



2020

SCHOOL PROSPECTUS

Version 1a

Contents

Introduction	4
Vision	4
Mission Statement.....	4
Philosophy	4
Contact Information.....	4
Admissions procedures	4
School Tuition Fees for 2019.....	5
Fees Payment Schemes	5
Banking Details	5
Pupils withdrawing from school	5
School Uniform	6
Boys:.....	6
Girls:	6
Winter Accessories:	6
Sports Wear:	6
Headgear.....	6
Hairstyles	6
Jewellery/Makeup.....	6
Curriculum.....	7
Cell Phones.....	7
Stationery Requirements.....	7
Text Books.....	8
Daily Schedule.....	8
Punctuality.....	8
Week-end/Vacation Time Classes	8
Absence from School and Permission to Leave the School Premises.....	8
Extra-curricular Activities	8
Homework	9
Assessment	9
Parent Teacher Consultations	9
Discipline.....	9
School Rules and Regulations	9
Examples of infringements of the school rules	10
Punishments for infringements of school rules	10
Minor Offences	10
Serious Offences	10
Grave Offences	10
Offences Resulting in Immediate Expulsion.....	10

IGCSE Results November 2017

Syllabus name	A*	A	B	C	D	E	F	G	U	Number of Candidates
Business Studies	0	5	9	11	3	0	0	0	0	28
Accounting	2	6	3	6	0	1	0	0	0	18
Development Studies	2	3	7	8	1	0	1	0	0	22
Economics	1	0	0	0	0	0	0	0	0	1
Geography	0	1	3	2	3	3	0	1	0	13
Computer Science	2	14	12	8	0	0	1	0	0	37
Literature(English)	1	0	0	0	0	0	0	0	0	1
First Language English	0	8	5	2	3	0	0	0	0	18
Second Language English	0	1	8	14	9	1	0	0	1	34
French	1	2	1	1	0	0	0	0	0	5
Mathematics	4	13	8	20	6	0	0	1	0	52
Agriculture	8	12	10	1	3	0	0	0	0	34
Additional Mathematics	0	0	0	1	0	0	0	0	0	1
Biology	2	7	10	14	8	1	2	0	1	45
Chemistry	3	9	6	16	4	3	1	0	0	42
Physics	3	5	5	13	4	2	2	1		35
Setswana	2	7	11	3	0	0	0	0	0	23
Commerce	0	0	1	0	0	0	0	0	0	1
Co Ordinated Science	0	0	2	2	1	0	0	0	0	5
Total	31	93	101	122	45	11	7	3	2	415
Percentage	7.47	22.41	24.34	29.40	10.84	2.65	1.69	0.72	0.48	100.00
Cumulative	7.47	29.88	54.22	83.61	94.46	97.11	98.80	99.52	100.00	

November 2018 Component Marks Report for Centre BW242

Syllabus name	A*	A	B	C	D	E	F	G	U	Number of Candidates
Business Studies	0	4	12	8	3	0	0	0	0	27
Accounting	1	8	7	5	3	1	0	0	0	25
Development Studies	0	3	8	7	3	0	2	0	0	23
Economics	0	1	1	2	0	0	0	0	0	4
Geography	0	0	4	12	4	2	1	0	0	23
Computer Science	3	10	18	8	1	0	0	0	0	40
English Literature	0	0	1	1	0	0	0	0	0	2
First Language English	0	4	11	8	1	0	0	0	0	24
English as a Second Language	1	0	13	17	5	1	0	0	0	37
Foreign Language French	0	2	4	1	0	0	0	0	0	7
Mathematics	4	13	16	22	5	1	0	0	0	61
Agriculture	3	9	12	4	2	0	0	0	0	30
Additional Mathematics	0	1	6	1	0	0	0	0	0	8
Biology	1	8	15	14	10	3	0	0	0	51
Chemistry	3	10	12	14	1	4	1	0	0	45
Physics	2	6	15	8	13	0	0	0	0	44
Co-Ordinated Science (double award)	0	0	2	1	5	0	0	0	0	8
Setswana	1	9	7	2	0	0	0	0	0	19
Commerce	0	1	0	0	0	0	0	0	0	1
Total	19	89	164	135	56	12	4	0	0	479
Percentage	3.97	18.58	34.24	28.18	11.69	2.51	0.84	0.00	0.00	100.00
cummulative	3.97	22.55	56.78	84.97	96.66	99.16	100.00	100.00	100.00	

Introduction

Kweneng International Secondary School is an independent, unified school. The school started operating in February 2005 and is registered by the Ministry of Education. The school was registered as an examination centre for Cambridge International Examinations in July 2007.

