



# Primary Handbook

Supporting Your Child's Journey  
Through MIS Primary School



# Morogoro International School

## Primary School Handbook

Dear MIS Parents and Guardians,

Welcome to Morogoro International School. This handbook has been prepared to provide new and existing families with helpful information about our school.

Please refer to this handbook throughout the school year as a reference. It should provide the answers to most questions, but feel free to telephone us or stop in at school should you need more information.

We believe that your child's success in school is dependent upon good communication between school and home. We encourage your participation and invite you to express your suggestions or concerns.

Sincerely,

David Moore  
Head of Primary



## **Primary School Overview**

Our Primary School currently serves approximately 170 students from Nursery through Year Six. We are currently a one-stream school that follows the Cambridge Assessment International Education curriculum. This framework is delivered by our highly qualified classroom teachers. Our Primary teaching staff is currently composed of Tanzanians, Americans, British, Australian, and French educators, making us a diverse and truly international department.

## **Additional Programs**

The school offers many programs in addition to its regular classroom offerings. Students engage in Art, ICT, Kiswahili, French, Library, Physical Education, Swimming, Drama, and ICT. Our special education staff consists of a full-time SEN coordinator who works closely with our classroom teachers and teaching assistants to ensure support is differentiated and student progress is attained. Additionally, English as a Second Language pull-outs are offered to those who need more support.

## **Commitment to Student Success**

MIS staff are committed to meeting the needs of all our students by providing an effective instructional program designed to improve students' academic, social, emotional, and physical growth. As a department, we support the mission of Morogoro International School, which is to empower young people with the skills and knowledge to build confidence, take pride in what they do, and contribute to the global community. This is accomplished through the cooperative efforts of educators, support staff, parents, community members, and students themselves.

## **Office Hours and Appointments**

The office hours at Morogoro International School are from 7:30 am to 4:00 pm Monday through Friday. Appointments can be made outside of these times between staff and parents if required. Please contact our receptionist to schedule any additional appointments.

## Importance of Registration Forms

The school's [registration forms](#) are very important to complete and file with the office as they provide vital information about each student that might be needed in case of an emergency. Parents fill out these cards when a child is enrolled, but they may become out of date as a result of moves, job changes, etc.

## Keeping Contact Information Updated

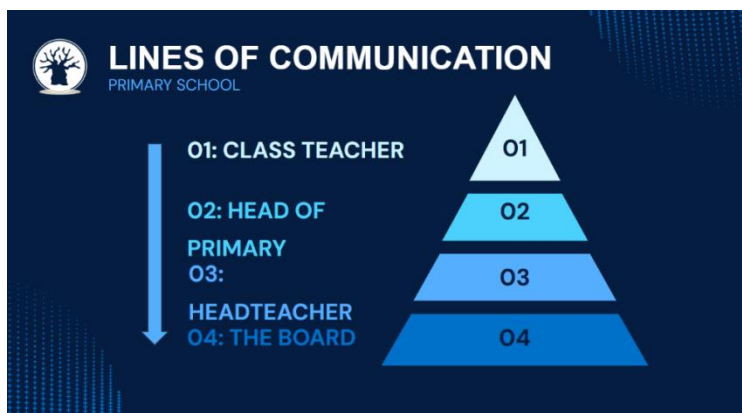
To keep the cards up to date, we ask parents to fill out and update contact information, inclusive of any relevant health concerns, at the beginning and end of each academic year. Additionally, we ask parents to inform the office of an emergency contact outside of their mother or father should a child become ill or injured and need to be picked up.

## Reporting Student Accidents/Injuries

1. In the event of an accident that requires a report to be filed, the school employee who either witnessed the accident/injury or is supervising the student at the time of the accident/injury should give all pertinent information to the school secretary and Head of Department immediately.
2. An Incident Report form will be filed and kept on record. Parents will be notified about the incident and informed of the follow-up taken by SLT if needed.
3. Please note: children bump, bruise, and scrape themselves frequently, and we do not consider these events to be necessary for documentation.

## Communication with Parents

Communication between parents and school is vital. Any time you have questions or concerns, please do not hesitate to contact your child's teacher or the Head of Primary (+255 787 293 775). The school number is (+255 715 794 864). If you prefer, the school secretary can give you the email addresses for individual staff members, or you can contact your child's teacher privately using WhatsApp.



