



WESTCOAST  
INTERNATIONAL  
SECONDARY SCHOOL



# WESTCOAST INTERNATIONAL SECONDARY SCHOOL (WISS)

# HANDBOOK 2025

VALUE | EMPOWER | INSPIRE

|  |           |
|--|-----------|
| <b>Mission, Vision Statement and WISS Learner Profile</b>  | <b>03</b> |
| <b>Academic Calendar 2025</b>  | <b>04</b> |
| <b>Our School Day, Canteen, Timetable and House System</b>   | <b>05</b> |
| <b>Homeroom, Attendance and Punctuality, Early Dismissal and Transport</b>   | <b>06</b> |
| <b>Inclusion at WISS</b>   | <b>07</b> |
| <b>Student Support, Student Council, Student Leaders</b>   | <b>08</b> |
| <b>PTC - Parents' Teachers' Committee</b>  | <b>09</b> |
| <b>Dress Code</b>  | <b>10</b> |
| <b>General Dress Guidelines, Dress Code for Outside Campus Activities and Events</b>   | <b>11</b> |
| <b>Duke of Edinburgh Dress Code</b>  |           |
| <b>Sports</b>  | <b>12</b> |
| <b>Food Science</b>  | <b>13</b> |
| <b>Electronic Devices, Fire Safety Procedures, Security, Evacuation Procedures</b>   | <b>14</b> |
| <b>Cyclone and Adverse Weather Guidelines</b>  | <b>15</b> |
| <b>Medical Attention</b>   | <b>16</b> |
| <b>Co Curricular and Extracurricular Activities</b>  | <b>17</b> |
| <b>Our Academic Programmes</b>   | <b>18</b> |
| <b>Home-Based Learning</b>   | <b>19</b> |
| <b>Assessment at WISS</b>  | <b>20</b> |
| <b>Reporting Calendar</b>  | <b>21</b> |
| <b>Overview of The Academic Integrity Policy</b>   | <b>22</b> |
| <b>Overview of The Discipline Policy</b>   | <b>23</b> |
| <b>Dangerous Items, Overview of The Science Laboratories Rules,<br/>Overview of The Design and Technology Workshop Rules, Machine Safety</b> | <b>24</b> |
| <b>E-Safety: Overview of The Information and Technology Policy (ICT) Policy</b>  | <b>25</b> |
| <b>Bring Your own Device (Byod) Policy, Supplies and Services</b>  | <b>26</b> |
| <b>Communication</b>   | <b>27</b> |
| <b>Overview of the Fees Payment Policy</b>   | <b>28</b> |
| <b>Citizen Fees</b>  | <b>29</b> |
| <b>Non-Citizen Fees</b>  | <b>30</b> |
| <b>Examination Fees, Applicable Laws and Jurisdiction</b>  | <b>31</b> |
| <b>Policies and Parental Agreements</b>  | <b>32</b> |

# 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. 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 a peaceful world.

# WISS LEARNER PROFILE

The WISS learner profile integrates the attributes of the International Baccalaureate (IB) learner profile as well as those of the Cambridge Lower Secondary (CLS) and International General Certificate of Secondary Education (IGCSE) learner frameworks.



# ACADEMIC CALENDAR 2025

| CARING  |     |     |     |     |     |     |
|---------|-----|-----|-----|-----|-----|-----|
| JANUARY |     |     |     |     |     |     |
| Mon     | Tue | Wed | Thu | Fri | Sat | Sun |
|         |     | 1   | 2   | 3   | 4   | 5   |
| 6       | 7   | 8   | 9   | 10  | 11  | 12  |
| 13      | 14  | 15  | 16  | 17  | 18  | 19  |
| 20      | 21  | 22  | 23  | 24  | 25  | 26  |
| 27      | 28  | 29  | 30  | 31  |     |     |
|         |     |     |     |     |     |     |

- Jan 1-2 New Year
- Jan 9-10 Inset Days for Staff
- Jan 13 Staff-Only Day
- Jan 14 Half-Day Induction for all Form 1 & New Students only
- Jan 15 Start of Term 1 for All Levels
- Jan 29 Chinese Spring Festival

| INQUIRERS |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| FEBRUARY  |     |     |     |     |     |     |
| Mon       | Tue | Wed | Thu | Fri | Sat | Sun |
|           |     |     |     |     | 1   | 2   |
| 3         | 4   | 5   | 6   | 7   | 8   | 9   |
| 10        | 11  | 12  | 13  | 14  | 15  | 16  |
| 17        | 18  | 19  | 20  | 21  | 22  | 23  |
| 24        | 25  | 26  | 27  | 28  |     |     |
|           |     |     |     |     |     |     |

- Feb 1 Abolition of Slavery
- Feb 11 Thaiyosam Cavadee
- Feb 26 Maha Shivratri

| KNOWLEDGEABLE |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| MARCH         |     |     |     |     |     |     |
| Mon           | Tue | Wed | Thu | Fri | Sat | Sun |
|               |     |     |     |     | 1   | 2   |
| 3             | 4   | 5   | 6   | 7   | 8   | 9   |
| 10            | 11  | 12  | 13  | 14  | 15  | 16  |
| 17            | 18  | 19  | 20  | 21  | 22  | 23  |
| 24            | 25  | 26  | 27  | 28  | 29  | 30  |
| 31            |     |     |     |     |     |     |

- Mar 11 Half Day National Day
- Mar 12 Independence & Republic Day
- Mar 30 Ugadi
- Mar 31 \*Eid-UI-Fitr  
(Depending on the visibility of the moon)

| THINKERS |     |     |     |     |     |     |
|----------|-----|-----|-----|-----|-----|-----|
| APRIL    |     |     |     |     |     |     |
| Mon      | Tue | Wed | Thu | Fri | Sat | Sun |
|          | 1   | 2   | 3   | 4   | 5   | 6   |
| 7        | 8   | 9   | 10  | 11  | 12  | 13  |
| 14       | 15  | 16  | 17  | 18  | 19  | 20  |
| 21       | 22  | 23  | 24  | 25  | 26  | 27  |
| 28       | 29  | 30  |     |     |     |     |
|          |     |     |     |     |     |     |

- Apr 18 Last Day of Term 1
- Apr 21-May 2 April Holidays

| COMMUNICATORS |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| MAY           |     |     |     |     |     |     |
| Mon           | Tue | Wed | Thu | Fri | Sat | Sun |
|               |     |     | 1   | 2   | 3   | 4   |
| 5             | 6   | 7   | 8   | 9   | 10  | 11  |
| 12            | 13  | 14  | 15  | 16  | 17  | 18  |
| 19            | 20  | 21  | 22  | 23  | 24  | 25  |
| 26            | 27  | 28  | 29  | 30  | 31  |     |
|               |     |     |     |     |     |     |

- May 1 Labour Day
- May 5 Start of Term 2

| PRINCIPLED |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| JUNE       |     |     |     |     |     |     |
| Mon        | Tue | Wed | Thu | Fri | Sat | Sun |
|            |     |     |     |     |     | 1   |
| 2          | 3   | 4   | 5   | 6   | 7   | 8   |
| 9          | 10  | 11  | 12  | 13  | 14  | 15  |
| 16         | 17  | 18  | 19  | 20  | 21  | 22  |
| 23         | 24  | 25  | 26  | 27  | 28  | 29  |
| 30         |     |     |     |     |     |     |

