



International School Nadi



“Learn together, grow together”

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2022 Parent Information

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SCHOOL PURPOSE

The International School Nadi provides a quality, internationally recognised education in a safe and caring environment.

SCHOOL MOTTO

“Learn together, grow together”

VISION, MISSION AND VALUES

VISION

To educate, nurture and empower students to be well-rounded enquiring individuals able to reach their full potential and contribute as global citizens.

MISSION

To deliver a world class international education through a dynamic learning environment that encourages and fosters the intellectual, social and physical development of our students.

To cultivate an inclusive community which celebrates diversity and is dedicated to each individual's achievement of their highest-level of academic and personal success.

To develop our students into resilient, empathetic and inquisitive individuals who think critically and creatively, with the courage and conviction to take positive action locally and globally.

OUR VALUES

- We believe in fostering an understanding of tolerance towards and an acceptance of all cultures.
- We believe in integrity and respect for the individual while protecting their rights
- We believe in a balance between all facets of education – academic, cultural, sporting, and social
- We believe in a safe, caring and co-operative environment that provides for optimal teaching/learning experiences and promotes excellence.
- We believe in lifelong learning

SCHOOL INFORMATION

The current school roll is approximately 240 with around 100 students in Secondary school and 130 in Primary (Early Childhood, PYP1 to PYP6). Approximately 40% of the roll is made up of Fiji citizens and the rest come from 16 different nations around the world. By occupation our parents represent foreign and local business, banking, tourism and transport interests.

SCHOOL HISTORY

The International School Nadi (ISN) owes its foundation to a small group of dedicated parents who wanted an international standard of education for their children. It has served the Nadi and Lautoka communities since 1992 as an independent international school.

Managed by a School Committee, and governed by a Board of Trustees, there is stable and competent governance with opportunities for representatives of the school community to take part in decision-making.

The school was officially opened on its present 4 hectare site on the Nadi Back Road in October 1996. Form 3 (Year 8) was added in 2002, and Form 4 (Year 10) in 2003. By 2004 we had a fully functioning Middle School with Forms 1 to 5 (Years 7 to 11). This growth continued into the Senior High School over the subsequent years.

The school was authorised as an International Baccalaureate (IB) Primary Years Programme (PYP) and Middle Years Programme (MYP) school in December 2004. In September 2005 the school was authorised to offer the Diploma Programme in the Senior High School.

Our on-site Early Childhood centre now ensures a smooth and seamless transition for Pre-school children into the main school.

THE INTERNATIONAL BACCALAUREATE

Founded in 1968, the International Baccalaureate Organisation (IB) is a recognised leader in the field of international education, encouraging students to be active learners, well rounded individuals and engaged world citizens. The IB currently works with 3,294 schools in 141 countries to develop and offer three challenging programmes to over 972,000 students aged 3-19 years. The International School Nadi (ISN) is one of the few schools worldwide that exclusively offers IB programmes throughout the school:

- **The Primary Years Programme** for pupils aged 3 to 11 focuses on the development of the whole child in the classroom and in the world outside.
- **The Middle Years Programme** for pupils aged 12 to 16 provides a framework of academic challenge and life skills, achieved through embracing and transcending traditional school subjects.
- **The Diploma Programme** for students aged 17 to 19 is a demanding two-year curriculum leading to final examinations and a qualification that is welcomed by leading universities around the world.

We strongly support the IBO Mission statement:

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the IBO works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

CLASSES AND ENROLMENT

It is our policy to place children in their age-appropriate group. This is very important for their social development and self-esteem. There are some exceptions made but this must be fully discussed with the Principal.

Our teaching methods strive to ensure that each child is challenged and encouraged to reach his/her potential. Class ages:

Early Childhood (ECH): for children who have turned 3 years old.
Children must be toilet trained to be enrolled. ECH caters for children up to 5 years old.

ISN does not have a class called Kindergarten/Reception.

