



DAR ES SALAAM INDEPENDENT SCHOOL
P.O. BOX 32391, DAR ES SALAAM, TANZANIA
Email: dar.independent.school@gmail.com / dis@dis.ac.tz
Tel: +255 22 2781515 / Mob: +255 772111228

JOINING INSTRUCTIONS (PRIMARY)

Dear Parents of _____

Ref: Admission to _____ for the academic year _____

The School will open on _____

Provisional Admission:

We are pleased to inform you that your child has qualified for provisional admission to

Please read our joining instructions carefully and fulfil the pre-conditions for full registration.

School Terms:

New School Academic Year commences in August. We have three terms; Term I: August to December, Term II: January to April and Term III: April to June.

School fees:

School fees are payable through the ABSA BANK 001- 400 2820 (Tshs) or ABSA BANK 001-800 3066(USD). They have to be paid according to the conditions set by the school and approved by the School Committee and School Board. Parents can pay the amount in full. If school fees are not paid on time, the child will be sent home and not allowed back to school until all arrears are paid. New parents are expected to pay registration fees before they join the school.

School Uniform

The uniform consists of white t-shirts/shirts with the school logo (for both girls and boys), and black shorts / pinafore dress. The colour of the house for Physical Education (PE) t-shirts will be communicated once a child is registered with the school and has been assigned a school team. There are shops selling uniforms. The reception office at the Mikocheni campus can provide directions. The shoes must be closed shoes or semi-closed sandals. No jewellery save for ear studs. Hairstyle should be simple, easily kept tidy and should not provide a distraction to the student her/himself or others. Hair extensions should not hang over the eyes. Dyeing hair is not allowed. The wearing of expensive and elaborate jewellery is strongly discouraged since it is a health and safety hazard.

Books:

The school provides exercise and textbooks to all students.

Transport:

A bus service runs to and from certain areas. This is a private arrangement between parents and the bus owner. Transport details can be obtained from the reception office. The school facilitates the collection of the bus fees through our accounts office.

If bus fees are not paid, the child will be stopped from using the bus until the fees are paid.

School Timings:

Primary

School **starts at 7.00 am** with D.E.A.R. time and registration. The gate will be closed by 7.15 am and late-comers can only be permitted for very serious reasons.

School **closes at 2.00 pm** except for Early Years and Class 1 which close at noon. Students who are picked up by private transport, have to be collected by 2.30 pm at the latest.

If a child is attending **any afternoon activity** (2.30 pm – 4.00 pm), the child has to be collected by 4.30 pm.

Registers of attendance are taken every day. If a child misses school for more than 2 consecutive days, the parents/guardians will be called to explain why the child's absent.

If a student in a Cambridge examination class (class 6) is absent for more than five teaching days per term, his/her admission to the examination cannot be guaranteed.

If a student has to miss school for health reasons/treatment /family emergencies, the school needs to be informed in advance and permission requested.

Since we communicate with parents through phone and email, the school must be immediately informed about any changes in parents' phone numbers and email addresses. Therefore, the front pages of your child's homework and reading diaries should be filled appropriately.

Extra-Curricular Activities:

This is considered necessary as part of the growth and development of a student. We encourage activeness through school clubs and school teams. We join competitions in football, basketball, swimming, athletics, etc.

Discipline:

All students, boys and girls must display the highest standards of discipline and behaviour. It is the responsibility of the school and parents to work together to ensure our children behave well in school and outside the school. Each child will be given the **Code of Conduct** by his/her class Teacher, which specifies the kind of behaviour expected in school and the sanctions given in case of misbehaviour. Parents/guardians are expected to read and discuss this Code of Conduct with their child, sign the slip and send it back to the school. It is an essential component in each child's file.

School Trips

Each class, from grade 2 onwards, goes on a specific overnight trip that relates to one or more of the topic areas covered in the syllabus. Information about this is shared at the beginning of the year. Places visited are Class 2 Bagamoyo (1 night), Class 3 Morogoro (2 nights), Class 4 Dodoma (4 nights), Class 5 Tanga (4 nights) and Class 6 Iringa (5 nights Mon-Sat).

PTA

All parents are members of the Parents, Teachers Association (PTA) which conducts General Meetings once a year. PTA sub-committees for Fundraising, Curriculum, Sporting and Communication meet regularly to implement PTA decisions as needs arise.

Thank you for choosing DIS to be your new family.

We look forward to working with you and your child. I am sure you will not be disappointed.

Thank you.