



7 HILLS
INTERNATIONAL
SCHOOL
ADVENTURE IN LEARNING

Parent/Guardian Handbook

2022 - 2023

Welcome to 7Hills International School

7Hills International School provides a stimulating and active learning environment using the International Middle Years Curriculum and IGCSE that challenges our students to be questioning, critical thinkers, and enquiring problem solvers. Through our interdisciplinary, thematic, project-based learning and complementary extra-curricular activities, our students acquire knowledge, skills and understanding in ways that develop them holistically.

We aim to create students who are confident, self-reflective, internationally and community minded, and prepared for a global future. As a not for profit organisation, all of our resources are focused on educating the children in our care. We are confident that our excellent staff, small class sizes and proven educational methods will enable each student to meet their full potential at 7Hills.

This Parent Handbook is designed to support all parents and students to have the best possible experience at 7Hills. The Handbook provides an overview of our school, including our vision and values, policies and procedures, and expectations. It is the responsibility of parents to make themselves familiar with the policies, procedures and information in this handbook. Please also keep it handy for future reference. At 7Hills, we aim to provide the best possible learning experience for all students. Coordination and respect between the school, parents and guardians helps to facilitate this.

Parents are invited to be active participants at 7Hills. Not only does parent participation in a child's school coincide with a greater likelihood of academic success for their child but it also reduces student absenteeism, improves child behaviour and develops students' social skills.

From time to time we may share amendments to this handbook. 7Hills reserves the right to modify or amend this handbook and its policies at any time.

If you have any questions regarding the contents of the Parent Handbook, please send an email to **alice.b@7hillskampala.com**.

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Philosophy

7Hills is a progressive school that emphasises the importance of active learning through a child-centred curriculum. Our programme acknowledges each child as a unique individual. The diverse community at 7Hills allows children to gain a sense of international awareness. Our philosophy at 7Hills is that children learn best in an environment that is nurturing, secure and establishes mutual understanding and respect. Our teachers make it their mission to provide students with quality education that is enabling and encouraging. We are confident that when our students graduate from 7Hills they will be well-equipped to make a smooth transition and succeed in their next academic institution.

Vision

To create an affordable International middle years school with a high standard of education where children learn through practical work and project-based learning. To develop our students' moral and intellectual capacity, and to encourage creativity and adaptability.

Mission

To inspire our children to reach their full potential by fostering curiosity and an interest in learning, awakening their minds and illuminating their world.

Aim

To provide an education that is broad, balanced, and challenging, with an emphasis on developing strong connections to our host country, Uganda.

Values

A desire for lifelong learning, an ability to adapt, be innovative and reflective thinkers; open minded, caring and empathetic while achieving high academic success according to each child's potential.

Personal Learning Goals

At 7Hills we have 7 personal learning goals that we aim to apply on 7 layers. We aim to encourage 7Hills students to be: Resilient, Collaborative, Adaptable, Respectful, Confident, Proactive and Collaborative

Students should display this attitude on 7 levels: Self, family, community, culture, country, world, universe.

7Hills International School PERSONAL LEARNING GOALS



Learning at 7Hills

The Curricula

Year 7-9: IMYC

For this forward-looking International Secondary School, the **International Middle Years Curriculum (IMYC)** that is specifically designed for 11-14 year-old students, was adopted. The IMYC is a continuation of the very popular and successful IPC, (International Primary Curriculum), which is offered by many International Primary schools in Kampala. This curriculum provides a fun and challenging environment to enable teenagers to develop knowledge, critical thinking and strong moral values. The IMYC standards are aligned with the English National Curriculum and designed to encourage the highest achievement of every student, by defining the knowledge, understanding, and skills that students should acquire at each grade level. To further ensure that our students meet all the necessary academic requirements we use the Singapore Math Program.

7Hills International Secondary School was the first school in Uganda to offer the IMYC. Every student learns two foreign languages (French and Spanish) and the school provides an equally rigorous academic, fine arts, and sports program.

The IMYC is a full curriculum designed to support the academic and personal needs of the secondary school learner at this crucial age. The latest research has shown consistently that the maturing adolescent brain needs very specific support and students' personal development cannot be neglected; but not at the cost of the academic rigour and depth of learning required! That is what I enjoy about the IMYC, it is not either or, but both, we owe that to our students!"

Isabel Du Toit, Head of IMYC

You can read more about the IMYC at:

<https://www.gov.uk/government/publications/national-curriculum-in-england-framework-for-key-stages-1-to-4>.

Year 10-11: IGCSE

IGCSEs are familiar to many of our parents, and recognized internationally. They allow students to choose a broad base of different subjects tailored to their particular strengths. This is a two year program that ends with exams taken by international students around the world. After careful consideration, 7Hills has chosen Pearson as the awarding body, a globally recognised and respected leader in international education. 7Hills is a Person/Edexcel accredited Examination centre.

At 7Hills, we will continue to teach using the methods of the IMYC in order to bring more meaning to our students' learning. We will continue to use active, project based methods that build critical thinking and problem

solving. This is already being done successfully in other international schools and will allow us to continue with the important task of building our students’ skills for the 21st Century. Twice a year , students will complete an IGCSE Extended Project Presentation on a topic of their choice, to explore a personal interest or an aspect of a subject which they would like to do deeper research on. The projects allow students to explore their curiosity, develop research and presentation skills and add depth to their academic studies.

