents are expected to read and abide by its clauses.***



## Applicable laws and Jurisdiction

- Being a private Institution, the school has a certain latitude when it comes to common agreement made between the parents. However, parents are nevertheless informed that regardless of whether WISS is a private institution, it is still bound to follow the laws of the Republic of Mauritius.
- The Students and Parents are expected to follow and comply with the legislations, regulations, enactments and/or any other relevant laws of the Republic of Mauritius regardless of their race, place of origin, nationality, general opinions and political opinions.
- The Students will be further expected to respect the other students of the School along with the teachers, staff and/or any other stakeholders within the school premises regardless of their race, place of origin, recent nationality, general opinions, political opinions, colour, creed, gender, age, disability, religion or belief and sexual orientation.

## Security

The school ensures a safe and secure environment.

- Students can rent lockers for the academic year, and we strongly advise that they store their belongings in their lockers with a secure combination lock or a key lock.
- Security cameras have been placed in all our buildings, and a secure code system only available to the staff is in place on all external doors.
- Students are asked not to bring unnecessary valuables into school, but if they do, these should not be left in school bags or in changing rooms. Rather, they should be locked in their lockers before the lesson begins.
- Occasionally, a student may wish to bring a valuable item into school as part of a project or other piece of school-related work, and in these circumstances this may be given to the school office for safekeeping.
- All students' belongings should be labelled with their name. A lost and found corner is kept and school attendees who find valuable items will hand these to the reception.
- If a student loses an item, they should first check the lost and found corner, and then speak to the receptionist to see if it has been handed in.
- Any uncollected items are sent to a charitable organisation at specific times during the school year. Parents will be informed of this via email.
- The school is not deemed responsible for any cost arising from the loss or theft of personal items on the campus. For safety reasons, any unattended belongings may be removed.

## Transport

The school only supplies a list of recommended service operators for parents' convenience; and is in no way affiliated with, or liable or responsible for transport arrangements. It is the responsibility of the parents/guardians to ensure that the owner or driver of the transport service is reliable, punctual and fully aware of government safety regulations as well as the school's hours, driving rules and parking policy.

Students may choose to drive to school, or come by bike or scooter. However, students may not use their own mode of transport during school activities.

## Workshops and Laboratory rules

Students must not enter any laboratory or workshop unless instructed by a teacher. When in the laboratory or workshop, students must abide by the displayed rules and regulations and/or as instructed by the teacher.

## Overview of the Science Laboratories Rules

- Never enter the prep room.
- Do not bring bags into the laboratory.
- Hair, scarves, etc should be tied back or tucked in when working in the science lab.
- Report any accident, breakage or spillage to the teacher immediately.
- Do not taste or smell chemicals.
- Unauthorised experiments or procedures must not be attempted.
- Do not lean, hang over or sit on the laboratory tables.
- Learn the location of the fire extinguisher, eye wash station, first aid kit and safety shower.

## Overview of the Design and Technology Workshop Rules

### Personal Safety

- Always wait for permission before entering a class and enter in a quiet, orderly manner.
- Always walk in the workshop; no running allowed.
- Always carefully pass and not throw items.
- Keep the work and floor areas clear, with bags and coats out of the way.
- Only touch or use tools, equipment, machines and materials when told to do so by the teacher.
- Always stand up when doing practical work so that you can quickly move out of the way if you need to.

### Machine Safety

- Always wait for instructions before using a machine.
- Always wait for permission before using machines.
- Always stand back when someone is using a machine and NEVER distract him or her.

## Overview of the Food Science Workshop Rules

- No running
- Do not leave the stove unattended during cooking.
- Ask for assistance if you are unsure how to operate any appliance, utensil or equipment.
- Switch of the gas and electrical switches after each practical.
- Report any accidents to the teacher, even if it is a minor one.

### Medical Attention

If a student is unwell while at school, he/she must go to the nurse. No student should leave school unaccompanied because of illness. The nurse will evaluate the student's medical condition and will contact the student's parents for permission to leave school or to administer medication. Should the school consider a student to be unfit to attend classes or a school event e.g. a field trip, parents may be asked to take their child home.

