



# ONE International Enrollment Policy & Procedure Handbook Middle School 2019 -2020

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Dear Parents and Carers,

On behalf of myself (Head Teacher - Jennifer Hoggard) and the staff team at ONE International, I am pleased to welcome you to our growing school!

We look forward to a productive partnership with you to ensure your children can achieve their highest potential. School years are an exciting time, when children embark upon new adventures in the world of learning. Each year will bring important transitions and the acquisition of new skills that will enhance each student's ability to apply learning in many ways. ONE International is committed to providing a challenging and rigorous curriculum that helps each student progress at a developmentally appropriate rate and provides a safe environment for all students.

Teaching and learning offers us all numerous opportunities to focus on a number of small things that culminate over time to produce students that are prepared to do great things in life. With this in mind, ultimately as a school community we are judged by the actions of our students and the way new student learning connects and impacts the world beyond our school. Our vision and mission statement reflects this commitment and states that:

**ONE International School provides high quality education for British children and English speaking children of other nationalities. Through collaboration of teachers, parents, students and the community, we aim to promote a global perspective, guiding our students to be proactive within the school community, society, their family and the world around them. Our school motto is "Every child matters, every moment counts!"**

Further to this we also value the social and emotional development of each child as they transition from their primary years through early adolescence. We all value life-long learning and aim to make your child's learning experience at ONE International engaging and exciting.

As the Head Teacher at ONE International School, I believe that it is my responsibility to maintain and to continue to promote a supportive and collaborative spirit at our school. Together, as a school community, we will work together to build on the traditions of the past and meet the challenges of the future in innovative and exciting ways.

Should you have any concerns or questions arising from the following information, please don't hesitate to contact us at the first opportunity.

Kind Regards



Miss Jennifer Hoggard  
Head Teacher and Manager

## ONE International School Equality and Diversity Policy

ONE I.S. is committed to valuing diversity by providing equality of opportunity and enacting anti-discriminatory practice for all children and families.

### *Aims*

We aim to:

- Provide a secure environment in which all our children can flourish and in which all contributions are valued.
- Include and value the contribution of all families to our understanding of equality and diversity.
- Provide positive non-stereotyping information about gender roles, diverse ethnic and cultural groups and people with disabilities.
- Improve our knowledge and understanding of issues of anti-discriminatory practice, promoting equality and valuing diversity.
- Make inclusion a thread that runs through all of the activities in the setting.

### *Admissions*

Our setting is open to all members of the community.

- We advertise our service widely.
- We reflect the diversity of members of our society in our publicity and promotional materials.
- We provide information in clear, concise language, whether in spoken or written form.
- We provide information in as many languages as possible.
- We base our admission policy on a fair system.
- We ensure that all parents are made aware of our equality and diversity policy.
- We do not discriminate against a child or family, or prevent entry to our setting, on the basis of: colour, ethnicity, religion or social background.
- We do not discriminate against a child with a disability or refuse a child entry to our setting because of any disability.
- We develop an action plan to ensure that people with disabilities can participate successfully in the services offered by the setting and in the daily curriculum.
- We take action against any discriminatory behaviour by staff or parents. Displaying openly racist insignia, distribution of racist material, name-calling, or threatening behaviour are unacceptable on or around the school grounds and will be dealt with in line with our both our disciplinary and exclusion policies.

### *Employment*

- Posts are advertised and all applicants are judged against explicit and fair criteria.
- Applicants are welcomed from all backgrounds and posts are open to all.
- The applicant who best meets the criteria is offered the post, subject to references and, where applicable, visa checks.
- All job descriptions include a commitment to equality and diversity as part of their specifications.
- We monitor our application process to ensure that it is fair and accessible.

## *Curriculum*

The curriculum offered in the setting encourages children to develop positive attitudes about themselves and people from other cultures and backgrounds. It encourages children to empathise with others and to begin to develop the skills of critical thinking.