Year 12-13: A-Levels

Advanced level qualifications (known as A levels) are subject-based qualifications that can lead to university, further study, training, or work. AS and A levels - mainly involve studying the theory of a subject combined with some investigative work, and are studied full-time over two years . A-Levels are leading to qualifications recognised for entrance to higher education institutes in the UK and worldwide. Most higher education institutes require a minimum of 3 subjects. There are no compulsory subjects with A Levels. Instead, students are free to choose the topics that interest them the most or feel will benefit them for their future studies or careers. An externally marked, written examination, is taken at the end of the 2-year course of study. 7Hills is a recognised accredited Pearson/Edexcel examination centre for AS- and A-Level exams.

Subjects

IMYC - Years 7-9 follow the IMYC curriculum and the following subjects are offered:

Language Arts	Mathematics	Science	ICT
History	Geography	French	Spanish
Art	Design & Technology	Music	Drama
PE (including daily exercise)	Swimming	Library	PSHE

IGCSE - The following IGCSE subjects are available. Subjects marked with * are compulsory. Students choose 4 optional subjects. IGCSE students continue with daily sports in the morning.

English Language*	English Literature*	Mathematics*	Double Science* (Chemistry, Physics and Biology)
History	Geography	French	Spanish
ICT	Business Studies	Sports	Art
Music			

A-Levels

English Literature	Biology	French
Mathematics	Chemistry	ICT
Physics	Business Studies	

Staff Qualifications

All our teaching staff hold a teaching certification or are working towards completing their teaching certification. All teachers hold, at minimum a degree, some hold masters. Professional Development training is provided to teachers on an ongoing basis throughout the year. Our full time staff members are CPR/First Aid certified, have police clearance, and have experience working with children in an international setting. In addition, we only hire staff who exhibit true passion for child development as well as our philosophy and curriculum.

Swimming

Swimming is offered on the timetable. All students are strongly encouraged to swim. Swimming takes place off the school premises.

Educational Visits

7Hills holds at least one if not two educational visits per six week unit for IMYC students. This includes both professionals related to the unit of learning visiting school as well as students visiting places of interest related to their unit of learning. We aim to continue to have regular trips and guest speakers for the IGCSE class. Each class will also have a residential trip once a year. For every trip out of school, a signed parental permission slip is needed allowing your child to be taken off site. During school trips, the welfare of children is safe guarded. If transport is used, we insist on a seatbelt for each child.

Field trips are charged at a fixed price per term. Overnight field trips are charged separately.

Assessment Policy

Assessment is an integral part of the learning process. It is not only the teacher's role to assess a student's progress: assessment can be a powerful teaching tool when students are included in the process. At 7Hills, teacher, self- and peer assessments are valued, planned and incorporated in the learning process. These assessment opportunities give teachers and students a chance to reflect on learning and review progress and achievement on a regular basis.

Assessment is used to provide information about students' learning and progress. This feedback is used to

modify teaching and learning activities in order to meet students' needs.

The IMYC is graded from using the levels Beginning, Developing and Mastering. These levels refer to the skill level of the student in key skills required for each subject. A student at beginning level will be working with support, a student on Developing will be able use the skills with some guidance, while a student at Mastering is independently able to apply their skills.

IGCSEs are graded using a scale 1-9 with 9 being the top mark, and 4 a pass. IGCSE students will receive grades according to the Pearson mark scheme on summative work and for the mock exams that are held at the end of Term 1 and the End of the Year.

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Types of assessment

At 7Hills, multiple forms of assessment are employed, each providing a snapshot of where a student is at a particular point. All assessments are considered when providing feedback to the learner and reporting progress and concerns to parents.

Formative assessment

- projects
- observations of activities
- discussions with students
- marking of classwork and homework
- student reflection on a task or activity

Summative assessment

- projects
- formal exams in term 1 and term 3
- formal end-of-unit activities
- rubrics of skill development
- Exit Points including student reflection on learning at the end of a unit
- standardised assessment against the curriculum

Entry & Exit Points

Learning with the IMYC follows six-week units based around a conceptual idea, called the 'big idea'. Students link the learning in their different subjects through the big idea, considering what they're learning from personal, interpersonal and global perspectives.

At the beginning of each unit students participate in an Entry Point. The Entry Point provides students with an engaging and immersive task centred around the unit's "big idea" and encourages them to form their own interpretation of the big idea.

At the end of each six-week unit, students work individually or in small groups to create and present a media project that reflects their understanding of the ways their subject learning links to the big idea. This gives students the opportunity to express their own ideas as well as consolidate and reflect upon their learning in the unit.

Individual Musical Lessons

7Hills offers individual music lessons on a one on one basis to students. 7Hills students have the opportunity to take external music exams. All students who wish to learn a particular instrument, either to prepare for external exams or to hone their music skills, can sign up. The student will have a private 30 minute lesson after school on

either Monday or Thursday with a specialist teacher. If you wish for your child to take part in this program please contact the school office.

Clubs

7Hills offers a wide range of after school clubs on a daily basis. Students may choose to sign up for a maximum of one club per day. Most clubs are charged at one of two fixed rates (depending on resources needed). All clubs must be fully paid for in advance of a student starting a club. Unfortunately we are unable to roll over a missed club to another term. Homework club runs everyday and students are supported to complete homework and able to use the school computers. This is at no additional cost. Please check with the school office for the most up to date club list.

Homework Policy

Homework, when it is given, is meaningful and used for further learning. Homework is set regularly in all subjects. In Years 7-9, homework is set weekly for Language Arts, Maths, Science, French and Spanish and once every two weeks for History, Geography, ICT, Art and Music. IGCSE students are expected to complete homework each week for each subject they are studying. Homework tasks for Year 7 should take 20 minutes per subject, for Year 8 and 9 30 minutes per subject. For IGCSE, homework should take approximately 45 minutes for each subject.

