7 Hills International School
ADVENTURE IN LEARNING

Parent-Student Handbook



2026-27

All policies, handbooks and school documents listed are available on our school website at:

https://7hillskampala.com/school/school-policies/

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1. Welcome to 7Hills

1.1 Welcome Message – Head of School

Dear 7Hills Students and Parents,

Welcome to the 2026-2027 academic year at 7Hills International School (7Hills). Whether you are joining us for the first time or returning for another year, we are delighted to have you as part of our community.

At 7Hills, we believe that every student can achieve great things when high expectations are combined with excellent teaching, strong relationships and a supportive learning environment. Our aim is not only to help students achieve academic success, but also to develop the knowledge, skills and character they need to thrive in an ever-changing world.

This handbook has been designed to help parents and students understand how our school operates and the expectations that enable our community to flourish. It contains important information about school life, our curriculum, communication, safeguarding, behaviour and the many opportunities available to our students. I encourage every family to read it carefully and refer to it throughout the year.

Success at 7Hills is built on partnership. When students, parents and staff work together with mutual respect, open communication and a shared commitment to learning, every child is given the best opportunity to succeed.

As we begin another exciting year, I encourage every student to embrace new challenges, work hard, show kindness, and make the most of every opportunity. We look forward to celebrating your achievements and supporting you every step of the way.

On behalf of all our staff, I wish you a happy, successful and rewarding year at 7Hills.

Kind regards,



Mark Bridgeman



1.2 About 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 reception@7hillskampala.com

Equity and Inclusion

We are committed to providing an inclusive learning environment where every student is respected, valued, and supported to achieve their full potential. We celebrate diversity in all its forms and actively promote equity, ensuring that differences in culture, language, gender, religion, ability, or socio-economic background are embraced as strengths. Our teaching approaches, curriculum, and support systems are designed to meet the varied needs of our learners, including those who require additional academic, language, or well-being support. We expect all members of our school community (students, staff and parents) to uphold these values, treat others with dignity, and contribute to a culture of mutual respect and fairness.



1.3 Philosophy, Mission and Values

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 secondary 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.

1.4 CIS Accreditation and Continuous School Improvement

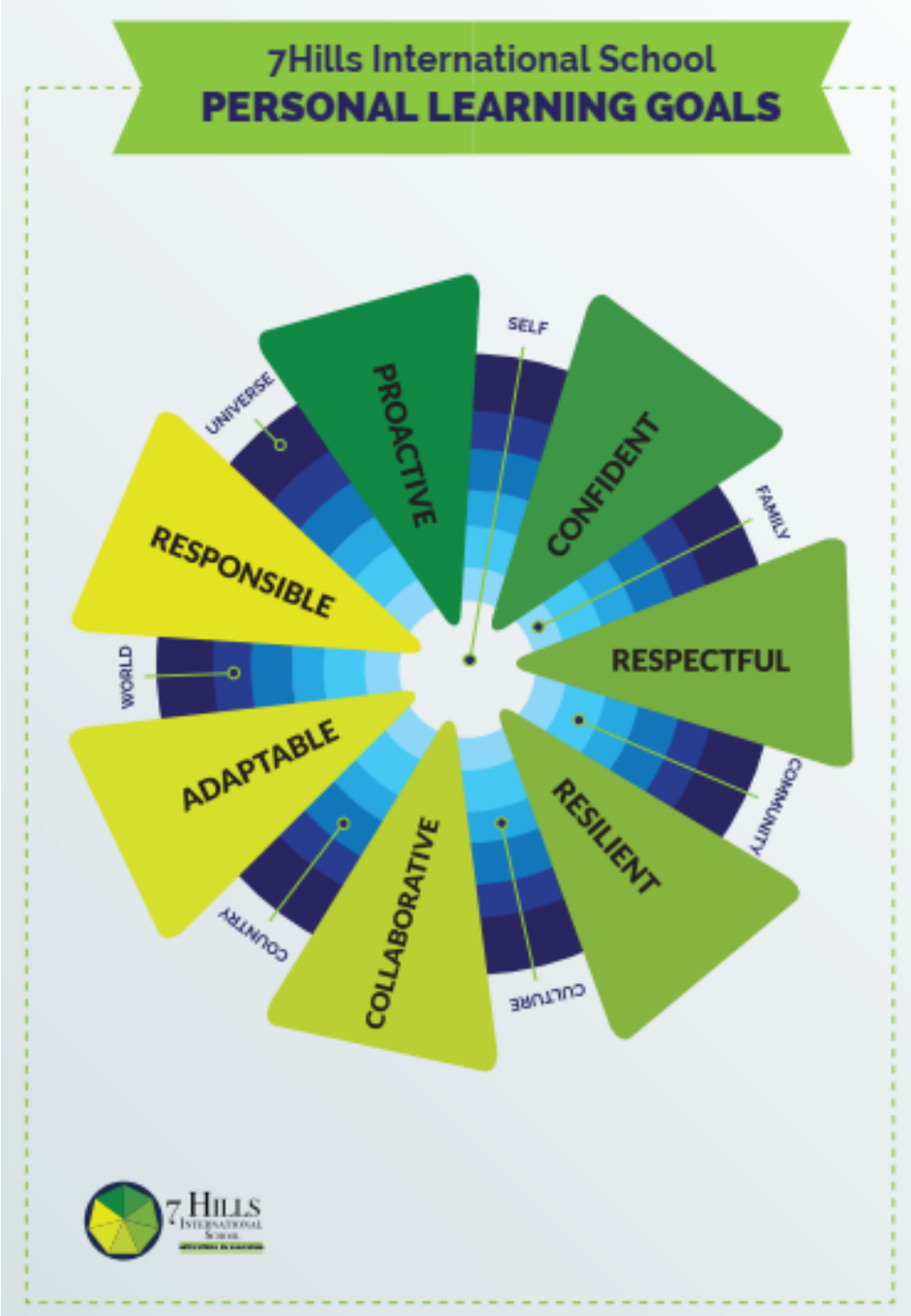


At 7Hills, we believe that excellence is achieved through continuous reflection, innovation and improvement. As a candidate school for accreditation with the Council of International Schools (CIS), we are committed to meeting internationally recognised standards in teaching and learning, safeguarding, leadership, governance and student wellbeing.

Accreditation is more than an external evaluation, it is an ongoing process that challenges us to regularly review our practice, seek feedback from our community and ensure that every decision we make enhances the educational experience of our students. We value the partnership of our students, parents and staff in this journey and are committed to creating a school where every learner can thrive and achieve their full potential.

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



2. Learning at 7Hills



2.1 Year 7-9: International Middle Years Curriculum (IMYC)

The International Middle Years Curriculum (IMYC) is specifically designed for 11-14 year-old students. 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 (and around the world).

This curriculum provides an engaging and challenging environment to enable teenagers to develop knowledge, skills and understanding through skills-based learning, which supports the development of critical thinking. The IMYC features units built around 'Big Ideas', such as community, respect, and challenge, which promote interdisciplinary teaching, help students make meaningful connections between subjects, and foster strong values. The standards of the IMYC are primarily aligned with the English National Curriculum and designed to encourage the highest achievement of every student at each grade level, while allowing teachers the flexibility to adapt the curriculum to local context and student interests. To further ensure students meet academic requirements, we use the Singapore Math Programme, which builds deep mathematical understanding and encourages problem-solving, making it an excellent complement to the IMYC.

7Hills was the first school in Uganda to offer the IMYC. Every student learns two foreign languages (French and Spanish - German also available if applicable) and the school provides an equally rigorous academic, fine arts and sports programme.

One of the strengths of the IMYC is the flexibility it provides schools to adapt the curriculum to meet the needs of their students. At 7Hills, this has allowed us to enhance our English, Mathematics and Science programmes, ensuring a clear progression from the middle years into the IGCSE curriculum. By carefully mapping knowledge, concepts and subject-specific skills across these key disciplines, students develop the academic confidence and foundation needed for a successful transition to the rigour of IGCSE while continuing to benefit from the IMYC's inquiry-based and interdisciplinary approach.

2.1.1. IMYC Subjects

Language Arts	Mathematics	Science	Computing
History	Geography	French	Spanish
Art	Learning for Life	Music	Drama
P.E. (inc. swimming)	German	Library	PSHE

2.2 Year 10-11: International General Certificate of Secondary Education (IGCSE)

IGCSEs are familiar to many of our parents and recognised internationally. They allow students to choose a broad base of different subjects tailored to their particular strengths. This is a two year programme that ends with exams taken by international students around the world. After careful consideration, 7Hills offers Cambridge and Pearson as the awarding bodies, both are globally recognised and respected leaders in international education. 7Hills is a Pearson/Edexcel and Cambridge 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.