Vision

Children will leave Kweneng International Secondary School having achieved a standard of excellence in their chosen activities.

Mission Statement

Our mission is to provide a wide choice of subjects, high standards of teaching and learning facilities and a motivational environment to enable pupils to excel.

Philosophy

Our vision and mission statement are based on the belief that every child can achieve a standard of excellence given:

- A choice of interesting subjects
- Enthusiastic, qualified teachers
- Well-equipped facilities.
- Frequent assignments and discussion
- Parental and teacher support
- Determination to succeed

Contact Information

Kweneng International Secondary School

P. O. Box 586

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Telephone: (267) 5915015

Fax: (267) 5915016

Email: kweneng.international@gmail.com

Website: <http://www.kwenenginternational.com>

<https://kissbw242.edupage.org>

Facebook: <http://www.facebook.com/kwenenginternational>

Admissions procedures

Applicants for admission in any form must submit

- A completed application/registration form
- A copy of an official identity document (birth certificate or I.D.).
- Latest school report from previous school
- A copy of results of any official examinations taken
- Transfer/release letter from previous school if transferring in mid-course.
- 1 recent passport photo

Applicants will be required to attend an interview at the school. They may also be required to sit for an entrance examination. The final decision about whether to accept a pupil into the school rests with the School Head and the professional staff, and is also dependent on vacancies being available. Students transferring from another school need a clearance/transfer letter from the previous school.

Application forms are available from the school office.

School Tuition Fees for 2019

	Per Term	instalments	Monthly payments	Total
Form 1	P 7,500.00	9	P 2,500.00	P 22,500.00
Form 2	P 7,500.00	9	P 2,500.00	P 22,500.00
Form 3	P 8,500.00	9	P 2,833.33	P 25,500.00
Form 4	P 8,500.00	9	P2,833.33	P 25,500.00
Form 5	P 10,866.67	7	P4,657.14	P 32,600.00

- Payments must be made on or before the 1st day of each month.
- Once off Registration fee of P200.00 is payable on registration. (non-refundable)
- P.T.A. fund of P100.00 per term per student (not included in fees calculations shown above).
- External Examination Fees (IGCSE Final year) are included in the tuition fees (Form 5 only).
- A payment agreement form must be filled at the start of the academic year.
- Students may not be allowed to attend classes in any term if fees for the preceding term are not fully paid.
- Any Form 5 student, who has not paid in full by the end of July 2019, will not be entered for the October/November Final Examinations.
- When a sibling of a student joins the school, they are eligible for a 25% discount provided both siblings are students of this school at the same time. A third sibling will be given a 30% discount, provided all 3 siblings are attending this school at the same time. If one sibling then leaves, the discount will no longer be in effect. The discount will be applicable to the youngest sibling only.

Fees Payment Schemes

Parents can choose one of the following:

1. Pay the full amount for the year at the beginning of the term to receive a 5% discount.
 2. Pay per term in advance
 3. Pay in monthly instalments as per the Fees Payment Agreement Form.
- There will be a penalty of P100.00 per month added to the unpaid school fees.

Banking Details

We encourage parents to avoid carrying large sums of money to the school. School fees may be paid directly in to the school account and a copy of the deposit slip brought to the school or faxed to us, in order for us to produce a receipt, at the following number: (267) 5915016.

Bank: Standard Chartered bank
Branch: Mall Branch
Account Name: New Options (pty) ltd
Account Number: 0100158118500
SWIFT code: SCHBBWGX

Pupils withdrawing from school

A term's notice in writing must be given to the school of the intention to withdraw a pupil stating the last day of attendance. The bursar will need to confirm that all fees have been paid and clearance will be needed from the teachers and librarian that all books and stationery have been returned and that any locker being used has been emptied. Only then will the school be able to produce release documents for the pupil.

School Uniform

Items of uniform with the school crest can be ordered from Mirrors Boutique, Borakalalo, Molepolole, or through the school. The school uniform consists of the following:

Boys:

- Grey Trousers
- Blue shirt with school crest. Shirt must be tucked into trousers. Long sleeves must be buttoned at the wrist.
- Dark Blue blazer with school crest (optional)
- Dark blue tie (optional)
- Grey or white socks
- Black shoes.