Students should also do music practice if playing an instrument. The weekend can be used for catching up on homework and working on IMYC exit point projects. Homework assignments are written in the student planners which parents are asked to sign weekly over the weekend. The assignments and clear instructions are also posted to Google Classroom.

Students missing homework will be asked to catch up over the weekend. Failure to do so will result in an email home and the teacher may require the student to stay in Homework Club to complete the homework.

Daily Reading

All students are encouraged to read every day at home. Relevant reading books are selected by the Language Arts teacher and Librarian, and are added to students' Kindles. Books can also be borrowed from the school library.

Library Books

7Hills lends students library books which can be changed weekly during the library period. Each class has a weekly library lesson where students engage in literary activities and are encouraged to exchange their library books. Students also each have access to a Kindle. Set class readers for Language Arts are found on the Kindles. It is the students' responsibility to keep the Kindle safe from harm and they must return them to the school when requested. Damage to a Kindle is charged at 90 usd.

At Home Tasks

In addition, students may be given tasks to complete a project to further enrich their learning experience. This is generally work on Big Idea related projects that leads to an Exit Point. Students are strongly encouraged to practise touch typing using the programme shared by the ICT teacher. Students log in using their school email.

Academic Honesty Policy

We expect our students to be academically honest. This also supports our learner profile which states that students should be principled, thinkers and enquirers.

All students at 7Hills are expected to maintain the highest ethical standards, acting with integrity and honesty when completing assignments, coursework, homework and examinations. All work submitted for assessment must be their own. Any form of academic dishonesty will not be accepted and will be actioned in the appropriate manner.

Academic dishonesty includes but is not limited to:

- *Plagiarism*: the representation of the ideas or work of another person as the student's own.
- *Collusion*: supporting malpractice by another student, as in allowing one's work to be copied or submitted by another.
- *Duplication of work*: the presentation of the same work for different assignment components.
- *Cheating*: not following assignment rules, such as exam conditions in an exam, to complete a task.

ICT Policy

New technologies have become integral to the lives of our students in today's society, both within school and in their lives outside school. The internet and other digital information and communication technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning.

At 7Hills we ask all students and their parents to sign "The ICT Acceptable Use Policy" and "The Kindle Fire Contract". This policy is intended to ensure that:

- Students of 7Hills will be responsible users and stay safe while using the internet and other communication technologies for educational, personal and recreational use.
- 7Hills's IT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Students using computers and the internet, and their parents, must sign the ICT policy before access to the computers is granted.

Students receive an Amazon Kindle Fire, a convenient, portable reading device (e-Reader). Each Kindle Fire and case is valued at \$90.00. Kindle Fires, just like books, must be replaced if lost, stolen, or damaged beyond use and

repair.

Students are not allowed mobile phones in school and if a student does bring in their phone it should be left at reception at the start of the day and collected when the student is leaving at the end of the day. Any student who brings their own personal laptop into school is responsible for it. Laptops must be kept in student lockers and only used with permission of the teacher.

Library Policy

7Hills encourages students to take good care of books, whether they belong to the school, a friend or themselves. During library lessons students learn how to look after books and we ask parents to encourage this good practice at home too. There will always be a limited amount of wear and tear with books, especially popular books. However, torn, damaged or lost books are not included in general wear and tear and will need to be replaced. Such damage is charged at 50,000 a book or a replacement copy of the exact book. Students need to return previously borrowed books before they are able to borrow another book from the library.

Positive Discipline Policy

7Hills uses the Stoplight Approach. We strive to be a 'Green' school by creating an atmosphere of mutual trust and respect where students are taught to regulate their own behaviour through education and training rather than punishment, threats and shaming, without sacrificing our high expectations of conduct and behaviour.

We strive to provide a strong framework of expectations which is firmly applied using techniques that are designed to train the students to act in the right way. That said, we do apply consequences for particular misdemeanours. With low level misbehaviour, the consequence would ideally be matched to the misbehaviour and would involve a written self-reflection. With more serious incidents, we follow our Discipline policy, and parent conferences followed by a rising scale of detentions would be applied. With persistent misbehaviour we would seek to understand any underlying reasons behind the behaviour and create a Behavior Support Plan with strategies that are shared with the parents and teachers to ensure a consistent approach and with the aim of ending the said misbehaviour.

Anti-Bullying Policy

7Hills believes that all students have a right to a safe and healthy school environment. 7Hills has an obligation to promote mutual respect, tolerance and acceptance.

7Hills will not tolerate behaviour that infringes on the safety of any student. A student shall not intimidate, harass or bully another student through words or actions. Such behaviour includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; saying or writing nasty things about someone; threatening; social isolation such as ignoring or encouraging others to ignore and making someone feel

uncomfortable; damaging or taking someone's property or manipulation.

7Hills expects students and/or parents and/or staff to immediately report incidents of bullying to a teacher, the School Principal and/or the Head of School. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while travelling to and from school or a school-organised activity, during lunch and break times, and during a school event. Teachers discuss this policy with their students in age-appropriate ways and assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The School Day

Term Dates

The school term dates can be found on the website and are available from the School Office.

Attendance

Students are expected to attend school every day of the academic year. Learning begins on the first day of term and finishes on the last day of term, through to the end of the school year.

Absence

We understand that many situations arise that result in students being absent. We therefore require an email or a phone call to the office informing us of the absence. This should be communicated in advance of a planned absence, or in the morning in the case of unexpected illness. For illnesses, this is especially important so that we can inform families of any communicable disease symptoms while maintaining confidentiality.

