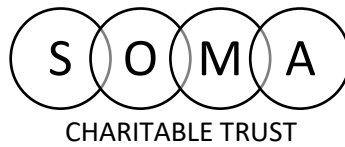


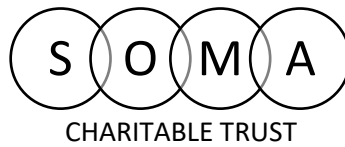
KINS
INDEPENDENT SCHOOL

WELCOME! HANDBOOK



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WELCOME LETTER

Dear Students, Parents, Guardians and Sponsors.

Welcome to our school handbook. We are thrilled to have you as part of our school community and look forward to a successful and fulfilling years ahead.

We have prepared a comprehensive School Handbook to provide you with important information, policies, and procedures that will help guide you throughout the time with us. This handbook serves as a valuable resource for students and parents alike, offering guidance on various aspects of school life, including academic expectations, student conduct, extracurricular activities, and much more.

As you peruse the School Handbook, we encourage you to familiarise yourselves with its contents and refer to it whenever you have questions or need clarification. The handbook has been designed to promote a safe, inclusive, and conducive learning environment, where every student can thrive and reach their full potential.

At KINS Independent School, we strongly believe in the power of collaboration between students, parents, and educators. We strive to maintain open lines of communication, ensuring that everyone involved in a student's education is well-informed and actively engaged. By working together, we can provide the best possible educational experience for our students.

Please note that the School Handbook is a living document that may be updated from time to time. We encourage you to stay connected with the school community through our website, newsletters, and other communication channels, as we will notify you of any changes or additions to the handbook throughout the year.

Once again, we extend a warm welcome to all our students and their families. We are excited to embark on this educational journey together and are confident that, with your cooperation and dedication, this year will be filled with growth, achievements, and memorable experiences.

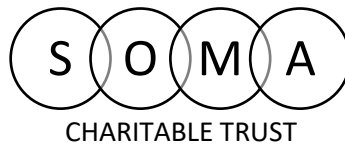
Wishing you a fantastic year ahead!

HISTORY

Vivide Mantero, an Italian artist and philanthropist, founded KINS in 2010 with the aim of providing a high-quality educational experience for her own daughter. Vivide envisioned a school community where local and expatriate children could feel safe and come together to learn and play, guided by qualified teachers. This dream became a reality, and the school continues to grow and thrive, remaining true to Vivide's original vision.

In 2015, the first school board was formed. As the school expanded, it became crucial to offer our children more opportunities for learning and personal growth.

In December 2018, due to the school's growth and development, KINS relocated from Kiwengwa to new premises in Pwani Mchangani. This move provided greater possibilities with larger outdoor spaces and additional classrooms to accommodate the increasing number of students each year. It all began with one family's dream of creating a new learning environment for children. The objective was to find a location with ample indoor and outdoor space, fostering movement throughout the day. Flavio and Sarah found the perfect place and worked tirelessly to create this ideal setting for the school.



MISSION & CURRICULUM

KINS Independent School is a non-profit organization that aims to provide affordable education from Early Years to Year 6 in a safe and nurturing environment. We rely solely on tuition payments and donations to operate the school, and we also encourage student sponsorships. Every contribution we receive, whether in shillings or cents, is directly reinvested into the school to meet the needs of our students.

Our mission is to deliver an outstanding, internationally competitive education based on British and International Primary curriculum models, while prioritizing the individual needs of our culturally diverse students. We prepare students in a nurturing and creative atmosphere, equipping them to become well-rounded and thoughtful individuals ready for the challenges of the world ahead.

With students from many different nationalities, KINS serves as a wonderful hub of diverse cultures and religions, promoting unity and tolerance. Parents and students are encouraged to share the traditions of their home countries with their classmates at school. We believe in exposing children to their friends' religions to foster understanding of both the similarities and differences. Religion will be explored as a topic theme in the older primary classes.

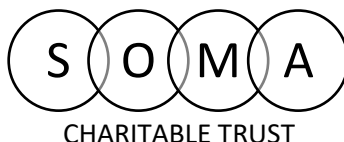
GOVERNANCE & ORGANISATION

KINS School is governed by its Board of Trustees. The Board of Trustees serves as the legal and authorizing body of KINS, consisting of five parents elected by the school community to govern the school. Each family represents one member, with one member equalling one vote. The Head of School serves as an "ex-officio" non-voting member of the Board of Trustees.