The school staff is not entitled to administer any medication unless written instructions are given by the parents as to what to administer at what time and which quantity.

If a student's well being is at immediate risk, the school will contact the responsible parties and/or the SAMU (emergency medical service) and will make decisions based on the doctor's recommendations, including surgical intervention. Should the school make a request to SAMU, the parents will be called first, unless this delay compromises the student's wellbeing. The school provides 24h/7 Personal Accident insurance cover (for accidents) in Mauritius for all students, however, this insurance may not cover all costs depending on the occurrence.



## Cyclone and Adverse Weather Conditions

School management has to follow the directives issued by the local authorities on cyclones, heavy rain watch, heavy rain warnings, torrential rain and flooding. Parents are advised to listen to weather bulletins and consult the local media at all times, especially during the cyclone season from mid-November to mid-May.

### Cyclone warnings

- Class I: School as usual.
- Class II: No school (even if warning is removed later during the day). If a Class II warning is enforced at the beginning of the school day, parents should keep their children at home. In the event that a Class II warning is issued during school hours, classes will be dismissed without delay and parents will have to collect their children. On a school day the Meteorological Service will, as far as possible, issue Class II warnings either at 04:10, 13:10 or 14:10. When a warning class II is issued, **Students go on Zoom for online classes.**

- Class III: No school (even if warning is removed later in the day). **No online classes.**
- Class IV: No school. **No online classes.**

### Heavy Rain / Torrential Rain Warnings

- The school will abide by government laws and notices in place. **If a heavy rain alert is on, students will connect for online classes.**
- School will resume as soon as the site is safe and usable.
- Bulletins and information about resumption of school will also be available on the radio.
- The school reserves the right to dismiss classes without delay if the school site is judged unsafe.

### Fire safety procedures

If a student or member of staff discovers a fire, the following steps will be taken:

- immediately activate the nearest available red break glass point
- leave the building via the nearest exit route and then proceed at a walking pace to the assembly point upon hearing a fire alarm (continuous ringing bell)
- exit the classroom and leave the building according to the evacuation procedures
- do not stop to collect belongings
- last person to leave a room closes the door and leaves the building
- proceed to the assembly point along with you teacher and remain here until instructed otherwise
- do not re-enter the building until authorised to do so.

### Evacuation procedures

In case of emergencies such as fire, the students and staff will be required to evacuate the buildings. Evacuation procedures are established in the school and regular evacuation exercises are carried out throughout the school year so that students are ingrained in doing this in an orderly, time-efficient and safe manner.

**Dangerous Items:** Students are not permitted to come to school in possession of anything which may pose a danger to themselves or others. Specifically, knives and other weapons, or imitation weapons, are forbidden.

*Parents and students are reminded that some offences are condemned under Criminal Law and therefore have legal consequences.*

### Overview of the ICT Policy

The aim of this policy is to foster appropriate use of digital technologies and to establish attitudes and behaviour that will protect the students, the school community and the school's ICT resources.

Use of WISS ICT resources is a privilege, not a right and users are responsible for their actions and communications. Parents are required to discuss the policy rules with their child to ensure thorough understanding.

The school provides the following:

- Google email account for communication between teacher and students and use for learning in the classroom.
- Managebac account to facilitate, smooth communication and collaboration
- Access to laptops and other digital technologies, access to the internet through the school Wi-Fi network.

Whenever students access the WISS network they are bound by the ICT policy and therefore implicitly accept the following terms and rules. Students are required to:

- respect the privacy of others and to communicate in a respectful manner
- report security risks, violations or discomfoting content to a teacher
- respect the intellectual property of others by not plagiarising, copying illegally, damaging or destroying data or other resources
- refrain from accessing social network sites during school hours unless expressly asked to do so as part of a class activity
- avoid posts or responses that could be misinterpreted or reflect poorly on the school when posting messages to WISS forums/ blogs or when using WISS email accounts
- refrain from sending 'friend' requests to school staff.
- be prudent with privacy settings and in allowing access to their online content and profile
- use strong passwords and not share passwords with anyone and to change passwords if there is reason to believe that the account may be compromised
- be aware of content and security when online tools are used to share information with other students about the class or the school, specifically no photographs should include names of students nor should contact details of students/parents be displayed
- refrain from sending spam, chain letters, or other mass unsolicited mailings.
- refrain from buying, selling, advertising, or conducting business, unless approved as a school project.