Enrolments will be subject to a language test if the student is not a native speaker and has not attended an English medium school for four or more years

ECH	should have turned 3 before admission to ECH
PYP 1	should have turned 6 in their year in PYP 1
PYP 2	should have turned 7 in their year in PYP 2
PYP 3	should have turned 8 in their year in PYP 3
PYP 4	should have turned 9 in their year in PYP 4
PYP 5	should have turned 10 in their year in PYP 5
PYP 6	should have turned 11 in their year in PYP 6
MYP 1	12 yr olds (Must turn 12 in that year)
MYP 2	13 yr olds (Must turn 13 in that year)
MYP 3	14 yr olds (Must turn 14 in that year)
MYP 4	15 yr olds (Must turn 15 in that year)
MYP 5	16 yr olds (Must turn 16 in that year)
DP1	17 yr olds (must have successfully completed MYP 5 at ISN or the MYP or equivalent elsewhere.)
DP2	17/18 yr olds (Only new enrolments from an IB Diploma school)

UNIFORM

The school uniform is compulsory. Students must come to school dressed fully in school uniform every day. Students in Early Childhood to PYP 6 wear the ISN 'bula' shirt. Girls and boys in the Secondary School wear a blue polo shirt with the school emblem on it. Girls in Early Childhood – PYP 6 wear a navy blue 'skort' (culottes); in the Secondary School, girls wear a navy blue 'skort' or skirt and boys may wear navy blue shorts or sulu. Both boys and girls may wear plain, loose navy blue trousers if requested by parents. Girls in Early Childhood – PYP 2 may also wear a dress made from the same material as the school shirt.

Primary Uniforms are available for purchase at Pacific Tourist Store or Roop Milan in Nadi town. Secondary uniforms are available for purchase at school.

Footwear should consist of black or navy blue sandals with a back-strap or plain black/navy blue trainers with laces of the same colour. Secondary students who wear sandals will need covered footwear for Science classes.

Flip-flops are not permitted at any time.

Jewellery: a watch and a pair of stud earrings are the only pieces of jewellery permitted.

Body decoration: there should be no obvious body piercing or tattoos.

Hair: Hair is to be neat and tidy at all times. Dreadlocks are not allowed. Long hair (below shoulders) should be tied back. No extreme hairstyles/hair colours are permitted. Plain navy blue/black/brown ribbons or clips may be used.

PE Uniform: Children are required to wear PE uniform for their PE classes. Students can wear the ISN PE t-shirt (secondary) or their 'House' T-shirt (Primary) and ISN sports shorts (navy blue with 2 white stripes) and sports shoes for physical education and sports. Primary students may come to school in their PE Uniform including sports shoes on the days they have PE. Students in the Secondary School must get changed before PE. Students whose PE class is in the first two periods may wear their PE uniform to school. After PE, students must then change into school uniform.

Hats: ISN Primary has a *No Hat, No Play* policy. Primary children must wear their school hat when playing or working outside. Secondary students are also encouraged to do the same.

Sweatshirt: During cooler weather, children may wear the school "hoodie".

Swimming: A one piece bathing suit for girls and swim trunks or shorts for boys. There are school bathing suits available at PTS for general use and for school competitions.

Please ask at Reception for information about where to purchase uniform items.

PRIMARY AND SECONDARY SCHOOL HOURS

	PYP	MYP	DP
7.50-8am	Student Arrival Time	Pastoral	Pastoral
8-8.45am	Period 1	Period 1	Period 1
8.45-9.30am	Period 2	Period 2	Period 2
9.30-10am	Period 3		
10-10.15am	Early morning tea release		
10.35-11.20am	Period 4	Period 4	Period 4
11.20-12.05pm	Period 5	Period 5	Period 5
12.05-12.20pm	Primary early lunch release	DEAR	DEAR
12.20-1pm	Lunch play time (40 mins)	Lunch (40 mins)	Lunch (40 mins)
1-1.45pm	Period 6	Period 6	Period 6
1.45-2.30pm	Period 7	Period 7	Period 7
2.30-3.30pm	ASAs Mon/Weds/Fri	ASAs Mon/Weds/Fri	Period 8 Mon/Tues/Weds/Fri

EARLY CHILDHOOD TIMES (dependent on Fees paid)

ECH 1: Monday to Friday from 8am to 12 noon

ECH 2: Monday to Friday from 8am to 2.30pm

If you provide your own transport for children, please make sure your children are at school on time in the morning and are collected promptly at the end of the day.

