



# TWO WINGS INTERNATIONAL SCHOOL

Bilingual Cambridge Program – FRENCH AND ENGLISH  
DAYCARE, NURSERY LOWER PRIMARY

Dear Parents,

It is with gratitude that we see this holiday period coming to an end. It is time to start the program of the third term of the academic year 2023-2024, which begins this Monday, April 15, 2024.

We warmly welcome you back to campus. Welcome to all our parents and our dear children. We also welcome new parents who have made the decision to join our Two Wings International School community.

Here are some important points to note :

## 1. HORAIRE DE FONCTIONNEMENT:

- The school opens its doors every morning from 7:30 a.m. The assembly begins at 8:30 a.m. Students are considered late if they are not in class for the assembly at 8:30 a.m. If the student will arrive at school after 8:45 a.m., parents should call ahead to inform the office. If the office has not been contacted in advance, parents must come to the office to justify the delay of their child. Excessive tardiness will be considered absence. We encourage you to drop your child off by 8:15 am.

- School day ends at 1:00 pm (for half day program – Nursery and daycare). Parents can pick up children from 1:15pm.

The full day program ends at 4:30pm. Parents can pick up children between 4:30 and 5:30 pm. The school closes at 5:45pm. All primary school students are part of the full day program.

On Wednesdays, the school day ends at 1:00 pm (half day for all students- Primary, Nursery - Daycare - TPS).

**N.B:** Late pick-ups are greatly discouraged. Our students need to return home on time to rest and do their homework. Parents who wish to benefit from additional support are requested to contact the school office.

## REGULARITY IN SCHOOL. (CLASS ATTENDANCE).

Attendance is very important. Students are expected to attend school every day from Monday to Friday unless they are sick or grieving. A student must be at school five (5) teaching periods per day to be recorded present. Excessive delays will be considered

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absences. School attendance will be mentioned on your child's report card and on any other recommendation he/she may need.

### **ABSENCES**

A note or phone call to the school explaining an absence (from the school) is required on the day of the student's return. All notes (phone calls) must contain the following information:

1. Date the memo is written.
2. Exact date(s) of absence.
3. Exact and precise reason for absence.
4. Doctor's note if necessary.
5. Signature of parent or guardian.

School discourages family travel during the school year, as classroom discussions, programs and any missed group teaching can never be fully recovered or caught up. However, if a child is to be absent, arrangements must be made in advance with teachers for remedial work.

The principal must be notified in advance to determine the educational value of the absence. Otherwise, the child will be recorded absent on the class register.

### **TAKING MEDICINE AT SCHOOL.**

It is illegal for school officials to provide medication to an ill student unless the parents/guardians give the school permission in writing to administer the medication to the child if necessary. The school can help you with things like emergency first aid. If a student is too sick to attend classes, they are too sick to stay in school and parents will be called to pick up the child when necessary. It is best for the sick child to rest at home under parental/guardian supervision.

However, when the child is sufficiently well, the school can facilitate the taking of the necessary medications after checking the medical prescription. Students who have medication prescribed for use during school hours must have a statement from their parents and hand it to the administrative office. Medicines can be deposited at the school secretariat in the morning upon arrival. The parent will be required to sign our medication administration form.

The written note will include:

- a. Child's name and class
- b. Name of the medicine.
- c. Dosage of administration.

- d. Dosage and route of administration.
- c. Signature of parent authorizing the school to give medication to their child.

## **5. COMMUNICATION WITH PARENTS**

A note will be sent home via the student's diary. A phone call may be made through the main office in case of an emergency. We publish administrative information (individual messaging) via email or WhatsApp group. Our website helps us with general information and communications to the entire public. Parents' WhatsApp groups are designed to communicate urgent issues.

### **BIRTHDAY CELEBRATIONS AT SCHOOL**

Students love celebrating birthdays with their friends at school because it is a memorable time to share with others. If you want your child to celebrate their birthday at school, please follow these simple guidelines:

1. All birthdays will be celebrated from 2:30 pm to 3:30 pm for the primary school and from 10:30 am to 11:15 am for the kindergarten to avoid wasting precious time on learning. On Wednesdays (half days), all birthdays are celebrated from 10:30 to 11:30 for all sections (primary and kindergarten and daycare).
2. If there is more than one child in the class celebrating their birthday on the same day, the celebrations will be combined.
3. Parents must inform the office two days before the birthday.  
Special attention should be paid to the number of children in the child's class. If there is not enough for everyone, it is better not to bring.
4. The consumption of sweets is forbidden to children during school hours.