We do this by:

- Making children feel valued and good about themselves.
- Ensuring that children have equality of access to learning.
- Recognising the different learning styles of individuals, making appropriate provision within the curriculum to ensure each child receives the widest possible range of opportunities to develop their skills and abilities.
- Positively reflecting the widest possible range of communities in the choice of resources.
- Avoiding stereotypes or derogatory images in the selection of books or other visual materials.
- Celebrating a wide range of festivals.
- Creating an environment of mutual respect and tolerance.
- Helping the children to understand that discriminatory behaviour and remarks are hurtful and unacceptable.
- Ensuring that the curriculum offered is inclusive of children with additional learning needs and children with disabilities.
- Ensuring that children learning English as an additional language have full access to the curriculum and are supported in their learning.
- Ensuring that children speaking languages other than English are supported in the maintenance and development of their home languages.

## *Valuing Diversity in Families*

- We welcome the diversity of family lifestyles and work with all families.
- We encourage children to contribute stories of their everyday life to the setting.
- We encourage parents/carers to take part in the life of ONE I.S. and to contribute fully.
- For families who speak languages in addition to English, we continue to develop means to ensure their full inclusion.
- We offer a flexible payment system for families of differing means.

## *Food*

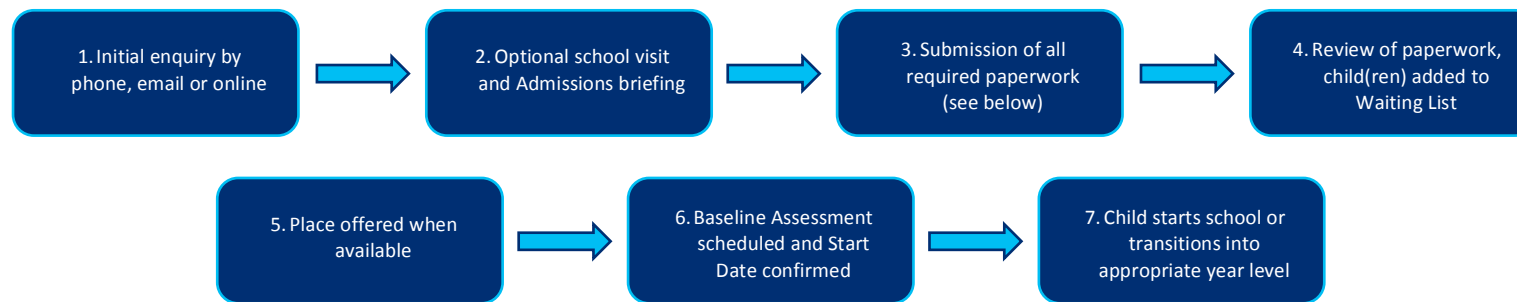
- We work in partnership with parents to ensure that medical, cultural and dietary needs of children are met. We help children to learn about a range of food and of cultural approaches to mealtimes and eating, and to respect the differences around same.

## *Meetings*

- Meetings are arranged to ensure that all families, who wish to, may be involved and have an input in the development of the school.
- Information about meetings is communicated in a variety of ways: written, verbal, digital - and is translated (where possible) to ensure that all parents have information about access to the meetings.

## ONE International School Elementary Admissions Policy

ONE I.S. welcomes children from all backgrounds and believes that diversity enhances children’s social and educational experience. Registration is available throughout the year, with those children who are unable to access a place immediately, put on our Waiting List for consideration at a later date. Where places become available, children on the Waiting List who are within the admission age range will be offered a place based on the date they registered – so the earlier the better!



During step three of our admissions process, the following documents will need to be provided as part of the Registration and Permissions Forms.

- A copy of the child’s birth certificate
- A copy of the passport showing:
  - Applicant’s picture, date of birth and passport number
  - Issuance and expiry date
  - **Current immigration status-** Please submit a copy of the primary parent visa and the candidate(s) visa must be submitted. Please note that students must have a valid temporary/permanent resident visa to study in the Philippines. Tourist visas are NOT acceptable for continued study at ONE I.S.
- A non-refundable, consumable, registration fee of 5,000php/per child

We are currently accepting applications for the classes listed below:

ONE International Admission EYFS Ages and Classes			
Stage	Class	Age Range	Admission Age
Key Stage 3	Year 6/7	10-12 years	10 years old before August 15th
Key Stage 3	Year 8/9	12-14 years	12 years old before August 15th

Prior to admission, all relevant forms must be completed and necessary paperwork submitted. Your child will then either be offered a place or included on the Waiting List.