- Jun 16-20 Mid Term Break

| OPEN-MINDED |     |     |     |     |     |     |
|-------------|-----|-----|-----|-----|-----|-----|
| JULY        |     |     |     |     |     |     |
| Mon         | Tue | Wed | Thu | Fri | Sat | Sun |
|             | 1   | 2   | 3   | 4   | 5   | 6   |
| 7           | 8   | 9   | 10  | 11  | 12  | 13  |
| 14          | 15  | 16  | 17  | 18  | 19  | 20  |
| 21          | 22  | 23  | 24  | 25  | 26  | 27  |
| 28          | 29  | 30  | 31  |     |     |     |
|             |     |     |     |     |     |     |

- None

| RISK-TAKERS |     |     |     |     |     |     |
|-------------|-----|-----|-----|-----|-----|-----|
| AUGUST      |     |     |     |     |     |     |
| Mon         | Tue | Wed | Thu | Fri | Sat | Sun |
|             |     |     |     | 1   | 2   | 3   |
| 4           | 5   | 6   | 7   | 8   | 9   | 10  |
| 11          | 12  | 13  | 14  | 15  | 16  | 17  |
| 18          | 19  | 20  | 21  | 22  | 23  | 24  |
| 25          | 26  | 27  | 28  | 29  | 30  | 31  |
|             |     |     |     |     |     |     |

- Aug 1 Last Day of Term 2
- Aug 4-22 August Holidays
- Aug 21-22 Inset Days for Staff
- Aug 25 Start of Term 3
- Aug 28 Ganesh Chaturthi

| SUSTAINABLE SEPTEMBER |     |     |     |     |     |     |
|-----------------------|-----|-----|-----|-----|-----|-----|
| SEPTEMBER             |     |     |     |     |     |     |
| Mon                   | Tue | Wed | Thu | Fri | Sat | Sun |
| 1                     | 2   | 3   | 4   | 5   | 6   | 7   |
| 8                     | 9   | 10  | 11  | 12  | 13  | 14  |
| 15                    | 16  | 17  | 18  | 19  | 20  | 21  |
| 22                    | 23  | 24  | 25  | 26  | 27  | 28  |
| 29                    | 30  |     |     |     |     |     |
|                       |     |     |     |     |     |     |

| BALANCED |     |     |     |     |     |     |
|----------|-----|-----|-----|-----|-----|-----|
| OCTOBER  |     |     |     |     |     |     |
| Mon      | Tue | Wed | Thu | Fri | Sat | Sun |
|          |     | 1   | 2   | 3   | 4   | 5   |
| 6        | 7   | 8   | 9   | 10  | 11  | 12  |
| 13       | 14  | 15  | 16  | 17  | 18  | 19  |
| 20       | 21  | 22  | 23  | 24  | 25  | 26  |
| 27       | 28  | 29  | 30  | 31  |     |     |
|          |     |     |     |     |     |     |

- Oct 13-17 Mid term Break
- Oct 20 Divali

| REFLECTIVE |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| NOVEMBER   |     |     |     |     |     |     |
| Mon        | Tue | Wed | Thu | Fri | Sat | Sun |
|            |     |     |     |     | 1   | 2   |
| 3          | 4   | 5   | 6   | 7   | 8   | 9   |
| 10         | 11  | 12  | 13  | 14  | 15  | 16  |
| 17         | 18  | 19  | 20  | 21  | 22  | 23  |
| 24         | 25  | 26  | 27  | 28  | 29  | 30  |
|            |     |     |     |     |     |     |

- Nov 1 All Saints Day
- Nov 2 Arrival of Indentured Labourers
- Nov 21 Last Day of Term 3
- Nov 24 Start of Dec/Jan Holidays
- Nov 24-25 Inset Days for Staff

| FESTIVE MONTH |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| DECEMBER      |     |     |     |     |     |     |
| Mon           | Tue | Wed | Thu | Fri | Sat | Sun |
| 1             | 2   | 3   | 4   | 5   | 6   | 7   |
| 8             | 9   | 10  | 11  | 12  | 13  | 14  |
| 15            | 16  | 17  | 18  | 19  | 20  | 21  |
| 22            | 23  | 24  | 25  | 26  | 27  | 28  |
| 29            | 30  | 31  |     |     |     |     |
|               |     |     |     |     |     |     |

- Dec 25 Christmas Day



## Our School Day

- The school gate opens at **7:15 a.m.**
  - All classes end at **3:10 p.m. (except on Wednesdays).**
  - The school operates from **7:15 a.m. to 4:30 p.m.**
- ➡ School starts promptly at **7:50 a.m.**
  - ➡ On Wednesdays, all classes end at **12:30 p.m.**

## Canteen and Hydration Guidelines

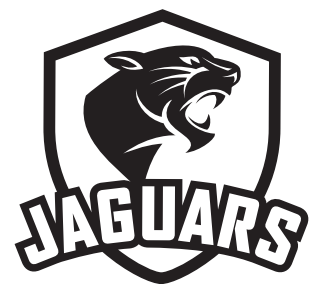
- A canteen is operational and provides hot meals or snacks. Students should bring their own empty meal boxes and hand them over to the canteen personnel each morning. Students may also bring their own packed lunch to school.
- UV-filtered water fountains are available throughout the school premises. Students are encouraged to bring a water bottle to refill during the day.

## Timetable

Students' timetables will be available on the Learning Management System (LMS) at the start of the academic year.

## House System

Upon admission, students are assigned to one of four Houses: Hawks, Phoenix, Lions, or Jaguars. The House system fosters healthy competition through sports events and participation in academic and cultural activities, promoting teamwork and school spirit.





## The Homeroom Teacher (HT)

The Homeroom Teacher (HT) plays a key role in supporting students by:

- Monitoring attendance, personal and social progress, behaviour, and overall academic development.
- Maintaining communication with parents and completing term reports.
- Meeting students during designated homeroom periods.
- Students experiencing academic or personal difficulties are encouraged to bring their concerns to their HT.

### Resolving Issues

If a student or parent has an issue with a particular staff member, the school recommends addressing the matter directly with the individual concerned. If this does not lead to a satisfactory resolution, the HT should be consulted to mediate and work with all parties to find a solution. Should the problem remain unresolved, parents may escalate the matter to the Level Coordinator and Programme Leaders.

*The WISS Complaints Policy provides detailed procedures for addressing concerns. All students and parents are expected to familiarise themselves with and adhere to its provisions.*

## Attendance and Punctuality

Regular attendance is essential for success, and poor attendance can significantly impact achievement, particularly in the senior years when courses become more demanding. It is crucial for families to work closely with the school to ensure that every student attends classes regularly and is encouraged to reach their full potential.

Members of the School Life Team will monitor students' attendance and punctuality, and parents will be contacted after 8:30 a.m. if their child is not at school.

## 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.

## Transport

The school provides a list of recommended service operators solely for parents' convenience. The school is neither affiliated with nor liable for transport arrangements made by parents/guardians. It is the responsibility of the parents/guardians to ensure that the chosen transport provider is reliable, punctual, and compliant with all government safety regulations, as well as the school's operating hours, driving rules, and parking policies.

### Personal modes of transport

Students are welcome to drive to school or use personal modes of transport, such as bicycles or scooters, to arrive on campus. However, it is important to note that personal modes of transport, including bicycles, cannot be used during regular school activities or for school-organised events unless explicitly stated otherwise. For the Bike and Run event, bicycles are an exception and can be used as part of the activity, aligning with the event's purpose.

Students should ensure their bicycles are in good condition and adhere to safety guidelines set for the event.

### Managing Absences and Lateness

All absences are recorded, regardless of the reason a student may not be in class. If parents/guardians are aware that a student will be absent from school, they are asked to provide advance notice by sending a note via our LMS. For unanticipated absences, if it is not possible to send a note via our LMS, we request that the parent/guardian call the reception in the morning to inform the school.

