



**DAR ES SALAAM INDEPENDENT SCHOOL
P.O. BOX 32391 DAR ES SALAAM**

CAMBRIDGE REGISTRATION NUMBER TZ016

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Welcome Pack



Dear Parents of _____

Ref: Admission to _____ for the academic year _____

Table of Contents

1. WELCOME NOTE FROM THE CEO	3
2. SCHOOL MISSION.....	3
3. SCHOOL VISION.....	3
4. SCHOOL PROFILE	3
5. SCHOOL TERMS.....	3
6. SCHOOL TIMINGS.....	4
7. ATTENDANCE REGISTER	4
8. SCHOOL LEVELS	4
9. SUBJECTS CURRENTLY OFFERED	5
10. CAMBRIDGE LEARNERS' ATTRIBUTES	6
11. EXAMINATIONS, RESULTS AND RE-SITS	6
12. GRADING	7
13. SCHOOL FEES	7
14. SCHOOL UNIFORM AND APPEARANCE	7
15. DISCIPLINE.....	8
16. STATIONERY	8
17. EXTRACURRICULAR ACTIVITIES	8
1.1. SPORTS	8
1.2. CLUBS.....	9
18. TRANSPORT	10
19. GRADUATION CEREMONIES	10
20. UNIVERSITY FAIRS	10
21. CAREER GUIDANCE.....	10
1.3. STUDY SKILLS	10
1.4. COMMUNITY SERVICE.....	10
1.5. MENTORSHIP PROGRAMS	11
1.6. DAR MUN (DAR ES SALAAM MODEL UNITED NATIONS).....	11
1.7. THE WORLD SCHOLAR'S CUP	11

1. WELCOME NOTE FROM THE CEO

I would like to thank you for considering and choosing our school. I am sure your children will spend many happy, productive days here and I hope that as parents/guardians you will be very active members of our Teaching and Learning Community by supporting the school's wellbeing directly or through the School Board and School Committee. We have been established for 27 years now and are familiar with the Cambridge curriculum and the Tanzanian Government requirements for education within the country. We look forward to working with you and your children.

Susan Huxtable
CEO

2. SCHOOL MISSION

To provide quality International Education to children from Kindergarten to Year 13 (Reception – Form 6), irrespective of their ethnicity, gender or creed.

3. SCHOOL VISION

All members of the DIS community will fulfil their potential and be confident, innovative and responsible, having acquired knowledge and life-long learning skills. Having cultivated a sense of responsibility to themselves and the DIS community, students and staff will be able to excel in their lives in Tanzania and across the world/globally.

4. SCHOOL PROFILE

DIS offers the Cambridge International Curriculum. Our examinations are set and marked by Cambridge, namely Cambridge Assessment International Education-previously known as Cambridge International Examinations – CIE.

The school has two campuses;

- DIS Mikocheni
 - The Reception and Rising 5 units cater to our early year programme (ages 2.5 to 4)
 - The primary is from Class 1 to Class 6 (ages 5 to 10)
- DIS Mbweni Campus is divided into 2 sections, Middle and High school. Middle school is from Class 7 to Form 2 and High school is from Form 3 to Form 6.

5. SCHOOL TERMS

The School Academic Year commences in August. We have three terms which are

- Term I: August to December
- Term II: January to April
- Term III: April to June.

A comprehensive school calendar is sent to all parents at the beginning of the school year. Kindly go through it and mark the important dates i.e. exam dates, culture day, open day, public holidays, Trip dates etc. A reminder of important events is also communicated to the parents regularly.

6. SCHOOL TIMINGS

Start and End

- **Reception, Rising 5 and Class 1:** 7:00 am to 12:00 noon
- **Mikocheni:** 7:00 am to 2pm. (**Classes 2 to 6**)
- **Mbweni:** 7:30 am to 2:30 pm

It is the parent's responsibility to ensure the child arrives at school on time. The school gates close at 7:15 am.

Parents using private transport should also ensure their child/children are picked up at noon for early years and 2:00 pm for primary.

Children attending after-school activities are to be collected by 4:30 pm at the latest.

Class timetables:

DIS Reception, Rising 5 and Class 1

7:05 to 8.05	8:05 to 9:05	Break 20 mins	9.25 to 10.25	10.25 to 11.25	Break & Home Time
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DIS Mikocheni

7:05 to 8:05	8:05 to 9:05	Break 20 min	9:25 to 10:25	10:25 to 11:25	Break 30 min	11:55 to 12:55	12:55 to 1:55
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DIS Mbweni

7:30 to 7:40 Registration	7:40 to 8:40	8:40 to 9:40	Break 20 min	10:00 to 11:00	11:00 to 12:00	Break 30 min	12:30 to 1:30	1:30 to 2:30
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7. ATTENDANCE REGISTER

Attendance registers are taken every day. If a child misses school, the parents/guardians will be called to explain why the child is absent.