KEY DATES 2022

Term 1 (10 Weeks)

New Year's Day
New teachers start
All teachers start
PYP / MYP1 /DP students start
MYP 2 – 5 students start
Term ends

Saturday 1st January
Tuesday 18th January
Wednesday 19th January
Monday 24th January
Tuesday 25th January
Friday 1st April

Term 2 (10 Weeks)

Teachers Only Day
Students start
Term ends

Tuesday 19th April
Wednesday 20th April
Friday 24th June

Term 3 (9 Weeks)

Teachers Only Day
Teachers Only Day
Students start
Constitution Day
Term ends

Monday 18th July
Tuesday 19th July
Wednesday 20th July
Wednesday 7th September
Friday 16th September

Term 4 (10 Weeks)

Teachers Only Day
Students start
Prophet Mohammed's birthday
Fiji Day
Diwali
Term ends for students
Term ends for staff
Christmas Day
Boxing Day

Monday 3rd October
Tuesday 4th October
Friday 7th October
Monday 10th October
Tuesday 25th October
Wednesday 7th December
Friday 9th December
Sunday 25th December
Monday 26th December

SCHOOL CURRICULUM

ISN is an International Baccalaureate World School which offers the IB programs at all levels.

The IB Learner Profile expresses desirable attributes that characterise successful students.

Students are encouraged to be:

Inquirers

Principled

Thinkers

Caring

Communicators

Open-minded

Risk-takers

Balanced

Knowledgeable

Reflective

THE PRIMARY YEARS PROGRAM (PYP): ECH TO PYP 6

This is an international curriculum framework designed for all children between the ages of 3 and 11 years. It combines the best research and practice from a range of national systems and a wealth of knowledge and experience from international schools to create a relevant and engaging educational programme.

The PYP offers an ***inquiry-based transdisciplinary*** approach to teaching and learning, incorporating different student learning styles, teaching methodologies and assessment strategies.

Units of Inquiry explore different aspects of students' lives and experiences and the world around them. Units of Inquiry last for six weeks and conclude with a Summative Assessment.

THE MIDDLE YEARS PROGRAM (MYP): MYP 1 TO MYP 5

The MYP is designed for students in the 12 – 16 age range. It is a complete and coherent programme that provides a framework of academic challenge and life skills appropriate to this stage of adolescence.

There are 8 subject groups studied in each of the 5 years:

Language and Literature	Intended to be the student's best language, at ISN, it is the language of instruction (English)
Language Acquisition	A modern foreign language learned at school: at ISN, this is currently French and Chinese. Fijian is presently offered in Year 11 only
Individuals and Society	Integrated Humanities
Sciences	Integrated Science
Mathematics	The course includes topics in arithmetic, algebra, geometry, trigonometry, probability and statistics.
The Arts	Art and Music
Digital Design	The nature, processes and impact of Technology
Physical Education	Health and Hygiene, individual and team sports

Service as Action: All students in the MYP are involved in Service as Action.

Action is about Doing and Experiencing.

Service provides students with the opportunity to be caring members of the local and global community and to demonstrate a commitment to making a difference in the lives of others.

Personal Project: All students in MYP 5 participate in a Personal Project, an individual research project of personal interest to each student.

THE DIPLOMA YEARS PROGRAM (DP): DP 1 AND DP 2

The IB Diploma is a two year pre-university course for 17-19 year olds that leads to examinations. All students complete six subjects, three at Standard Level (SL) and three at Higher Level (HL). Each subject is scored out of seven (7). Students also complete an Extended Essay and a course called Theory of Knowledge which earn up to three bonus points. The maximum a student can achieve at the completion of the DP is 45 points.

Subjects are arranged into six groups. Students must select one subject from each group providing a broad range of courses of study.

The groups are:

Group 1: Studies in Language and Literature (Language A)

This is a Literature based course conducted for most students in English (HL or SL). Other languages may be offered if a suitable tutor can be found in the community.

Group 2 Language Acquisition (Language B)

This is a language which is foreign to the student but which has been studied previously. ISN offers English B (HL and SL) or French B (SL). Students who have not previously studied a second language can do an **Ab initio** language. Currently the school offers Spanish (ab initio, SL).