If a student is absent for more than three consecutive days, a medical certificate must be provided to the school to justify the absence.

Frequent lateness is a serious matter, as it has detrimental effects on both learning and teaching. All lateness will be recorded on students' attendance records. Students arriving after 7:50 a.m. must sign in at the school's reception.

## Inclusion at WISS

At WISS, inclusive education is central to our philosophy, ensuring all students are treated equitably and have equal opportunities to learn and participate. This policy outlines our commitment to creating an inclusive environment that values diversity, respects individuality, and removes barriers to learning.

## Identification and Addressing Barriers to Learning

Barriers to learning may include specific learning difficulties, communication challenges, autism spectrum disorders, social or emotional challenges, and medical or mental health difficulties. Early identification is key and is achieved through teacher observations, standardised tests, parent feedback, and classroom monitoring. Strategies to address these barriers include individualised education plans (IEPs), differentiated teaching approaches, and a supportive learning environment.

## Support Systems

The school's support team works collaboratively with teachers, parents, and external specialists to implement inclusive practices, monitor student progress, and provide tailored support. Teachers are also supported through professional development and resources to ensure the successful integration of all students.

## Inclusive Environment and Culture

The school fosters a culture of diversity and international-mindedness, providing safe spaces like the Wellness Room for students facing challenges. Activities and service-action programs promote creativity, physical activity, and community engagement, ensuring every student feels valued and included.

## Processes and Documentation

The inclusion process involves a structured approach, from teacher referrals to the development and monitoring of IEPs. The Inclusive Education Policy outlines special exam access arrangements for eligible students, in line with CIE and IB regulations. Comprehensive documentation, such as referral forms and an inclusion register, ensures clear communication and accountability among all stakeholders.





## Student Support

The School's Wellbeing, Inclusion, and Diversity team is dedicated to addressing emotional, behavioural, social, and psychological issues. This department is also responsible for coordinating academic support, drafting Individual Education Plans (IEPs), and managing access arrangements for students with special needs, ensuring they receive the necessary accommodations to thrive academically and personally.

Students are encouraged to approach the team for support, and parents may also request these services for their children. Additionally, the school may initiate a counselling program in response to legitimate or shared concerns.

In certain cases, engagement with the School Counsellor may be a condition of enrollment or a necessary response to a student's failure to meet WISS' expectations for appropriate conduct. If further support is required, the School Counsellor may advise parents to seek assistance from an independent psychologist.

## Student Council

The Student Council represents the student body and serves as a voice for students on important matters concerning student life at WISS. Members are elected by their peers at each grade level.

The Student Council is mandated to:

- Represent individual students or groups of students.
- Provide input on key school decisions related to the student experience.



## Student Leaders

The student leadership team comprises the

- **Head Boy**
- **Head Girl**
- **Deputy Head Boy**
- **Deputy Head Girl**
- **Sports Captains**
- **House Captains**

These student leaders represent the school and are nominated by their peers, with final appointments made by the school.

*Working together for our children!*

## Parents Teachers' Committee (PTC)

The school collaborates closely with the Parents Teachers' Committee (PTC) to better understand the needs and perspectives of the parent community. Regular consultative meetings are held between the Head of School and PTC members in a spirit of openness, with the shared goal of ensuring the wellbeing of students.

In compliance with the Data Protection Act, the school does not share personal contact details with the PTC. Families are therefore encouraged to initiate contact with the PTC directly via email at: [ptc@westcoast-schools.com](mailto:ptc@westcoast-schools.com)



*we need parent volunteers!*



**CLASS REPRESENTATIVE**  
WESTCOAST INTERNATIONAL SECONDARY SCHOOL

We are looking for volunteer parents to take up the responsibility of

**CLASS REPRESENTATIVES**

- Support Homeroom Teacher
- Accompany class on field trips or find volunteer parents to do so
- Help class during events
- Monitor class WhatsApp group

contact: [admin@westcoast-schools.com](mailto:admin@westcoast-schools.com)

# 1. DRESS CODE

## SCHOOL UNIFORM

Students are required to wear the official school uniform neatly and tidily at all times while on campus or during official school activities. The uniform must be worn as prescribed, without excessive jewellery or unauthorised additions or alterations. Students should maintain a neat appearance and adhere to the following uniform guidelines:

### SUMMER UNIFORM:

- Official white polo
- Official green shorts
- Trainers

### WINTER UNIFORM:

- Official white polo
- Official green shorts
- Official light green jacket or hoodies
- Trainers

### NOTES:

- Official caps and hoods may only be worn outside the classroom.

- All official uniforms items are available at:

**School Shop Unlimited Uniforms Ltd, La Colline Commercial Centre, Candos.**

**AD VITAM PARAMUS**  
WESTCOAST  
INTERNATIONAL  
SECONDARY SCHOOL

# SCHOOL UNIFORM

*wear it with pride*

**WINTER HOODIES WITH SCHOOL LOGO**

**SCHOOL CAP WITH LOGO**

**WHITE POLO SHIRT WITH SCHOOL LOGO (WORN OUTSIDE THE SHORTS)**

**BLUE SHORTS (WORN 3 CM ABOVE THE KNEES)**

**BLACK OR WHITE SOCKS**

**SHOES SHOULD BE CLEAN AND COMFORTABLE TO PRACTICE SPORTS AT SCHOOL**

## 2. GENERAL DRESS GUIDELINES (UNIFORM AND NON-UNIFORM SETTINGS)

- Clothing must be clean, modest, and respectful, without offensive slogans, drawings, or references to alcohol, drugs, violence, or sex.
- Shorts and skirts must be of modest length.
- Clothing should adequately cover undergarments.
- Hairstyles must be safe, especially when participating in activities in the art room, design technology room, or science laboratories.
- Body or facial piercings that pose a health and safety hazard must be removed if requested by teachers.
- Open-toed shoes and flip-flops are not allowed unless otherwise specified.
- Students who do not comply with the dress code may be sent home.

## 3. DRESS CODE FOR OUTSIDE CAMPUS ACTIVITIES AND EVENTS

For school activities and events held off-campus, students must dress appropriately according to the nature of the activity, while adhering to the general dress guidelines outlined above.

## 4. DUKE OF EDINBURGH AWARD EXPEDITION (FROM FORM 4 ONWARDS)



Students participating in the Duke of Edinburgh Award Expedition must wear:

- The official DofE T-shirt, which is available for purchase at the school.
- Appropriate shorts of modest length.



# SPORTS

Sports are an integral part of the curriculum, fostering teamwork, cooperation, leadership, and promoting a healthy lifestyle. Various sporting events and championships are organised throughout the year, and student participation is highly encouraged.

Time will be provided to change into the sports outfit at the start of class and back into regular attire before the next lesson.

Students must wear the full P.E. uniform to class, and appropriate sports shoes are mandatory. Students without proper sports shoes will not be allowed to participate.

## EXCUSES

- A parental note is required if a student cannot participate in P.E. due to illness or injury.
- For absences exceeding three days, a doctor's certificate or note from a certified therapist must be provided.
- Without the required documentation, the student will be expected to participate in P.E.

## SPORTS GEAR

- Swimming: Students must wear the official swimming suits and caps.
- Physical Education (P.E.): Students are required to wear the official P.E. uniform, and their House T-shirt during P.E. classes (House t-shirts are available for purchase at the school).
- Sports Events: Students selected to represent the school at sports events will be required to wear the official school kit appropriate for the specific event.



# FOOD SCIENCE

Cooking is an essential part of the Food Science programme.