The primary objective of the **Board of Trustees** is to ensure that the school's Mission Statement and Guiding Statements are established and adopted, guaranteeing that all children receive the best possible education irrespective of race, gender, religion, or nationality. The Board aims to foster international understanding, respect, and interaction. Additionally, the Board of Trustees is responsible for protecting and ensuring the continued existence and success of the school. They are responsible for recruiting a Head of School who oversees the academic management and executive administration of the school. However, the Board of Trustees does not intervene in the day-to-day operations of the school.

The Head of School reports directly to the Board of Trustees and is responsible for the day-to-day educational operations of the school. This includes the recruitment and supervision of faculty members and the administration of the school within an approved annual administrative budget. The Head of School also serves as a non-voting member of the Board of Trustees. While the Head of School may delegate responsibilities to those under their supervision, they ultimately hold responsibility for all school matters.

The Head of School collaborates directly with the school's **Operations Manager**, who is responsible for the day-to-day business and operational management of the school. The Operations Administrator assists the Head Teacher in daily communication with parents regarding administrative and accountancy matters. They also supervise the school's cleaning and security services and serve as the liaison for the school uniform service. Alongside the Head of School, the Operations Administrator oversees school security and safety.



SECURITY AND SAFETY MEASURES

The Head of School is responsible for the overall security implementation of the policy agreed by the Board of Trustees. To this effect, the school has Emergency Security guidelines, which are regularly updated. A close contact with medical and a first aid training crew is always on hand.

- **Access to the School**

Even if we love having parents visiting us, the school remains a private place and all visitors should be announced. Upon entry, the visitor should check-in with the security guard at the gate and have notified prior appointment with the Head teacher or the Operations Administrator of the School. If any visitor spontaneously shows up at our gate, we will do our best to welcome you but this may not always be possible.

- **Drop-offs/Pick-ups (DO NOT PARK IN FRONT OF THE SCHOOL GATE)**

Parents and guardians who are dropping off their children are authorised to park their cars in the parking outside the gate and escort their children to the entrance. Only authorized staff members and verified helpers may park inside the parking lot of the school.

Parents and drivers are required to drive safely and slowly. Any repeat offenders will not be admitted to the parking lot. It is particularly important that all parents instruct their drivers to drive safely and slowly.

HEALTH PROCEDURES

It is essential for KINS to have the following information on file in case of an illness or emergency:

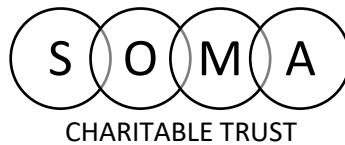
- Telephone/cell phone numbers where parents can be reached. This is the local and WhatsApp number.
- Names and (local) telephone numbers of relatives, friends or guardians who should be contacted when parents are not available.
- Immunization information, recommended doctor or medical services. If a student has a chronic illness, allergies or some physical handicap, all pertinent information should be given to the school office.

Injuries at School

If a child is injured at school, first aid will be administered if the injury is minor. An accident report will be filed for injuries, which require medical attention including first aid. The first aid box will be regularly and randomly checked and updated during the year by the Operational Administrator.

Illness at school

In case of illness or injury, a student will be cared for temporarily by a member of the school staff. School personnel will render first aid treatment. If emergency medical treatment is necessary, parents will be contacted. Parents must leave the names of other responsible persons who could be contacted in case the school cannot reach the parents. If time is critical, it will be necessary for the school to first contact the Emergency Medical Service, and then contact the parents as soon as possible. Parental permission must be given before a sick or injured child can be released from school, except when a serious emergency necessitates immediate medical assistance. It is essential that current emergency information be kept on file in the school office.



Medications at School KINS

School does not permit school employees to dispense prescription or non-prescription medication including Tylenol, cough syrup, throat spray, throat lozenges, cough drops, etc... without directions and written consent from the parents. If medication must be given during school hours, a signed consent letter **MUST** be on file.

ETHICAL CHART

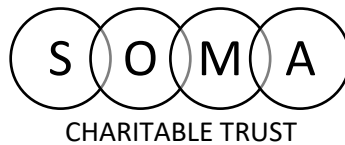
The safety and security of students is our top priority. KINS School endorse the UN Convention on the Rights of the Child (UNCRC) 1989 and that, "It is the fundamental right of all children and young people to learn and develop in a secure and effective environment." As educators, we are in a unique position to observe and identify when a child may require help and protection. As such, our educators have a professional and ethical duty to take steps to ensure that the student and family avail themselves of the services needed to remedy any situation that constitutes child abuse or neglect. KINS School is wholly committed to ensuring that all necessary steps are taken to protect our children and young persons from harm.