## School Communication Methods

The school uses these methods to communicate with MIS families:

- Weekly newsletters, both school-wide and personally from your child's classroom teacher, regarding school activities.
- Termly reports.
- Sending home samples of student work.
- Classroom WhatsApp groups.
- Parent Teacher Conferences (PTCs).
- PTA (Parent Teacher Association) and AGM (Annual General Meeting) meetings held school-wide.

## WhatsApp Group Guidelines

It is important to note that our classroom WhatsApp groups have not only been successful in delivering information quickly and efficiently to our parents but also give parents the opportunity to reach out to one another. With that being said, WhatsApp groups are not to be used for personal advertising or spam. Please leave that to personal groups outside of school.

## Parent-Teacher Conferences

A parent-teacher conference offers a special opportunity to share information about a student. The best conferences end with both the parents and teacher feeling they have learned something about the child. Parent-teacher conferences can be scheduled anytime throughout the school year. However, we encourage parents to schedule appointments on the last day of each term, where a special day is set aside for conferences. This is so parents have an opportunity to review their child's termly report and consider questions before their appointment the following day.

## Student Use of Office Phone

The office phone can be used by students with permission from SLT members. There are no payphones on campus. As a way of teaching responsibility, students are not to phone home for forgotten items such as homework, PE kits, or trainers.

## School Day Schedule

### Early Years

- We receive children from 7:30 am.
- Bell rings for class start at 8:15 am.
- End of the Day and Pick-up: 12:00 pm.
- Afterschool Enrichment Programme: 12:00-2:45 pm.

### Years 1–6

- We receive children from 7:30 am.
- Bell rings for class start at 7:45 am.
- Break time runs from 10:10-10:30 am.
- End of the Day and Pick-up: 2:45 pm.
- Afterschool Activities: Run from 3:00-4:00 pm Monday through Thursday.

**Note:** Our school day finishes at 12:00 pm on Fridays.

## Supervision Times

Supervision before school does not begin until 7:30 am. Supervision after school is provided for 15 minutes by a member of staff once the dismissal bell rings (see daily schedule for dismissal times). If you are running a few minutes late, please be sure to notify your child's class teacher or the office. It is crucial to pick up your child on time as the school and teachers cannot be held liable for the safety of your child outside school times. Teachers are not to be paid to watch students after school hours on the school site. Tuition after school can be arranged but should take place off campus.

## After-School Enrichment Programme (Early Years)

Students in Early Years who wish to stay past 12:00 pm are welcome to join The After-School Enrichment Programme (if space allows). The programme will further their social, personal, creative, and educational development outside of regular classroom activities. The thematic units are cross-curricular and use art, drama, and critical thinking to engage students. Please contact the Head of Primary for more information if you are interested in registering your child for this programme.

## **After-School Activities (Years 1–6)**

At MIS, the normal school day ends for all students (except Early Years Students) at 2:45 pm. We offer a variety of after-school activities ranging from Art, coding, and drama to sports such as swim squad, basketball, cross country, and football. Activities are run by MIS teachers. We encourage students to participate in these enrichment experiences; however, commitment is an integral part of the classes, and parents must sign their child up for a specific activity. If students commit themselves to an after-school activity, they are expected to attend regularly and be on time with the required kit. Pick-up time after activities is 4:00 pm, as there is no supervision after this time.

## **Primary Banda: Drop-Off and Pick-Up**

The Primary Banda, located at the top end of the school, is the safest and best place to drop off and pick up your child. This area is reserved only for primary students, and a primary teacher is on duty to supervise the area during heavy traffic times from 12:00-12:15 pm and 2:45-3:00 pm. Secondary students are picked up from the main banda, located at the front of the school. Primary students are not allowed to be picked up or dropped off at this location.

### **Safety Guidelines:**

- Do not make U-turns or back up out of drop-off circles. Cars must proceed around the circle to go back down to the main gate.
- Do not exit your car in loading zones unless to safely assist your child to the car.
- There is additional parking to the right of the loading zone that can be used if you have an appointment with a teacher.
- Do not pass other cars in loading zones. Wait for the traffic to move forward. This is vital to ensure the safety of children walking to their cars.