## ONE International Middle School Curriculum and Ethos

At One International Middle School, students will be taught in the style of an English High School. This means they will each have a subject timetable and will move between classes but most importantly, there will be a highly qualified teacher in the classrooms. The curriculum will include English, Maths, Science, Humanities, Physical Education, Languages, ICT and Art & Design Technology. On top of these timetabled classes will be Personal, Social and Health Education plus a selection of extra-curricular options. These will all be delivered following the IGCSE course specification, which is Cambridge accredited and internationally recognised. These courses then progress into the new IGCSE with the 1-9 grading system starting in year 9.

Please find below a brief description of each subject area:

**English** offers a dual award split into two areas, language and literature. The language element focuses on speaking, listening and writing, with the literature element focusing on reading and analysing. One International will be offering the International Course, which is specifically targeted to international students and designed to cater to a varied cohort of English and non-English speakers.

**Maths** covers the four standard study areas: algebra and calculus, shape and space, numeracy and also data. All elements will follow the structure of teach, practice and apply and will follow the Cambridge accredited course for KS3, at middle school level.

**Science** is a triple award of Biology, Physics and Chemistry. Again, this is the KS3 course for middle schools, which leads to the IGCSE courses in upper school.

**Humanities** is an adapted scheme of work in the first year tailored to our students. We will be covering the first modules of the KS3 courses in History, Geography and Religious Education. History and Geography will be part of the options selection at upper school level.

**Physical Education** promotes a well-rounded curriculum, introducing the children to a wide range of sports during their lesson times. Children will be able to take advantage of our new basketball court as well as football and volleyball equipment amongst other things.

**Art and Design Technology** offers a standard first year curriculum for all students. Incorporated into this will be Fine Art, working in various different mediums including Computer Aided Design (C.A.D). Similar to History and Geography, this is also an option subject at Upper School level for all students who continue with us.

**Languages** offers Tagalog for all children. We will also be offering an additional language in years 7 and 8. Currently this is Spanish which is taught by a guest teacher.

**ICT** is endemic in modern society and we feel very strongly about incorporating this into our curriculum. It will also be prominent in many lessons too. We are asking for students to come to class with their own laptop, and an android tablet is strongly advised.

### Compulsory Laptop Advisory

It is compulsory for all laptops to have at least Core i3 with 4 GB of RAM and Windows 7 or above, with access to Microsoft Office. It will need to have Wi-Fi access and run at a good processing speed, for this reason we suggest a reasonably new Acer, HP, Lenovo or Samsung model. If you would like any more information, please contact the school for more help with this.

We also advise that students have an android tablet in school. This is non-compulsory, but please be aware that access to their own personal tablet will be highly beneficial in class.