Code of conduct and Disciplinary Guidelines

Each student, parent and staff member in our School Community has the right to be treated with respect, courtesy and consideration by all other students, parents and staff. Good citizenship, global mindedness and tolerance are part of the traditions of KINS School.

KINS Code of Conduct

1. Respect and accept all students, teachers and other community members regardless of race, nationality, gender, religion, political beliefs or sexual preference.
2. Respect others and their property.
3. Show respect for opinions and ideas even if you may not agree with them.
4. Respect the physical school environment.
5. Show interest in school activities.
6. Give clear and concise answers and positive, constructive criticism.
7. Avoid situations where loyalties may be challenged.
8. Punctuality is expected when entering and exiting classes.
9. Address initial complaints to the person involved or Head Teacher before informing others.
10. Be proud of yourself and your School.
11. Maintain honesty, integrity and truthfulness with yourself and teachers throughout your education.



Discipline Policy

The primary goal of the KINS Discipline Policy is to help students understand acceptable behaviour at school. The responsibility for personal conduct rests first and foremost with the home. The school is responsible for working with parents in achieving this goal. In cases in which the school must issue interventions, it is not intended to be punitive, but to allow the student the opportunity to correct the behaviour. Violations of rules may lead to parent notification, conferences, counselling, detentions, suspensions, expulsion from school, or other appropriate interventions. Any student whose actions violate the school rules or bring dishonour to the school, whether on or off campus during a school function, will be disciplined. An environment where students feel safe and secure helps students excel academically, socially, and emotionally. There are instances where disciplinary actions are required to maintain a healthy school atmosphere. Students will be held to high expectations of behaviour in a respectable and trustworthy manner and show concern for others at all times during school, extra-curricular activities, field trips, and any type of school activities.

KINS School behavioural expectation

At KINS we are passionate about helping our children learn and grow. All children are different with their own ways and personalities and we want to encourage every child to be the best that they can be.

While the school has an important part in a child's educational life, continued support of the family at home is a must. We find it necessary to outline acceptable behavior and the consequences here below as a guideline for all parents as to know what the school expects from our children and what will happen when different problems can arise.

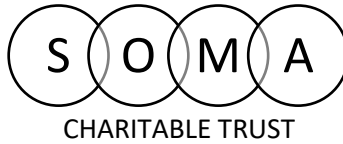
KINS School rules and regulations.

Where parents need to help

- Be punctual for school. All children need to be at school by 8:20. The bell is rung at 8:30. Gates will be locked at 9:00. School finishes at 2:30, please be on time to collect your child. If you are running late, inform the Head Teacher. After school activities finish at 3:45.
- Parents are responsible for bringing their child into the school gate. The school is not responsible for children outside the school premises unless during a school excursion.
- For any long absence from the school please notify the Head Teacher. Your child will be given work to do whilst away.
- Children must be clean and properly dressed (Girls to avoid short skirts or shorts) School uniform is to be worn Monday-Thursday; Friday is civvies. Please let the teacher know the reason why the uniform is not worn. Please pack a sports shirt in the school bag.
- Sick or contagious children will not be allowed to school. Children will be sent home from school if our teachers feel that they are not fit for lessons.
- Please pack your child a healthy snack and lunch. Sugary drinks and snacks will be confiscated and returned at home time.
- Parents should make an appointment with the teachers if they need to discuss anything.
- Parents need to inform the school that their child is absent. (So, teachers know they are not wandering the streets or walking home.)

SOMA CHARITABLE TRUST – Pwani Mchangani - Zanzibar

P.O.Box 3525 Shangani, Zanzibar +255 (0)625 455 294 - admin@zanzibarkins.com



- No smoking is allowed on the school premises.