- Students are required to wear an apron and a chef's hat, both available for purchase at the School Shop.
- Ingredients must be brought from home as notified in advance.

## OVERVIEW OF THE FOOD SCIENCE WORKSHOP RULES

- No running at any time.
- Never leave the stove unattended while cooking.
- Turn off the gas and electrical switches after each practical session.
- Seek assistance if unsure how to operate any appliance, utensil, or equipment.
- Report all accidents, even minor ones, to the teacher immediately



## ELECTRONIC DEVICES

(Mobile Phones, Wireless Earbuds, MP3 Players, Game Consoles, etc.)

The use of mobile phones, portable music devices, wireless earbuds, electronic games, or other non-educational electronic devices is strictly prohibited for all students while on school premises or during school-sanctioned field trips.

- Using prohibited electronic devices, including phones or wireless earbuds, is classified as a major offence. Sanctions for major offences include the confiscation of the misused item.
- While students are permitted to carry mobile phones, they must remain switched off, out of sight, and stored securely during school hours. Any use of mobile phones is strictly prohibited. Non-compliance will result in confiscation, and the device will only be returned to parents by the School Life Team.
- To avoid potential issues, students are strongly advised not to bring mobile phones or other valuable electronic devices to school. The school is not responsible for the loss, theft, or damage of such items.
- Further details on sanctions for non-compliance can be found in the Discipline Policy.



## FIRE SAFETY PROCEDURES

In the event of a fire:

- Immediately activate the nearest red break glass point.
- Leave the building via the nearest exit route.
- Proceed to the assembly point at a walking pace upon hearing the fire alarm (continuous ringing bell).
- Do not stop to collect personal belongings.
- Follow established evacuation procedures.
- The last person to leave a room must close the door.
- Proceed to the designated assembly point with your teacher.
- Remain at the assembly point until further instructions are provided.
- Do not re-enter the building until authorised.

## SECURITY

The school is committed to providing a safe and secure environment for all students and staff.

- Lockers: Students may rent lockers for the academic year. We strongly recommend using a secure combination or key lock to store personal belongings.
- Surveillance and Access Control: Security cameras are installed throughout the campus, and external doors are equipped with a secure code system accessible only to staff.
- Valuables: Students are discouraged from bringing unnecessary valuables to school. If valuables are brought in, they must be securely stored in lockers and not left in school bags or changing rooms. For items required for school projects or activities, these can be deposited at the school office for safekeeping.
- Labelling and Lost Items: All personal belongings should be clearly labelled with the student's name. Found items should be handed to the reception, and students who lose items should first check the lost-and-found area before consulting the receptionist.
- Unclaimed Items: Uncollected items are donated to charitable organisations at designated times during the school year, with prior notification sent to parents via email.
- Responsibility: The school is not liable for any loss or theft of personal items on campus. Unattended belongings may be removed for safety reasons.

## EVACUATION PROCEDURES

In emergencies, such as fires, all students and staff are required to evacuate the building promptly.

- Evacuation procedures are established and practised regularly throughout the school year to ensure an orderly, efficient, and safe response.

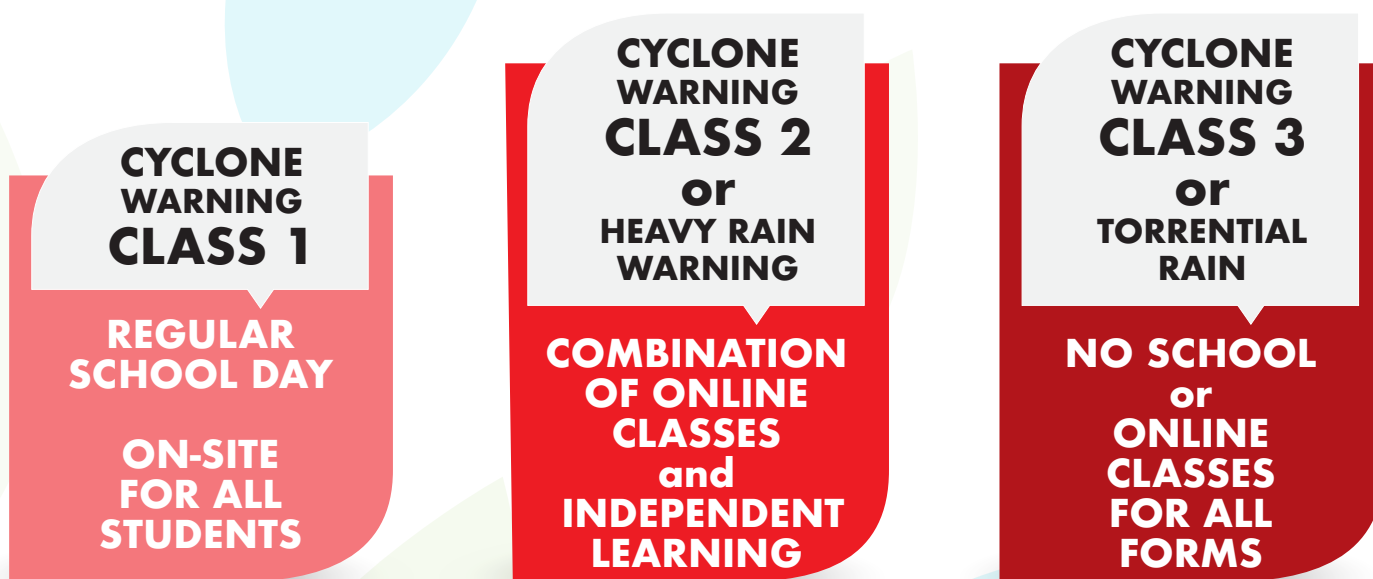




# CYCLONE AND ADVERSE WEATHER GUIDELINES

To ensure the safety of students and staff while maintaining educational continuity during cyclone or adverse weather conditions, these guidelines outline procedures for on-site and online learning adjustments.

## 1. CYCLONE WARNING PROTOCOLS:



## 2. ONLINE LEARNING PLAN

When online learning is implemented due to adverse weather conditions, the following schedule and guidelines apply:

### 2.1 DAILY STRUCTURE

| TIME          | ACTIVITY        |
|---------------|-----------------|
| 08:15 - 08:30 | Homeroom Period |
| 08:30 - 09:30 | Lesson 1        |
| 09:30 - 10:30 | Lesson 2        |
| 10:30 - 10:45 | Break           |
| 10:45 - 11:45 | Lesson 3        |
| 11:45 - 12:45 | Lesson 4        |
| 12:45 - 13:10 | Lunch           |
| 13:10 - 14:10 | Lesson 5        |
| 14:10 - 15:10 | Lesson 6        |

### 2.2 LESSON STRUCTURE

**Duration:** 30 minutes teacher-led via Zoom + 30 minutes independent activity.

*(Teacher's Zoom details will be communicated at the beginning of the year.)*

### Independent Tasks:

- In cases where a teacher is unavailable, tasks will be uploaded onto the learning management system for students to complete during class time.

### 2.3 ONLINE ACCESS CHALLENGES

In the event of difficulties to connect to an online class students are encouraged to:

- Read subject-related material.
- Complete pending tasks.
- Revise previously covered content.
- Check in with their teacher when school resumes for any issues encountered during independent learning

### 2.4 Exclusions

Online classes will not be conducted for Music, Library, or P.E.

## 3. COMMUNICATION AND UPDATES

- All protocols follow directives issued by the Ministry of Education and are subject to change as per government guidance.
- Updates regarding school operations or changes to the above guidelines will be communicated via the learning management system.