2.2.1 IGCSE - Subjects

Students choose 4 optional subjects. IGCSE students continue with daily sports in the morning.

Compulsory Subjects: English Language, Mathematics and Science (Biology, Chemistry & Physics)

Elective Subjects:

Block 1	Block 2	Block 3	Block 4
History	Geography	Art	Spanish
ICT	Physical Education (PE)	Business Studies	French

Note: English Literature is a selective subject, with the academic team making the final decision on participation in this course of study.

2.3 Year 12-13: A Levels

Advanced Level qualifications 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 subjects that interest them the most or feel will benefit them for their future studies or careers, within the offered blocks.

An externally marked, written examination, is taken at the end of the 2-year course of study. 7Hills is a recognised accredited Cambridge and Pearson/Edexcel examination centre for AS and A-Level exams.

2.3.1 A Levels Subjects

- **Humanities:** Business Studies, Economics, Geography, History, Psychology
- **Language Arts:** English Literature
- **STEM:** Biology, Chemistry, Information Technology, Mathematics, Physics

2.3.2 Extended Project Qualification (EPQ)

In addition to their A Level subjects, students at 7Hills have the opportunity to complete an EPQ. The EPQ is an independent research project that allows students to explore an area of personal interest beyond their examination subjects while developing valuable skills in research, critical thinking, academic writing, project management and presentation. Students are supported through the process of selecting a topic, developing a research question, evaluating sources and producing a final project outcome.

The EPQ provides excellent preparation for university-level study, where students are expected to work independently, manage longer-term projects and engage critically with academic

material. It also allows students to demonstrate initiative, intellectual curiosity and commitment to learning beyond the classroom.

2.4 Staff Qualifications

At 7Hills, we are committed to recruiting highly qualified and dedicated professionals. All teachers hold, as a minimum, a recognised university degree and either possess an appropriate teaching qualification or are working towards one. Many also hold postgraduate qualifications and have experience teaching in international schools.

All staff undergo safer recruitment checks, including police clearance, and receive regular safeguarding training. Full-time staff are also trained in First Aid and CPR. Through ongoing professional development, we ensure our staff continue to grow, innovate and provide the highest quality education and care for every student.

2.5 Learning and Teaching at 7Hills

At 7Hills, we believe that every student can achieve success when learning is purposeful, engaging and appropriately challenging. Our classrooms are places where students are encouraged to think deeply, ask questions, solve problems, collaborate with others and become increasingly independent learners.

Our approach combines high academic expectations with strong relationships, ensuring that every student is known, supported and challenged to achieve their personal best.

2.5.1 Our Learning Philosophy

Learning at 7Hills is built on the belief that students learn best when they:

- feel safe, respected and valued
- understand the purpose of their learning
- are actively involved in lessons
- are encouraged to think critically and creatively
- receive regular feedback to improve
- reflect on their progress and set goals for continued growth

Teachers create learning experiences that develop both academic excellence and the personal qualities needed for success in an ever-changing world.

2.5.2 What Learning Looks Like

Every lesson is carefully planned to ensure students know:

- what they are learning
- why it is important
- how they will demonstrate their understanding

- what successful learning looks like

Students are expected to participate actively by asking questions, discussing ideas, working collaboratively, applying prior knowledge and reflecting on their learning.
Lessons may include:

- direct teaching of new concepts
- practical investigations and enquiry
- collaborative learning
- independent practice
- discussion and debate
- research
- opportunities to apply learning in real-world contexts

2.5.3 High Expectations for Every Student

We believe that all students should be challenged to reach their potential.
Teachers:

- maintain high expectations for learning and behaviour
- provide appropriate challenge and support
- adapt learning to meet individual needs
- encourage resilience and perseverance
- celebrate effort, improvement and achievement

Students are encouraged to take increasing responsibility for their own learning by developing organisation, independence and effective study habits.

2.5.4 Developing Thinking

Learning at 7Hills goes beyond remembering information. Students are encouraged to:

- analyse and evaluate ideas
- make connections between subjects
- solve unfamiliar problems
- justify their thinking
- communicate clearly
- think creatively
- reflect on how they learn

These skills prepare students for future study, employment and lifelong learning.

2.5.5 Literacy Across the Curriculum

Strong literacy skills underpin success in every subject. All teachers support students to develop:

- reading comprehension
- academic vocabulary
- speaking and listening skills
- effective writing
- subject-specific language

Students are encouraged to read widely and communicate confidently across all areas of the curriculum.

2.5.6 Numeracy Across the Curriculum

Mathematical thinking is developed across many subjects. Students regularly apply numeracy skills through:

- data interpretation
- measurement
- estimation
- financial understanding
- problem-solving
- logical reasoning

Our Mathematics programme develops conceptual understanding alongside procedural fluency and real-world application.

2.5.7 Learning Through Technology

Technology is used purposefully to enhance learning rather than replace excellent teaching. Students learn to use digital tools to:

- research responsibly
- collaborate effectively
- create and present work
- develop digital literacy
- become responsible digital citizens

2.5.8 Assessment for Learning

Assessment is an integral part of the learning process.

Teachers regularly assess learning through questioning, discussion, observation, quizzes, projects, practical tasks and formal assessments. Students receive timely feedback that helps them understand:

- what they have done well;
- what they need to improve;
- how they can take the next step in their learning.

Students are also encouraged to reflect on their own progress and use feedback to improve future performance.

2.5.9 Supporting Every Learner

Students learn in different ways and at different rates.

Teachers provide appropriate support and challenge through differentiated instruction, scaffolding and extension opportunities. Where appropriate, individual learning needs are supported in collaboration with families and specialist staff to ensure every student can make meaningful progress.

2.5.10 Preparing Students for the Future

Our curriculum develops not only academic knowledge but also the skills and dispositions needed for success beyond school. Students are encouraged to become:

- curious learners
- critical thinkers
- confident communicators
- compassionate global citizens
- resilient problem-solvers
- responsible and reflective individuals

Through this approach, students leave 7Hills well prepared for IGCSE, further education and the opportunities and challenges of an interconnected world.

2.6 Assessment, Reporting and Parent Consultation

2.6.1 Assessment

Assessment is an integral part of teaching and learning at 7Hills. It is a continuous process that helps teachers monitor progress, celebrate achievement, identify next steps and adapt learning to meet the needs of every student. Assessment also encourages students to reflect on their learning, set personal goals and take increasing ownership of their progress. Our approach to assessment is guided by the following principles:

- **Balanced** – We use formative assessment, summative assessment and student reflection to build a complete picture of each learner's progress.

- **Student-Centred** – Assessment supports individual growth and helps students understand how they can continue to improve.
- **Transparent** – Learning objectives and success criteria are shared so students understand what success looks like.
- **Inclusive** – Assessment is accessible to all learners, with appropriate support and adaptations where required.
- **Meaningful** – Feedback is timely, specific and designed to support continued learning.

Assessment varies across the different phases of the School.

In Years 7–9 (IMYC), assessment focuses on developing knowledge, skills and understanding through inquiry, projects and reflection. In Years 10–11 (Pearson/Cambridge IGCSE) and Years 12–13 (Pearson/Cambridge A Levels), assessment combines ongoing classroom assessment with coursework (where applicable), mock examinations and externally assessed examinations, preparing students for success in internationally recognised qualifications.

2.6.2 Reporting

Reporting is an important part of the partnership between home and school. Throughout the academic year, parents receive regular information about their child's academic progress, personal development and attitude to learning.

Reports provide a clear overview of achievement, progress, effort and areas for further development. They are designed to celebrate success, identify next steps and support meaningful conversations between students, parents and teachers. Assessment information from a range of sources is considered to ensure that reports provide an accurate reflection of each student's progress and attainment.



2.6.3 Parent Teacher Conferences (PTCs)

Parent Teacher Conferences provide an opportunity for parents, students and teachers to discuss progress, celebrate achievements and agree on strategies to support continued success. These meetings encourage open communication and strengthen the partnership between home and school.

Parents are encouraged to attend all conference evenings and to contact teachers at any time during the year should they wish to discuss their child's learning or wellbeing. Additional meetings can be arranged where further support or discussion is required.

2.7 Homework Expectations

Homework is an important extension of classroom learning and is designed to reinforce knowledge, develop independent study habits and prepare students for future learning. At 7Hills International School, homework is purposeful, meaningful and age-appropriate, supporting academic progress while maintaining a healthy balance between school, family life and students' wellbeing.