If a student in a Cambridge examination class 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, messages 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. For high school students who do not have diaries, parents should give updated information to the reception office.

8. SCHOOL LEVELS

DIS Primary has 3 levels;

1. Early Childhood Education; Reception & Rising 5
2. Lower Primary – Key Stage 1; Class 1 - 3

3. Upper Primary – Key Stage 2; Class 4 – 6

DIS Middle School is a three years programme starting from Class 7 to Form 2 ending with the Cambridge Checkpoints Examinations.

DIS High School (Form 3 to Form 6) has 5 departments in total. These are:

1. Mathematics Department
2. Science Department –Biology, Chemistry & Physics
3. Commercials Department- Business Studies, BTEC-Pearson, Economics, Accounting, Art and ICT
4. Languages-English, Kiswahili & French
5. Humanities-Geography, History, General Paper, Literature and Global Perspective.

9. SUBJECTS CURRENTLY OFFERED

Reception and Rising 5: offer Literacy and Numeracy as basic subjects. The children also do sports, art, computer, swimming and music as additional subjects.

DIS Mikocheni offers Mathematics, English as 1st Language, Science, Kiswahili, Global Perspective, French, ICT, Music, Swimming, Physical Education, Art and PSHE.

DIS Mbweni offers a range of subjects for different levels. The subjects offered are:


Mathematics	Biology	Literature	English General Paper
English	Business Studies & BTEC	French	Geography
Chemistry	Accounting	Art & Design	ICT
Physics	Economics	History	Kiswahili

BTEC

DIS has introduced BTEC - Business from the Business and Technology Education Council, BTEC. This is a curriculum offered by Pearson. Students have been able to opt for BTEC since August 2019.

Languages*

*Students are also able to take examinations in languages they feel they can perform well, especially if it is their first language, and the school will organise their examinations. The school has organised Portuguese, Italian, Chinese, Arabic, Spanish and German exams.

Cambridge Pathway  A clear path for educational success from age 5 to 19



- Up to Form 2 students take 13 subjects, including non-academic subjects like Music and Sports.
- In Form 3 students take a minimum of 7 subjects and an advised maximum of 9. They have to choose, with proper guidance certain subjects as the timetable cannot accommodate all 13 subjects.

10. CAMBRIDGE LEARNERS' ATTRIBUTES

DIS believes the Cambridge curriculum and structure help students to become confident, responsible, reflective, innovative and engaged. It prepares young adults who are ready to tackle the demands of tomorrow's world and are capable of shaping a better world for the future.

11. EXAMINATIONS, RESULTS AND RE-SITS

DIS uses the Cambridge syllabus and undertakes Cambridge examinations. These examinations are at different levels

- **Class 3 – 5 Cambridge Progression Tests** at the end of the year, two papers in Mathematics, Science & English (June).
- **Class 6 End of Primary Checkpoint Examinations** in Mathematics, Science, English marked in Cambridge (April) and Global perspective.
- **Form 2 Check Points** - examinations in three key subjects, Mathematics, Science and English (April) together with Global Perspectives.
- **Form 4 (IGCSE)** - At this level, students do their examinations in all the subjects they have chosen. The minimum number of subjects is 7 and the advised maximum is 9. Compulsory subjects at this level are **Mathematics and English**.
- **Form 5 (AS Level)** - At this level, students take examinations in subjects they have chosen to do. The minimum grade is a C in all subjects they have chosen to be admitted to the next level. The average number of subjects chosen is 3 and the advised maximum is 4. These subjects are in line with the career aspirations of the students.
- **Form 6 (A Level/A2)** - At this level, they do the final examinations in the subjects they have chosen to do.

Other Dates

- The checkpoint examinations are in April and the results are out in **June**.
- Form 4, 5 & 6 examinations are in **May/June**. Although some subjects like Art, IT, and French may have one component being done earlier in **April**. The results are usually out in **mid-August**.
- To prepare students for the final examinations, IGCSE and A-Levels mock exams are held in March. Class 6 and Form 2 also do mock exams in March.
- Form 5 and 6 examinations are interlinked meaning the results in Form 5 affect the Form 6 grade.
- Students who have not done so well have a chance to re-sit one or two subjects in **October/November**.

12. GRADING

- For checkpoint examinations, the highest mark is 50 and the lowest mark is 0.

41-50	OUTSTANDING
31-40	HIGH
21-30	GOOD
11-20	ASPIRING
1-10	BASIC
0	UNCLASSIFIED

- For IGCSE the grades vary from A* to U, with G being the last pass grade before U (fail/ungraded).