### **INFORMAL MEETINGS AND THE PARENTS' COMMITTEE**

Our school is in its beginning phrases. This school year, meetings with parents took place either at the individual level, in small family groups or in class groups. A general meeting will be held at the beginning of the next school year to elect the parents' committee.

### **SCHOOL FEES PAYMENT.**

It is difficult to start the term without first collecting school fees. All parents are encouraged to pay school fees the first week of school term (April 15<sup>th</sup> to 19<sup>th</sup>, 2024). We thank the parents who have already done this. If you have any doubts about your invoice for this term, please contact the school office.

## SCHOOL UNIFORMS

From the age of two, all children must be in school uniforms. We remind parents who would like to buy extra uniforms, that they can do so. It is possible to buy the uniforms in separate pieces.

## SCHOOL PROGRAMS

As I'm sure you know, in nursery section, classes are taught entirely in French. The primary section is bilingual. We have 4 main subjects of the Cambridge program that are taught in English (English, Science, Math, ICT). All other subjects are taught in French. This year we have two primary school classes: the first and second grades. This class will continue to grow. Next school year, which starts on 19/08/2024, we will also have the 3rd grade of the primary school.

**Moral education and character formation:** The virtues program helps us in the process of moral education. This program is followed by practical activities that promote character formation. The virtues program is more expressive at the primary school level. In the kindergarten section, the teachers adapt this program to the children's level of understanding.

**Technology and audiovisual:** In the Nursery section, the audio-visual helps us in certain learning activities such as language development, music and movements, thematic study, digital books, ...

In addition to these activities beneficial to all our students, at the primary school level, each student benefits from a computer through which he follows and puts into practice technological skills.

To better teach Cambridge-related subjects, the use of technology is crucial for some subjects. When necessary, we integrate technology into any other subject, even those taught in French.

**New teachers:** This term, we are pleased to add to our team of teachers Mr. CHRIS JONAS, who will take care of the subjects taught in French at the elementary school level. In addition to teaching, Chris Jonas will also take care of the integration of technology in French courses, extracurricular activities, and other practical learning workshops.

We have also recruited an art crafts and drawing teacher. We are pleased to welcome them to the team.

**The reading program:** In addition to the weekly visit to the school library, the home reading program will continue this term. We encourage you to read regularly with our children, to remember each week, to hand over the books and to retrieve others. Like last term, the home reading program will continue to be given to children every week. Parents who have kept the books at home are asked to return them for the exchange. Lost books must be reimbursed. Those whose children have lost the books should contact the school office.

**Practical workshops and extracurricular activities:** The in-service teacher training allows us to regularly enrich our practical workshops. At Nursery level, in addition to teaching in small groups that takes place at the class level, every day from 11:00 am, children work in large groups and rotate in different practical workshops. They explore the concrete aspects of the themes used in the classrooms. These workshops reinforce the notions learned, give students the opportunity to socialize, learn by doing and enrich their language level. This term, students will benefit from a variety of extracurricular activities. Every two weeks, they will have the opportunity to demonstrate their skills. To encourage children, parents who can are welcome to join us on presentation days. Please find attached the schedule of workshops and extracurricular activities, as well as the dates for this term's presentations.

**The swimming and sports program:** The swimming and sports program will continue every Tuesday and Thursday as usual. The swimming equipment will include:

- Swimming costume
- Flip-flops
- A towel

We have noticed that there are some students whose equipment is not complete. We ask parents to promptly take care of this task.

**Homework:** We encourage parents to accompany their children in their homework without doing it for them. The time spent with your child when they are doing their homework is precious. It helps you stay in touch with their academic progress. It also encourages the child when you show interest in their work. Children's homework assignments are recorded in the class diary. At the end of the week, the parent has the duty to communicate with the teachers and sign in their child's class diary.

**Homework Schedule: Primary School:** Every evening of the week for at least 30 minutes. On weekends, homework may be a little longer (up to one hour maximum).

**Preschool and Kindergarten:** Every Wednesday and Friday.

We wish you an excellent term at TWO WINGS INTERNATIONAL SCHOOL.

JUDITH NYAMOGA

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TWO WINGS INTERNATIONAL SCHOOL

**PLEASE FIND ATTACHED:**

- THE THIRD TERM CALENDAR
- CLASS TIMETABLES
- THE SCHOOL MENU
- THE STRUCTURE OF SCHOOL FEES
- WORKSHOP DETAILS AND EXTRACURRICULAR ACTIVITIES SCHEDULES.

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