Homework may include retrieval and revision activities, reading, research, problem-solving, coursework, project work and preparation for future lessons. As students move through the school, they are expected to take increasing responsibility for managing their own learning and meeting deadlines.

Year Group	Typical Homework Expectation
Years 7–9 (IMYC)	Approximately 30–75 minutes per evening, depending on year group. Homework focuses on developing good study habits, organisation and independent learning.
Years 10–11 (IGCSE)	Approximately 90–150 minutes per evening, with greater emphasis on revision, examination preparation and independent study.
Years 12–13 (A Level)	Approximately 2–4 hours per subject each week, together with significant independent reading and study to prepare for higher education.

These timings are intended as guidance and may vary depending on individual subjects and assessment periods.

Homework is communicated through Google Classroom and should also be recorded by students in their planners. Parents are encouraged to monitor homework regularly, provide an appropriate environment for study and encourage good organisation and time-management skills.

Where homework is not completed, students will be expected to catch up promptly. Persistent failure to complete homework may result in communication with parents and additional academic support sessions.

2.8 Academic Honesty and Responsible Use of AI

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.

- **Generative AI:** using artificial intelligence tools (such as ChatGPT or similar) to generate, paraphrase, or complete assignments without explicit teacher permission. AI may only be used as a support tool when authorised and must be clearly acknowledged if used.

Students are expected to ask for clarification when unsure about what constitutes academic honesty. Failure to meet these expectations will result in consequences ranging from redoing assignments to disciplinary action, depending on the severity and frequency of the offence.

2.9 English as an Additional Language (EAL)

At 7Hills, we recognise that many of our students are learning English as an additional language. We are committed to ensuring that every student has equitable access to the curriculum while developing the English language skills needed to thrive academically, socially and personally.

English is the language of instruction across the school, and EAL students are supported to develop confidence in speaking, listening, reading and writing through high-quality teaching in every classroom. All teachers share responsibility for supporting language development and adapting learning to meet students' individual needs.
Support may include:

- Differentiated classroom teaching.
- Scaffolded learning activities and resources.
- Explicit teaching of academic vocabulary.
- Literacy support programmes.
- Small-group intervention where appropriate.
- Ongoing formative assessment to monitor progress.
- EAL provision aims to help students:
- Develop confidence communicating in English.
- Build academic English proficiency.
- Successfully access the full curriculum.
- Become increasingly independent learners.

Students' language development is monitored through admissions assessments, classroom performance, teacher observations and ongoing assessment. The level of support provided is reviewed regularly to ensure that each student continues to make appropriate progress. Families are encouraged to maintain and celebrate their child's home language alongside the development of English, recognising that multilingualism is a significant strength.

2.10 Additional Languages

As an international school, 7Hills values multilingualism and believes that learning additional languages develops communication skills, cultural understanding and international mindedness. Students are encouraged to appreciate linguistic diversity and to become confident global citizens through language learning.

Students in Years 7 to 9 study French and Spanish (or German) as part of the IMYC curriculum, with opportunities to continue these subjects at IGCSE. Where staffing and student demand allow, German may also be offered. Language learning focuses on developing students' ability to:

- Listen with understanding.
- Speak confidently and accurately.
- Read and interpret a range of texts.
- Write effectively for different audiences and purposes.
- Develop an appreciation of different cultures and perspectives.

We also strongly encourage students to maintain and develop their mother tongue, recognising its importance in supporting academic achievement, personal identity and overall wellbeing. Where appropriate, students may be supported to pursue recognised qualifications in their home language, including IGCSE or A Level examinations.

As a school based in Uganda, we are equally committed to helping students develop an appreciation of our host country's languages and culture through cultural events, learning opportunities and community engagement. We also aspire to expand regional language provision, including the future development of Swahili, as part of our commitment to East African and international understanding.

2.11 Learning Support (SEND)

7Hills is committed to providing an inclusive learning environment in which every student is supported to achieve their full potential. We recognise that some students may require additional provision, reasonable adjustments or targeted interventions in order to access learning successfully. Our approach to Special Educational Needs and Disabilities (SEND) is founded on the principles of equity, inclusion, high expectations and student wellbeing.

Learning support is provided through a graduated approach based on the principles of Assess, Plan, Do and Review, ensuring that interventions are evidence-informed, regularly monitored and adapted according to each student's needs and progress. Classroom teachers remain responsible for the progress and achievement of all students in their classes, working collaboratively with the Inclusion Coordinator, support staff, parents and, where appropriate, external specialists.

Students may receive support across one or more of the recognised areas of need:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health
- Sensory and/or Physical Needs

Support may include:

- High-quality differentiated classroom teaching.
- Reasonable adjustments to teaching, learning and assessment.
- Individual learning strategies and accommodations.
- Small-group or individual interventions.
- Literacy and numeracy support.
- Executive functioning and study skills programmes.
- Social communication and emotional wellbeing support.
- Examination access arrangements, where appropriate and supported by evidence.
- Referral to external specialists where additional expertise is required.

The school carefully distinguishes between learning needs arising from SEND and those associated with English language acquisition or interrupted prior education. Students learning English as an Additional Language are not identified as having SEND solely because they are developing English proficiency.

Where appropriate, Individual Support Plans (ISPs) or similar personalised support plans are developed in partnership with students, parents and staff. These plans identify strengths, barriers to learning, agreed strategies, reasonable adjustments and measurable outcomes, and are reviewed regularly to ensure support remains effective and responsive to changing needs.

Parents are valued as essential partners throughout the learning support process. Open communication, shared decision-making and regular review meetings help ensure that support is consistent between home and school and promotes positive academic, social and emotional outcomes. The school also works collaboratively with external professionals when specialist assessment or intervention is required.

Through its inclusive ethos, 7Hills seeks to ensure that every student experiences a sense of belonging, dignity, independence and success, enabling them to participate fully in all aspects of school life while developing the confidence and skills needed for future learning and personal growth.

2.12 University and Career Guidance

Preparing students for life beyond school is an important part of a 7Hills education. Our Horizons Programme begins in Year 9, helping students explore their strengths, interests and aspirations while making informed decisions about IGCSE, A Level and future career pathways.

As students' progress through the school, they receive increasingly personalised guidance through careers education, subject choice support, university and scholarship guidance, guest speakers, work-related learning opportunities and individual guidance meetings. During Years 12 and 13, students receive dedicated support with university applications, personal statements, references and higher education planning.

Our aim is that every student leaves 7Hills with the confidence, knowledge and skills to make informed decisions about their future and successfully transition to higher education, training or employment.



2.13 Educational Technology

Technology plays an important role in teaching and learning at 7Hills. We use digital tools to enhance learning, encourage creativity, develop collaboration and prepare students with the digital skills needed for further education and the modern world.

Alongside these opportunities, we place a strong emphasis on digital citizenship and the safe, responsible and ethical use of technology. Students are taught how to protect their personal information, communicate respectfully online, recognise potential risks and use technology responsibly both in and beyond the classroom. E-safety forms an integral part of our safeguarding programme.

2.13.1 Student Devices

To support learning, students are expected to bring the following devices to school each day:

Year Group	Required Device
Years 7–9 (IMYC)	School-issued Kindle
Years 10–11 (IGCSE)	Laptop
Years 12–13 (A Levels)	Laptop

All devices should arrive fully charged, be used for educational purposes only and be cared for responsibly throughout the school day.

Parents of students in Years 7–9 may choose whether their child takes their school-issued Kindle home each day or leaves it securely at school.

2.13.2 Responsible Use

Students are expected to:

- use technology safely, responsibly and respectfully;
- use school devices and internet access to support learning;
- protect passwords and personal information;
- respect the privacy of others and never photograph or record others without permission;
- report any online safety concerns to a trusted member of staff immediately.

Access to school technology is a privilege and may be restricted where devices are used inappropriately or in breach of school expectations.

2.13.3 Personal Devices

Mobile phones, smartwatches, earbuds and gaming devices must not be used during the school day unless specifically authorised by a member of staff.

All students and parents are required to sign the school's Acceptable Use Agreement before access to school devices and digital systems is granted.

2.13.4 Use of Earphones and Earbuds

To maintain focus, safety, and respectful communication, students must not use earphones or earbuds during school hours or school events, unless specifically authorised by a staff member.

2.14 Library

The 7Hills Library is a welcoming learning space that supports reading for pleasure, independent study and academic research. It plays an important role in developing literacy, curiosity and a lifelong love of reading, while providing resources that support the IMYC, IGCSE and A Level curricula. Students also learn how to research effectively, evaluate information critically and use resources responsibly.