We cannot enforce safe driving policies outside of our school gates, though we encourage anyone driving with a child to do so safely. Be sure your child is belted in before heading out of school, and driving speed limits and laws are followed.

## **Role of Teachers and Staff in Supervision**

Teachers and staff serve as supervisors to ensure the safety of your children. Please be respectful of their directions; they are here to help. If your child is picked up by someone other than you, please relay this information accordingly. Your support is appreciated!

## School Uniform Policy

Please remember we have a uniform policy for students. This is not only to promote school pride but also to lessen distractions throughout the day.

**Uniforms:** Girls' and boys' uniforms can be purchased daily from our Receptionist at the front office. Uniform samples and prices are also on display in our front office for your viewing.

Students should wear black shoes as a part of their uniform. They are required to have trainers (of any colour) for PE. Closed-toed shoes are safest and required for school. Flip-flops, shoes without a heel strap, boots, or shoes with high heels are not safe.

On days where your child has swimming, be sure to pack a towel, swimming costume, sunscreen, and sandals. There will be an allotted time for your child to change before entering the swimming pool and heading back to class.

We encourage students to limit the amount of jewelry they wear to school as items have been lost or misplaced in the past. Religious sentiments are of course allowed and welcomed as a part of our diverse community. Bracelets and other dangling jewelry can tangle in play equipment and cause injury. Please keep these at home.

Please ensure that all of your child's clothes are labelled clearly with their name. We have baskets of lost property every term, but without a name, it is almost impossible to ensure that it is reunited with its rightful owner!

Before your child walks out the door for school, please make sure he/she is wearing the appropriate uniform for the day. Students may be sent home to change clothing if their attire is inappropriate or disruptive

Also be sure to have enough uniform sets at home as the rainy season often gives way to a longer drying time. This is also not a reason for not having proper uniform at school.

Students who come to school with ripped or unapproved uniform will be sent to the uniform store and receive a new shirt or shorts. Invoices will be billed to guardians through the form of a receipt sent home.



- **PE Kit:** We require students to also have the school PE Kit, which is connected to their house (school team). The PE kit should be brought to school on days when your child's class has PE, though kept in their school bags until it is time to change for that class. Students

## Absenteeism

Whenever your child is going to be absent from school, please report the absence ahead of time when possible. We understand emergencies and illnesses happen with little to no notice so we would ask that you contact the school or your child's classroom teacher.

The staff urges parents to consider the possible loss of academic learning time as a crucial factor in deciding whether or not to take a child out of school for anything other than illness.

## Leaving during the School Day (Illness)

If your child is to leave school during the day, please send a signed note to their teacher indicating when your child must leave class. Before leaving, you will be asked to sign out your child at the school office. If someone other than a parent is to pick up a child, please include that information in your note. For their safety, children are to be picked up by a parent or designated guardian.

Unfortunately, children will be affected by illness from time-to-time. Outside of the common cold or flu, there are communicable diseases that may affect children at school.

First and foremost, use common sense and good judgment when making a decision about your child's attendance at school relative to illness.

Children should not attend school if:

- They have a fever. Students may return to school when they are 24 hours fever-free without the use of fever-reducing medicine (even if they feel better).
- They are vomiting.
- They have a communicable disease (see list under communicable disease heading).

Parents must notify the school if their child is diagnosed with a contagious disease.

If your child is sick with one of the following communicable diseases, please give the office a call or inform your child's classroom teacher as soon as possible so notification can be sent to the other students in the classroom. This gives parents the information that their child may have been exposed and they can take proactive measures. Communicable conditions that require us to notify parents regarding possible exposure are:

- Chicken Pox
- Hand, foot, and mouth disease
- Measles
- Mumps
- Whooping Cough
- Head Lice
- Pink Eye
- Shingles
- Ringworm

**OBJ:** Student medication is discouraged at school. Often, medication can be administered at home just before and after school. However, if it is necessary for your child to take medication during the school day, we request you to inform the classroom teacher (preferably face to face). The medication must be administered by the school's nurse. Students are not to have medication in their possession on school grounds nor administer medication on their own. This is also to ensure the safety of themselves and other students at school.