Girls:

- Grey Slacks
- white/blue chequered unpleated skirt (*below the knee*)
- Blue shirt with school crest. Shirt must be tucked into trousers. Long sleeves must be buttoned at the wrist.
- Dark Blue blazer with school crest (optional)
- Dark blue tie (optional)
- Grey or white socks
- Black shoes. (No pumps or heels)

Winter Accessories:

- Light blue jumper with school crest
- Track-suit top with school crest
- Navy blue weather jacket with school crest
- Navy blue woollen beanie with school crest

Sports Wear:

- White or blue golf t-shirt with the school crest.
- Blue track suit with crest on the jacket.
- Cap/hat with school crest
- Running shoes. No pumps.

Headgear

The wearing of headgear in the classrooms is not allowed with the exception of those worn for religious reasons, e.g. a plain black veil or black scarf

Hairstyles

Hair should be kept clean combed and tidy and in a simple style. Dreadlocks, tinting, dying, fancy hair styles or modern hair cuts for both boys and girls will not be permitted. Girls hair should be tied back, away from the face, if it is shoulder length or longer.

Jewellery/Makeup

No jewellery makeup or nail polish may be worn to school other than wrist watches and a medical bracelet. For those who wear ear rings, a small plain stud or simple ring may be worn in the ears. Multiple earrings on one ear is not permitted.

Makeup and nail polish may not be worn to school

Curriculum

The school prepares pupils for the IGCSE examinations of the Cambridge Examinations Syndicate. The language of instruction and communication throughout the school is English.

Form 1 students in 2019 will start a five-year programme in preparation for the IGCSE examination of November 2023. Subjects taken in Form 1 will include:

English Language, French/Setswana, Mathematics, Computer Studies, Physics, Chemistry, Biology, Agriculture, Geography, Business Studies, Accounting

Form 2 of 2019 will continue their Form 1 subjects in preparation for IGCSE of November 2022. English Language, French/Setswana, Mathematics, Computer Studies, Physics, Chemistry, Biology, Agriculture, Geography, Business Studies, Accounting.

Please note: Those students in Form 2 who achieve an average of 60% or higher may be accelerated to the Form 4 class and therefore be prepared to write their IGCSE examinations in November 2021.

Form 3 in 2019 will be made up of those students from Form 2 of 2018 who will be writing their IGCSE examinations in November 2021.

Form 4 students in 2019 will take eight of the following subjects in preparation for IGCSE of November 2020: English, Mathematics, French/Setswana, Biology, Accounts, Business Studies, Agriculture, Chemistry, Development Studies, Physics, Additional Mathematics, Computer Studies, and Geography

Students who have completed their Junior Certificate Examination may be admitted to Form 4 if their JC results warrant it e.g. an A, or a strong B.

Cell Phones

Cell-phones, tablets, laptops and other electronic communications, music or games devices are **not allowed** in school. ***Such devices will be confiscated and returned to the student upon payment of a P50.00 fine.*** Students who need to communicate with their homes in an emergency may use the school phone. A charge of P2.00 will be made for each call.

Stationery Requirements

Please note: No stationery will be supplied by the school to students. All students will require the following:

1 Scientific Calculator 1 Pencil case	1 Eraser 1 Sharpener	2 Blue or Black Biro's (pens) 2 HB pencils or a 'click' pencil	1 30cm plastic ruler 1 Oxford Mathematics Set1, Glue Stick
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In addition, students will have the following requirements for the following subjects:

Subject	Stationery
Mathematics	A4 Hard Cover Notebook (class work), A4 Scribbler (homework), Graph Pad
English	A4 Hardcover Notebook (class work), A4 Hardcover Notebook (composition), A4 Hardcover , Notebook(homework)
French	A4 Hardcover Notebook, A4 Scribbler (homework), A6 notebook (for vocabulary), English/French Dictionary
Setswana	A4 Hardcover Notebook, A4 Scribbler (homework and class exercises)
Development Studies	A4 Hardcover Notebook, A4 Scribbler (homework), Graph Pad
Geography	A4 Hardcover Notebook (class work), A4 Hardcover Notebook (homework), Graph Pad
Chemistry	A4 Hardcover Notebook, A4 Scribbler (homework), Graph Pad
Physics	A4 Hardcover Notebook, A4 Scribbler (homework), Graph Pad
Biology	A4 Hardcover Notebook, A4 Scribbler (homework), Graph Pad
Accounting	A4 Hardcover Notebook, A4 Ledger book, A4 Cash book, A4 Journal
Business Studies	A4 Hardcover Notebook (class work), A4 Hardcover Notebook (homework), Graph Pad
Agriculture	A4 Hardcover notebook, A4 Scribbler (home work), A4 Scribbler (practical Assessment Form 5 only)
Economics	A4 Hardcover notebook (class work), A4 Hardcover notebook (home work), Graph Pad
Computer Studies	A4 Hardcover notebook (class work), A4 Scribbler (home work)