# ONE International School Holiday List – Full Year Overview 2019-2020

INSET DAY – Teacher Training Day  
SNWH – Special Non-Working Holiday

PREP DAYS – Teacher Preparation Days  
RED DAY – National Holiday

Term	Start From	Finish On
	19 <sup>th</sup> August - INSET DAY	20 <sup>th</sup> , 22 <sup>nd</sup> & 23 <sup>rd</sup> August - PREP DAYS (STAFF ONLY)
Term 1 Overview	Tuesday 27 <sup>th</sup> August 2019	Friday 11 <sup>th</sup> October 2019
	NO DAYS 1 <sup>st</sup> HALF TERM BREAK	
	Monday 21 <sup>st</sup> October 2019	Wednesday 18 <sup>th</sup> December 2019
	Thursday 31 <sup>st</sup> October 2019 – Halloween Party Friday 1 <sup>st</sup> November 2019 – All Saint’s Day (SNWH)	SCHOOL EVENT SPNWH
	CHRISTMAS HOLIDAYS 2 <sup>nd</sup> & 3 <sup>rd</sup> January - PREP DAYS- (STAFF ONLY)	
Term 2 Overview	Monday 6 <sup>th</sup> January 2020	Friday 14 <sup>th</sup> February 2020
	NO DAYS 2 <sup>nd</sup> HALF TERM BREAK	
	24 <sup>th</sup> February – INSET DAY	
	Wednesday 26 <sup>th</sup> February 2020	Wednesday 8 <sup>th</sup> April 2020
	NO DAYS	
EASTER HOLIDAYS 22 <sup>nd</sup> , 23 <sup>rd</sup> & 24 <sup>th</sup> April – INSET DAYS		
Term 3 Overview	Monday 27 <sup>th</sup> April 2020	Friday 26 <sup>th</sup> June 2020
	Friday 1 <sup>st</sup> May 2020 – Labor Day Friday 12 <sup>th</sup> June 2020 – Independence Day	RED DAY RED DAY
	NO DAYS	

TOTAL WORKING DAYS = 180 TEACHING & LEARNING DAYS

Please be aware that the above holiday timetable has been amended to incorporate statutory Philippine holidays with minimal disruption to the weekly routine. Changes made at Government level must be adhered to, where we are informed of these, we will provide you with as much advanced notice as possible.

## ONE International Middle School Fees



### *A. Tuition Fees\**

PLEASE SEE ATTACHED FOR YOUR PERSONALISED SCHOOL FEES

All fees are inclusive of: annual progress tests and exams, facility access, assessments, lunches, equipment, materials, resources, teachers, snacks, drinks and local day trips.

\*A discount will be offered for Early Bird applications, sibling applications and some referrals. Please contact the school to find out if you are entitled to any of these discounts. Discounts are calculated on an individual basis and can vary by circumstance.

### *B. School Bus Fees (non-mandatory)*

NORTH BOUND JOURNEY – DUMAGUETE	Fees	SOUTH BOUND JOURNEY – ZAMBOANGUITA	Fees
Dumaguete - School	85php each/way	Zamboanguita - School	85php each/way
Bacong - School	60php each/way	Malatapay - School	60php each/way
Dauin - School	35php each/way	Maayong Tubig - School	35php each/way



### C. Uniform Fees

The table below shows the mandatory requirements for each of the key stages in the Elementary department. All the items listed within these tables are required on or before the first day of school. Below this, there are the various packages available for purchase, all of which cover your child’s basic requirements, or more, if you choose. If you wish to purchase these as individual items, please refer to the last table and ensure you have all the mandatory requirements essential for your child’s enrolment/return. **Please note that all bags and water bottles are all to be purchased at the school** as these are now considered part of their uniform in order to improve our health, hygiene and storage procedures, as well as minimising comparisons between the children.

Mandatory School Middle School Uniform Package – 11-14 years	
No. of Items	Item Description
2	ONE International School Shirts & Shorts or Dresses
1	ONE International School Bag
1	ONE International School Hat
1	ONE International School Water Bottle
1	ONE International School PE Shirt & Shorts
	ONE International School PE Bag
1	Sun Cream 30+
1	Tooth Brush/Tooth Paste

ONE International School Individual Uniform Prices 2018-2019		
No. of Items	Item Description	Package Price
Elementary Prices (5-10years)		
1	ONE International School Shirt	656php
1	ONE International School Shorts	747php
1	ONE International School Skirt	824php
1	ONE International School PE T-shirt	491php
1	ONE International School PE Shorts	551php
1	ONE International School Hat	540php
1	ONE International School Water Bottle	225php
1	ONE International School PE Bag	210php