Group 3 Individuals and Society

These are the humanities and include History (HL and SL), Business and Management (HL and SL), and Psychology (HL and SL)

Group 4 Sciences

The school offers Biology (HL and SL), Chemistry (HL & SL) or Physics (HL and SL)

Group 5 Mathematics

The school offers Mathematics (HL and SL) or Mathematical Studies (SL)

Group 6 The Arts

Visual Arts (HL & SL) *or* a second subject from Group 3 or Group 4

Subjects that operate each year depend on demand and class sizes

For more information, please see the curriculum handbook or visit the IB website:

www.ibo.org.

REPORTS

There are three reporting times:

1. An interim report is sent home at the end of Term 1 except in Early Childhood
2. A full report is sent home at the end of Term 2
3. A full report is sent home towards the end of Term 4

Parent/Teacher Interviews

Official Parent/Teacher Interviews will be held twice during the school year. The first will be in Week 2 of Term 2 to discuss the Interim report that is issued to students at the end of Term 1. The second will be held in Week 2 of Term 3 to discuss the Semester 1 report that is issued to students at the end of Term 2. Interviews will be held from 3pm to 6pm and interview sheets will be sent home. It is very important for all parents to attend interviews.

Parents of Secondary School students need to make appointments with subject teachers (rather than just the class teacher) in order to gain a full picture of their child's progress. Students are requested to attend interviews with their parents.

Parents may request interviews at other times also. Please contact the class teacher, Year Coordinator or Principal if you would like to make an appointment.

Student-led conference

In the Primary School, student-led conferences are held around the middle of the year. The conference gives students the opportunity to show their parents the work they have been doing in class and explain it to them, allowing children to gain confidence and self-esteem.

TRANSPORT

Responsibility

Teachers on Duty for Primary and Secondary are responsible for overseeing boarding and disembarking of students. However, any concerns or suggestions should be addressed to the Office or emailed to the Principal.

Bus Runs – To assist families, some parents organise daily bus runs. Currently buses come from Lautoka, Vuda and Denarau. The school office can help to put parents in contact with the parent organisers. The number of buses depends on the number of students travelling. Bus Fees for this service are the responsibility of parents.

Safety - For safety reasons, behaviour on buses must be exemplary at all times. Persistent unsafe behaviour may result in a student being refused bus transport. Please note when deciding to use the buses that there are usually no teachers on the bus.

Parents must let the school know if their child is not traveling on the bus on a particular day, as a roll is taken each afternoon before the buses depart.

HOUSE SYSTEM

There are 4 'houses', which compete in Sports and other activities:

BLUE HOUSE	Karakarawa	GREEN HOUSE	Drokadroka
YELLOW HOUSE	Dromodromo	RED HOUSE	Damudamu

Students will be placed in a house on enrolment; they will need to purchase an ISN T-shirt in their house colour. The House T-shirt is worn for house competitions, sport and regular P.E. sessions, although the non-house PE shirt is also acceptable for PE classes. Siblings will be placed in the same house. House captains are elected or appointed each year, and will be responsible for assisting with house competitions.

ASSEMBLIES

ISN has a number of school assemblies to celebrate the cultural diversity in the school and other important aspects of school life. Primary and secondary sometimes have separate assemblies. Students usually wear traditional dress to the Fiji Day and Diwali Assemblies – this is optional. Sometimes teachers organise the making of Fiji traditional dress for their classes but again wearing of this is optional.

BOOKS & STATIONERY

ISN provides stationery (exercise books for primary and secondary and Language and Maths workbooks for primary) and textbooks. Students need to bring their own pens, pencils, erasers and rulers and also materials for special projects.

Secondary School students must provide their own scientific calculator and binders to hold notes and worksheets.

Text books must be returned in good order. Lost or damaged books will need to be paid for. Reports are not issued if there are any outstanding textbooks or library books. Students who leave the school at the end of Semester 1 or during the school year will not be issued reports or references unless all books are returned.

DIARY

Secondary students are issued with a School Diary. They should record their Homework in the diary. The diary also acts as a means of communication between teachers and parents. Parents are asked to check them regularly.

LIBRARY

In the Primary School, children visit the library at least once a week as a class.

Each year level is allowed a certain number of books to be borrowed under their name. Parents may request that their children be permitted to take out more books than the number specified for the year level. Please note that lost or damaged books will need to be paid for.