## Emergency Plan

At Morogoro International School we have a fire and emergency policy in order. This requires staff and students to meet in a safe and central location, classrooms to be locked and the site to be deemed secure before students are able to return to class. We request that in an emergency, parents do not come to school to pick up students until asked to do so by School Management. In any such case, the school will release children only to parents or others whom the parents have authorised on the registration card.

## Lunch Options

Students in Primary school have lunch from 12:10-1:00 pm daily. Students and parents have three options when eating lunch at MIS. Children are welcome to bring a packed lunch from home. Our second option for students is to buy lunch from Moro-Munch our

onsite canteen. Moro-Munch charges 3,000tsh daily. For those interested in this option an invoice is given half termly. The third option for students is to eat at PJ's, our onsite a la carte shop. There you can find a variety of snacks and a changing daily lunch item (prices vary).

## Food Allergies

We encourage parent support by asking you to join us in communicating the following messages to your children:

- 1) Never take food allergies or religious/ cultural food restrictions lightly. Joking about it, teasing kids or tricking someone into eating food is inappropriate and can be very dangerous.
- 2) Don't share your food. This advice runs counter to the environment of "sharing". However, sharing food can be very dangerous to students who have food allergies. Also, many families prefer that their children only eat or be exposed to certain types of food – therefore, sharing food even with students who don't have allergies can have negative consequences.
- 3) Wash hands before and after eating. Washing hands after you eat is very important. It's good practice to clean off any food that is on your hands after eating. You'll probably get fewer colds too!

## Safeguarding

MIS is committed to providing a safe, supportive, and caring environment for all students. Our highest priority is the well-being and protection of every child in our care.

We demonstrate this commitment through:

- Ensuring safe and secure school operations
- Thorough recruitment of all adults working with or around students
- Maintaining a safe environment on campus

If a student has any concerns or worries, they are encouraged to speak with one of the Designated Safeguarding Leads (DSLs).

All information regarding child safeguarding at MIS is outlined in the [Safeguarding Policy](#), which is available on the school website.

## Behaviour Expectations

It is a primary aim of Morogoro International School that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community whose values are built on the words respect, integrity and responsibility.

The primary school behaviour policy is therefore designed to support the way in which all members of the school can work together in a supportive way. It aims to promote an environment in which everyone feels happy, safe and secure.

The school recognises and promotes good behaviour, as it believes that this will develop an ethos of kindness and cooperation. This policy is designed to encourage good behaviour, rather than merely deter anti-social behaviour. The school collaborates actively with parents and carers, so that children receive consistent messages about how to behave at home and at school.

We expect parents and carers to support their child's learning, and to cooperate with the school. Class teachers, support staff and children in their class devise class rules at the beginning of the academic year. They are intended to be guidelines for the sort of behaviour the children and adults would like to see in their classroom..

Other initiatives taken by Morogoro International School to ensure good behavior include:

- Morning Meetings
  - PSHE
  - Traffic light system
  - The Big 5 Animal Team Points
  - Stars
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- Our full behavior policy can be viewed in the front office of the school upon request.

## Outdoor Spaces

Playground equipment, sports fields and courts are provided for students to use. We are very proud of these additions to our campus and all students are expected to use common sense and play safely while enjoying the playground structures. Students are advised to

use the "One Word and Three Rules" tool to make good choices: The one word is "RESPECT!" Three rules are "Be safe. Kind. Think!"

In addition to these overarching school rules, general playground rules include:

- Students are to stay/play within "Safe Spaces" (designated playground or field areas only). Students must remain in view of supervisors at all times, and may not play behind or between buildings, storage areas or car parks.
- Students are not to play in the bathrooms or changing rooms.
- Students are to follow the directions and rules of the teachers on duty
- Students are not allowed to visit or play around "Time Out" Wall
- Use common sense when no rule seems to apply. When in doubt, do the safe thing.
- Students are to listen for the primary bell which alerts students when it is time to head back to class and line up outside.
- In case of rain, students should accompany the teachers on duty to specific classrooms or the big banda.
- Any equipment used for games or play that is not provided by the school is subject to teacher approval and not the responsibility of the school.
- We encourage students not to bring toys and games from home as, although we are lucky to have a beautiful outdoor campus, students in primary school have a reputation of losing items while on break or at lunch.