If a child is not in school by 9:00 am without prior communication, the office will get in touch with the parents. Your child's safety is paramount to us and therefore these phone calls will allow us to alleviate any concerns about your child. Registers are used for the safety of children and it is important they are kept up to date.

Students can use Google Classroom to catch up on any class work missed due to absence, and speak to their teachers if support is required.

The Beginning and End of the School Day

We want to ensure that drop-off and pick-up times at 7Hills run smoothly. The following guidelines ensure, if everyone cooperates to their best ability, that this busy time works efficiently. Please inform any adult responsible for dropping off or picking up your child of the necessity for following our drop off and collection policy.

Drop Off

Students are dropped off at the MTN Arena or at the School Campus, please follow the Sports schedule that will be given to your child at the start of the academic year.

At the campus 7Hills encourages students to be dropped off at the school gates. Please do not park or wait outside the school gates. If a driver (in this context referring to the driver of the car whether a parent, friend or hired driver) is waiting for a parent or guardian, they should wait in the allocated parking. Access to the driveway ensures our children are dropped in the safest possible way. If a driver is parked or waiting in the driveway they will be asked to move. Individual parents will be informed by letter if their driver is a repeat offender or refuses to

move.

We have a number of off road parking spots outside the school where parents are welcome to park securely and enter school if they need to talk to a member of the 7Hills Team. We do not allow parent parking inside the school gates to protect the safety of the students.

Students should arrive at school or the MTN Arena by 7.40am. By arriving at school on time it encourages a positive start to your child's day. It can be very disruptive to a child's day to arrive when others have already settled and disrupt the morning sports activities, which are held off site. We understand mornings are hectic, especially with Kampala traffic, and we greatly appreciate your efforts to adhere to these times.

Once at school, students drop their bags at their lockers, or in the school minibus at the MTN Arena, and proceed to the garden for sports at 7.45am, either at school or at the MTN Arena.

If you arrive before 7.30am you are asked to wait outside until school opens at 7.30am. Students will not be able to enter the school, or the MTN Arena, before 7.30am when the teachers begin morning duty and are able to supervise your child.

Shuttle Bus

7Hills operates an optional shuttle bus between Bugolobi and 7Hills in the morning and afternoon after school. This service is available for 7Hills students and their siblings. For more information about the shuttle service timing and prices, please enquire at the office.

Punctuality

We value consistency in our service to young learners. Arriving late hinders teachers' work and is proven to affect our students' learning. Attendance is taken daily at 7.45am, when school starts, before morning sport. If students are not in school at 7.45am, they will be marked absent. Students who arrive at school after 7.45am must check in at the office so that the register is revised and the word *absent* is replaced by the word *late*. Attendance (including absences and tardy days) will be reported in the termly report cards.

Pick Up

The school day ends at 3.15pm. Clubs take place between 3.15pm-4.15pm.

All students must be collected by 4.30pm. There is a late fee for students who remain after 4.30pm to cover the extra supervision. Please note the school closes at 5pm.

In addition, the last day of every term is a half day finishing at midday.

If you arrive early, please do not go to the classroom to collect your child as this may disrupt the end of the lesson.

Anyone collecting a child from school must carry a 7Hills authorisation card. Please speak to the school admin if you do not have an authorisation card or need a new card issued.

It is important that a child is not collected at any time during the day without informing the school office.

Pick Up Authorisation

Only the authorised parent(s) or others identified and authorised by the parents on the student's enrolment form can pick up a student from school. If a person is collecting a child for the first time or is unknown to the member of staff releasing the student, but on their enrolment form, this person will be asked for identification and the child's enrolment form will be consulted. For your child's safety, this includes parents who are not known to the staff member. We appreciate your cooperation in this matter.

If someone comes to pick up a child and they are not on the child's enrolment form, written authorisation must be made directly to the Head of School (NOT sent with the individual) including a copy of their identification and stating whether the authorisation is for one day only or until further notice. This can be done by letter or email to the Head of School. Where necessary a phone call may be placed to either parent to confirm the individual's identity.

If you wish your child to go home with another child's parent, written permission must be given (in email or in person) to the Head of School.

All authorisation must be through the Head of School and come from an authorised parent.

Late Pick Up

Please try to be on time to pick up your child. Our staff members have responsibilities both before and after class sessions, so it is important that parents be mindful of dismissal times in order for our school day to go smoothly. All students must be picked up by 4:30pm.

There is a late fee for students who remain after 4.30pm to cover the extra supervision (5k per day). Please note the school closes at 5pm.

Please keep 7Hills's phone number (0752744557 or 0878869850) saved in your mobile phone in case you are running late. It is important you call the school office to inform them you expect to be late. Children can worry if their parents or caregivers are late and it helps us to reassure them if we know you are going to be late.

In the event of an emergency, a parent may call the office to speak with the Head of School or the School Principal to give verbal permission for his or her child to go home with someone else. You will be asked to verify information on the enrolment form in order for us to be assured that 7Hills staff is speaking to the parent. Running late, being held up in a meeting or planned out of town travel does not constitute an emergency.

Parking at 7Hills

Reminders

- Please always be respectful of all members of our community: kindly do not park in front of our neighbour's gates.
- Please do not park or wait at the gate.
- Please do not leave younger children in the car when picking students from 7Hills.
- Please make sure that your car is never blocking anyone.
- Please respect and listen to guidance from the security guard or other members of the school.
- For the safety and security of the children, we ask that families do not bring their dogs to the school grounds.
- Parking at 7Hills is at your own risk. 7Hills is not liable for any loss or damage whilst parking at the school.

