



PARENTS' HANDBOOK

2020-2021 SESSION

Dear Parents,

Welcome to Heritage International School.

We are delighted to meet you and are honored to have your child or children register at our school.

Kindly take time to go through **Heritage International School Parents' Handbook 2020-2021** in order to familiarize yourselves better with the core values, procedures and regulations as practised by us.

Warm Regards,

Heritage International School



SECTION 1 – GENERAL INFORMATION

1. ABOUT THE SCHOOL

Name and status: Instituția Privată Liceul Școala Internațională Heritage or Heritage International School (Heritage) is a private learning institution which is registered with the Ministry of Education and the Ministry of Justice of the Republic of Moldova IDNO 1017620003396 and is an approved Cambridge school.

Founders: Mrs. Natalia Cecetova and Mr. Sinan Bora

Governance Model: The school is governed by an Advisory Board

Location: MD 2062, Dacia 45A, Chisinau, Republic of Moldova

Phone: (+373) 62022210; (+373) 62022208

Website: www.heritage.md

E-mail: info@heritage.md

Skype: Heritage International School

Admission Office contact details

Phone: (+373) 62022208

Email: admission@heritage.md

Facebook: [com/heritage.moldova](https://www.facebook.com/heritage.moldova)

Instagram: [com/heritagemoldova](https://www.instagram.com/heritagemoldova)

Twitter: [com/his_moldova](https://twitter.com/his_moldova)

Linkedin: [com/company/heritage-international-school](https://www.linkedin.com/company/heritage-international-school)



2. CORE VALUES

Our Founders' Vision for the School, The Heritage Hope:

“Preparing students for the challenges of the future... A dream of an international school that will give the children of our country the atmosphere of an alternative, progressive, modern educational institution.”

Our Belief:

Heritage International School, as an all-through international school, is founded on the belief that children have the right to an education, which will develop and engage each child's critical thinking, emotional intelligence, resilience, wisdom and self-expression, preparing such children to make meaningful contributions to the world, to become future leaders and confident global citizens in their local and global societies.

Our Mission:

At Heritage we create a warm, safe, caring, supportive and stimulating child-centred learning environment, underpinned by effective school systems and our global values, where all learners are treated with love and respect. Our school believes in the central importance of promoting understanding and respect for each family's cultural heritage, so that they are confident in both local identity and diversity, as well as a global citizen in the international, interdependent world. Heritage International School's outstanding teaching and learning engages, challenges and develops each student through highly qualified, dedicated, experienced and professional staff. We believe in the intellectual, emotional, social, physical, digital and moral development of our students through our education. We develop in our learners the life skills, leadership, social responsibility and resilience to set realistic goals, meet challenges ahead of them and aspire to high standards of performance and self-conduct in their community. Heritage is an international school, proud to be in Moldova and working with our country at a national level but also working with schools and organisations in Moldova and around the globe, using technology confidently, to connect and bring the world into classrooms daily as we prepare our students for the 2020s and beyond. We are based on international curriculum, as an English medium school, but also offering Romanian and Russian in the local curriculum alongside. This results in the upbringing of individuals who love learning and are culturally aware and internationally-minded, prepared for success beyond school - at university, in careers and in life.

Our Values:

The vision of Heritage International School is the development of the whole child and the creation of individuals who are life-long learners, creative, active, socially and emotionally balanced, socially responsible and who have the intellectual, physical and moral ability to be independent, responsible and actively contributing members of society. Such individuals will embrace the principles of high self-esteem and integrity, working together and supporting one another in a cohesive international school community, so that they become visionaries and leaders in order to make lasting and positive contributions to the world

3. OUR FACILITIES

Heritage International School is situated on an area of 1.4 ha. The total school building area covers 7 500 square meters. The facilities include:

Classrooms

Laboratories (Chemistry, Physics and Natural Sciences)

Computer Rooms

Music Hall

Art Studio

Library

Sports Hall

Choreographic Hall

Swimming pool

School Canteen with a modern ordering and payment system

Sick Bay

STEM studio

Recreational Area with playground

Robotics Lab (LEGO Education)

The Oak Centre

The Oak Centre is the old green wooden house on the campus renovated into a modern multi-purpose centre for students, staff and the wider community. This serves as a base for the Student Council, a room to use for all students, an informal study centre for IGCSE and future Lyceum students, a meeting and training base for teachers from Heritage and our education networks across Moldova.