## Marking and Feedback

Marking and feedback are an important part of our pupil's learning progress. Constructive and timely feedback that focuses on success and improvement will allow pupils to become reflective learners and help them to close the gap between current and desired performance. Expectations for marking and feedback in Primary ensure a consistent approach to feedback by all staff.

Teachers use coloured highlighters (green for good/ pink for think again) to give students instant feedback on their work in class. As a school we also use peer and self-reflection, oral feedback and monitoring to mark students' work. We use literacy, maths and science grids to monitor progress. These grids can be found in the beginning of students' exercise books.

### Aims of Marking and Feedback

- To provide a dialogue between teacher and pupil about the strengths and weaknesses of the pupil's work
- To involve pupils in the learning process
- To encourage and reward pupils' effort and achievement and to celebrate success
- To indicate how a piece of work could be improved against the success criteria
- To set future targets by identifying the next steps in their learning
- To improve pupils' ability to review their own work
- To keep a visual record of a pupil's progress
- To inform planning

## **Assessment Portfolios**

Teachers will accumulate writing pieces, core subject grids and end-of-year exams into a student portfolio.

These portfolios are intended for use by teachers and administration to monitor year to year progress. They will be handed over to students when they graduate from primary school

## **Tracking and Data Collection**

Teachers will accumulate termly benchmarks of core areas of learning and record this information on our data and tracking system to measure student progress.

## **Homework**

At MIS, we believe homework is an integral part of a child's education. It provides an opportunity for an effective partnership to be built between school and home and helps parents and carers understand the standards of work expected from their children. It also provides children with an opportunity to revise and consolidate learning done in school. Children gain confidence and self-discipline through studying on their own which prepares them for their transition to secondary school.

### Aims and Purpose

- To make clear the benefits homework brings our pupils
- To ensure consistency across all of MIS Primary in the amount and type of homework given
- To set in place expectations of homework each child should complete each week
- To reinforce classroom learning

- To promote an effective home/school partnership
- To develop good work habits and self-discipline for the future
- To promote pupils' engagement with units of study through providing them with a choice in how to complete homework tasks
- To raise achievement
- To encourage learning as a life-long process

### Homework Menus

Homework menus are given by classroom teachers every half term. These menus allow a variety of opportunities for students to engage in reading, writing and project based activities. These assignments tend to be more enquiry based and not traditional maths and literacy worksheets.

Teachers will use rubrics to give feedback on homework menu items.

Students are expected to complete at least one of the set tasks weekly.

### General Weekly Homework Expectations

Students are required to purchase and bring their own journals to school.

Journal writing is an essential activity in primary school. It is used to encourage free writing and is rarely marked for accuracy but rather a space to share ideas.

Journaling will take place in class and should also be done at home. too

Students who lose their reading books are expected to pay a standard fee of 30,000tsh before receiving another book or any assessment feedback including reports.

Library book costs depend on the current cost of the book and its shipping

Year Group	Requirement	Average % of Parental support
Early Years	No formal homework but children will have Stage Books to take home each week and may be given small pieces of homework such as sight words to learn or work related to the sound of the week. However, this homework is not compulsory.	100%
Years One and Two	One Homework Menu task a week, spellings, journal writing, times tables and daily stage book reading.  <i>Year 1 will only be given times tables and spellings once the teacher feels the children are ready.</i>	80%
Years Three and Four	Homework Menu task, journal writing, spellings, reading and times tables.	50%
Year Five and Six	Homework Menu task, journal writing, independent reading (if the child is ready), spellings and times tables.	20%

## Field Trips

When a class field trip is planned, the teacher will send home a field trip permission slip. The student must return the signed slip in order to participate.

## Outdoor School

Morogoro International School offers an Outdoor School to students in Years 4, 5 and 6. The purpose of our Outdoor Program is to not only give children the opportunity to challenge themselves outside of competitive sports but also to learn more about themselves, make authentic relationships with science, the environment and build leadership skills through community service. By offering experiences that promote emotional bonds with the country and its people, children will be guided towards service and understanding relationships and their importance in the world.