Please share this information with any other individuals that may be responsible for dropping off or picking up your child. All drivers will be held accountable to these guidelines. Our strict enforcement of these guidelines allows for an efficient drop off and collection system that eases stress and frustration. We greatly appreciate your cooperation to maintain a harmonious community at 7Hills.

What to Bring

Please remember to label every item that your child brings to school.

Uniform

School uniform at 7Hills is compulsory. Students are required to purchase 2 full sets of 7Hills uniform. This includes 2 sets of both the school uniform and the sports kit. In addition to the above school uniform, students are

expected to have sports shoes, comfortable black everyday shoes, and a navy blue swimsuit provided directly by parents.

School Uniform consists of:

Either

- 7Hills Girls Uniform Dress

or

- 7Hills Shirt and 7Hills Shorts or Trousers

plus

- Sports Kit and Sports Shoes
- Field Trip Polo Shirt
- School Hoody
- Black Shoes - students are expected to wear comfortable black everyday shoes with their uniform and have sports shoes for sporting activities.
- Hair & jewellery - need to be appropriate for active and outdoor learning. This means no hoop or dangly earrings.
- Art Apron

All children should have an oversized t-shirt at school to be used for art to protect their clothes. This can be brought in on the first day of school and remains at school throughout the year.

School Bag

The following items should be brought to school each day:

- Water Bottle - students should come to school with their own water bottle, filled with drinking water. Students are able to refill their bottles at school.
- Sweater - it is recommended students carry their own blue, labelled sweater for rainy or cold days.
- Sunscreen - students go outside every day so please dress your child appropriately and provide sunscreen if necessary.
- Change of Clothes - sports clothes/uniform, where necessary.
- Pencil Case
- Student planner
- Books required for that day's lessons

Personal Possessions/Electronic Devices

Please make sure all your child's clothes are clearly labelled. Valuables of any kind are not recommended at school. Students are requested specifically not to come to school with electronic gadgets, including on field trips. Any electronic gadgets found at school will be held in safe-keeping in the school office during school hours and can be collected by the parent/guardian at pick up after school.

Please ensure your child's uniform is clearly labeled.

Swimming Days

On swimming days students should come to school with:

- named swimming wear;
- towel;
- flip flops/sandals/slippers;

Stationery List

All students are expected to provide stationery for school as per the school stationery list (provided on enrollment or can be requested from the school office if required). The necessary stationery should be brought into school daily.

Lost Property

All un-named or unidentifiable items of personal property left at school overnight or longer are taken to the lost property box in the office. Please check this box regularly to see if any of your child's items are there. Labelling items clearly helps us return them more efficiently to their owner. All items remaining in the lost property box at the end of the year will be donated to a worthy cause.

Food Policy

At 7Hills, we promote healthy eating and encourage all students to have a healthy diet.

Snack Time

Packed items should still be healthy. Grab-and-go snacks work best. Snacks that a child can carry easily, do not require cutlery and ones that they can peel and eat independently are highly recommended. These are snacks such as pieces of fruit like bananas and apples. We also recommend healthy snacks such as:

- yogurt;
- other fruits and berries;
- sandwiches with healthy foods between the bread
- vegetables slices (e.g. cucumbers and carrots)

Lunch Time

Lunch is catered for by the Bistro. The menu is carefully designed to take into consideration all children's nutritional needs, dietary restrictions and allergies. It is always a healthy meal cooked from fresh ingredients. Lunch fees are calculated on the number of days per term.

Taking lunch is optional and students are welcome to bring a packed lunch instead which they will eat with their fellow students. 7Hills encourages parents to promote healthy eating habits by sending in nutritious items for lunch (no crisps, sweets, chocolate, or soda).

If you wish to send food from home it must be received at the school reception by 12.30pm, in order to be in time for lunch.

Drinks

7Hills ask that all students come to school with a full water bottle. Water is available at school for students to refill their bottles. In line with 7Hills's healthy eating promotion, students are not permitted to bring other drinks such as flavoured milk or soda to school.

Birthdays

Birthdays are always exciting and we are happy to join in the celebration at school. If you wish to bring in a cake to share with the class please set a date and time with the school administration one week in advance. Available times are morning break, the end of lunch break, and the end of the school day. Be prepared to tell the school the snack you would like to serve and please ensure that it is nut free. In keeping with our healthy values, please

remember that soda is not allowed and will not be shared. We also ask that parents do not distribute favours, goody bags or paper goods. If you would like clarification, please speak to the office.

Communication

Communication between home and school is vital to a successful school. 7Hills's Communication Policy outlines a clear protocol for communication procedures regarding your child. As 7Hills is an environmentally friendly school, we aim to be as paperless as possible, therefore virtually all communication is online. It is the parents' responsibility to make sure the school has their correct and most updated email address, including if there are changes in work numbers or home addresses. This is essential especially in cases of emergency or if your child is unwell.

The School communicates with parents in a number of ways:

- Email
- Weekly newsletters
- Telephone
- 7Hills Website (www.7hillskampala.com)
- Noticeboards
- Parent Teacher Conferences
- School Reports
- Exit Points
- Parent Teacher Conversations
- School Whatsapp group for urgent matters only

If you need to contact the school, please call or email during the school day (between the hours of 7.30am - 4.30pm), Monday to Friday. If you need to contact the school outside of these working hours, please email and your query will be responded to during school hours.

Parents can also send a Whatsapp message to the school number (+256752744557).