All IMYC students have a weekly library lesson where they borrow and return books, participate in reading and literacy activities, and develop independent library skills. Students are encouraged to read every day at home, with books recommended by the Librarian and Language Arts teachers available both from the Library and on their school-issued Kindle devices.

Students are expected to care for all library resources and return borrowed books on time before borrowing additional items. Lost or significantly damaged books must be replaced or reimbursed in accordance with the Library Policy. Similarly, students are responsible for the care of their school-issued Kindles, which contain curriculum resources and class readers. Damage to a Kindle will incur a replacement charge of USD $90.

3. Pastoral Care



3.1 Pastoral Care System

We believe that students achieve their best when they feel safe, supported and valued. Our pastoral care system promotes every student's academic, social, emotional and personal wellbeing, ensuring that each child is known as an individual and receives the guidance they need to thrive.

Every student belongs to a Homeroom, led by a Homeroom Teacher who is the first point of contact for students and parents regarding day-to-day pastoral matters, attendance and general wellbeing. Homeroom Teachers build positive relationships with students, monitor their progress and work closely with families to ensure that students are happy, engaged and successful. Supporting the Homeroom Teachers is our wider pastoral team, including:

- Head of Pastoral
- Head of Student Support
- School Counsellor
- School Nurse
- Designated Safeguarding Leads (DSLs)

- Senior Leadership Team

Together they provide guidance, intervention and personalised support where needed, while also promoting positive behaviour, student leadership and personal development across the school.

Strong partnerships between home and school are essential. Parents are encouraged to communicate openly with the school and share any information that may affect their child's wellbeing, learning or behaviour so that appropriate support can be provided.

3.2 Safeguarding and Child Protection

The safety, wellbeing and protection of every student is the highest priority at 7Hills. We are committed to creating a secure, caring and inclusive environment where every child is respected, listened to and protected from all forms of abuse, neglect, exploitation and harm. Safeguarding is everyone's responsibility, and every member of our school community plays an important role in promoting the welfare of children.

Safeguarding includes protecting children from physical, emotional and sexual abuse, neglect, exploitation, bullying (including cyberbullying), peer-on-peer abuse and any other form of harm.

Our safeguarding practices are guided by the principles of the United Nations Convention on the Rights of the Child and the laws of Uganda, together with recognised international safeguarding standards. The school maintains a proactive safeguarding culture through safer recruitment, staff training, student education, secure procedures and clear reporting systems.

To ensure the highest standards of child protection, the school:

- Maintains a trained Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads.
- Provides safeguarding induction for all new staff and mandatory annual safeguarding training for all employees.
- Operates robust safer recruitment and vetting procedures for all staff, volunteers and contractors.
- Teaches students about personal safety, healthy relationships, online safety and how to seek help through the curriculum.
- Promotes safe working practices, professional boundaries and appropriate conduct for all adults working with children.
- Maintains secure procedures for educational visits, visitors, transport, digital safeguarding and emergency situations.
- Works collaboratively with parents and, where necessary, external agencies to safeguard children.

Students are encouraged to speak to any trusted member of staff if they are worried about themselves or someone else. Parents who have a safeguarding concern about any child should report it immediately to the Designated Safeguarding Lead (DSL), a Deputy DSL or the Head of School.

Every concern is taken seriously and managed sensitively, confidentially and in accordance with the school's safeguarding procedures. Reports are investigated promptly, with the welfare of the child remaining the paramount consideration at all times.

Parents and guardians are expected to support the school's safeguarding procedures and to share any information that may affect the safety or wellbeing of a student. By working together, we aim to ensure that every child at 7Hills can learn, grow and thrive in a safe and supportive environment.

Safeguarding is everyone's responsibility, and every member of the 7Hills community, including staff, students, parents, volunteers and visitors, has a role to play in protecting children.

3.3 Behaviour for Learning

At 7Hills, we believe that positive behaviour is fundamental to successful learning. We are committed to creating a safe, respectful and inclusive environment where every student feels valued, supported and able to achieve their full potential. Our Behaviour for Learning approach is built on high expectations, positive relationships and restorative practices that help students learn from their choices and develop self-regulation.

Our behaviour expectations are centred on three simple principles:

Be Safe
Be Respectful
Be Ready to Learn

Students are expected to demonstrate these values in the classroom, around the school, during educational visits, online and whenever they are representing 7Hills. Staff work proactively with students to encourage positive behaviour, recognise success and provide guidance when difficulties arise.

Where behaviour falls below expectations, we seek first to educate and restore rather than simply punish. Students are encouraged to reflect on their actions, understand the impact of their behaviour and take responsibility for repairing any harm caused. While our approach is centred on education, restoration and positive relationships, 7Hills has zero tolerance for acts of physical aggression or violence. Such incidents are treated as serious breaches of the Behaviour Policy and will result in immediate intervention and appropriate consequences.

Where concerns are more serious or persistent, the school works closely with parents to provide appropriate support and, where necessary, apply proportionate consequences in accordance with the Behaviour Policy.

3.4 The Stoplight Behaviour System

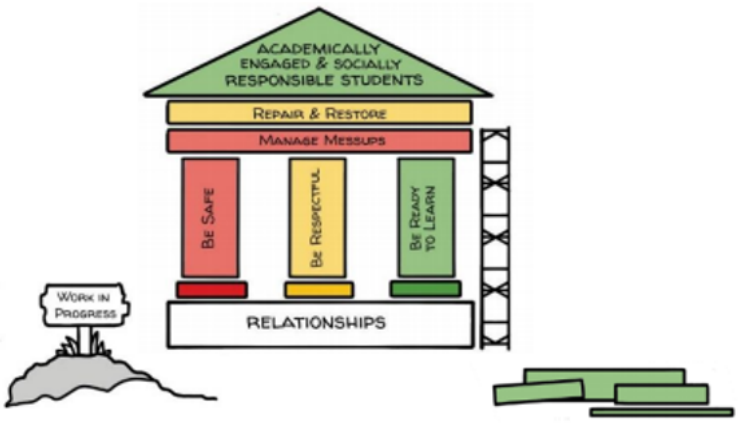


Image taken from 'DEVELOPING A THRIVING SCHOOL A HANDBOOK '
The Stoplight Approach p.7

7Hills uses the Stoplight Behaviour System to provide a clear and consistent framework for promoting positive behaviour and supporting students in making good choices. The system provides a common language that helps students understand expectations and regulate their own behaviour.

Level	Meaning
Green	Students are demonstrating positive behaviour by being safe, respectful and ready to learn. Positive choices are recognised and celebrated.
Amber	Students require reminders, coaching or reflection to help them return to positive behaviour. Most behaviours are resolved quickly through restorative conversations and classroom strategies.
Red	Serious or repeated behaviours require intervention from school leaders and may result in formal consequences, parental involvement and additional support.

Our aim is for every student to remain in the **Green Zone**, where positive behaviour supports learning, wellbeing and respectful relationships. The Stoplight System is underpinned by restorative practice, helping students understand the impact of their actions and develop the skills needed to make better choices in the future.

3.5 Anti-Bullying

7Hills is committed to providing a school environment where every student feels safe, respected and included. Bullying of any kind is unacceptable and will not be tolerated. We believe that all members of our community have a shared responsibility to promote kindness, empathy and respect.

Bullying is defined as repeated, intentional behaviour that causes physical, emotional or psychological harm, where there is an actual or perceived imbalance of power. It may be physical, verbal, social, online (cyberbullying) or based on a person's identity, background or characteristics.

Students are encouraged to report any concerns immediately to a trusted adult. Every report is taken seriously, investigated promptly and managed fairly, with appropriate support provided to all students involved. The school combines restorative approaches with appropriate sanctions to address bullying behaviour, rebuild relationships where appropriate and ensure the safety and wellbeing of every student.

We recognise that disagreements and one-off incidents of unkindness are not always bullying. However, all concerns are taken seriously and addressed promptly to prevent behaviour from escalating and to maintain a positive, respectful school culture.

Regular attendance and punctuality are essential for academic success, personal wellbeing and safeguarding. At 7Hills International School, we expect every student to attend school every day, arrive on time and participate fully in all lessons and school activities. Good attendance establishes positive habits, supports academic progress and helps students develop the responsibility and resilience needed for future success.



3.6 Attendance

Students are expected to:

- attend school every day unless absent for an authorised reason
- arrive on campus between 7:30am and 7:45am
- be ready to start the day on time
- attend all lessons, assessments and school activities throughout the day

Parents are responsible for notifying the school as early as possible if their child is unable to attend. Absences should be reported before the start of the school day, with the reason for absence clearly communicated to the school.