Any attempt to bypass the access permissions set by the school to Internet sites or network locations will be considered a serious breach of this policy. The school reserves the right to examine, use and disclose any data found on the school's networks or information systems in order to further the health, safety, discipline or security of any student or other person, or to protect property.

The school and network administrators can monitor user accounts and internet access and keep logs of inappropriate activities to help ensure that users are secure and conform to the school's mission.

As new technologies emerge, it may be necessary to make changes to this policy. Where such changes are significant, these will be communicated directly to students and their parents.

Violations of rules may result in disciplinary action, including the loss of a student's privileges to use the school's ICT resources.



## Electronic Devices (Phones, Air pods, MP3 Players, Game Consoles)

Students are strictly not allowed to use mobile phones, portable music devices, wireless earbuds, electronic games, electronic games or other non-educational electronics. This restriction applies to all students while they are on the school premises or when they are away from the school for field trips. The use of the phone or any wireless earbuds is considered as being a major offence. Sanctions for major offences lead to confiscation of the misused item.

Mobile phones must be turned off at all times at school. While carrying mobile phones at school is tolerated, their use is strictly prohibited. They must be turned off and stored out of sight and reach. In case of non-compliance, the phone will be confiscated and will then be returned to parents in person by the School life leader. It is advisable not to bring mobile phones to school, and WISS disclaims any responsibility for the loss, theft, or damage of students' mobile phones. (Refer to the Discipline Policy).

## Bring Your Own Device (BYOD) policy

As mobile technology becomes a dominant force in the education sector, our school has established a bring your own device (BYOD) scheme, and students have to bring their own laptop or tablet device to school to be used as a digital learning device. Under the BYOD Program, students are allowed to bring their own computing device to school each day. **Computing devices do not include mobile phones.** The ICT policy also applies to the students bringing their own device.

### BYOD Acceptable Use Policy

- For storage of their personal device, students are advised to use the 'rent a locker facility'
- The use of personal devices is not to be a distraction in the classroom or in study areas used by teachers or pupils.
- The purpose of the use of personal devices at school is strictly educational.
- All students are required to check their personal devices daily to make certain the device is fully charged, free from unsuitable material and any malicious content such as viruses and malware that may compromise the security of the school's network.
- Any attempt to circumvent the schools network security and/or filtering policies is forbidden. This includes downloading programs to bypass security or accessing and setting up proxies. (refer to ICT policy).
- With reference to the data protection act, any form of distribution of videos or pictures of other students and staff without their authorisation is strictly forbidden (refer to ICT Policy).

### BYOD Consequences for disruption and misuse

- Breach of any rules will result in the personal device being confiscated. The student's parent(s) will be contacted and if necessary be required to come to school to fetch the device.
- In case of repeated misuse of the device, the student will lose the possibility of all advantages linked to BYOD policy.

### School Liability statement

- Students are fully responsible for their own devices.
- All devices brought to school by students are done so at their own risk.
- It is the student's responsibility to ensure that their personal device is kept up to date with the latest operating system updates and upgrades.
- It is the student's responsibility to ensure that their device is kept secure.
- Every student's personal device must be password protected. Additionally, the appropriate security software must be installed to protect personal devices against the latest malicious threats such as viruses, malware, etc.
- Parents are requested to have adequate insurance coverage in place to cover the cost of replacement or repair of the student's personal device in the event of loss or damage that occurs on school premises, or during school visits and activities.

*The ICT Policy can be found on ManageBac; all students and parents are expected to read and abide by its clauses.*

## Supplies and services

- **School material:** The sale of uniforms is done yearly on the premises, usually towards the end of November. Specific school materials will be communicated by each subject teacher at the start of the academic year. The use of white-out is not permitted in examinations and is therefore discouraged at school.
- **Textbooks:** JotForms for the purchase of textbooks for the academic year 2024 have been sent.
- **Library books:** should be well kept. Parents will be charged for lost and damaged books at the replacement cost.