MARKS AS %	GRADE
95-100	A*
85-94	A
75-84	B
65-74	C
55-64	D
45-54	E
35-44	F
25-34	G
0-24	U

The grading for A level varies from one department to another. This has been decided upon after looking at the different subjects' weighting.

- For AS Level, grades vary from **a** to **u** with **e** being the last pass grade before **U**.
- A Level grades vary from **A*** to **U** with **E** being the last pass grade before **U**.

Students moving from IGCSE to AS Level are required to have a minimum of **C** in the subjects they want to pursue. Those moving from AS Level to A level/A2 are required to have a minimum of **C**'s in their AS exams.

13. 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.

14. SCHOOL UNIFORM AND APPEARANCE

- The uniform consists of white t-shirts/shirts with the school logo (for both girls and boys), black shorts /pinafore dress for primary and tailor-made trousers/skirts for Secondary/High School should be decent and loose (not tight).

- You will be told the colour of the house for Physical Education (PE) t-shirts, once a child is registered with the school.
- The shoes must be closed shoes or semi-closed sandals.
- No jewellery save for ear studs **strictly for girls; boys are not allowed to wear earrings.**
- 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.

15. 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 children, sign the slip and send it back to the school. It is an essential component in each child's file and is also available on the school website (<https://www.dis.ac.tz>).

16. STATIONERY

The school provides text and exercise books from Reception Class to Form 6. If students lose their exercise books or textbooks, they will be required to buy them while bearing in mind that our textbooks and workbooks come from abroad.

17. EXTRACURRICULAR ACTIVITIES

1.1. SPORTS

This is considered necessary as part of the growth and development of a student. We encourage physical health through school clubs and school teams. We join competitions/tournaments in football, basketball, swimming, athletics and many more please find their details on the school website (<https://dis.ac.tz>).

What a typical week looks like;

DAY	ACTIVITY	TIME
MONDAY	Swimming training at Latham Masaki Primary	3:00 pm – 4:30 pm
	Football Training Under 9 Boys and Girls in Mikocheni	3:00 pm – 4:30 pm
	Under 13 boys and girls in Mbweni	3:00 pm – 4:30 pm
TUESDAY	Swimming training at Splash Town Development Team	3:00 pm – 4:30 pm
	Football Training 11+ boys in Mikocheni	3:00 pm – 4:30 pm
	Basketball Training Under 11 boys and girls in Mikocheni	3:00 pm – 4:30 pm
WEDNESDAY	Under 9 boys and girls matches football/basketball	3:00 pm – 4:30 pm
	Under 15 football training boys and girls in Mbweni	3:00 pm – 4:30 pm
	Under 18 basketball training boys and girls in Mbweni	3:00 pm – 4:30 pm
THURSDAY	Swimming training at Latham Masaki Primary	3:00 pm – 4:30 pm
	U 11 Football Training boys and girls in Mikocheni	3:00 pm – 4:30 pm
	U 9& U 11 basketball training boys and girls in Mikocheni	3:00 pm – 4:30 pm

	U 13 & U 15 Basketball training/matches boys and girls	3:00 pm – 4:30 pm
	U 18 boys football training in Mbweni	3:00 pm – 4:30 pm
FRIDAY	U 11 boys and girls basketball matches/training	3:00 pm – 4:30 pm
	U 18 basketball training/matches at Mbweni	3:00 pm – 4:30 pm
	U 18 football training/matches at Mbweni	3:00 pm – 4:30 pm
SATURDAY	Football training for 6 - 11 years old in Mikocheni	8:00 am – 10:00 am
	Basketball training/matches U14 & U18 boys and girls in Mikocheni	8:00 am – 10:00 am

Logistics:- There is a bus from Mbweni to Mikocheni after each day of training. The bus leaves Mbweni at 5:00 p.m. and arrives at Mikocheni at 6:00 pm.

1.2. CLUBS

Clubs are among the extracurricular activities at DIS. Extracurricular activities enable students to pursue interests that are outside structured and standardized academic contexts and in doing so expose them to a diverse range of experiences. Also, extracurricular activities are meant to be fun while equipping students with extra skills and offering to spend time with a mixed group of other students with similar interests.

At Primary School Clubs are conducted on **Thursdays from 01:00 pm to 01:55 pm.**

Most of our clubs do not take more than 20 students. Your child/children will have three choices of their preferences and they will be able to move, change or rotate to other clubs in each term to allow them to get more exposure. However, some of the clubs have limited capacity therefore your child/children may not always be guaranteed a place in a particular club.

The children will be given a paper to fill out at the beginning of each term (see the example below).