4. STAFFING

Heritage International School comprises academic and non-academic staff. Heritage operates the model of home tutors (Class Teachers). In classes 1 to 4 the students have a homeroom teacher/ tutor, who is a native speaker of Romanian, Russian or English is in charge of the class. This teacher is supported by the English Language Learning Specialist (ELLS) who is involved in the acquisition of language skills in English, as well as subject teachers.

In the higher classes learners are supported by subject teachers who facilitate the knowledge and skill acquisition of various courses. Both local and expatriate teachers are engaged in the process.

External facilitators are invited to support the learners' participation in extra-curricular activities such as academic, sport and the arts.

Non-academic staff comprises the members working in the administration, security, catering and cleaning departments.

All staff members are compliant with **Heritage International School Child Protection Policy**.

SECTION 2 – LEARNING IN HERITAGE INTERNATIONAL SCHOOL, 2019-2020

1. HERITAGE INTERNATIONAL SCHOOL CLASS PLACEMENT

A. Bilingual Pathway

Heritage International School				
Moldovan Educational System	Class	Age	Cambridge Curriculum	Exam
Primary School			Cambridge Primary Curriculum International Primary Curriculum (IPC)	 National Tests Cambridge Primary Checkpoint
Class 1	1	7		
Class 2	2	8		
Class 3	3	9		
Class 4	4	10		
Gymnasium			Cambridge Lower Secondary	 Lower Secondary Checkpoint
Class 5	5	11		
Class 6	6	12		
Class 7	7	13		
Class 8	8	14		
Class 9	9	15	Cambridge Upper Secondary	National Exams Cambridge IGCSE
Lyceum				
Class 10	10	16		
Class 11	11	17	Cambridge Advanced	Cambridge International AS & A Level
Class 12	12	18		

B. Cambridge Pathway

Heritage International School				
Cambridge Stage	Class	Age	Curriculum Pathway	Exam
Primary School			Cambridge Primary Curriculum International Primary Curriculum (IPC)	Cambridge Primary Checkpoint
Year 1	1	6-7		
Year 2	2	7-8		
Year 3	3	8-9		
Year 4	4	9-10		
Year 5	5	10-11		
Year 6	6	11-12		
Secondary School			Cambridge Lower Secondary	Lower Secondary Checkpoint
Year 7	7	12-13		
Year 8	8	13-14		
Year 9	9	14-15	Cambridge Upper Secondary IGCSE	Cambridge IGCSE
IGCSE Year 1	10	15-16		
IGCSE Year 2	11	16-17		
Cambridge Advanced			Cambridge Advanced	Cambridge International AS & A Level
A Level Year 1	12	17-18		
A Level Year 2	13	18-19		

2. ADMISSION AND FEES

Admission Office:

phone: (+373) 62022208, email: admission@heritage.md

Pupils could be admitted all through the school year.

a. Admission

A starter pack folder is provided to all parents intending to pursue admission into Heritage International School. This pack includes all sets of documents and information as regards the school policies and practices.

Heritage International School reserves the right to review the Admission procedures as needed.

Entry to School Starter (Preschool Courses)

There is no Placement test for children applying for this year group. Full admission will be offered only after the fees have been paid (according to the Contract). List of Required documents for Admission:

- Application
- Medical certificate, issued before the day of application
- Child's Immunization Card; when such is not available, kindly fill in *Form B
- Photocopy of Birth Certificate/Passport of Child
- Photocopy of ID document of each parent
- Photos (3x4 cm) of the child (2 pieces) and of each parent (1 piece each)
- Admission Form A
- In cases of special learning needs, a medical report by the relevant agencies is required

Entry to Class 1

Applicants should provide a Report on physical, socio-emotional, cognitive, language and communication development as well as development of learning capacities and attitudes at the end of the kindergarten prep course (for children attending the preparatory pre-school education institutions). There is no Placement test for children applying for this year group, the students will be assessed to determine English language comprehension and proficiency level.