Students must have separate exercise books for each subject. All books must be covered with plain book cover with name and class clearly visible on the cover. Homework and class-work books must be separate. Not having the appropriate books, stationery and equipment may result in exclusion from certain lessons.

Every student must have the following:

19 A4 Hardcover Notebooks	10 A4 Scribblers
7 Graph Pads	1 A6 Notebook
1 Ledger	1 Cashbook
1 Journal	3 Exam Pads

Text Books

The book list for the 2019 year is available separately from the school administration office. The school will not supply text books to students. For a list of suppliers who carry the books, please see the school administration office for more information.

Daily Schedule

07:25 – 07:30	Assembly/Registration
07:30 – 10:10	Periods 1 to 4
10:10 – 10:30	Break
10:30 – 13:10	Periods 5 to 8
13:30 – 15:30	Remedial work / Study
Wednesdays	
13:10 – 13:30	General Cleaning
Thursdays	
13:30 – 14:30	Athletics (term 1), Ball games (term 2) Clubs and indoor games (term 3)
Saturday Schedule	
08:00 – 11:00	Extra lessons / Remedial Work / Study

Punctuality

Students are expected to be in class for morning registration by 7:25AM. A student who arrives late at school, more than five times in a term, will be sent home with a note to be signed by the parent. If the child continues to arrive late a one week suspension may be applied.

Week-end/Vacation Time Classes

It may be necessary to schedule extra lessons on Saturdays or during school vacations. Attendance at these activities is compulsory.

Absence from School and Permission to Leave the School Premises

All absences must be explained by a written note or clinic card. Permission should normally be sought in advance by a written request signed by the parent or guardian. A child who becomes unwell at school may be issued with an Exeat note by the class-teacher. This note, signed by the parent or stamped by the clinic attended, must be returned to the class teacher before the child is readmitted to class.

Unnecessary absences from school are strongly discouraged. Parents are reminded to ensure that their child attends school throughout the term, unless he or she is ill.

Extra-curricular Activities

All students are expected to participate in some sport or activity. Clubs include football, netball, volley-ball, table-tennis, music, board-games, chess, debating, dance, science.

Homework

Homework is a vital part of our academic program. Parents are encouraged to stress the importance of homework and allocate a specific period when homework should be done and confirm that the work has been completed satisfactorily, by signing the homework done.

A written assignment is given by each subject at least once in the 6-day timetable. It is expected that students in Forms 1 and 2 will spend 2 hrs studying each day including week-ends. Senior students should spend 3 to 4 hours studying. Students may study in school each afternoon from 1.30 pm to 3.30pm and on Saturday from 8.00 to 10.30 am.

Assessment

Assessment is done through homework, class oral work, monthly tests and end of term examinations. An average of 60% in the end of year assessment is required for promotion to the next class.

Parent Teacher Consultations

Parents are given the opportunity to discuss their child's progress with the class teachers at the Parents Consultation days which are held at the end of each term.

During the consultation Day, Parents receive their children's school reports and are given the opportunity to meet with all the teachers. If a parent wishes to see a particular teacher for more formal consultation, they are requested to arrange a meeting through the school office at a time convenient to both the teacher and the parent.

Discipline

The disciplinary regime of the school is designed to develop a sense of responsibility and self-discipline. Pupils will be expected to behave well and to work hard because they are committed to success rather than from a fear of punishment.

School Rules and Regulations

1. Students are expected to be on time for the start of school, for all lessons and all other school activities.
2. Students must maintain a clean and tidy appearance and must be dressed in the correct school uniform at all times.
3. All assignments and homework must be completed thoroughly and neatly and must be handed in on time.
4. Maintain high standards of personal behavior.
5. Participate actively in all lessons.
6. Do all tests and examinations with complete honesty.
7. Respect school staff, fellow pupils and visitors.
8. Protect school property and the school environment. Students are expected to speak English at all times while on the school premises with the exception of those attending French and Setswana classes.
9. Students are expected to keep all areas of the school free of litter at all times. Dust bins are provided at several locations around the school

Examples of infringements of the school rules. (This table is for the guidance of teachers, pupils and parents and is not intended to be either exhaustive or exclusive. Each infringement will be dealt with within its own context.)