3.6.1 Requesting Leave During Term Time

Parents should avoid arranging holidays or other discretionary travel during term time, as this disrupts learning and may affect students' academic progress. Where absence during term time is unavoidable, a written request must be submitted to the Head of School in advance. Requests will be considered on a case-by-case basis, and approval is not guaranteed.

3.6.2 Punctuality

Students are expected to arrive at school in sufficient time to be ready for learning before registration begins.

Arrival Time	Attendance Code
7:30am – 7:45am	On Time
7:46am – 8:00am	Tardy
8:01am onwards	Late

Students arriving late must report to Reception before going to class. Persistent lateness or poor punctuality will be monitored and may result in meetings with parents and appropriate support or intervention to improve attendance and punctuality.

3.6.3 Monitoring Attendance

Attendance is monitored throughout the year to identify concerns at an early stage and provide appropriate support where required. For safeguarding reasons, all unexplained absences are followed up promptly. Students whose attendance falls below the school's expected standard may be referred for additional pastoral or academic support. Regular attendance is particularly important for students preparing for external examinations, where examination board regulations and minimum contact hours may apply.

Parents and the school share responsibility for ensuring that every student attends regularly, arrives punctually and is able to benefit fully from the educational opportunities provided by 7Hills.

3.7 Student Leadership

We believe that leadership is a quality that can be developed in every student. Through a wide range of leadership opportunities, students are encouraged to develop confidence, responsibility, resilience, communication skills and a commitment to service, while making a positive contribution to the school and wider community. Leadership opportunities are available across all year groups and include roles such as:

- Class Representatives
- Student Council Representatives
- House Captains
- Sports Captains
- Ambassadors
- Prefects

Students are selected through fair and transparent processes that may include nominations, elections, applications and staff recommendations, depending on the role. Student leaders are expected to:

- act as positive role models for the school's values;
- demonstrate excellent behaviour, attendance and punctuality;
- represent the views of their peers respectfully and responsibly;
- contribute to school improvement, service projects and community initiatives; and
- uphold the highest standards of integrity, respect and professionalism.

All student leaders receive training and ongoing guidance from staff mentors to help them develop their leadership skills. Their contributions are recognised throughout the year through assemblies, certificates, awards and other celebrations of achievement. Leadership responsibilities are reviewed regularly, and appointments remain dependent on students continuing to meet the expectations of the role.

For full details of leadership opportunities, selection processes, responsibilities and expectations, please refer to the 7Hills Student Leadership Guide.



3.8 Student Wellbeing and Mental Health

Positive mental health and emotional wellbeing are essential for learning, personal development and success. Wellbeing is promoted through a whole-school approach that includes positive relationships, effective pastoral care, PSHE, student leadership, physical activity and a strong sense of belonging. We encourage students to develop resilience, build healthy relationships and seek support whenever they need it.

Parents are valued partners in supporting student wellbeing, and the school works closely with families to ensure that students receive appropriate care. Where additional support is required, the school will work collaboratively with parents and, where appropriate, external professionals to promote positive outcomes for every student.

3.9 School Counselling Services

Students who require additional emotional support have access to the school's Student Counsellor, who provides a safe, confidential and supportive environment in which students can discuss concerns affecting their wellbeing, relationships or learning.

Students may access counselling through self-referral, parental request or referral by a member of staff. The Student Counsellor works closely with the Student Support Team to ensure students receive appropriate support while maintaining confidentiality and meeting safeguarding responsibilities. Where appropriate, families may also be signposted to external services for additional specialist support.

3.10 Medical Care and First Aid

The health and wellbeing of every student is a priority at 7Hills. A qualified school nurse and trained first aid staff are available throughout the school day to provide immediate care for illness or injury. First aid equipment is available across the campus and accompanies students on educational visits and school activities.

Parents are responsible for ensuring that the school has accurate and up-to-date medical information for their child, including medical conditions, allergies, dietary requirements, prescribed medication and emergency contact details. Any changes should be communicated to the school immediately. Students who require medication during the school day must provide it to the School Nurse in its original packaging and with written parental consent. Individual Healthcare Plans may be developed for students with ongoing medical needs to ensure appropriate support is in place.

If a student becomes unwell or is injured during the school day, they will be assessed by the School Nurse or a trained member of staff. Parents will be contacted if further treatment or collection from school is required. In a medical emergency, the school will seek immediate medical assistance and inform parents as quickly as possible. Students should not attend school if they have a contagious illness or are too unwell to participate fully in the school day.

3.11 Outreach

Through our Outreach Programme, students are encouraged to make a positive difference within the school, local community and wider world. Service develops empathy, leadership, resilience and a sense of social responsibility while helping students apply their learning in meaningful, real-world contexts.

Throughout the year, students have opportunities to participate in fundraising initiatives, community outreach projects, environmental activities, volunteering and school service. These experiences encourage students to become active, compassionate and responsible global citizens while developing the confidence and skills to lead positive change.

As part of our commitment to holistic education, 7Hills is proud to offer The Duke of Edinburgh's International Award. The Award provides students with a globally recognised framework for personal growth through Voluntary Service, Skills, Physical Recreation and Adventurous Journey, encouraging perseverance, independence and leadership. Participation supports university applications, future employment and lifelong personal development.

4. Life at 7Hills

4.1 The School Day

The school day begins at 07:45 and finishes at 15:40, with After School Activities (ASAs) running from 15:50 to 16:50. Students are expected to arrive on time, ready to learn. Punctuality supports positive learning habits and ensures students do not miss important instructions and activities at the beginning of lessons.

Period / Class	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Morning Sports	7:45 - 8:35	7:45 - 8:35	7:45 - 8:35				
P1				7:45 - 8:40	7:45 - 8:40	7:45 - 8:40	7:45 - 8:40
Homeroom	8:45 - 9:00	8:45 - 9:00	8:45 - 9:00	8:45 - 9:00	8:45 - 9:00	8:45 - 9:00	8:45 - 9:00
P1	9:05 - 9:50	9:05 - 9:50	9:05 - 9:50	9:05 - 9:50			
P2					9:05 - 9:50	9:05 - 9:50	9:05 - 9:50
P2	9:55 - 10:40	9:55 - 10:40	9:55 - 10:40	9:55 - 10:40			
Morning Sports					9:55 - 10:40	9:55 - 10:40	9:55 - 10:40
Break	10:40 - 11:00	10:40 - 11:00	10:40 - 11:00	10:40 - 11:00	10:40 - 11:00	10:40 - 11:00	10:40 - 11:00
P3	11:00 - 11:45	11:00 - 11:45	11:00 - 11:45	11:00 - 11:45	11:00 - 11:45	11:00 - 11:45	11:00 - 11:45
P4	11:50 - 12:35	11:50 - 12:35	11:50 - 12:35	11:50 - 12:35	11:50 - 12:35	11:50 - 12:35	11:50 - 12:35
Lunch	12:35 - 13:15	12:35 - 13:15	12:35 - 13:15	12:35 - 13:15	12:35 - 13:15	12:35 - 13:15	12:35 - 13:15
P5	13:15 - 14:00	13:15 - 14:00	13:15 - 14:00	13:15 - 14:00	13:15 - 14:00	13:15 - 14:00	13:15 - 14:00
P6	14:05 - 14:50	14:05 - 14:50	14:05 - 14:50	14:05 - 14:50	14:05 - 14:50	14:05 - 14:50	14:05 - 14:50
P7	14:55 - 15:40	14:55 - 15:40	14:55 - 15:40	14:55 - 15:40	14:55 - 15:40	14:55 - 15:40	14:55 - 15:40
ASAs	15:50 - 16:50	15:50 - 16:50	15:50 - 16:50	15:50 - 16:50	15:50 - 16:50	15:50 - 16:50	15:50 - 16:50

4.1.1 Daily Schedule

4.1.2 Homeroom Time and Student Wellbeing

Each day has homeroom time scheduled in the morning, providing students with an opportunity to connect with their homeroom teacher, organise themselves for learning and receive important information. Homeroom teachers play an important role in supporting students' academic progress, wellbeing and personal development.
Some of the main purposes of homeroom are:

- Building relationships
- Organisation and preparation
- Notices and communication
- Pastoral support
- Reflection and goal setting

4.1.3 Lessons and Learning Time

At 7Hills, learning time is designed to provide students with a broad, balanced and challenging educational experience that develops academic knowledge, skills and personal attributes. Through the International Middle Years Curriculum (IMYC) and our subject-specific programmes (IGCSEs and A Levels), students experience a curriculum that encourages curiosity, critical thinking, creativity and independent learning**.**

Lessons are carefully planned to ensure that students develop a strong foundation of knowledge while also learning how to apply, analyse and evaluate ideas. Teachers create engaging learning experiences that include opportunities for enquiry, collaboration, problem-solving, discussion, practical application and reflection. Students are encouraged to make meaningful connections between subjects and understand how their learning relates to real-world contexts.