## 4. GENERAL NOTE

The school prioritises the safety and well-being of its community while striving to ensure continuity in education. We encourage all stakeholders to take necessary precautions during adverse weather conditions and remain flexible in their approach to learning and teaching.

# MEDICAL ATTENTION

The school prioritises the health and safety of all students.

## Illness During School Hours:

- If a student feels unwell while at school, they must report to the school nurse.
- Students are not permitted to leave school unaccompanied due to illness.
- The nurse will evaluate the student's condition and contact the parents for permission to administer medication or arrange for the student to leave school.
- If the school deems a student unfit to attend classes or participate in a school event (e.g., a field trip), parents may be asked to take their child home.

## Medication Administration:

- School staff are not authorised to administer any medication unless written instructions are provided by the parents, clearly specifying the medication, dosage, and timing.

## Emergency Situations:

- If a student's well-being is at immediate risk, the school will contact the parents/guardians and/or the SAMU (emergency medical service).
- Decisions, including potential surgical intervention, will be made based on medical recommendations.
- If contacting parents would delay critical care, the school will proceed in the best interest of the student.

## Insurance Coverage:

- The school provides 24/7 Personal Accident Insurance coverage for accidents for all students.
- However, parents should note that certain occurrences or costs may not be fully covered by the insurance company.



# CO CURRICULAR AND EXTRACURRICULAR ACTIVITIES

## PRE-IBDP CORE PROGRAMME

The Pre-IBDP Core Programme for Forms 1–5 is designed to build the foundational skills necessary for success in the International Baccalaureate Diploma Programme (IBDP). This programme focuses on the core components of inquiry, action, reflection, writing, and analysis, offering students an early introduction to the values, skills, and expectations of the IBDP Core (CAS: Creativity, Activity, Service, EE: Extended Essay, and TOK: Theory of Knowledge). By aligning with the IB philosophy, the Pre-IBDP Programme ensures a seamless transition for students entering the IBDP.

The Pre-IBDP Core Programme aims to:

1. Develop students' abilities in inquiry, critical thinking, self-reflection, academic writing, and analytical reasoning.
2. Encourage intellectual, personal, emotional, and social growth in line with the IB Learner Profile attributes.
3. Provide students with the tools to engage effectively with CAS, EE, and TOK.
4. Monitor and support each student's progress, ensuring readiness for the challenges of the IBDP.

## AFTER SCHOOL ACTIVITIES (ASA)

After School Activities are an integral part of student life at WISS. In collaboration with third-party providers, the school offers a variety of activities, including sports, music, arts, and cultural programs. These activities aim to develop leadership qualities, team spirit, self-awareness, self-confidence, and cultural appreciation.

Activities take place on campus after school hours and conclude at 4:20 pm.

Participation comes at an additional cost.

## SCHOOL AND CLASS TRIPS

The school organises various trips to enrich students' learning experiences.

Trips that occur outside normal school hours require prior parental consent.

Trips during the school day, accompanied by teachers, are considered regular lessons.

Parents are responsible for covering associated costs, including activity fees and transport expenses.

Students represent the school during all trips and are expected to uphold school rules, appropriate behaviour, and concern for others' well-being at all times.

## COMMUNITY SERVICE

The school emphasises the importance of fostering community-spirited students. Participation in community service projects is strongly encouraged to instil a sense of responsibility and empathy.



# OUR ACADEMIC PROGRAMMES

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 (CLS)

The Cambridge Lower Secondary (CLS) curriculum is for learners aged 11 to 14 years and is designed to help learners develop the skills they need to succeed in their lower secondary education and progress to Upper Secondary, the next stage of learning. At WISS the CLS programme extends over 3 years from Form 1 to Form 3.

The subjects offered for the CLS programme at WISS are:

- English
- French
- Mathematics
- Science
- Computing
- Design Technology
- History and Geography
- Business Studies
- Physical Education
- Food Science
- Art
- Music
- Global Perspectives

## INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION (IGCSE)

The IGCSE is an international qualification aimed at students aged 14-16, provided by the Cambridge Assessment International Education. At WISS students join the IGCSE in Form 4 and 5 after completing the preliminary years of secondary education, for example, the CLS programme. 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.

The five IGCSE curriculum areas are:

- Group I - Languages
- Group II - Humanities
- Group III - Sciences
- Group IV - Mathematics
- Group V – Professional and Creative.

## INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME / COURSES

The International Baccalaureate Diploma Programme (IBDP) is a rigorous pre-university course of study designed for students in the 16 to 19 age range. It is an ideal path for learners of Form 6 and 7 as it embodies the purpose and ideals that WISS holds and values. It is a broad-based two-year course that aims to encourage learners to be knowledgeable and inquiring, but also caring and compassionate. There is a strong emphasis on encouraging learners to develop intercultural understanding, open-mindedness, and attitudes necessary for them to respect and evaluate a range of points of view.

The IBDP consists of six academic areas, and a compulsory core. The subjects offered for the Diploma Programme at WISS are grouped according to the six academic areas:

- **Group 1** - Studies in language and literature: English A: language and literature, French A: language and literature.
- **Group 2** - Language acquisition: English B, French B, French Ab Initio.
- **Group 3** - Individuals and societies: Business Management, Economics, History, Environmental Systems and Societies.
- **Group 4** - Sciences: Biology, Chemistry, Physics, Design Technology, Computer Science, Sports, Exercise and Health Science, Environmental Systems and Societies.
- **Group 5** - Mathematics: Analysis and Approaches, Mathematics: Applications and Interpretation.
- **Group 6** - The Arts: Visual Arts.

Core components (Compulsory for IBDP programme): Theory of Knowledge, Creativity, Activity and Service, Extended Essay:

- The Theory of Knowledge invites students to explore what shapes and influences knowledge and what it means to them as a knower.
- The extended essay provides students with an opportunity to investigate an area of interest in one of their higher level subjects through research and analysis in a 4000-word essay.
- For CAS, students participate in activities demonstrating a range of learning outcomes, linked to their self-development and the betterment of their community, for at least 150 hours outside of the classroom.

## HOME-BASED LEARNING

Home-based learning at WISS is designed to develop students' independent learning, time management, and self-management skills. It combines synchronous (real-time) and asynchronous (self-paced) learning modes to cater to diverse needs.

Key activities include:

- Reviewing classroom concepts using shared resources like follow-up videos.
- Preparing for lessons by reading assigned materials in advance.
- Completing tasks such as practice worksheets, revision packs, projects, presentations, lab reports, and analytical charts.

Assignments are individual, ensuring personal accountability and progress monitoring. Teachers allocate tasks with ample time and resources for completion, and students, along with parents, are informed of requirements. Timely submission is essential, as it helps assess work habits and report progress.

**Refer to the WISS Homework & Assessment Policy on the LMS for guidelines. Parents and students must review and adhere to these expectations.**



# ASSESSMENT AT WISS

At WISS, assessment is central to advancing student learning and development, offering insights into progress and supporting their academic journey. The school emphasises a cohesive integration of learning, teaching, and assessment, with each element mutually reinforcing the others. Formative and summative assessments across all three academic programmes are designed to enhance learning, teaching practices, and provide constructive feedback to all stakeholders.

## ASSESSMENT IN THE CLS PROGRAMME

The Cambridge Lower Secondary program incorporates progression tests and end-of-year examinations, providing a comprehensive framework for assessing and reporting students' performance effectively.

## ASSESSMENT IN THE IGCSE PROGRAMME

The IGCSE formal assessment takes place at the end of the two-year course and can include written, oral, coursework, and practical components. Each subject has its own assessment model.