What we expect from the children

- Respect the school building and belongings. For any damage or loss of items/property the school will address the bill to the negligent child's parent.
- Not to bring toys to school. Things are easily lost or broken.
- Refrain from taking things that do not belong to them.
- Be responsible for cleaning up their class and no littering.
- Speak to everyone politely and respectfully. Always obey class rules.
- Greets peers, teachers and staff members.
- Listen to instructions and follow them for their own safety and the well-being of others.
- Make sure they bring the necessary homework and equipment to school.
- No fighting, spitting, hitting, swearing, kicking or biting of other children and their teachers.
- Wear their uniform and pack sports uniforms.
- Make sure they eat healthy lunches.

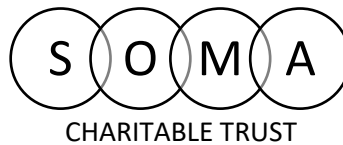
ADMISSION POLICY

At KINS we aim to keep our classes small for each child to receive a lot of one-on-one attention from their teachers. Our classes do not exceed more than 12 students. Many factors are considered when placing a child in a class, such as age and previous schooling, English language ability and social development. Local children without English are required to be enrolled before the age of 5 years. This is to ensure they can speak English before starting to read or write. Expat children without English may require extra English lessons at an additional cost.

- Nursery Class (2-3 years)
- Preschool 1 – (3-4 years)
- Preschool 2 – (4-5 years)
- Year One (5-6 years)
- Year Two (6-7 years)
- Year Three (7- 8 years)
- Year Four (8-9 years)
- Year Five (9-10 years)
- Years Six (10-11 years)

Upon admission we require a \$300 registration fee as well as a \$150 refundable deposit. All forms need to be completed and returned to school (Consent form, medical history, payment plan, emergency contact, registration form and **previous school reports**)

Children with special needs will be considered as separate cases. We are unfortunately not an inclusive school. If we are able to accommodate a child with special needs, we will be more than happy to enroll them.



ACADEMIC YEARS

Our KINS Curriculum is a comprehensive, thematic, creative curriculum for Years 1-6. The curriculum provides learning goals for English, Mathematics, Science, History, Geography, ICT, PE, Art, and PSHCE. There is a strong component of international mindedness throughout the curriculum. Our methodology also provides Personal Goals for students to work towards which are integrated into the teaching of the units. These pastoral objectives are Respect, Thoughtfulness, Resilience, Morality, Cooperation, Communication, and Empathy. Mathematics and Literacy in the Primary follows learning goals for each year based on the British National Curriculum. Genres for reading and writing are also integrated into our curriculum topics as much as possible.

School Day

Calendar

Our school year is divided into three terms. The official school year starts in September. Our long school holidays are during the rainy season in Zanzibar. There is an average of 183-190 school days each year. Each term has a mid-term break that is no longer than one week. All the Public Holidays follow Tanzania National Holidays.

Timetable

8:00 - Gates open
8:30 - Bell rings for line-up
9:00 - First lesson
10:30 Snack time (Fruit is provided)
11:00 - Second Lesson
12:45 - Lunch Time (Optional Meal plan)
1:30 - Third Lesson
2:30 - Home time
2:45 - Extra Afternoon Activities

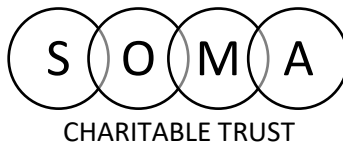
Hours per week

Nursery/Preschool

- English development (5 Hours)
- Mathematical Development (5 Hours)
- Topic (3 Hours)
- Sports and movement (3 Hours)
- Art and creativity (3 Hours)

Primary Classes

- Mathematics (4.5 Hours)
- English (4.5 Hours)
- Vocational Skills = Art, sport, computing, Life skills and drama (4 Hours)
- Topic = Science, History and Geography (4.5 Hours)



NURSERY & PRESCHOOL

Our Nursery and Preschool classes have a mixture of play based and traditional learning. Traditional learning increases at the later stages.

- **Personal, Social and Emotional development**

We provide the perfect setting for children to make new friends. Children are encouraged to become independent. We help them to try and be more responsible for their own belongings.

- **Communication and Language**

At KINS we encourage our children to talk, share their natural curiosity and ideas through circle time and structured play. If English is not a child's first language, we help them to settle and learn very quickly. Children will be called out for small group English with a qualified TEFL Teacher.

- **Physical Development**

Our amazing groups provide a lot of opportunities for outdoor play and interacting with friends. We have an Astro-turf pitch, climbing wall, swings, slide and gymnasium.

- **Mathematics**

Children start at recognize number up to ten by nursery. In Preschool the start to understand quantity and begin basic addition.