Placement Test for Classes 2-10

Academic Placement Test, set by the school, is required for learners entering Classes 2 to 10. The latter comprises:

- **for the Bilingual Pathway** - a test in language (Russian or Romanian) and a test in Mathematics (for the previous completed class of studies)
- **for the English-only Pathway** - a test in Mathematics (for the previous completed class of studies)

The minimum pass mark for admission is 70% in each test – in language and in Mathematics. If an applicant does not meet the minimum requirement in academics, admission may be declined. The Placement Test is taken before Provisional Admission is offered.

English Language Assessment

A reasonable proficiency in English is required. Heritage has adopted the widely acceptable and detailed World-class Instructional Design and Assessment Model ([WIDA](#)) which assesses the learner's specific skills in listening, reading, writing and speaking.

Students will be assessed to determine their language comprehension and proficiency level if English is not their first language. The minimum entry score at the WIDA entry test is not less than 3 in Speaking & Listening and in Reading, and not less than 2.5 in Writing for learners who have learnt English previously.

Students who come from a different language background with no English will not be denied admission and will receive language development support through the Intensive English Unit until their proficiency level will meet the expectations of the programme. Such learners will take a placement test in Mathematics only.

English-Only Pathway

The English-only pathway learners follow the Cambridge Primary and IPC, Cambridge Lower Secondary, Cambridge Upper Secondary and Cambridge Advanced curriculum. These learners will take the Cambridge Primary Checkpoint and Cambridge Lower Secondary Checkpoint, IGCSE and Cambridge Advanced exams, which are mandatory. The requirements for the English-only pathway are as follows:

- Learner is a citizen of another country (dual or foreign citizenship)
- Parents waive their child's participation in the national exams in Class 4, Class 9 and BAC in Class 12 (NOTE: this waiver is irreversible)
- Average of WIDA test is required of not less than 4.00 (when learner comes without English background, the exam is excluded)
- An academic test in Mathematics will be taken to determine the placement class of the applicant.

Provisional Admission and Full Admission

Once the Registration Fee (non-refundable, one-time payment for a single admission) payment confirmation and the completed and signed Application Form were received, Heritage International School will confirm the pupil's provisional admission in writing, via e-mail or a call.

Full admission will be offered only after the schooling contract has been signed and fees have been paid (according to the Contract).

LIST OF REQUIRED DOCUMENTS FOR ADMISSION

- Application
- A report on the physical, emotional and cognitive development, the manner of communication, the development of learning abilities, compiled at the time of the completion of the preparatory group (for children who attended kindergarten) or the positive reference of the municipal or district commission (for children applying to Class 1)
- Original documents from previous school(s) (for children applying to Class 2-10)
- Medical card, issued before the day of application (Direction - extract, Form nr.027/e, approved by MH RM No. 828 on 31.10.2011) - (for children applying to Class 1)
- Child's Medical Card – original (for children applying to Class 2-10)
- Child's Immunization Card (for foreign children); when such is not available, kindly fill in *Form B
- Medical insurance (for foreign pupils)
- Photocopy of Birth Certificate/Passport of Child
- Photocopy of ID document of each parent
- A copy of each parent's Entry Visa stamp on Passport (for foreign pupils)
- Bank Teller of Payment
- Photos (3x4 cm) of the child (2 pieces) and of each parent (1 piece each)
- Admission Form A
- In cases of special learning needs, a medical report by the relevant agencies is required

b. Tuition Fees and Due Dates

School Tuition covers the [Main Educational Programme](#).
[Enrichment Programme](#) is offered free of charge.

Tuition consists of two instalments:

1st instalment: 50% of annual tuition is due **15.06.2020**

2nd instalment: 50% of annual tuition is due **15.12.2020**

Tier	Class	Registration Fee	Annual Tuition	1 st instalment	2 nd instalment
Preschool Tuition	0 (Ages 5.5-6.5)	-	4050 Euro	2025 Euro	2025 Euro
Tier 1 Tuition	1-10 (Ages 6/7-16)	250 Euro	5750 Euro	2875 Euro	2875 Euro
Tier 2 Tuition	1-10 (Ages 6/7-16)	450 Euro	10,000 Euro	5000 Euro	5000 Euro

Tier 1 fees will be charged to pupils whose parents or legal representatives are citizens of Republic of Moldova.