### *Coursework in the IGCSE Programme*

Coursework constitutes a portion of the overall final grade and offers students the opportunity to demonstrate their progressive mastery of skills. To ensure effective preparation, students receive substantial instruction and practice throughout their courses.

Students are required to submit their draft and final coursework to their class teachers via the LMS in accordance with the IGCSE Calendar of Deadlines. Extensions will only be granted in exceptional circumstances, subject to valid reasons and approval by the IGCSE Programme Leader. Throughout the coursework process, students receive guidance and formal written feedback on their drafts via the LMS. This feedback enables them to review and refine their work before final submission.

## ASSESSMENT IN THE IB DIPLOMA PROGRAMME

In the DP programme, teachers use a range of formative and summative assessments to support and encourage student learning. The summative assessments are usually end of topic, unit or term tests using past IB style exam questions, and assignments modelled on IB assessments.

Throughout the programme students take part in two formal internal examinations in preparation for the final IB examinations.

**These internal examinations take place at the end of the first year of IB, the Form 6 End of Year Examinations and in the middle of the second year, the IB Mock Examinations.**



## REPORTING CALENDAR (*Indicative Only*)

| MONTH             | ACTIVITY  | FORMS          |
|-------------------|---|----------------|
| March             | Parent-teacher meetings                               | 1 to 7         |
| May               | Report cards based on April assessments               | 5 & 7          |
| May               | Parent-teacher meetings on demand                     | 5 & 7          |
| July              | Report cards based on classroom summative assessments | 1, 2, 3, 4 & 6 |
| July              | Parent-teacher meetings                               | 1, 2, 3, 4 & 6 |
| August            | Report cards based on Mock examinations               | Form 5         |
| August            | Parent-teacher meetings on demand                     | Forms 5        |
| September         | Report cards based on Mock examinations               | Form 7         |
| September         | Parent-teacher meetings on demand                     | Form 7         |
| December          | Report cards based on end-of-year examinations        | 1, 2, 3, 4 & 6 |
| November/December | Parent-teacher meetings on demand                     | 1, 2, 3, 4 & 6 |

Report cards are sent to parents/guardians online via the LMS and include the following information:

- CLS Grades - Performance Bands: Outstanding / High / Good / Aspiring / Basic / Unclassified
- IGCSE Grades: Letter grades ranging from A (highest) to G (lowest)
- IBDP Grades: Numerical grades ranging from 1 to 7 (7 being the highest)
- Qualitative Comments: personalised feedback on the student's progress towards learning goals.

Parents/guardians of students identified as "at risk" may be invited for meetings during the academic year. Additionally, either parents/guardians or teachers may request meetings as needed.

**Please refer to our Assessment Policy on the LMS. All students and parents / guardians are expected to read and adhere to its clauses.**



# OVERVIEW OF THE ACADEMIC INTEGRITY POLICY

At WISS, we believe that meaningful learning is rooted in honesty and a commitment to academic integrity. All students and educators at WISS are required to adhere to the principles outlined in the Academic Integrity Policy.

Academic integrity is integral to the teaching and learning across all three academic programmes at WISS.

- Cambridge highlights being “responsible” as a key learner attribute.
- The IB Learner Profile emphasises being “principled,” where students strive to “act with integrity and honesty, with a strong sense of fairness and justice,” and take responsibility for their actions and the consequences of those actions.

## ACADEMIC DISHONESTY AND MISCONDUCT

Academic dishonesty is defined as behaviour that:

- Results in an individual gaining or attempting to gain an unfair advantage, or disadvantages other students.

Students found to have committed or planned an act of academic dishonesty will face consequences. To ensure consistency and fairness, students have the right to involve a parent, homeroom teacher, or head of section/department in discussions related to incidents with serious consequences.

## CONSEQUENCES FOR ACADEMIC DISHONESTY

- Any work in which academic dishonesty is attempted or proven will receive a grade of zero without being marked. This will be accompanied by a comment on the LMS.
- Repeated instances of malpractice will lead to more severe sanctions, as outlined in the WISS Discipline Policy.

**Please consult our Academic Integrity Policy. All students and parents / guardians are expected to read and comply with its guidelines.**



# OVERVIEW OF THE DISCIPLINE POLICY

At WISS, discipline is a collaborative effort involving parents, students, and all school staff. The policy emphasises promoting positive behaviour, helping students learn from mistakes, and fostering values such as integrity, respect, and responsibility. Stakeholders are expected to uphold high moral standards, good manners, and punctuality.

## SCHOOL RESPONSIBILITIES:

- Ensure all stakeholders receive the Discipline Policy via the LMS and are annually reminded of its contents.
- Apply the policy equally and fairly to all.

## STUDENT RESPONSIBILITIES:

- Familiarise themselves with the Discipline Policy and confirm adherence through the Student Agreement Form.
- Behave responsibly, respect others and property, and uphold integrity and punctuality.
- Actively participate in learning and follow all school rules and policies.

## PARENT/GUARDIAN RESPONSIBILITIES:

- Understand and explain the policy to their children, confirming agreement through the Parental Consent Form.
- Support the learning process, monitor progress, and collaborate with the school to address behavioural issues.
- Encourage participation in school activities and ensure attendance and punctuality.

**Please consult the Discipline Policy. All students and parents are expected to comply with its guidelines.**



## DANGEROUS ITEMS

Students are strictly prohibited from bringing dangerous items to school, include items that pose a risk to safety, such as weapons (knives, imitation firearms, or sharp objects), hazardous materials (chemicals, flammable items, or corrosive substances), and everyday objects misused as weapons (tools, sporting equipment, or glass items).

Other harmful items include vaping devices, laser pointers, and unauthorised devices like drones or hacking tools. This list is not exhaustive, and the school reserves the right to address any item deemed a potential threat to the safety and wellbeing of students and staff.

Parents and students are reminded that certain offences are subject to Criminal Law and may have legal consequences.

## OVERVIEW OF THE SCIENCE LABORATORIES RULES

- Never enter the prep room without permission.
- Do not bring bags into the laboratory; keep them stored in designated areas.
- Tie back or secure hair, scarves, or any loose clothing when working in the science lab.
- Report all accidents, breakages, or spillages to the teacher immediately.
- Do not taste or smell chemicals under any circumstances.
- Unauthorised experiments or procedures are strictly prohibited.
- Avoid leaning, hanging over, or sitting on laboratory tables.
- Familiarise yourself with the location of safety equipment, including the fire extinguisher, eye wash station, first aid kit, and safety shower.



## OVERVIEW OF THE DESIGN AND TECHNOLOGY WORKSHOP RULES

- Wait for permission before entering the workshop, and do so in a quiet and orderly manner.
- Walk at all times; running is strictly prohibited.
- Pass items carefully; never throw them.
- Keep work areas and floors clear of bags, coats, or other obstructions.
- Only touch or use tools, equipment, machines, and materials when authorised by the teacher.
- Stand while performing practical work to ensure you can quickly move away if needed.



## MACHINE SAFETY

- Wait for clear instructions before using any machine.
- Obtain permission from the teacher before operating machines.
- Stand back when someone else is using a machine, and never distract the operator.

# E-SAFETY: OVERVIEW OF THE INFORMATION AND TECHNOLOGY POLICY (ICT) POLICY

The ICT Policy at WISS promotes the responsible and safe use of digital technologies, fostering behaviours that protect students, the school community, and its ICT resources. Access to these resources is a privilege, and users are accountable for their actions. Parents are encouraged to review the policy with their children to ensure understanding.

## What the School Provides:

- A Google email account for communication and learning.
- A LMS account for seamless communication and collaboration.
- Access to laptops, digital technologies, and the internet through the school Wi-Fi network.

