



DAR ES SALAAM INDEPENDENT SCHOOL

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JOINING INSTRUCTIONS SECONDARY (MBWENI CAMPUS)

Dear Parents of _____

Ref: Admission to _____ **for the academic year** _____

Date to start School _____

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.

Students who will be sitting for Cambridge examinations will be required to pay examination fees. The necessary information will be communicated to the parents in good time to avoid penalties.

School Uniform

The uniform consists of white t-shirts/shirts with the school logo (for both girls and boys), and tailor-made black trousers /skirts (reaching below the knees). The colour of the house for Physical Education (PE) t-shirts will be communicated once a child is registered with the school and assigned a school team. The shoes must be closed shoes, they can be any type or any colour. No jewellery saves 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.

As a school we have fundraising activities and one of them is free dress day. Students are allowed to come to school in decent home clothes and pay TSH. 2,000. This is not compulsory. Other fundraising activities/projects may be undertaken on the recommendation of management and/or the PTA (Parents, Teachers Association) or by the students themselves.

Books:

The school provides exercise and textbooks to all students.

Transport:

We have buses that pick up and drop students along various routes. Transport details can be obtained from our offices. The school facilitates the collection of the bus fees through our account office. If bus fees are not paid, the child will be stopped from using the bus until the fees are

paid. However, it should be noted that these buses do not belong to the school, we only facilitate this to help parents and students have an easy time in our school.

School Timings:

Middle and Secondary School **starts at 7:30 am** with registration. Latecomers can only be permitted for very serious reasons otherwise they will be asked to go back home.

School **closes at 2:30 pm**. Parents that pick their children should not leave them waiting for long.

Students in the school teams practice after school hours on Tuesday, Wednesday, Thursday and Friday. They will need to arrange transport back home; the school bus will drop them at our campus in Mikocheni.

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 is absent.

If a student in a Cambridge examination class (Form 2, 4, 5 & 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 7 to Form 6 goes for a school trip in areas of academic interest and relation to topic areas covered in the syllabus. Information about this is shared at the beginning of the year. Places visited are Class 7 Arusha, Form 1 Lushoto, Form 2 Mtwara & Kilwa, Form 3 Zanzibar, Form 4 Mwanza, Form 5 Iringa and Dodoma, Form 6 Arusha & Moshi.

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.