Newsletter

Every weekend, parents will be emailed a school newsletter with important information and interesting events from the past week. Please take the time to read this newsletter as it will undoubtedly answer many questions you may have about past and future events, meetings, etc.

Talking to Teachers:

There are many regular opportunities to meet teaching staff at the regular Parent Teacher Conferences. However, our staff are happy to meet with parents or guardians at any other time of year should there be a specific concern.

Teachers are available for appointments throughout the year. If you would like to talk to arrange a meeting with a specific teacher please email the teacher and administration to request an appointment and arrange the time. If necessary you can call the school office to follow up (0752744557 or 0787 869 850) .

Some things to consider:

- Do not contact teachers or other staff directly by telephone using their personal contact numbers.
- Parents can email teachers directly if you would like to discuss an issue related to your child.
- Do communicate with the Head of School/about any changes at home or within the family (i.e. parent on a trip, family member sick, etc.). These changes can affect your child's behaviour and it is useful for staff to be aware of these developments. 7Hills will always respect your privacy.

Talking to the Head of School:

7Hills has an open door policy - no appointment is necessary. Parents are welcome to drop in at their convenience to the office to talk to the Head of School.

If you would like to make an appointment with the Head of School, please email or call in advance to arrange a meeting to ensure they are available.

School-wide Emergency Communication

7Hills has a parent contact list where, in cases of emergencies which affect the whole school, a message will be sent on the parents whatsapp. This is the fastest form of communication on a school-wide scale.

Social Media

7Hills uses social media for communication with current parents, past parents and prospective parents. Parents are asked to complete a social media form when their child starts at 7Hills. If a parent's social media preferences change, it is the responsibility of the parent to write to school informing the school of these changes. Please note, we never use children's full names or post photos of children at vulnerable moments.

Concerns/Complaints about school

If you have any concerns/complaints about the happenings at school, please send an email directly to the Head of School or Principal. If you are not comfortable speaking with the Head of School regarding your concern or complaint, please contact a member of the Board of Directors.

Please note that any and all discussions between parents, teachers and 7Hills staff must be done so in a respectful manner. There will be no tolerance for inappropriate, threatening verbal or physical behaviour. Such behaviour on the part of a parent, teacher, or 7Hills staff member may result in disciplinary action taken by school management.

Confidentiality

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. 7Hills takes confidentiality very seriously and makes every effort to protect each family's privacy. Communications among staff and parents about children should be kept confidential at all times. 7Hills recommends that conversations about a child, behaviour, or incident should be conducted in private, away from the child and other members of the 7Hills community. If a parent has a question or concern, we suggest that this parent first contact the teacher via a handwritten note, in person or in an email. Meetings with teachers need to be conducted outside of teaching hours.

Confidentiality Policy

This policy is formed to regulate how personal information is used and to protect individuals from misuse of personal details. We will work within the guidelines of the policy as follows:

- Parents/Guardians will have ready access to 7Hills records of their own children but will not have access to information about any other child. Once this information is no longer required by 7Hills, it will then be shredded and disposed of responsibly.
- Staff will not discuss individual children, other than for purposes of curriculum, planning and management, with people other than the parents/guardians of that child.
- If a parent or staff member needs to discuss a child or an issue confidentially, then every care will be taken to discuss confidential matters in private.
- Information given by parents/guardians to the class teachers/7Hills staff will not be passed on to other parents without permission.
- Issues to do with all staff employees, will remain confidential to the people directly involved with making decisions.
- Any information shared with the school in relation to a child's safety and/or well-being will be kept in a confidential file and will only be shared with concerned staff.
- All visitors/parent helpers/volunteers are expected to adhere to our Confidentiality Policy.

Health & Safety Policy

At 7Hills, we take health and safety very seriously. It is important to cover all areas of health and safety to ensure optimal care of all children at 7Hills.

Health Policy

7Hills School's health policy promotes good health amongst all students at our school.

A parent must notify the office immediately if a child:

- Has any allergies;
- Has a medical condition;
- Is taking medication (as medicine may affect your child's behaviour);
- Or if you have any concerns about any aspect of your child's health.
- Is diagnosed with any communicable disease including but not limited to strep throat, pink eye, lice, pinworms or any other diseases common to a school environment.

The notification is important so 7Hills can inform parents within your child's classroom to be on the look-out for symptoms. Please remember that 7Hills will not release the name of the student or family involved. We simply post "There has been a case of _____ reported...."

Sickness at Home

Germs spread quickly in a school environment. All children and staff stay healthier when sick persons stay at home. Common sense must prevail in the case of colds, which can range from a mild case of sniffles to a full-blown sinus infection or deep cough.

If your child is not well enough to participate in all aspects of the daily schedule, or has a temperature above 37.5 (a fever), please keep your child at home.

24 Hour Rule

Any child who has shown signs of illness in the previous 24 hours must remain home and not attend school.

Fever Free

A child should be fever free (having a temperature below 37.6) for 24 hours, without the use of fever reducing medicine, before returning to school.

Antibiotic Timeline

A child should be on antibiotics for at least 24 hours before returning to school.

Sickness at School

[7Hills Return to School Manual.docx](#)

If one or more of the following symptoms is present in your child, we will call you to pick up your child from school:

- temperature; loss of appetite; nausea or vomiting; diarrhoea; stomach ache; red, pink or crusted eyes; ear ache; headache; rash/infection of skin; pale or flushed face; thick or greenish mucus from nose; cough; sore throat; loss of energy/decrease in activity/falling asleep.

If your child develops any of the above symptoms of illness while at school, your child will be taken to the sickbay and we will call you to pick up your child.