## Guidelines for Students:

- Communicate respectfully and protect others' privacy.
- Report security issues, violations, or uncomfortable content to a teacher.
- Respect intellectual property by avoiding plagiarism, illegal copying, or data destruction.
- Avoid social media during school hours unless approved for classwork.
- Be cautious when posting online, ensuring messages or content reflect positively on the school.
- Avoid sending friend requests to school staff.
- Use strong passwords, keep them private, and update them if compromised.
- Exercise caution when sharing information, avoiding posts with names or contact details alongside photos.
- Refrain from sending spam, chain letters, or unsolicited mass emails.
- Avoid conducting business or transactions unless part of a school project.

## Important Notes:

- Attempting to bypass internet or network permissions is a serious breach of the policy.
- The school may monitor and review data on its networks to ensure safety, discipline, and security.
- Changes to this policy due to new technologies will be communicated to students and parents.
- Violations may result in disciplinary actions, including the loss of ICT privileges.



## BRING YOUR OWN DEVICE (BYOD) POLICY

With mobile technology playing a growing role in education, our school has implemented a Bring Your Own Device (BYOD) programme, requiring students of Form 3 - 7 to bring their own laptops or tablets for educational use. Mobile phones are not included in this programme, and all aspects of the school's ICT Policy apply to devices brought under BYOD.

### **BYOD Acceptable Use Policy**

- Students are encouraged to store their personal devices securely using the school's "rent a locker" facility.
- Personal devices must not cause distractions in the classroom or study areas.
- The use of personal devices is strictly for educational purposes.
- Students must check their devices daily to ensure they are fully charged, free from inappropriate content, and secure from malicious software that could compromise the school's network.
- Circumventing the school's network security or filtering policies, such as through proxies or unauthorised downloads, is strictly prohibited.
- Sharing videos or photos of students or staff without their authorization is forbidden under the Data Protection Act and the school's ICT Policy.

### **Consequences for Misuse**

- Violations of the BYOD policy will result in confiscation of the device. Parents may be required to retrieve the device from the school.
- Repeated misuse may result in the student losing the privilege of participating in the BYOD programme.

### **School Liability Statement**

- Students are fully responsible for their personal devices.
- All devices brought to school are at the student's own risk.
- Students must ensure their devices are regularly updated with the latest operating system updates and security upgrades.
- It is the student's responsibility to keep their device secure at all times.
- All personal devices must be password-protected and equipped with up-to-date security software to guard against threats such as viruses and malware.
- Parents are encouraged to secure adequate insurance coverage to cover the cost of replacement or repair of devices in the event of loss or damage, whether on school premises or during school visits and activities.

**Please consult our ICT Policy. All students and parents / guardians are expected to read and comply with its guidelines.**

## SUPPLIES AND SERVICES

1. Uniforms are sold annually on the school premises, typically towards the end of November.
2. Any additional subject-specific materials will be communicated by each teacher at the start of the academic year.
3. The use of white-out is not allowed in examinations and is therefore discouraged in school.
4. Please contact Editions Le Printemps for the 2025 academic year textbooks.
5. Library books should be well maintained. Parents will be charged the replacement cost for lost or damaged books.

# COMMUNICATION

Effective communication between home and school is vital for student success. WISS strives to be a 'green school' by reducing its carbon footprint and maintaining paperless communication.

Below is an overview of the school's communication systems and guidelines:

**Learning Management System (LMS): The digital platform used to create, deliver, track, and manage our academic programmes.**

- The school's curriculum management and primary communication tool.
- Students, parents, and teachers each have individual accounts.
- Report cards and important notifications are shared, with email alerts sent to parents.

## **Google Email**

Students are provided a personal @westcoast-schools.com email account, which serves as an essential communication channel between students and teachers.

## **Community**

WISS values its strong sense of community, emphasising respect for oneself and others while fostering positive relationships. Ensuring up-to-date contact information is essential for effective communication and emergency preparedness. Parents are requested to notify the school at [reception@westcoast-schools.com](mailto:reception@westcoast-schools.com) for any updates to:  
Home address and telephone numbers.  
Mobile numbers and email addresses of parents.

## **Who to Contact?**

For academic concerns, the Homeroom Teacher is typically the first point of contact. If parents wish to speak to a specific teacher, they should schedule an appointment via email. Teacher contact details are accessible on the LMS. For additional information, parents may refer to the Complaint Policy.

## **Guests and Visitors**

The school values the safety and security of its community. All visitors must report to reception upon arrival, where they will receive appropriate authorization to access specific areas of the school. Visitors are strictly prohibited from wandering around the school premises without prior authorisation.

**Please consult the Guests and Visitors Policy. All students and parents are expected to comply with its guidelines.**



## 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 finance department 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.



# CITIZEN FEES

| FEE STRUCTURE 2025  |            | DETAILS  |
|---|------------|--|
| Application Fee / Entrance Examination Fee (Non-Refundable) | 3,500.00   | Payable upon submission of admission documents (one off / non-refundable)  |
| <b>ENROLMENT FEE</b>  |            | Upon acceptance of admission (one off / non-refundable)  |
| Citizens Enrolment Fee (Non-Refundable)                     | 50,000.00  |  |
| <b>DEPOSIT: CITIZEN</b>                                     |            | Upon acceptance of admission.<br>Compulsory for all students.<br>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)   | 55,500.00  |  |
| Forms 4 - 5 (IGCSE)   | 59,700.00  |  |
| Forms 6 - 7 (IBDP)  | 71,700.00  |  |
| <b>SCHOOL FEES: CITIZEN</b>                                 |            | School fees are payable monthly, termly or yearly.<br>Monthly fees are due by the 3rd of each month, and are payable over a period of 12 months (January to December).<br>Annual payment: 3% 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 18,500* 12 months)                    | 222,000.00 |  |
| Forms 4 - 5 - IGCSE (Rs 19,900* 12 months)                  | 238,800.00 |  |
| Forms 6 - 7 - IBDP (Rs 23,900* 12 months)                   | 286,800.00 |  |
| <b>ADDITIONAL FEES</b>                                      |            | Annual Fee (one off / mandatory)<br>Compulsory for all children.   |
| Subscriptions (E-Sources)                                   | 1,500.00   |  |
| Annual Outing / Field-Trip / Camping                        | 500.00     |  |
| Parent Teacher Committee (PTC)                              | 300.00     |  |
| Contribution for Yearbook (Per family)                      | 500.00     |  |
| <b>OTHER FEES</b>   |            | Voluntary Donation   |
| Sponsor a child   | 2,400.00   |  |
| 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     |  |
| Swimming Caps   | 200.00     | Compulsory for sports events   |
| House Pins  | 200.00     |  |
| Lockers   | 300.00     | Optional   |
| Extended Learner Support                                    | 3,800.00   | Monthly fee applicable.<br>Fee applicable for the duration support provision is required, as assessed, and monitored by the Student Support Leader   |
| English as an Additional Language (EAL)                     |            |  |

\* All fees are indicated in Mauritian Rupees.