COMPUTER ROOM

All classes have access to the computer room. Students in the MYP and DP may, if they wish, bring a laptop to school, but it must be securely locked in their locker or left in the office for safe keeping when they are not using it. The school will not be held responsible for laptops if students do not follow the correct procedure.

LOCKERS

Students from the High School are provided with lockers. All students must supply a strong lock for their locker and ensure that it is kept locked at all times. The school cannot be held responsible for valuables left in unlocked lockers. Students should show their locks at the time the locker is issued. The school has some locks on sale in the school office.

PERSONAL VALUABLES

We try our best to encourage children to be responsible and care for their own belongings. The school will not be held responsible for valuable items brought to school.

Use of iPods, iPads, Laptops and mobile phones at ISN

None of this equipment is required to be used at school. In some classes iPods have proven useful, especially in IT, Music and PE so students have been permitted to use them under strict supervision. Senior students are permitted to use laptops or iPads in class but again these are not a necessity.

The school has strict guidelines on their use:

- When valuable equipment is not in use for educational purposes, students should leave the equipment in their lockers and where this is not possible the equipment should be left in the school office. Students should take a receipt for any equipment left in the care of the office.
- Mobile phones may only be used before or after school hours for students up to MYP3. Students in MYP 4 and MYP 5 may bring their phones in class if their teacher gives them permission to do so. Students in the DP may use their phones only in their classroom.
- Students wishing to phone their parents during the school day should use the school phone in the school office or come into the office to use their own mobile phones. The school phone is not available between 2.30 and 2.45 pm.
- No student is permitted to use a device in class unless given specific permission to do so by the teacher.
- We try our best to encourage children to be responsible and care for their own belongings but in the case of valuable devices, the school will not be held responsible if they go missing at school or on school excursions.

Students found using any of this equipment inappropriately, will have, in the first instance, the equipment confiscated. The Principal will return it to the student after school. In the second instance, the equipment will be confiscated. The Principal will contact the student's parents or guardians and ask them to collect the equipment; the student will not be permitted to bring the equipment to school again.

MEDICAL & HEALTH

Please keep your children at home if they are unwell.

Emergency Procedures

In the case of serious accidents the following procedures will be followed:

- *The appropriate first aid will be administered.*
- *The school will try to contact parents immediately and, if parents are unavailable, the emergency contact person listed on the enrolment form.*
- *If immediate attention is required, the student will be transported to the medical practitioner listed on the enrolment form, or to Zen's Medical Centre in Nadi.*

The school's first aid officer is responsible for dealing with minor accidents and illness (in the office). We will contact parents to collect children if they are not well. Children will not be able to work at school properly if they are unwell and they may pass an infection onto others.

The Health nurse visits school every year for general health checks in the primary school. Parental consent will be sought before these visits. During these visits, PYP 1 students can be vaccinated for BCG and tetanus and 11-year-old girls for rubella.

	KEEP CHILDREN AT HOME!
Coronavirus	Government regulations will be enforced
Measles	Until at least 5 days from the appearance of the rash or until receipt of a medical certificate.
German Measles	Until fully recovered or at least 5 days after the onset of the rash.
Impetigo (School Sores)	Until sores have fully healed. May be allowed to attend school, but sores must be treated and <u>kept covered</u> .
Head Lice	Until treated. If you find head lice in your children's hair, please use a chemical/organic product, fine-tooth comb or 'robicomb'.
Ringworm	Until appropriate treatment has begun.
Mumps	Until fully recovered
Chicken Pox	Until fully recovered or at least 7 days after the eruption first appears.
Conjunctivitis	Until discharge from the eyes has stopped
Tuberculosis	Until a medical certificate is supplied.

SPORT

Physical education is an integral part of our curriculum. There is an emphasis on developing a healthy lifestyle, cooperation and teamwork. Students take part in physical education and sports every week. A swimming program runs from ECH 2 to MYP 5 during the year.

NB The following sections outline what has happened at the school in previous years. Because of COVID-19, these activities (National Sport, After School Activities and Parent Volunteers) are all severely restricted until the MEHA decides to allow them.