## Communication

Effective communication between home and school is essential. The following information will assist parents in identifying where information can be found and who to contact.

### School Information System

WISS aims to be a 'green school' and takes active steps to 'reduce its carbon footprint'. In line with this vision, the school attempts to be paperless in its communication with the school community.

**ManageBac** is the school's curriculum management system and a vital communication tool for all members of the community.

- Students, parents, teachers, all have individual ManageBac accounts.
- Parents are given access to student report cards via ManageBac.
- All important communications are sent via ManageBac and parents receive an email notifying them of the same.

**Google email:** students are allocated a personal Google mail account, recognisable by the @westcoast-schools.com address. This account is an essential communication route between students and teachers.

### Community

WISS is proud of the sense of community that is fostered in the school, and of the positive and healthy relationships that prevails. Respect for oneself and for others is a key component of our community, and we make an effort to ensure that everyone's voice is heard and listened to.

It is very important for the school to have complete and up-to-date information about all of the parents whom we may need to contact in case of emergency.

Please send an email to [reception@westcoast-schools.com](mailto:reception@westcoast-schools.com) in the case of changes or additions to any of the following details:

- Home address and telephone number
- Parents' contact details, especially mobile phone number and email addresses

### Who to Contact

In most cases, the Homeroom teacher would be the first point of contact for parents, with enquiries about the student's academic progress. Should a parent need to speak with a specific teacher, an appointment should be scheduled by contacting the teacher via email. All teachers' emails are available on ManageBac.

You may also refer to the complaint policy on ManageBac.

## Parents Teachers' Committee (PTC)

The school works closely with the PTC in order to understand the needs and perspective of the parent body. Several meetings take place between the School Head of School and the PTC members. These consultative meetings are held in the spirit of openness and have the same goal, the wellbeing of the students.

Because of the Data protection Act, the school will not share your personal details with the PTC, hence, families are encouraged to make a first contact with the PTC: [ptc@westcoast-schools.com](mailto:ptc@westcoast-schools.com)

### Guests Visit

*The Visitors' Policy can be found on ManageBac; all students and parents are expected to read and abide by its clauses.*

## Overview of the fees payment policy

The purpose of this section of the policy is to standardise the procedures for the payment of school fees and the collection of outstanding fees. To ensure the long-term viability of WISS, it is necessary to act with financial prudence and articulate some fee payment procedures, accounts in arrears, and recovery of debts.

The application processing fee, non-refundable enrolment fee, refundable deposit and school fees are set out in the Fee Structure defined by the Board of Directors each year during the third term. The school fees are payable either on a yearly termly or monthly basis over 12 months (January to December).

In the event of non compliance of fees payment, responsible parties must enter into an agreement with the school's accountants indicating when fees will be paid. Should they fail to meet this agreement, the account will be deemed to be in arrears and the school will take the necessary steps to recover the outstanding amount(s). In case any sum due is recovered through the services of an attorney-at-law, any legal costs, including but not limited to attorney fees, commissions and VAT, involved in the recovery of the same will be borne by the responsible parties.

The school is entitled, without prejudice to any other rights, to terminate a student's enrolment if the school fee account remains in arrears for 30 days after written notice calling for payment. The school also reserves the right to suspend a student until the financial issues have been resolved.

A history of non-payment of school fees, or a negative payment track record, will also be grounds for the school to terminate a child's enrolment. Children may be asked to leave without notice if they were enrolled on false pretences, or if their behaviour is found to be consistently unacceptable or disruptive to the other children. At no time will one child's inappropriate or negative behaviour be tolerated if it interferes with or hinders the progress and development of the group as a whole.

Children need to be at school on a regular basis to benefit from their learning. Children that are frequently absent without notification and/or sufficient reason will be asked to leave.

If parents are found to undermine the good name of our school and/or spread rumours without grounds or without consulting the Head of school in the first instance, their child will be asked to leave the school.

No refund of school and enrolment fees will be given in case of student expulsion.