## CONDITIONS:

- Insurance:** School fees include a 24-hour accident insurance up to Rs 50,000.
- Payment of school fees:** Payment of school fees are to be made in advance by standing order on the 3rd of each month. Monthly fees are over 12 months (January to December).
- Late Payment:** Fees not paid 20 days after due date may result in immediate suspension of student and referral to a debt collector.
- Owners of memberships:** will benefit from discounts according to the type of membership owned.
- Enrolment:** Students will be registered automatically for the new scholastic year only if they are up-to-date with the accounts department.
- Deposit:** The full deposit amount will be held on account throughout the time a student is enrolled at the school. The deposit amount may be adjusted in accordance with school fees each year.
- Termination:** The school requires three months' notice (in writing), or equivalent fee, on termination of a child's enrolment. If the correct notice period is not given, parents will be liable for a full term's school fees. Where applicable, any outstanding fees will be offset against the refundable deposit.
- Citizen Fees:** Applies to a student who holds a Mauritian Birth Certificate or Passport, and who has a parent who holds a Mauritian Passport.
- Current Students:** The full Enrolment and Deposit amounts stated above must be on account with the school prior to the start of the academic year.
- External Examinations:** IGCSE and IBDP examination fees are paid at the time of registration prior to the relevant examinations. External examination fees have to be paid separately.
- Sibling Discount:** A 3% discount will be applied to school fees for the second child, and a 5% discount will be applied for the third and any additional children.

# NON-CITIZEN FEES

| FEE STRUCTURE 2025  |            | DETAILS   |
|---|------------|---|
| Application Fee / Entrance Examination Fee (Non-Refundable) | 3,500.00   | Payable upon submission of admission documents (one off / non-refundable)   |
| <b>ENROLMENT FEE</b>  |            | Upon acceptance of admission (one off / non-refundable)   |
| <b>Non-Citizens</b> Enrolment Fee (Non-Refundable)          | 65,000.00  |   |
| <b>DEPOSIT: NON-CITIZEN</b>                                 |            | Upon acceptance of admission.<br>Compulsory for all students.<br>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)   | 73,500.00  |   |
| Forms 4 - 5 (IGCSE)   | 77,400.00  |   |
| Forms 6 - 7 (IBDP)  | 89,100.00  |   |
| <b>SCHOOL FEES: NON-CITIZEN</b>                             |            | 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).<br>Annual payment: 3% 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 24,500* 12 months)                    | 294,000.00 |   |
| Forms 4 - 5 - IGCSE (Rs 25,800* 12 months)                  | 309,600.00 |   |
| Forms 6 - 7 - IBDP (Rs 29,700* 12 months)                   | 356,400.00 |   |
| <b>ADDITIONAL FEES</b>                                      |            | Annual Fee (one off / mandatory)<br>Compulsory for all children.  |
| Subscriptions (E-Sources)                                   | 1,500.00   |   |
| Annual Outing / Field-Trip / Camping                        | 500.00     |   |
| Parent Teacher Committee (PTC)                              | 300.00     |   |
| Contribution for Yearbook (Per family)                      | 500.00     |   |
| <b>OTHER FEES</b>   |            | Voluntary Donation  |
| Sponsor a child   | 2,400.00   |   |
| 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     |   |
| Swimming Caps   | 200.00     | Compulsory for sports events  |
| House Pins  | 200.00     |   |
| Lockers   | 300.00     | Optional  |
| Extended Learner Support                                    | 3,800.00   | Monthly fee applicable.<br>Fee applicable for the duration support provision is required, as assessed, and monitored by the Student Support Leader  |
| English as an Additional Language (EAL)                     |            |   |

\* All fees are indicated in Mauritian Rupees.

## CONDITIONS:

- Insurance:** School fees include a 24-hour accident insurance up to Rs 50,000.
- Payment of school fees:** Payment of school fees are to be made in advance by standing order on the 3rd of each month. Monthly fees are over 12 months (January to December).
- Late Payment:** Fees not paid 20 days after due date may result in immediate suspension of student and referral to a debt collector.
- Owners of memberships:** will benefit from discounts according to the type of membership owned.
- Enrolment:** Students will be registered automatically for the new scholastic year only if they are up-to-date with the accounts department.
- Deposit:** The full deposit amount will be held on account throughout the time a student is enrolled at the school. The deposit amount may be adjusted in accordance with school fees each year.
- Termination:** The school requires three months' notice (in writing), or equivalent fee, on termination of a child's enrolment. If the correct notice period is not given, parents will be liable for a full term's school fees. Where applicable, any outstanding fees will be offset against the refundable deposit.
- Citizen Fees:** Applies to a student who holds a Mauritian Birth Certificate or Passport, and who has a parent who holds a Mauritian Passport.
- Current Students:** The full Enrolment and Deposit amounts stated above must be on account with the school prior to the start of the academic year.
- External Examinations:** IGCSE and IBDP examination fees are paid at the time of registration prior to the relevant examinations. External examination fees have to be paid separately.
- Sibling Discount:** A 3% discount will be applied to school fees for the second child, and a 5% discount will be applied for the third and any additional children.

## EXAMINATION FEES

### EXAMINATION FEES

Parents are responsible for IGCSE and IBDP examination fees, which are calculated and billed at the time of registration, typically a few months before the relevant examinations. The IGCSE French First Language examination takes place during the May session, while other subjects are held in the October/November session. Examination fees are communicated through the Mauritius Examination Syndicate (MES) for IGCSE, and examination fees for IBDP are communicated through the IBO.

Additional incidental charges may apply and will be billed separately.

**Refer to the WISS Admission Policy for more details.**

### SPONSOR A CHILD INITIATIVE

Families can contribute Rs 2,400 annually to support a less advantaged student, as part of WISS's commitment to providing quality education for all.

Families are invited to support less advantaged students by contributing to the "Sponsor a Child" program. This voluntary initiative helps expand access to quality education, enabling more children to benefit from the WISS experience.

### ASSISTANCE TO FAMILIES

The Board of Directors and leadership are committed to evaluating all financial assistance requests based solely on demonstrated need, regardless of background or status. The school maintains that all students must receive equal privileges and opportunities, with financial support reserved exclusively for families facing genuine, documented hardship.

While the Board and school leadership hold primary responsibility for these decisions, they must balance individual family needs with the school's overall financial sustainability and educational quality for all students. This commitment to equity ensures that every decision serves both the immediate needs of struggling families and the collective interests of the entire school community.

## APPLICABLE LAWS AND JURISDICTION

- As a private institution, WISS has a degree of flexibility in agreements made with parents. However, parents are reminded that WISS is still bound by the laws of the Republic of Mauritius, regardless of its status as a private institution.
- Students and parents are required to adhere to the laws, regulations, enactments, and any other relevant legal provisions of the Republic of Mauritius. This applies regardless of their race, place of origin, nationality, political opinions, or general beliefs.
- Students are also expected to show respect to fellow students, teachers, staff, and all other stakeholders within the school community. This respect must extend to individuals of all races, places of origin, nationalities, political opinions, colours, creeds, genders, ages, disabilities, religions or beliefs, and sexual orientations.

# POLICIES AND PARENTAL AGREEMENTS

## SCHOOL POLICIES

All school policies are accessible on the LMS. Parents and students are encouraged to review these policies thoroughly and are expected to adhere to the outlined guidelines.

## FORMS

- **Parental Consent and Agreement**

The school requires families to acknowledge that they have read, understood, and agree to abide by the regulations outlined in the School Handbook.

Parental consent is also required for certain activities, such as local field trips or administering medical care to safeguard student wellbeing.

- **Consent Form for Online Classes**

In the event of school closures, online learning becomes essential. This form outlines the expected online etiquette, which parents are asked to reinforce at home.

### Parental Consent, Agreement, and Digital Citizenship Form



### Student Medical Form



- **Student Agreement Form and Digital Citizenship**

Students are reminded of the importance of digital citizenship and proper online etiquette.

### Student Agreement, Digital Citizenship and Online Etiquette Form





### **SCHOOL CONTACT**

Flic en Flac Road, Cascavelle

Telephone: +230 489 2034

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

 Westcoast International Secondary School

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