INTERSCHOOL and NATIONAL SPORT (on hold due to COVID-19 restrictions)

In addition to this there are whole-school sports events in most terms: Swimming, Athletics and Fun Sports. We also participate in inter-school, regional and national events whenever the opportunity arises. Such events include: Nadi Kaji Rugby and Netball Competitions, Courts swimming carnival, National Basketball Championships, Nadi Primary and Secondary Schools Athletics, Chow Games and Coca Cola games.

Extra sports training will be offered in preparation for major events and during 'After School Activities'.

AFTER SCHOOL ACTIVITIES (on hold due to COVID-19 restrictions)

Some of the activities offered in previous years were:

Primary: Soccer, Library Skills, Indian Cultural Activity, Fijian Cultural Club, Mural painting, Fijian Cultural Dancing, Science Club and Netball etc.

Secondary: Chinese Club, Basketball, Tennis, Fijian Arts & Crafts, French Cancan dancing, Model UN, Volleyball, Science Club, Computer technicians and Library Skills etc.

PARENT HELPERS (significantly restricted due to COVID-19 restrictions)

A Volunteers Policy can be found in the Policies section of the website. Because of the MEHA restrictions currently in place, parents who wish to volunteer should contact the Principal first.

SCHOOL BOARD

The School Board is the main governing body of the school, and consists of 8 elected parent representatives, a representative of the PTA and staff representatives including the Principal.

Elections for the Board are held each year during the AGM, which usually occurs in August. Nomination forms will be sent out with the School Newsletter. Nominations can be made only by someone with a child currently enrolled in the school. The forms should be endorsed by the nominee, and handed in to the school office. The nominee will be asked to write a short paragraph about themselves which will be available at the AGM for those attending.

Board members commit to attending two meetings per term and may be allocated to sub-committees according to their personal skills. The current sub-committees are Finance, Welfare, Marketing and Facilities. The Chair of any of these committees may co-opt parents with expertise in the relevant areas.

PTA

The Parent Teacher Association (PTA) has a formal constitution and a structured committee. Committee members attend School Board meetings. The PTA provides an important and independent voice on a large number of issues, thus enabling us to all work together to ensure the best quality education is delivered. The committee organises fundraising activities throughout the year and meets twice every term. Updates and information about upcoming meetings can be found in the school newsletter and a calendar of events on the school website.

COMMUNICATION

The fortnightly Newsletter is the regular means of communication between home and school. Normally it is emailed to parents every Friday. You may also read it on the school's website.

The Communication book in the Primary School is also used for important messages to parents so please check it each evening. Parents are also advised to check the secondary diary for messages from teachers.

From time to time parents will be invited to information evenings. There may be visiting speakers with ideas or information important to the parents of school aged children. Other topics could include Curriculum or Year level information, planned changes and so on. Parents are encouraged to attend to keep up to date with what is happening at the school.

CONCERNS

We operate an open door policy and we would like to hear from you directly if you have any concerns or questions either about your child's progress or situations which arise at school. Our aim is always to resolve problems.

A detailed Parent Communications Policy can be found in the Policies section of the website.

Contact Information for 2021:

Curriculum Coordinators:

PYP: Aseri Ratukabau

MYP: Shabha Begum

DP: Bethan Paterson

Year Coordinators:

MYP 1 - 3: Shabha Begum

MYP 4, 5: Svetlana Afuha'amango

Principal: Hannah Uluinakauvadra

FEES INFORMATION

- Please see the Current Fees Schedule in conjunction with the below.
- Fees must be paid within two weeks of the beginning of the Term, unless prior arrangements have been made.
- An administration fee of 10% will be charged on late payments and payment plans.
- For security, fees should be paid by cheque, or deposited directly into the school bank account:

Bank: ANZ Nadi Fiji

Account Name: International School Nadi

Account Number: 3705837

Swift code: ANZBSJFX

BSB: 010 959

Please ensure that you complete the narrative when making direct deposits to indicate who the fees are for. e.g. Fees for Jo Citizen, PYP 3 or invoice number: 0007837

- When fees are paid from overseas, bank charges must be included in the deposit. (Fees as per the schedule are in FJD)
- We reserve the right to not allow children to attend school and withhold reports if fees are not paid.
- Fees are not refundable for students holidaying or leaving school before the end of the school term.