Each lesson has clear learning intentions and success criteria so that students understand:

- what they are learning
- why the learning is important
- how they can demonstrate their understanding
- how they can continue to improve

Students are expected to take an active role in their learning. This includes arriving prepared, engaging positively in lessons, asking questions, contributing ideas, collaborating respectfully with others and reflecting on feedback. Developing independence, organisation and responsibility is an important part of preparing students for success in IGCSE, A Levels, further education and beyond.

Teachers use a range of assessment strategies throughout lessons to monitor understanding and support progress. Students receive regular feedback that helps them recognise their strengths, identify areas for improvement and take ownership of their learning journey.

Preparation and Homework:

Learning extends beyond the classroom, and students are expected to develop effective study habits from an early age. Homework and independent learning activities are designed to reinforce classroom learning, encourage deeper understanding and develop the skills needed for academic success.

Homework may include:

- practising and consolidating new knowledge and skills;
- reading and research;
- preparation for upcoming lessons;

- completing assignments or projects;
- reviewing feedback and improving previous work.

The purpose of homework is not simply to increase workload, but to support students in becoming confident, independent and reflective learners. Students are expected to complete work to the best of their ability, meet deadlines and communicate with teachers when they require additional support.

Parents can support learning by encouraging positive routines, providing a suitable environment for study and showing interest in their child's learning. However, responsibility for completing and managing learning tasks remains an important part of developing student independence.

Through purposeful lessons, active participation and effective preparation, students at 7Hills are supported to become knowledgeable, capable and lifelong learners.

4.1.4 Morning Sports

Morning Sports forms part of the regular school day at 7Hills. Year 7–9 students participate from 07:45 to 08:35, while IGCSE and A Level students participate from 09:55 to 10:40.

Further information about Morning Sports and the wider Sports Programme can be found in Section 4.6.

4.1.5 Break and Lunch

Break and lunch times provide students with opportunities to socialise, relax and develop positive relationships. Students are expected to demonstrate respect, responsibility and care for shared spaces.

4.2 Term Dates

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

*Please note, the last day of every term is a half day finishing at midday.

4.3 Drop-off and Pick-up

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 procedures.

4.3.1 Drop Off

When dropping off at 7Hills, Kampala Rugby Ground (Legends) or the swimming facility, 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, the swimming facility or Kampala Rugby Ground (Legends) by 07.45. 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.

If a student arrives before 07.30 you are asked to wait at the reception area until the school opens at 07.30.

Students will not be able to enter the main school campus, swimming facility or Kampala Rugby Ground (Legends), before 07.30 when the teachers begin morning duty and are able to supervise your child.

4.3.2 Pick Up

The school day ends at 15:40. After school Activities take place between 15:50 and 16:50. All students must be collected by 17:00, which is when the school closes.

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 Reception.

4.3.3 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 and Attendance Officer via reception.

Please keep 7Hills's phone number (0752744557) saved in your mobile phone in case you are running late. It is important you call the reception 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 reception 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.

4.3.4 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.

4.4 Equipment and Personal Belongings

4.4.1 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.

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.

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

4.4.2 Additional Items

School Bag	Pencil Case, Student planner, books required for that day's lessons
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.
Sunscreen	Students go outside every day so should be dressed appropriately and provided with sunscreen if necessary.
Change of Clothes	Sports clothes/uniform, where necessary.
Stationery	The necessary stationery should be brought into school daily: Pencil case 3 blue or black ink pens 3 HB pencils Set of coloured pencils Highlighter Ruler Eraser Pencil sharpener Glue stick Scissors Protractor Compass TI-30Xa Scientific Calculator HB, B1, B2, B3, B6 drawing pencils/graphite sticks Coloured pencils. Flat painting brushes.
Valuables	Are not recommended at school. Students are requested specifically not to come to school with electronic gadgets, including on field trips

4.5 Food and Healthy Eating

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 yoghurt, fruits and berries and vegetable slices.
Lunch Time	Lunch is catered for by the Bistro restaurant. 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 12.30, in order to be in time for lunch. External deliveries from fast food restaurants are strictly forbidden and will be stopped at the gate. If you wish your child to receive home food delivery, please indicate the name and telephone number of the delivery driver when you register for school lunch options.
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 not distribute favours, goody bags or paper goods. If you would like clarification, please ask at Reception or contact reception@7hillskampala.com

4.6 Sports Programme

Sport is an integral part of life at 7Hills and plays an important role in developing healthy, confident and resilient young people. Our sports programme promotes physical fitness, teamwork, leadership, perseverance and respect, while encouraging students to enjoy an active lifestyle and develop a lifelong appreciation for sport.

Students have opportunities to participate in a wide range of individual and team sports through the curriculum, morning sports programme, inter-house competitions, after-school activities and competitive fixtures. Regardless of ability or experience, every student is encouraged to participate, challenge themselves and represent the school with pride.



4.6.1 Morning Sports

Morning Sports is a distinctive feature of the 7Hills school day and an important part of our commitment to student health and wellbeing. The programme provides students with regular opportunities for physical activity while developing fitness, sporting skills, teamwork and positive attitudes towards an active lifestyle.

Students participate in a variety of sports and activities throughout the year, developing physical competence alongside important personal qualities such as resilience, discipline, communication, cooperation and sportsmanship.

Morning Sports takes place at school and, where appropriate, at designated external sports facilities. Students are expected to participate fully, arrive prepared with the appropriate sports kit and demonstrate the same standards of behaviour, respect and responsibility expected throughout the school day.

4.6.2 ISAAK League

7Hills is a proud member of the International Schools Association of Kampala (ISAAK), providing students with regular opportunities to compete against other international schools in Uganda.

Students are encouraged to represent the school in a variety of sports throughout the academic year. Participation in the ISAAK League allows students to develop their skills in a competitive environment while demonstrating teamwork, commitment, resilience and respect for opponents and officials.

Representing 7Hills is both a privilege and a responsibility. Students selected for school teams are expected to maintain high standards of behaviour, attendance and academic commitment, and to act as positive ambassadors for the school both on and off the field.



4.6.3 Swimming

Opportunities for swimming will be provided to all students at a local swimming pool under the supervision of 7Hills staff. On swimming days students should come to school with:

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

4.7 House System

The 7Hills House System plays an important role in building a strong sense of community, belonging and school spirit. Every student is allocated to one of our four Houses when they join the school and remains a member throughout their time at 7Hills.



Throughout the year, students earn House Points by demonstrating the school's values, academic effort, leadership, positive behaviour and participation in school life. Houses also compete in a wide range of academic, sporting, cultural and community events, encouraging teamwork, healthy competition and collaboration across year groups.

The House System provides opportunities for every student to contribute, develop leadership skills and build lasting friendships while fostering pride in their House and the wider 7Hills community. House Captains and student leaders work alongside staff to organise activities, promote participation and celebrate success throughout the year.

4.8 After School Activities

At 7Hills, we believe that learning extends beyond the classroom. Our After School Activities (ASA) programme provides students with opportunities to explore their interests, develop new skills, build confidence and strengthen relationships with their peers.

The programme includes a wide range of sporting, creative, academic, leadership, service and personal development activities. These may include team sports, music and performing arts, art and design, academic clubs, leadership and community activities, and student-led or special interest clubs.

After School Activities generally take place Monday to Friday from 15:50 to 16:50. A full activities schedule, including the clubs and activities available, is shared with families at the beginning of each term.

All students are encouraged to participate in the ASA programme as an important part of a well-rounded 7Hills education. A flat ASA fee of USD $80 per term is charged to all students, regardless of the number of activities they choose to attend. Whether students participate in

one activity or several, the fee remains the same. We therefore encourage students to make the most of the opportunities available, try new activities and develop new interests.

Once students have committed to an activity, they are expected to attend punctually and consistently, demonstrate the same positive behaviour, respect and responsibility expected during the school day, care for equipment and shared spaces, and represent the school's values.

Some activities, teams or performances may require a commitment to regular attendance, rehearsals, training sessions or competitions.

Parents are responsible for arranging collection at the end of After School Activities. Students must be collected promptly by 17:00, when the school closes, unless they are participating in another authorised and supervised school activity. Any changes to collection arrangements should be communicated to the school in advance.