- **Expressive Arts and Design**

The children are exposed to many different expressive art lessons. They have singing, dancing, drama, music and weekly art lessons based around their topic.

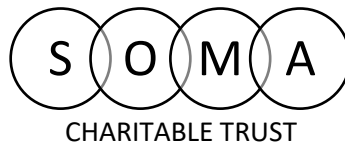
PRIMARY

Our Primary Classes do not exceed more than twelve students per class, creating a great one on one learning environment. We are multi-age, multi-level in all classes. The teacher is responsible for planning work and lessons according to each child's personal development. All subjects are taught in English.

The curriculum is presented in learning areas, some of which are further subdivided into subjects.

- English
- Mathematics
- Topic – Science, History and Geography
- Life Skills – PSHE and Computing
- Arts Education:
- Physical Education,

We focus on the British Curriculum for our Mathematics and English. Each child has their workbooks that they are required to complete. Where a teacher sees a child needing extra intervention, they will prepare additional work for the child to grasp the concept.



UNIFORMS

School uniform establishes pride and unity. It gives the student a sense of belonging, and a code of conduct to follow without taking away a student's individuality. Uniforms foster a community spirit. At KINS school our uniform is worn from Monday to Thursday and Friday are casual wear or Fun Thematic Wear according to the school program.

HOMEWORK

Nursery does not receive homework on a regular basis. The teacher may send something small home to encourage pencil control and some fine motor skills.

Preschool receives 2 pages over the weekend to revise what they have learnt in class for the week. Mainly letter and number formation plus recognising letters and numbers

In **Primary**, students are required to complete the following homework in the week.

- Practice spelling/sight words daily.
- Read aloud for 10 minutes. Either a book from home or a borrowed book from school.
- Mathematics, English and Topic revision work over the weekend.
- The teacher can also send extra work home if they feel the child needs extra assistance.
- During the holidays, students will be given work for daily revision.

If you would like extra homework, please discuss this with your class teacher. Each child has a homework diary/communication book. Please check this every day for homework, letters, invoices and receipts. If you have questions for the teacher, feel free to write inside the diary.

Reports and Assessment

The teachers use different ways to gather evidence about *HOW* and *WHAT* the child learns on an on-going basis. This information is used to celebrate the child's learning and help make decisions about next steps for future learning. AT KINS the following assessment methods are used.

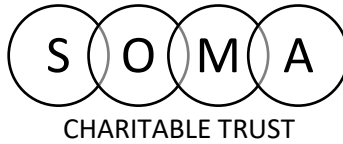
- Continuous assessment
- Observation
- Tests
- Oral Presentation
- Poster Presentation
- Portfolios
- Class quiz

Reports will be sent home at the end of each term. Students will be graded in the following subject areas:

Nursery and Preschool

Nursery and preschool students will receive a report using the following scale for assessment:

- Great



- Good
- Needs work

Nursery Criteria

- Attendance
- Personal / social and emotional development
- Mathematics – intellectual development
- Language development
- Fine arts
- Physical development

Preschool Criteria

- Attendance
- Personal, social and emotional development
- Numeracy development
- Expressive arts and design
- Language development

Primary

Students will be given one of the following grades for each of the subjects studied:

1. Experiencing significant difficulty
2. Experiencing some difficulty
3. Managing comfortably
4. Capable and competent
5. Highly capable and competent

Criteria

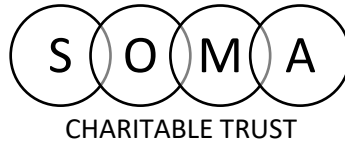
English:

- Reading and viewing
- Writing
- Speaking
- Listening
- Language structure and use

Mathematics:

- Numbers and operations
- Patterns and functions
- Measurement
- Data handling
- Space and shape

Topic:



- Geography
- History
- Science

Art and Physical Education:

- Sport and gymnastics
- Singing and music
- Dance and drama

Secondary report will have percentages as well as ratings.

EXTRA ACTIVITIES & EVENTS

AFTERNOON ACTIVITIES

KINS offers selective afternoon activities according to the interests of the children. These activities are optional and subject to modification according to the term or availability. **This program is not part of the school day and has an additional cost.** To register your child to an activity please contact the Head Teacher. Afternoon activities begin at 2.45pm and finish at 3.45pm. There will always be a senior member of staff on the premises during this time to ensure their safety and oversee the collection of the children. Please let the teachers know if you are running late for collection so arrangements can be made.