Tier 2 fees will be charged to pupils who are dependents of foreign nationals or temporary residents of Republic of Moldova.

- Registration fees should be paid according to the Preliminary Agreement.
- Tuition and fee payments must be made on time.
- The family discount for the second child of 10% and third child of 15% is applicable.
- Discount of 4% is offered when paying for the whole session.

The amount of the tuition fee set at the time of the student's admission to Heritage will remain unchanged until the end of his/her schooling. Increasing the tuition fee by 10% is possible only in case of transition from one level of education to another (Primary School - Gymnasium - Lyceum or Primary School-Secondary School-Advanced level)).

In order to support the efforts of parents, Heritage International School collaborates with Mobiasbanca, one of the first commercial banks in Moldova, offering a wide range of financial services to individuals. For detailed information, please contact our accounting department at [\(+373\) 62022213](tel:+37362022213).

3. THE CURRICULUM

The Curriculum of Heritage International School represents our visionary approach to learning for enduring understanding and character building based on widely recognised 21st century pedagogical and educational methods, developed by our U.K. based partners, Cambridge Assessment International Education <https://www.cambridgeinternational.org/> and Fieldwork Education, a leading educational group. <https://www.greatlearning.com/ipc/>. Presently over 730 schools in 93 countries around the world use the International Primary Curriculum (IPC) produced by Fieldwork Education.

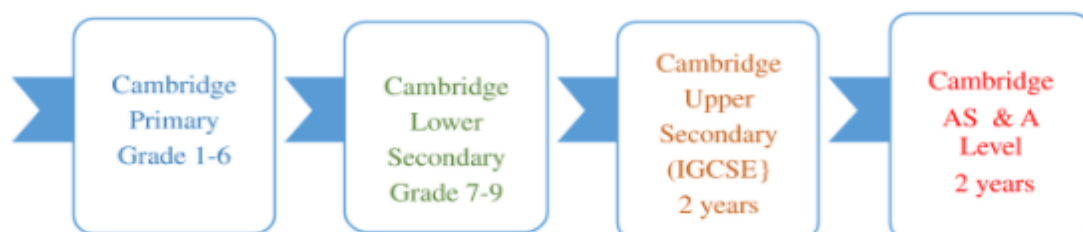
Heritage International School adopted the International Primary Curriculum (IPC) for Primary and part of Gymnasium (Class 1 to Class 5) in a novelty way by blending this curriculum with the Moldovan curriculum.

We aim at achieving an entirely new model which incorporates setting clear and level-appropriate learning outcomes in a child-centered environment promoting trans-disciplinary connections and global perspective while being able to meet the statutory requirements set by the Ministry of Education of the Republic of Moldova.

Learning is carried out in English, in a two-way pathway for children of Moldovan origin and foreign learners: bilingual pathway (national curriculum combined with Cambridge curriculum subjects) and Cambridge Pathway. The learners in Romanian and Russian respectively, will be prepared for the state exams in classes 4 and 9 while they will be continuously supported in the development of skills in English language. Learners of foreign origin will be encouraged to learn Romanian.

The division of classes for bilingual pathway: Primary - Class 1 to Class 4; Middle School (Gymnasium) - Class 5 to Class 9; High School (Lyceum) - Class 10 to Class 12.

Cambridge Pathway:



The class size is twenty-two learners (22) with a provision of two more seats for sponsored learners, thus totalling twenty-four (24).

Heritage International School has been approved as a Cambridge School by Cambridge Assessment International Education (Cambridge International) and is currently offering Cambridge Primary, Cambridge Lower Secondary School, Cambridge Upper Secondary (IGCSE) and Cambridge Advanced (AS & A level).

Learners in **Cambridge Primary** School are introduced to Cambridge Primary English (English as a First Language) or Global English (English as a Second Language), Mathematics, Science, Global Perspectives and IPC (International Primary Curriculum). Cambridge Primary International Programme culminates in taking the Primary Checkpoint Exam by the age of 11 (Year 6).

What is the IPC? The IPC is an exciting curriculum for children between 5 and 12 years old, where learning is the star of the show. The IPC's framework creates opportunities for students to enjoy their learning and be passionate about everything they discover, as they have the possibility to explore each unit of study from different points of view. Besides studying various subjects, they develop their personal qualities, such as: adaptability, communication, co-operation, enquiry, morality, resilience, respect, thoughtfulness. The IPC characterizes International Learning Goals, which help young learners to explore in a practical way the national, international, global and intercultural perspective, developing their ability of 'international mindedness'.