## Fee structure 2024

FEE STRUCTURE 2024		DETAILS
Application Fee /Entrance Examination Fee	3,500.00	Upon submission of admission documents (one off /non-refundable)
ENROLMENT FEE		
Citizens Enrolment Fee	50,000.00	Upon acceptance of admission (one off /non-refundable)
Non-Citizens Enrolment Fee	65,000.00	
DEPOSIT - CITIZEN		Upon acceptance of admission. Compulsory for all children. This deposit is refundable after the end of the school years, or at departure before the end of the school years provided that the 3 months' notice has been given to the school and that all accounts are cleared.
Forms 1 - 3 (CLS)	50,700.00	
Forms 4 – 5 (IGCSE)	54,300.00	
Forms 6 – 7 (IBDP)	65,400.00	
DEPOSIT- NON-CITIZEN		
Forms 1 - 3 (CLS)	66,900.00	
Forms 4 – 5 (IGCSE)	70,500.00	School fees are payable monthly, termly or yearly. Monthly fees are due by the 3rd of each month, and are payable over a period of 12 months (January to December). Annual payment: 5% discount will apply to the total of the annual school fees. To benefit from this discount, the annual payment must be settled on or before the 31st December of the previous school year.
Forms 6 – 7 (IBDP)	81,000.00	
SCHOOL FEES - CITIZEN		
Forms 1 – 3 - CLS (Rs 16,900*12 months)	202,800.00	
Forms 4 - 5 - IGCSE (Rs 18,100*12 months)	217,200.00	
Forms 6 - 7 - IBDP (Rs 21,800*12 months)	261,600.00	
SCHOOL FEES - NON-CITIZEN		Annual payment: 5% discount will apply to the total of the annual school fees. To benefit from this discount, the annual payment must be settled on or before the 31st December of the previous school year.
Forms 1 - 3 - CLS (Rs 22,300*12 months)	267,600.00	
Forms 4 - 5 - IGCSE (Rs 23,500*12 months)	282,000.00	
Forms 6 - 7 - IBDP (Rs 27,000*12 months)	324,000.00	
ADDITIONAL FEES		Annual Fee (one off /mandatory)
Subscriptions (Ebooks, etc..)	1,500.00	
Annual School Camp &/br Outing	500.00	
Parent Teacher Committee (PTC)	300.00	
Contribution for Yearbook	500.00	
OTHER FEES		
Sponsor a child	2,400.00	Voluntary Donation
The Duke of Edinburgh's Award (DofE)	450.00	For students participating in the DofE programme
The Duke of Edinburgh's Award T- Shirts	350.00	
House T- Shirts	350.00	Compulsory for sports events
Swimming Caps	200.00	
House Pins	200.00	
Lockers	300.00	

*\*All fees are indicated in Mauritian Rupees*

*\*\*A citizen is a child who holds a Mauritian Birth Certificate or Passport, and who has a parent who holds a Mauritian Passport.*

## Conditions

- Owners of memberships will benefit from discounts according to the type of membership owned.
- The full deposit amount will be held on account throughout the time a student is enrolled at the school.
- Early Departure: written notice of withdrawal must be provided at least three months of term time prior to withdrawal.
- The full deposit amount will be refunded if the three months' notice has been given and all outstanding debts have been settled.
- Late Payment: Fees not paid 20 days after the due date may result in the suspension of the student.
- School fees are exclusive of textbooks and school material.

## Payment

- School fees are to be paid by the start of each month, or year or term (depending on the choice of instalment).
- Monthly payment: **All parents choosing this option must complete a standing order form and drop it at their respective banks.** The standing order form is sent via email by the school accountant.
- Monthly fees are due for payment by the 3rd of each month. Monthly fees are over 12 months (January to December).
- Annual payment: 5% discount applies to the annual payment of school fees. To benefit from this discount, the annual payment must be settled on or before the 15th of December of the previous school year.
- For reconciliation purposes, your child's full name should be included as reference when transferring funds and/or setting up a standing order. Please email proof of payment to the school accountants. Cash lodgements are not permitted.

Additional Fees (Mandatory) - fees to be settled by the 15th of January 2024.