EVENTS

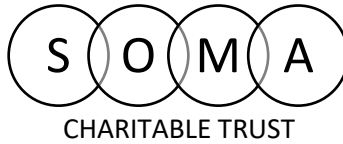
KINS School organizes regular school Events during the Year. These are generally announced in the annual academic calendar. Parents are most welcome to participate and actively join the Parents Event Committee to help and support the event organization. These events are open to all community members as a family and friends in order to raise money for specific projects of the school.

SPONSORSHIP AND DONATIONS

We are in constant need of donations to help further our mission, expand our student body and provide the best education possible for our students. Please see the information below on local child sponsorship, general donations and classroom support.

Classroom Support

The educational resources available on the island of Zanzibar are extremely limited. We make the most of internet resources and foreign teachers cart supplies from the Western world when possible.



Our wish lists

First aid kit

Textbooks and reading books for all ages

Story books to foster a love of reading

Manipulatives for early childhood motor and math's skills

Musical instruments – percussion instruments, recorders, guitars and drums

Art supplies – paint, glue, colored paper, feathers, glitter, sequence, scissors, stickers and so on

Toys – games and puzzles for all ages

Computing – HP LaserJet 17A

Portable CD player

Gym mats / yoga mats for dance and tumbling

Funding for field trips so we can take advantage of Zanzibar's wonderful natural resources

Dress up clothes, face paints, costumes and masks

Sponsorship

Partial sponsorship

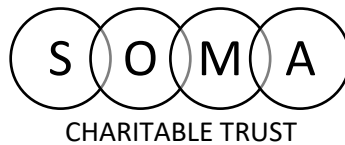
To expand the reach of KINS we welcome families with a low income who can pay a percentage of the full tuition fees. We then look for people to act as partial sponsors to subsidize the fee. This guarantees that the child can remain in school full time and on a long-term basis whilst the income maintains our high educational standard. You can also opt to be a partial sponsor for full scholarship students. For more details regarding partial sponsorship please contact us.

VOLUNTEERS PROGRAM

KINS receives many volunteers from around the globe. These volunteers are trained, and qualified teachers and they will be given a role based on their interests, qualifications, needs of KINS and length of stay. The following roles may be performed by volunteers:

Classroom teacher

The volunteer will take full control of the class including reporting and assessing on each student. These volunteers will usually be here for a longer period of time (1 year or more) and may receive a stipend.

**Teaching assistant**

The volunteer will assist the teacher in areas of literacy, numeracy and other curriculum areas. The teaching assistant is not to take over the daily instruction, reporting and assessment duties of the classroom teacher. They can take small groups or work with students individually. These volunteers will usually be here between 1 – 3 months.

Specialist teacher

These volunteers will instruct every grade in the school in one or more specialised areas such as performing arts, sport, art, music, drama and agriculture.

Administrative assistant

The volunteer will assist with administrative duties and will instruct the students, they will work in the school office.

COMMUNICATION AND APPOINTMENTS

If you would like to meet with your child's teacher, please speak to them to make an appointment. This is best after school or during their admin time. In the morning before school and at break they are very busy preparing for their lessons.

A small quick question or message can all be done via the homework book. Please check this every day for messages, receipts or invoices. All permission slips will be sent home to the oldest child. WhatsApp messages are always sent as an extra reminder. Please do have consideration for teachers' personal time. Only contact them during the week and within the hours 8am-4pm

We love having parents to spend time with us at school. Please speak to us if you have a special talent that you would like to share or would just want to see more of what we do.

THANK YOU

Thank you for taking the time to read through our school handbook. We understand that it is a comprehensive document, and we appreciate your commitment to being well-informed about our school's policies, procedures, and expectations.

By familiarizing yourself with the contents of the handbook, you are demonstrating a strong partnership with us in ensuring the success and well-being of our students. Your engagement and understanding of our guidelines and practices will greatly contribute to maintaining a safe and inclusive learning environment for everyone.

We encourage you to refer back to the handbook whenever you have questions or need clarification. It serves as a valuable resource for students, parents, and staff, outlining the shared responsibilities and expectations that we hold as members of our school community.

Once again, thank you for your dedication and commitment to our school. We look forward to working together to create a fulfilling and enriching educational experience for our students.