Fever (Temperature over 37.6)

If your child develops a fever at school, the school will contact the parent or legal guardian and ask them to collect the child immediately. Panadol may be administered to students whose parents who gave permission for the school to administer panadol the Medical Permission form. We are not able to administer panadol if written permission was not granted on the Medical Permission form.

Accidents

First aid is carried out as and when it is required. Members of staff have been trained to administer first aid.

Head Bumps

You will always be notified by phone call if your child receives a bump to the head, however minor. This is precautionary, just in case of concussion.

Swimming

Unless we receive a doctor's note requesting a child to stay indoors, we expect every child to participate in outdoor play and swimming.

Medical Emergency

In the unlikely event that your child has a medical emergency while at school (i.e. broken arm or leg, allergic reaction, unconscious, etc.), the school will call an ambulance first to take the student to the nearest emergency medical facility and then notify the parent by calling them. An appropriate plan will be made between 7Hills staff and the parent.

If you wish for a medical emergency involving your child to be handled differently, please prepare a procedure plan and give a copy to both your child's teacher and the school office for their file.

Medicine Administration Policy

Authorised school employees are only permitted to administer medication when the following conditions have been met:

- a. The student's parent or legal guardian has completed the 7Hills Medication Consent Form allowing school personnel to administer the drug or medication to the student which includes explicit written instructions describing the manner in which the drug or medication is to be administered.
- b. The employee administers the drug or medication pursuant to the written instructions provided by the student's parent or legal custodian.

Head Lice

At school there is always the possibility that your child may catch head lice. This is nothing to be ashamed of and no stigma should be attached to this common, and easily solvable, eventuality. Head Lice is sometimes a problem in schools, because it is a most contagious condition which travels from one child to another, just through close contact.

- Please inform us immediately if your child has lice. We must follow certain procedures regarding the cleaning and removal of materials within a classroom with lice.
- We also reserve the right to implement additional procedures such as head checks if a persistent lice problem were to occur. Please get into the habit of routinely checking your child's head. If all parents check heads regularly, we can avoid any outbreaks in the school.

Compound Guidelines

Whenever parents are in the compound with their child or other children, parents are responsible for supervision of their own child or children. Please do not leave a child or children (whether a student, sibling or friend) alone or unsupervised on the compound at any time.

7Hills asks that all children, under the supervision of their parents, abide by the same guidelines that we use during the school hours while using the playground with their children after programme hours. These guidelines include:

- Absolutely no tree climbing.
- Playing in the bushes is not allowed.
- Students must respect the out of bounds areas

Child Protection

7Hills takes the safety and welfare of children very seriously. Please see the Safeguarding Children Policy in the appendices of this handbook.

We believe good child protection requires everyone to take responsibility. We recognise that the care and welfare of children is paramount and that all children have the right to equal protection from all types of harm or abuse.

As a school we have a fundamental duty of care towards all of the children we engage with, including a duty to protect them from abuse. We achieve this through adherence to the United Nations Convention on the Rights of the Child (UNCRC) 1989. A child is defined as being anyone who has not reached their 18th birthday (UNCRC 1989) irrespective of the age of majority in the country where a child is or their home country.

We are committed to:

- Valuing, respecting and listening to children
- Ensuring necessary checks are made when recruiting staff
- Adopting child protection systems and procedures for staff
- Providing a common understanding of child protection issues and ensuring these issues inform staff planning and practice
- Sharing information about child protection and good practice with staff, children and parents/carers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff through supervision, support and training.

We will provide adequate and appropriate resources to implement this policy and will ensure it is communicated and understood.

Security

7Hills has 24 hour security. All adults visiting school, apart from parents and guardians, are requested to sign in at the gate with the security guard where they will be given a visitor's pass and be shown to reception. If a parent or guardian is unknown to the guard, they may also be asked to sign in at the gate. Whilst this may seem tedious, we would prefer to be over cautious in our security and ensure the safety of students.

Please see pick up procedures (above) with regards to releasing students from school.

Photography & Social Media

Parents are welcome to take photos at 7Hills events but we ask families to respect the privacy of other 7Hills families. Therefore photography at events is on the understanding that photographs that contain images of children other than your own will not be posted on the internet unless permission has been sought from parents whose children are seen in the photo.

Admissions, Enrolment and Withdrawal

Non-Discriminatory Policy

7Hills admits children of any race, colour, religion, national or ethnic origin to all the rights, privileges, programmes and activities generally accorded or made available to the students at the school. The school does not discriminate on the basis of race, colour, religion, national or ethnic origin in the administration of admission and educational policies, athletic, and other school-administered programmes.

Admissions Policy

We like and recommend that all parents and prospective students meet the Head of School or School Principal in person before enrolling into the school. All students joining 7Hills are required to complete an initial assessment which takes place at school.

If parents have any major educational, social, or developmental concerns about their child entering 7Hills, parents need to discuss these concerns with the Head of School at the time of admission. It is important that a positive and appropriate learning environment be established for each child.

In an effort to create the best fit for your child and family, 7Hills reserves the right to place children in classes by age and developmental level. Appropriate age levels are determined by the child's age on 1st September as well as their educational history. 7Hills does not discriminate in administration of its educational and admission policies.

Enrolment Policy

Enrolment at 7Hills is ongoing - subject to places available in classes. Applications are taken on a first-come, first-served basis. Once the registration fee is paid, your child's space at 7Hills will be reserved.