Rule	Minor	Serious	Grave
1	Failure to bring books to school	Any unexplained absence from school. Any unexplained absence from a lesson. Returning to school after an absence without a written explanation.	2 or more unexplained absences from school in a month. 3 or more absences from lessons in a week. Leaving the school compound without permission.
2	Occasional lateness for lessons, study, games etc.	Lateness for school more than 5 times a term. Frequent lateness for lessons.	Habitual lateness in arriving to school or to class.
3	Occasional untidiness: e.g. hair uncombed, shoes not polished, shirt sleeves undone, etc. Failure to wear correct school uniform.	Frequent untidiness, failing to wear school uniform when required.	Habitual untidiness, persistent failure to wear school uniform.
4	.	Using tobacco on the school premises. Possessing alcohol on the school premises. Possessing any pornographic material.	Repeated use of tobacco. Any attempt to induce others to smoke. Using or possessing an illegal substance. Any attempt to induce others to buy or use an illegal substance. Attending any school function while under the influence of alcohol or drugs. Stealing. Possessing stolen property. Carrying a weapon at school.
5	Occasional lapses in paying attention. Occasional chatting.	Failure to participate in oral or written work in class. Repeated chatting. Causing disturbance that distracts the teacher or pupils.	Habitually failing to pay attention in class. Habitually failing to participate in written or oral class work. Habitually chatting or disturbing fellow students in class. Refusal to undertake written work in class or to answer questions posed by the teacher.
6	Occasional failure to submit homework or late submission. Occasional failure to answer questions on set material. Occasional failure to have HW diary signed by parent/guardian.	Repeated failure to do homework. Failure to do corrections of homework when required. Occasional presentation of untidy, shoddy or incomplete homework. Repeated failure to answer questions. Repeated failure to have the HW diary signed.	Continued failure to do or submit homework after warnings. Frequent inability to answer questions or to participate in discussion of work set for learning assignments. Repeated presentation of untidy, shoddy or incomplete homework. Copying homework from a book or from a fellow student.
7		Possessing any unlawful material during a test or examination.	Copying from any unlawful material during a test or examination. Attempting to communicate with a fellow student during an exam. Co-operating with a student who is copying in a test or examination.
8	Failing to stand when a teacher enters and leaves the class. Failing to greet a visitor. Failing to give way to a visitor in a passageway or a doorway	Refusing to answer questions from a teacher. Mocking or making fun of a fellow pupil. Seriously hindering a visitor. Making noise or failing to show courtesy to a visiting speaker.	Telling lies to a teacher on a discipline related matter. Insulting, threatening, or assaulting a teacher. Insulting, threatening or assaulting a fellow pupil. Physical or psychological bullying. Causing any harm to the person or property of a visitor. Insulting a visitor.
9	Littering	Causing minor damage to school property. Graffiti.	Causing serious damage to school property. Stealing school property. Carving on school furniture.
10	Refusing to speak in English while on school grounds	Leaving school without permission Bringing a cell-phone to school	Behavior or comments that incite racial tension. Bringing the name of the school into disrepute.

Punishments for infringements of school rules

All punishments will be recorded in the pupil's file.

Minor Offences

Verbal advice, correct the offending behavior, short detention, lines, letter of apology, picking rubbish, sweeping etc... Punishment for non-submission of homework is automatic detention in order to do the missing work.

Serious Offences

Punishments for serious offences may include one or more of the following. A long detention e.g. 1 hour, manual work, suspension, warning letter, notification of parents, referral to headmaster. A student who persistently disturbs a lesson may be removed from the lesson.

Grave Offences

Punishments for grave offences may include one or more of the following: referral to the headmaster, notification of parents, suspension or expulsion. Cheating in examinations will automatically result in the cancellation of all marks for the relevant subject.

Offences Resulting in Immediate Expulsion

- Stealing or being in possession of stolen property
- Physical or psychological bullying and intimidation.
- Threatening, or assaulting a fellow pupil.
- Possessing, using or distributing illegal substances in school including alcohol, any form of banned substances, and weapons.