When students come to school, they get to know a new world full of surprises. The way they discover this universe depends on many factors: interest, abilities, enthusiasm, knowledge, support, community, etc. But the most important thing students acquire during school years is their ability to explore the world and be part of it. This is about the IPC, discovering and researching new topics, then applying them into real-life situations. Through different learning activities they explore the world around them and become aware of their personalities, community and the world they live in.

For the **Secondary school** section of Heritage International School, we follow the **Cambridge Assessment International curriculum** in English, Maths and Science, History, Geography, German or French, ICT, Art and Music, PE and Global perspectives. Our secondary school is divided into three sections and corresponding assessment points: Lower secondary (including Checkpoint exams), Upper secondary (including IGCSE-International General Certificate of Secondary Education exams) and Lyceum (including A-Level exams). The Cambridge curriculum shares extensive similarities with that of the British national curriculum allowing our students to experience and enter into an international curriculum framework studied by thousands of students all over the globe and ultimately, the potential to enter into some of the world's most prestigious universities. Once our students reach the end of Cambridge stage nine, they will take the Lower Secondary Checkpoint examinations in English (second or first language), maths and science. These examinations act as a gateway to further Cambridge study at Heritage International School.

Following their Checkpoint exams, our students have the wonderful opportunity of choosing which subjects (out of a selection) to carry through to IGCSE study. Students, on average, should complete IGCSE study with eight to eleven qualifications. The IGCSE subjects take two years to study on average and require a high level of English from the student-good reading, writing and listening skills are required-as it is the language of instruction. At the end of this two-year course, our students will sit the IGCSE examination in each subject which is assessed and graded externally in Cambridge, UK. Successful candidates will receive their IGCSE certifications and will be ready to join our lyceum for further pre-university study: A-Levels.

We also welcome, with open arms, students who have graduated with the Moldovan secondary school certificate, as well as international students, into our lyceum. Students joining our lyceum from other schools will be subject to our standard entry assessments. Our lower secondary students have enjoyed further enrichment opportunities such as our Founder's Lecture Programme. This year, the programme has seen our students enjoy talks from, and conversations with experts in their field; from UN workers, to international lawyers, to foreign embassy representatives as well as 'home-grown' successes with visits from Moldovan citizens now living overseas, working for global companies such as Google.

Heritage International School Lyceum

Our first cohort of lyceum students will sit for their final A-Level (Advanced Level) examinations in the academic year of 2022/23. A-Level qualifications allow our students to study in Moldova and in universities around the world, as an internationally revered qualification.

A-Level study is significantly more demanding than IGCSE study meaning students take on average four subjects to study in depth. Students require a high level of English language skill, both speaking and writing and are expected to study *extensively* outside of school hours, as well as making the most of their study time in school. This level of academic challenge requires students to have a practical and responsible approach to their studies. A-Level study is demanding on student's time management and organisation skills and our students will be expected to do extensive reading for and around each subject studied.

The A-Level is studied over the course of two years and consists of AS-Level (first year) and A-Level (second year). There are a variety of assessment paths but most commonly students take exams in all four subjects at the end of the first year of study (AS-Level) and then continue with the four subjects to the final A-Level examinations. Under exceptional circumstances, a student may take three subjects through to the final A-level examinations. This will require a meeting with the senior academic team who will assess and monitor the individual student and circumstances. Individual universities have varying entry requirements which should be considered by students when making decisions as to which subjects to take and how many.

As well as being absorbed in their new, challenging academic pursuits, our lyceum students will enjoy the freedom and responsibility of our Oak Centre, used for recreational and academic purposes. In our Oak Centre, students have been known to, of course, sit and chat about their day but also to have debates around the conference table as part of a lesson or practice their musical instruments. Our students will also be able to conduct independent study in department areas, our school library and in any other designated study areas.

Our lyceum students have had and will continue to enjoy visits from various overseas universities showcasing their unique courses and providing our students with a variety of career pathway options. Such opportunities allow our students the chance to communicate with foreign universities and to aim high; to be ambitious and aspirational! More information about Cambridge International qualifications can be found at [cambridgeinternational.org/](https://www.cambridgeinternational.org/).