Withdrawal Policy

If you wish to withdraw your child from 7Hills, the following procedure must be followed:

- Written notice must be provided to 7Hills with as much notice as possible given. Even if you are undecided if your child will return, please communicate this to the Head of School.
- Registration fees, school fees or other payments are not refundable.

Termination Policy

On occasion, 7Hills may not be an optimal fit for a child or family. 7Hills is a school that will make every effort to work collaboratively with families to resolve any challenges that arise. Additional resources may need to be used to support a child's success in the school environment. If, after all reasonable efforts are exhausted, and a problem cannot be resolved, 7Hills reserves the right to terminate a child's attendance at the school.

Finances

The fee structure is available from the school office or from our webpage at <https://7hillskampala.com/>

Fees may be paid annually, termly or monthly. Monthly payments starting later than August will be recalculated as the final payment month of the school year is always May.

Financial Terms and Conditions

1. All fees are payable in US dollars
2. Fees once paid are non refundable.
3. School fees are due one week before the beginning of term. Please see the Term & Fee Dates table within the School Fees Payment Agreement.

Instalments

4. 7Hills provides the option to pay annually (encouraged); termly or monthly. Paying in termly instalments attracts a 5% surcharge; paying monthly attracts a 10% surcharge. Surcharges only apply to discounted fees.
5. If paying termly, fees for Term 2 and Term 3 are due exactly one week prior to the first day of term.
6. If paying monthly, 7Hills encourages 10 instalments from August to May. If students enter the school after this date, the number of instalments will be reduced. Monthly payments starting later than August will be recalculated as the final payment month of the school year is always May.
7. Monthly instalments are due by the 25th day of the month.
8. Non-discounted fees receive a 10% discount on annual and 5% discount on termly fees only if paid on time. Please see fee payment dates for exact dates due.

Late and Non-Payment

9. Fees that are paid late are subject to additional fees:
 - * If a payment is not made by 1pm on the day following the due date, a late fee of \$25 will be charged (unless other arrangements have been made with the Head of School or School Principal).
 - * For every additional day late, a fee of \$5 will be charged
 - * This applies to annual, termly and monthly payments.
10. If fees are not paid within fourteen days of the due date, attendance at 7Hills will no longer be permitted until fees are paid in full, including the late fees (unless other arrangements have been made with the Head of School or School Principal).

11. If fees are not paid within thirty days of the due date, 7Hills can no longer hold a space for your child.
12. Lunch, club and transport fees are also due one week prior to the first day of term. Children will not be able to participate in lunch, clubs or use the school shuttle until the appropriate fees have been cleared.
13. If part payment is made, it will be allocated to fees first, then lunch, before transport & clubs.
14. Bank transfers should be received by the due date to avoid late charges. Any transfer charges should be paid by the parent/guardian.
15. Cheque payments are payable to 7Hills International School. A chargeable fee for bounced checks is USD 75.
16. 7Hills International School reserves the right to withhold your child's work and reports if fees have not been paid.

New students

17. Students who enter the school after the start of the term will be charged a full term's fees if before half term and a half terms fees if after half term.
18. Fees for new students joining mid way through a term are payable by the student's first day of school. Spaces cannot be reserved without financial commitment.

Absence and Withdrawal from 7Hills International School

19. Written notice must be provided to 7Hills at least one term prior to when you wish to withdraw your child. Failure to do so will result in a charge of one term's fees.
20. If your child is going to be away for an extended period, in order to retain their space at 7Hills, term fees for the returning term are still expected to be paid on time. Failure to pay fees on time means your child's space at 7Hills cannot be guaranteed and upon re-entering you will be required to re-register your child, including repayment of the registration fee.

Payment Details

Payments may be paid by cash deposit, bank transfer, telegraphic transfer or cheques* to the 7Hills bank account held at Diamond Trust bank. All transfer costs should be paid by the parent/guardian.

*Cheques must be from Ugandan bank accounts (even if held in a foreign currency) may be presented at the bank or the school office during working hours.

Cash payments for registration fees only may also be paid in the school office during working hours.

Copies of bank slips should be handed in at the school office or emailed to the school accountant or office for

verification. Receipts can be issued once deposit slips are presented either electronically or in person.

Please ensure all bank deposits are referenced with your child's name for easy identification of fee payment.

Payment Details

Bank:	Diamond Trust
Account title:	7Hills International School Ltd
Account number:	0096968002
Branch:	Diamond Trust Bank - ISBAT
Swift code:	DTKEUGKA

School Fees Agreement

7Hills aims to be very transparent in its policies and procedures. All parents are asked to sign a School Fees Agreement at the beginning of each academic year or at the time of enrolment. This outlines the financial commitment to enrolling your child at 7Hills.

Bursaries and Scholarships

Scholarships and bursaries are at the discretion of the board, please contact the Head of School for more information.

The Role of Parents at 7Hills

Volunteering at School

We know schools work best when parents are engaged with their child's education. In order to make the most of the opportunities available, we believe that it is important for you to become as involved in the school as possible. We wholeheartedly believe that your child's education is a partnership between home and school, and that it is important for parents to take an active interest in all aspects of school life. Not every parent can come in to help, but every parent can encourage their child and work with them and us to develop their learning. Staff value all the support that we receive from parents. We are fortunate that our parents give invaluable support in a variety of ways to everyday school life. If you would like to volunteer at school, please contact the Head of School. It could be regular once a week volunteering or once a term when you have a spare moment.

Parent Community Council

We have an active parent community council and interested parents are encouraged to let us know if they would like to be part of the council representing their respective classes.

If you have any questions regarding the contents of the Parent Handbook, please send an email to the Head of School at alice.b@7hillskampala.com.