4.9 Educational Visits and Week Without Walls

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.

During school trips, the welfare of children is safeguarded. 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.

4.10 Lost Property

All un-named or unidentifiable items of personal property left at school overnight or longer are taken to the lost property box, located in reception. 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.

4.11 Valuables and Prohibited Items

4.11.1Valuables

We advise that students refrain from bringing large amounts of money or valuable items, such as expensive jewellery, accessories, or any other high-value personal belongings. The school cannot be responsible for the loss, theft, or damage of personal items, so to avoid any unnecessary concerns, we request that these items be left at home.

4.11.2 Prohibited Items

We ask that you review the Prohibited Items List below. This list outlines items that are not allowed on campus for safety reasons. Please go over this list with your child to ensure that they understand the importance of following these guidelines.

In order to maintain fairness and transparency, random bag checks will be conducted for both students and staff. These checks are designed to ensure compliance with school rules and reinforce our collective responsibility in creating a safe and distraction-free learning environment.

7 HILLS INTERNATIONAL SCHOOL
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To maintain a safe and focused learning environment, the following items are strictly prohibited on school premises:

<table>
<tr>
<td>Weapons and Dangerous Objects
● Firearms, replicas, or toy guns.
● Knives, blades, or any sharp instruments.
● Explosives, fireworks, or flammable materials.
● Any object that can be used to cause harm.</td>
<td>Illegal Substances and Paraphernalia
● Alcoholic beverages.
● All types of sodas and energy drinks.
● Tobacco products, including e-cigarettes and vaping devices.
● Illegal drugs and controlled substances.
● Drug-related equipment or paraphernalia.</td>
</tr>
<tr>
<td>Electronic Devices
● Mobile phones (unless given to Reception in the morning)
● Portable gaming systems
● Smartwatches and other personal electronic gadgets that may cause distractions.</td>
<td>Valuable Personal Items
● Large sums of money exceeding 10,000 UGX
● Expensive jewelry or watches.
● Collectibles or irreplaceable personal items, including expensive cosmetics</td>
</tr>
<tr>
<td>Inappropriate Materials
● Pornographic or sexually explicit content.
● Materials promoting violence, hate speech, or discrimination.
● Gang-related symbols or paraphernalia.</td>
<td>Disruptive Devices
● Laser pointers.
● Noise-making devices such as air horns or whistles.
● Drones or remote-controlled toys.</td>
</tr>
<tr>
<td>Unauthorized Medications
● Prescription drugs without proper documentation submitted to the school nurse.
● Over-the-counter medications not approved by school authorities.</td>
<td>Sporting Equipment (Without Approval)
● Skateboards, rollerblades, or scooters.
● Sports equipment not required for physical education classes.</td>
</tr>
<tr>
<td colspan="2">Other Prohibited Items
● Any item deemed dangerous or disruptive by school administration.</td>
</tr>
</table>

Please Note: This list is not exhaustive. The school administration reserves the right to prohibit additional items as necessary to ensure the safety and well-being of all students and staff. Violation of these rules may result in disciplinary action in accordance with school policies.

5. Working In Partnership

5.1 Parent Partnership

We have an active parent community council, consisting of two elements:

- Parent Community Council Executive - Voted for by community members annually
- Parent Class Representatives - Voluntary group of engaged parents willing to share announcements and feedback.

Interested parents are encouraged to let us know if they would like to be part of the council representing their respective classes.

5.2 Communication with the School

Communication between home and school is vital to a successful school. The 7Hills 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 contact information and 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 newsletter
- Telephone
- 7Hills Website
- Noticeboards
- Parent Teacher Conferences
- School Reports
- Exit Points
- Parent-Teacher Conversations
- School WhatsApp group

If you need to contact the school, please call or email during the school day (between the hours of 07:30 - 16:30), 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 week, 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 .

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. 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.

5.3 Parent Code of Conduct

A strong partnership between home and school is essential to every student's success. We value open, respectful and constructive relationships with parents and recognise that students achieve their best when families and the school work together with trust, mutual respect and a shared commitment to their education.

Parents and visitors are expected to communicate courteously with staff, students and other members of the school community, support the school's policies and procedures, and raise any

questions or concerns through the appropriate channels. We ask parents to model the values of respect, kindness and professionalism that we seek to develop in our students.

To protect the wellbeing of all members of the school community, behaviour that is intimidating, aggressive, abusive, discriminatory or disruptive will not be tolerated. Parents should not approach or challenge another child or parent regarding school matters; concerns should always be referred to a member of staff so they can be managed fairly and appropriately.

Similarly, parents are expected to use social media responsibly and refrain from publishing material that could damage individuals, compromise confidentiality or undermine the school community.

The school is committed to listening to and resolving concerns fairly through respectful dialogue and established procedures. Where behaviour falls below the standards expected, the school may take appropriate action in accordance with the Parent Code of Conduct, including restricting communication or access to the school site where necessary to protect the safety and wellbeing of students, staff and visitors.

5.4 Complaints Procedure

Most concerns can be resolved quickly through discussion with the appropriate member of staff, and we encourage parents to raise questions or concerns as early as possible.

Parents should normally follow this process:

1. Speak to the relevant teacher or Homeroom Teacher or admin staff member to discuss the concern.
2. If the matter remains unresolved, contact the relevant Curriculum Coordinator or member of the Senior Leadership Team.
3. If a satisfactory resolution cannot be reached, a formal written complaint should be submitted to the Head of School at headofschool@7hillskampala.com.
4. If the complaint concerns the Head of School, it should be submitted in writing to the Chair of the Board of Directors in accordance with the school's Complaints Policy.

All concerns and complaints are handled fairly, confidentially and in a timely manner. We aim to resolve issues at the lowest appropriate level through constructive dialogue wherever possible. Matters relating to safeguarding or child protection are managed separately under the school's Safeguarding and Child Protection Policy.

Parents are expected to communicate respectfully with staff and other members of the school community at all times. Abusive, threatening, intimidating or aggressive behaviour, whether in person, by telephone, online or in writing, will not be tolerated and may result in restrictions on communication or access to the school site in accordance with the Parent Code of Conduct.

5.5 Confidentiality and Data Protection

7Hills International School is committed to protecting the privacy, dignity and personal information of every member of our school community. Personal information is collected, stored and shared responsibly and in accordance with the school's Confidentiality and Data Protection policies.

Parents have the right to access records relating to their own child but cannot access information relating to other students or families. Likewise, staff are unable to discuss another student's progress, behaviour or personal circumstances. We ask all members of the school community to respect the confidentiality and privacy of others at all times.

Parents are encouraged to discuss any concerns about their own child directly with the appropriate member of staff. Meetings should be arranged in advance and conducted privately to ensure that confidential information is discussed respectfully and appropriately.
There are occasions when confidentiality cannot be maintained. Where there is a concern that a student may be at risk of harm, or where the school has a legal or safeguarding duty to share information, appropriate information will be shared with relevant professionals in the best interests of the student.

For further information, please refer to the Confidentiality Policy and Data Protection Policy.

5.6 Photography and Social Media

7Hills uses photography, video and social media to celebrate student achievements, showcase learning and keep our community informed. Images or videos of students will only be used in accordance with the permissions provided by parents and the school's Social Media Policy.

Parents are welcome to take photographs and videos at school events as personal keepsakes, however, they are asked to respect the privacy of all members of the school community. Images or videos containing students other than their own should **not** be shared publicly, including on social media, websites or messaging platforms, without the permission of the parents or guardians of those students.

Staff may remind families of these expectations during events, and the school reserves the right to restrict photography where necessary to protect the privacy, safety and wellbeing of students.

This policy supports the school's commitment to safeguarding and helps ensure that every student's privacy is respected.

5.7 Sustainability

We believe that fostering environmental responsibility begins with a shared commitment between school and home. As part of our focus on sustainability, we encourage parents to

support eco-friendly habits such as waste reduction, recycling, and energy conservation both on campus and at home. Together, we can model responsible behaviour and empower our students to care for the planet and make thoughtful, sustainable choices in their daily lives. See our Sustainability Policy for mere details.

5.8 Supporting Your Child at Home

Parents play a vital role in their child's education and students achieve their greatest success when home and school work together. We encourage parents to take an active interest in their child's learning by discussing their school day, monitoring homework and Google Classroom, encouraging daily reading, promoting good organisation and ensuring that students arrive at school punctually, well-rested and ready to learn.

Parents can further support their child by attending school events and meetings, reading school communications, celebrating effort and progress, encouraging participation in the wider life of the school, and maintaining regular communication with teachers whenever questions or concerns arise. By working together, we can provide every student with the support, encouragement and opportunities they need to thrive both academically and personally.