**Uniform Packages: 11-14 years**

OPTION 1 – ONE International School Uniform Packages Middle School– 11-14 years 2019-2020		
No. of Items	Item Description	Package Price
<b>Package A</b>		
2	ONE International School Shirts	1,311php
2	ONE International School Shorts	1,493php
2	ONE International School PE T-shirt	982php
1	ONE International School PE Shorts	551php
1	ONE International School Hat	540php
1	ONE International School Water Bottle	200php
1	ONE International School PE Bag	195php
<b>Total</b>		<b>5,272php</b>
<b>Package B</b>		
3	ONE International School Shirts	1,967php
3	ONE International School Shorts	2,240php
2	ONE International School PE T-shirt	982php
1	ONE International School PE Shorts	551php
1	ONE International School Hat	540php
1	ONE International School Water Bottle	200php
1	ONE International School PE Bag	195php
<b>Total</b>		<b>6,675php</b>
<b>Package C</b>		
5	ONE International School Shirts	3,278php
5	ONE International School Shorts	3,733php
2	ONE International School PE T-shirt	982php
1	ONE International School PE Shorts	551php
1	ONE International School Hat	540php
1	ONE International School Water Bottle	200php
1	ONE International School PE Bag	195php
<b>Total</b>		<b>9,479php</b>

OPTION 2– ONE International School Uniform Packages Middle School – 11-14 years 2019-2020		
No. of Items	Item Description	Package Price
<b>Package A</b>		
2	ONE International School Shirts	1,311php
2	ONE International School Skirts	1,648php
2	ONE International School PE T-shirt	982php
1	ONE International School PE Shorts	551php
1	ONE International School Hat	540php
1	ONE International School Water Bottle	200php
1	ONE International School PE Bag	195php
<b>Total</b>		<b>3,195php</b>
<b>Package B</b>		
3	ONE International School Shirts	1,967php
3	ONE International School Skirts	2,472php
2	ONE International School PE T-shirt	982php
1	ONE International School PE Shorts	551php
1	ONE International School Hat	540php
1	ONE International School Water Bottle	200php
1	ONE International School PE Bag	195php
<b>Total</b>		<b>6,907php</b>
<b>Package C</b>		
5	ONE International School Shirts	3,278php
5	ONE International School Skirts	4,119php
2	ONE International School PE T-shirt	982php
1	ONE International School PE Shorts	551php
1	ONE International School Hat	540php
1	ONE International School Water Bottle	200php
1	ONE International School PE Bag	195php
<b>Total</b>		<b>9,865php</b>

## ONE International Payments



### Where to Pay:

All ONE International School fee payments can be made directly to our accounts team located at ONE I.S. reception desk. Parents will receive an invoice of school fees for each child with a breakdown of the total cost. Payments are payable in cash, by cheque, credit card (subject to a 3% fee) or direct bank transfer to the school's account.

- For payments made by cheques, please make the cheque payable to:  
**ONE INTERNATIONAL SCHOOL DAUIN PHILIPPINES INC.**
- Alternatively, if you wish to pay via a direct bank transfer please do so using the following details:

Bank Name: **BDO**

Bank Address: **Colon Street Branch, Dumaguete, Negros Oriental 6200  
Philippines**

Account Name: **ONE INTERNATIONAL SCHOOL DAUIN PHILIPPINES INC.**

Account Number: **00-340-801-2257**

Swift Code: **BNORPHMM**

Please email a copy of the transaction receipt with the invoice number in the "subject heading" to [giovanni@oneinternationalschool.com](mailto:giovanni@oneinternationalschool.com) or hand in a copy of the transaction receipt directly to ONE INTERNATIONAL SCHOOL RECEPTION BETWEEN 8:00 AM AND 5:00 PM and look for Giovanni.

### Tuition Fees Payment Information:

- Tuition fees are invoiced monthly (11payments), termly (3 payments) or annually (1 payment).
- The school will accept payment in PHP, American Dollars or Pounds Sterling. Payments made in American Dollars or Pounds Sterling will be based on the Atmosphere payment exchange rate, with an additional 2% mark up to cover conversion costs.
- The full month, term or annual tuition fee is required to be settled, irrespective of the length of time the child will spend in school, during any of the given periods. However, any child admitted throughout the term will be invoiced on a pro-rata basis for the remaining weeks of the month/term.

**All payments must be made within 14 days of the invoice date. If payment is not received on or before the 14th day, then a charge of 500 PHP interest per day with will be added to the billing. After a further 14 days of non-payment (28 days after invoicing) your child/ren will not be permitted to attend class until full payment is made.**