PROPOSED SCHOOL CLUBS

1	Drama	8	Needle Work	15	School Band	23	Gardening
2	Art & Craft	9	Cooking	16	Comedy	24	Cricket
3	Chess	10	Astronomy	17	Environmental	25	Netball
4	Scrabble	11	Media	18	History	26	aerobic
5	Roots & Shoots	12	Sporting	19	Mathematics	27	French
6	Martial Arts	13	Choir	20	Reading and writing,	28	Scouting
7	Ngonjera	14	Dance	21	Coding/computing	29	Science
				22	Red Cross	30	Fire Brigade

Among these clubs, we outsource trainers for Scouting, Martial Arts and Chess Clubs. A parent volunteers for the Coding Club and from time to time we receive instructors from the Roots & Shoots office.

Parents who are willing to help out and share their expertise are very welcome to lead or take part in the mentioned clubs. We also welcome any suggestions for new clubs.

At Secondary and High Schools, we have different clubs that the students are free to join according to their interests. These clubs are being patronned by different teachers.

These clubs include:

Drama Club	IT Code Club	Chess Club	Debating	Cooking
Scouts	Science Club	Art Club	Book Club	Music Club
Dance Club	Languages Club	Volleyball Club	Yoga Club	Game Changer Club

For high school, these clubs are held on Wednesdays for one hour.

For middle school, these clubs are held on Thursdays.

18. TRANSPORT

Private bus services run to and from certain areas. However, the school facilitates the collection of bus fees through our accounts office and transport logistics through our transport officer. Bus fares differ from one place to another, more information about that is available in the account office.

19. GRADUATION CEREMONIES

Graduation ceremonies for Form 4 & 6 students are held at the end of the examination timetable, usually the Saturday after the last exam is done.

20. UNIVERSITY FAIRS

We are honoured to have many Universities bringing their representatives to our school to talk to our students about the opportunities on their campuses. Our students learn a lot from them and most of them have picked Universities of their choice from these talks. These talks are free of charge.

We are also working with Study Beyond Borders (formerly known as Tansao) as part of our counselling team. They have been instrumental in connecting our students to different Universities and finding scholarships for them. More and more students know before graduation which University they are going to. We have other agents we work closely with, such as Uniserv, Solid Education, Edukwanza, Global Education Placement and Anada Recruitment Agency.

21. CAREER GUIDANCE

The school is guiding our students when it comes to subject choices and career aspirations. This platform has helped many of our students to make the right choices and has a venue where they can channel their questions. This role is very instrumental in helping students know University requirements and choosing the right Universities according to the courses offered and the budget available.

Career guidance is also given to the Form 6 class once a week. They get a chance to be inspired by our alumni who have gone to different Universities. These alumni and other professionals speak to them in these career guidance classes.

1.3. STUDY SKILLS

Our Form 5 classes are also taught study skills once a week. This goes a long way in helping them with important skills to improve their performance when transitioning from IGCSE level to A level. They learn to study smartly.

High Achievers Breakfast Club aims to push our top students in Form 5 to aim higher. Entry into the club is purely on a merit basis. The topics discussed are mostly motivational topics and strategies for getting them to perform even better.

1.4. COMMUNITY SERVICE

This is an integral part of DIS Mbweni. We have been giving financial and material support to orphanages and community centres.

The students have also given a lot to the school through different activities organised by their classes. They have planted trees, build pathways and constructed the graduation square. Our

alumni have left the school with that giving spirit and some of them are coming back to DIS to give.

1.5. MENTORSHIP PROGRAMS

This program was pioneered by DIS parents. It has come a long way and it is becoming more popular with each passing day. They felt there was a need to mentor the youth through the `challenging` period they are going through. This was to help them know who they are and make the right choices which would help them to be more responsible.

It has become a popular program in our school with students taking an active role in organising and running it. They have managed to organise motivational talks for different classes. They have organized seminars for boys and girls for the whole school to talk about different issues.

1.6. DAR MUN (DAR ES SALAAM MODEL UNITED NATIONS)

This is a simulation of The United Nations. It is held annually in collaboration with other international schools. Students debate current topics tackled by the UN about global problems like wars, hunger, health environment etc. It inculcates skills in public speaking and tolerance of different opinions aired by others. It has become a very popular programme in our school.

1.7. THE WORLD SCHOLAR'S CUP

The **World Scholar's Cup** (abbreviated **WSC**) is an international team academic program with students participating from over 65 countries every year. DIS participates in the program aiming to enable students to apply the Cambridge Learners' Attributes. Learners are motivated to discover new strengths and practice new skills while being inspired to form and be a part of the global community of future scholars and leaders.