## Parent Teacher Association (PTA)

Morogoro International School's PTA does an excellent job of providing many benefits for our children and encourages close relationships between teachers and parents. Many fundraising activities provide important enrichment materials and opportunities for the school. Furthermore, there are many volunteer opportunities for parents through the PTA. Please contact your child's classroom teacher if you are interested in joining or contributing.

## Governing School Board

Morogoro International School has an active governing board that participates in the betterment of the school's facilities and student's needs. It consists of MIS parents and this is what uniquely makes our governing board so special. Board meetings are closed to the public; however we encourage parents to get involved and join. Please see the receptionist in the main office for more details.

## Student Leadership

Each year, six students in Year Six have the privilege of holding the position of prefect, head girl or head boy in the primary school, (four prefects and two heads.) This is a valuable opportunity for the students to develop leadership skills and take on extra responsibility.

In September students from Year One to Year Six vote for students they would like to be their representative leaders. Interested in the role are asked to deliver a short speech during primary assembly, outlining the skills and attributes they possess that would make them suitable for the role.

Responsibilities include:

- Setting a good example to all students
- Showing visitors around the school
- Giving end of term speeches at final assemblies
- Ringing the bell for the beginning of lessons and at the end of the day
- Helping the Head of Primary with assemblies including many public speaking opportunities
- Members of the eco-club and in charge of enforcing the eco-tax

## Cambridge Checkpoint Exams

Beginning in Key Stage Two, students in Primary begin taking end of year exams in the form of Cambridge International Primary exams. At the end of Year Six, Cambridge Primary Checkpoint tests have been designed to assess learners at the end of Cambridge Primary. They are available in English, English as a second language, Mathematics and Science and give valuable feedback on learners' strengths and weaknesses before they progress to the next stage of their education.

The tests are externally marked by Cambridge and provide schools with an external international benchmark for learner performance. Each learner receives a statement of achievement and a diagnostic feedback report, giving schools detailed information and parents extra trust in the feedback they receive.

## Visitors to Campus

Visitors MUST check in at the front gate. Guests will be brought to the front office before going to classrooms or playgrounds and accompanied by a staff member while on campus. All guests who intend to leave their vehicle should be wearing a visitor's pass at all time.

## Lost and Found

Morogoro International School has a Lost and Found located outside of the Main Office. Items found around campus throughout the school day are placed in baskets and held for retrieval. The baskets are put inside reception outside of school hours and items left are donated at the end of each term.

## House System

At MIS the House system develops teamwork, leadership, and school spirit. Every student is assigned to one of four house teams, each named after a significant Tanzanian landmark:

- Kilimanjaro (Red): Strength and endurance, inspired by Africa's highest peak.
- Uluguru (Green): The lush beauty of the Uluguru Mountains.
- Ruaha (Yellow): The rich wildlife of Ruaha National Park.
- Victoria (Blue): The vastness and depth of Lake Victoria.

Houses compete in sports, academics, and cultural events, building a strong sense of community. House meetings/activities take place every Friday morning with larger events happening regularly throughout the year such as Sports Day, Interhouse Swimming Gala and the K.O Challenge.

## School Events

Morogoro International School has two marquee events held annually. These are great opportunities for our children, their families and our community to get together. They include Our Christmas Craft Fair in Term 1 and International Day in Term 2.

We also participate in many other activities including:

- Sports Day
- Philanthropy Day
- Inter-house Swimming Gala
- Kick Off Challenge
- World Book Day
- Christmas Fair
- International Dance Day
- Invitational Swimming Gala
- Earth Day
- School Musical

## No Litter Policy

At MIS, we take pride in maintaining a clean and healthy environment for everyone. Students are expected to be responsible for their waste and ensure that all litter is disposed of properly in the bins provided around campus. Chewing gum is not allowed on campus. By keeping our school clean, we show respect for our shared spaces and help create a more pleasant environment for all.

## School Policies

If you would like to view any of the following school policies in detail, please see Diana Rose in the main office. She can share them with you in person:

- Safeguarding and Child Protection Policy
- Boarding and Leave Policy
- First Aide Policy
- BYOD (Mobile Phone and Devices) Policy
- School Behaviour and Sanctions Policy
- Emergency Plan
- Religious Fasting and Dietary Needs Policy