- Yearbook - Rs 500
- Subscriptions (Ebooks, etc) - Rs 1,500
- PTC - Rs 300
- Annual School Camp and/or Outing - Rs 500

## Other Fees

- Duke of Edinburgh - Rs 450
- Duke of Edinburgh T-Shirts - Rs 350
- House T-Shirts - Rs 350
- Swimming Caps - Rs 200
- Lockers - Rs 300
- House Pins - Rs 200

**Sponsor a child:** Rs 2,400

## Student Assistance Fund

On the Head of School's recommendation, a less advantaged child can benefit from the Student Assistance fund. It will cover the enrolment fee and look to assist in other financial areas as deemed necessary. The decision is based on demonstrated financial need as evidenced by an application and documented proof of revenue.

**Duke of Edinburgh (DofE):** Students participating in the programme: Rs 450 yearly. T-Shirts: during the year, the T-shirts will be sold through the reception to students going on the DofE expeditions. Cost: Rs 350.

**Rental of Lockers:** it is advisable for all students to rent a locker for the year at the beginning of the academic year through their Homeroom teachers and/or reception. The cost for the year: Rs 300.

**House T-Shirt:** all students are assigned to a House and informed on their first day at WISS. The House t-shirts are available during the annual sale of uniforms on campus, or at the school reception. Cost: Rs 350.

**House Pins:** students can purchase their House pins during the annual sale of uniforms on campus, or at the school reception. Cost: Rs 200.

**Swimming Caps:** all students should wear their House swimming cap for training and for the swimming gala. Cost: Rs 200.

**Sponsor a Child:** As part of our belief in quality education for all, we invite families to participate in our “Sponsor a Child” initiative. Your participation is voluntary and will play an essential role in expanding this noble endeavour, ensuring that children can access the invaluable benefits of WISS education.

### **Examination Fees**

IGCSE and IBDP/DPCR examination fees are borne by parents and usually calculated and billed at the time of registration; a couple of months before the relevant examinations. IGCSE French First Language is held during the May session of the examination while other subjects are taken in the October/November session. The examination fees are communicated through the Mauritius Examination Syndicate (MES).

Additional incidental charges will apply for some activities and will be charged separately. Examples of these charges are (but not limited to): online textbooks, transport fees.

*Please refer to the WISS Admission Policy on ManageBac for more details.*

### **Other Policies**

School policies are available on ManageBac and parents and students should abide by these.

### **Parental Consent and Agreement Form**

The school requires families to acknowledge that they have read, understood, and agree to abide by the information in the School Handbook. We also require prior parental consent for some activities during the school day such as local field trips, or to safe-guard student wellbeing, such as administering medical attention.

The e-form below summarises the details of necessary parental agreements with the school and prior parental consent for certain activities. You should read the following information carefully. Filling in your name and sending it back to the school will serve as an acknowledgment that you as parent or responsible party have read, understood, and agreed to abide by all the regulations and procedures of Westcoast International Secondary School.

Please click on the link to fill in the Parental Consent and Agreement Form

<https://forms.gle/AnsHD4EfJ72sYnWH9>

**Please click on the link to fill in the medical Form of your child**

<https://forms.gle/3qrA doe5ZqocwfFTA>



## Consent Form for Online classes

School closure due to unforeseen circumstances have significantly increased our reliance on online learning environments. The use of online facilities on such a massive scale has also called for a need to remind our students of the behavioural rules and attitudes that they have already been instructed with but the importance of which might have been overlooked in an otherwise normal learning environment.

This form details the online etiquette that all users have to follow and that parents are requested to reinforce at home.

Please click on the link to view the online etiquette and give your consent

<https://forms.gle/oqoSjPJWzU29DpqV9>

### **Student Agreement Form**

Please click on the link below

<https://forms.gle/8joB9cxGJ57BeeQg8>

Click on the link below to the document to remind you of the importance of Digital Citizenship and the online etiquette that all users have to follow.

<https://forms.gle/vWt2R4xEDc13pmZ3A>

## School contact

Email: [s.savannah@westcoast-schools.com](mailto:s.savannah@westcoast-schools.com)

Website: [www.westcoast-schools.com](http://www.westcoast-schools.com)

Facebook Page:

<https://www.facebook.com/Westcoast-International-Secondary-School>

Telephone: 489 2034

*Updated November 2023*