6. Admissions and Finance

6.1 Admissions

7Hills welcomes applications throughout the academic year, subject to the availability of places. We are committed to providing equal opportunities and do not discriminate on the grounds of race, nationality, ethnicity, religion or gender in our admissions process.

Prospective families are encouraged to visit the school and meet the Head of School or Deputy Head before applying. As part of the admissions process, students complete an age-appropriate assessment and previous school reports and references are reviewed. Parents are expected to disclose any educational, medical or wellbeing information that may help us provide appropriate support for their child. Students are placed in the most appropriate year group based on their age, previous educational experience and individual needs.

6.2 Scholarships and Bursaries

7Hills is committed to recognising excellence and widening access to education through its Scholarship and Bursary Programme. Scholarships may be awarded for outstanding achievement or potential in areas such as academic excellence, sport, the creative arts, leadership and service, while bursaries provide financial assistance to families demonstrating genuine financial need.

Awards are available to both new and existing students and are subject to a formal application and assessment process. Depending on the type of award, applicants may be asked to complete entrance assessments, submit school reports and references, attend interviews,

deliver a presentation, provide a portfolio or supporting evidence, and, for bursaries, submit financial documentation. All awards are reviewed regularly and remain subject to continued academic effort, positive behaviour and contribution to school life.

For more information see the Scholarship and Bursary Policy.

6.3 School Fees

The current Schedule of Fees is published annually and is available from the Admissions Office and on the school website. Tuition fees are payable in US Dollars and may be paid annually, termly or by monthly instalments, subject to the terms of the School Fees Agreement.

School fees are due one week before the start of each term. Families choosing to pay by instalments should ensure that all payments are received by the published due dates. Parents should note that additional charges may apply for items such as the Development Fee, external examinations, educational visits and optional services.

6.4 Payment Procedures

Payments may be made by bank transfer, cash deposit or cheque using the school's published banking details. Parents are asked to include their child's name as the payment reference to enable prompt allocation of fees.

Where fees remain outstanding, the school reserves the right to restrict access to certain services, withhold reports or suspend attendance until accounts have been brought up to date. Families experiencing temporary financial difficulties are encouraged to contact the Finance Office or Head of School as early as possible to discuss appropriate payment arrangements.

6.5 Withdrawal from School

Parents wishing to withdraw their child should provide the school with at least one full term's written notice**.** Failure to provide the required notice may result in the equivalent of one term's fees being charged.

Before leaving the school, students are expected to complete the school's clearance process, including returning school property and settling any outstanding fees. Academic reports and transfer documentation will be released once all financial and administrative requirements have been met. The school reserves the right to terminate a student's enrolment where, despite appropriate support and intervention, the placement is no longer considered to be in the best interests of the student or the wider school community.

6.6 Refund Policy

Registration fees and other non-refundable charges cannot normally be refunded. Tuition fees and other payments are subject to the terms set out in the School Fees Agreement and Refund and Withdrawal Policy. Families should familiarise themselves with these conditions before

enrolment, as refunds will only be considered in the limited circumstances outlined within the school's policies.

7. Health, Safety and Security

7.1 Site Security

7Hills maintains 24-hour security. If a parent or guardian is not recognised by security staff, they may be asked to sign in at the gate. While this may occasionally cause a minor delay, we prefer to take appropriate precautions to ensure the safety and security of our students.
Please refer to our Security Policy for further details.

7.2 Visitor Procedures

The safety of our students is our highest priority. All visitors must report to Reception on arrival, sign in, provide identification when requested and wear a visitor lanyard while on campus. Visitors must remain under the supervision of a member of staff unless otherwise authorised.
Parents should arrange appointments in advance and report to Reception rather than going directly to classrooms. Students may only leave school during the day when signed out by a parent or authorised adult via Reception.
These procedures help ensure a safe and secure environment for everyone on campus. Please refer to our Visitor & Guest Speaker Policy for further details.

7.3 Identification Lanyards

To help maintain a safe and secure campus, all adults on site are required to wear an official 7Hills identification lanyard at all times. Lanyards enable students and staff to quickly identify authorised adults and form an important part of the school's safeguarding and security procedures.

The school uses the following colour-coded lanyards:

Lanyard Colour	Issued To
Green	Staff
Black	Board of Directors
Orange	Visitors
Red	Vendor
Blue	Parents

Visitors and parents must sign in at Reception before entering the school and wear their issued lanyard for the duration of their visit. Staff are encouraged to challenge any adult on campus who is not wearing the appropriate identification or to report their concerns immediately to Reception or a member of the Senior Leadership Team. These procedures help ensure the safety and wellbeing of all members of the 7Hills community.

7.4 Emergency Procedures

The school maintains comprehensive emergency procedures for situations including fire, medical emergencies, lockdowns, severe weather and other critical incidents. Students regularly participate in fire and emergency drills and are expected to follow staff instructions promptly and calmly at all times.

In the event of a significant emergency, parents will be contacted as quickly as possible using the school's communication systems. Parents are asked not to come directly to the school unless instructed to do so, as this may interfere with emergency procedures and student safety.

7.5 CCTV

7Hills operates CCTV across the campus to help safeguard students, staff and visitors, protect school property and support the investigation of incidents where appropriate. CCTV is monitored and managed in accordance with the school's CCTV Policy and applicable data protection requirements.

Access to CCTV footage is strictly controlled and limited to authorised personnel. Footage containing other students or members of the school community will not normally be shared with parents unless required by law or authorised by the Head of School following appropriate safeguarding and data protection considerations.

Please refer to our CCTV Policy for more details.

7.6 Health and Safety

7Hills is committed to providing a safe, healthy and secure environment in which students can learn and thrive. The school carries out regular risk assessments, site inspections and safety checks, maintains appropriate first aid provision, and ensures that staff receive ongoing health and safety training. Fire safety systems, emergency procedures and security arrangements are reviewed regularly to maintain the highest standards of safety.

Students are expected to behave responsibly, follow safety instructions, use equipment appropriately and report any hazards or concerns to a member of staff. Parents can support the school by ensuring emergency contact details and medical information remain accurate and up to date, and by reinforcing safe behaviours at home and when travelling to and from school.

The health, safety and wellbeing of every member of the 7Hills community is our highest priority. The school maintains a safe, secure and well-maintained learning environment through regular risk assessments, site inspections, emergency planning, security procedures and staff training. Fire drills and other emergency procedures are practised regularly, and all students are expected to follow staff instructions during drills and emergencies.

Please refer to our Health & Safety Policy for more details.

7.6.1 Parent Supervision

When parents or guardians are on the school campus with their children, they are responsible for supervising them at all times. Children must not be left unattended on the school grounds outside of normal school supervision.

When using school facilities outside normal school hours, students and accompanying children are expected to follow the same safety expectations that apply during the school day. This includes respecting designated boundaries, using facilities and equipment appropriately, and following any instructions given by school staff.

Parents and guardians are asked to ensure that children in their care behave safely and respectfully while on the school premises.

7.7 Medicines in School

7Hills has a qualified School Nurse who oversees the medical care of students during the school day. If a student requires medication whilst at school, parents must inform the school in writing and provide clear instructions for its administration. Medication must be supplied in its original packaging with the student's name and dosage clearly labelled.

Students should not carry medication with them unless this has been agreed with the School Nurse or Head of School (for example, asthma inhalers or adrenaline auto-injectors). Parents are responsible for keeping the school informed of any medical conditions, allergies or changes to their child's health to ensure appropriate support can be provided.

7.7.1 Head Lice

Head lice are a common occurrence in schools and are not a sign of poor hygiene. As lice spread easily through close contact, we ask parents to check their child's hair regularly and treat any infestation promptly.

If your child has head lice, please inform the school as soon as possible so that appropriate measures can be taken to minimise the spread. Where necessary, the school may carry out additional monitoring or head checks, notify affected classes and implement appropriate hygiene procedures. Students may return to school once appropriate treatment has commenced.

By working together, families can help minimise outbreaks and maintain a healthy school environment.

7.7.2 Infectious Illness

To help protect the health of our school community, students who are unwell or have symptoms of an infectious illness should remain at home until they are well enough to return to school.

Parents should notify the school as soon as possible if their child is absent due to illness, particularly where the illness may be contagious.

During periods of increased illness or public health concern, the school may implement additional hygiene or infection-control measures in line with guidance from the relevant health authorities. Parents are asked to support these measures and ensure that emergency contact and medical information remain up to date.

Please refer to our Medical and First Aid Policy for more details.

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