Examinations and certifications

Heritage International School falls in line with the examinations adopted by the Ministry of Education of the Republic of Moldova and the Cambridge Assessment International Education. Therefore, all learners who are following a bilingual pathway will be expected to take the mandatory exams in Class 4 and Class 9 respectively.

In addition, Cambridge Primary Checkpoint, Cambridge Lower Secondary Checkpoint, Cambridge Upper Secondary School exams (International General Certificate of Secondary Education or IGCSE) and A Level (Cambridge Advanced) will be introduced and taken only when the learners have been found to be ready for them in terms of language and academic preparedness and when meeting the age requirements set by Cambridge Assessment International Education.

Cambridge Pathway students have the chance to acquire the knowledge and skills they need to achieve at school, university and beyond. The four stages lead seamlessly from primary to secondary and pre-university years. Each stage – Cambridge Primary, Cambridge Lower Secondary, Cambridge Upper Secondary and Cambridge Advanced – builds on the learners' development from the previous one, but can also be offered separately.

Primary Checkpoint, Cambridge Lower Secondary Checkpoint and IGCSE are mandatory exams for the students. The cost of these external exams is set by Cambridge International and will be funded by parents. All Cambridge International exams are taken in Heritage as the school is an approved examination centre (MD004). All Cambridge International examinations are set and marked by Cambridge International.

www.cambridgeinternational.org

Teachers

Our team of inspiring educators is the mainstay of our school. Our highly-skilled, trained, and professional teachers are engaging each student in learning, they create a safe, supportive and stimulating learning environment, where all learners are treated with care and respect and every student has the opportunity to flourish, committed to ensure the development of the whole child to equip our learners with skills to excel in the future no matter what path they choose.

Heritage International School comprises academic and non-academic staff. Heritage operates the model of home tutors (Class Teachers). In classes 1 to 4 one home tutor, who is a native speaker of Romanian, Russian or English is in charge of the class. This teacher is supported by the English Language Learning Specialist (ELLS) who is involved in the acquisition of language skills in English, as well as subject teachers. In bilingual pathway classes English Language Teacher is in charge of the English language lessons and supports the project-based activities introduced during the learning process, carried out through the approach used by the International Primary Curriculum (IPC) designed

by Fieldwork Education. Additionally, the Music, Physical Education, IT and Art teachers are part of the class team.

In the Secondary school classes learners are supported by subject teachers who facilitate the knowledge and skill acquisition of various courses. Both local and expatriate teachers are engaged in the process.

External facilitators are invited to support the learners' participation in extra-curricular activities such as academic, sport and the arts.

Clubs and other extracurricular activities

Enrichment (extra-curricular) activities take place every day after the academic programme for the learners has been completed. It is offered free of charge and includes the optional home-work period during which all learners are supervised and supported in their completing of home work (assignment) and clubs. There is a wide variety of clubs and activities available for students to join, a great opportunity to discover and develop their talents. However, as the home work period is optional, in cases when parents would prefer to take home their child/children immediately after the end of the academic day, such a learner will need to complete the assignment at home.

Club activities not only help students shape their personal interests and hobbies but also improve their leadership and social skills. We offer clubs from the areas of education, sport and the arts and students can choose the club depending on his/her interest. Those include: languages, debates and clubs for volunteers (such as environmental protection and social care); volleyball, basketball and football or sport games, while under the category of art we offer drama, music or school band, dance, singing and craft.

The membership for clubs will be done on first-come-first-take basis and in cases when a learner fails to attend a club activity three times in a row (except due to prolonged absence with excuse), the space of this learner can be taken by the one next on the waiting list after the parents have been notified about the failure to attend. Most clubs are free.

Sport houses in the school are shared in three teams: Zeus (yellow team), Hercules (orange team) and Poseidon (green team). Each team will represent a cross-section of learners from all classes. This is done in order for the children to engage in whole-school sport events during the Sport Day and to exhibit their sport and team skills. Therefore, each child will be issued a sport T-shirt based on his or her representing a school team.

Preschool

Heritage School Starter – special preparatory courses for preschoolers. This is the place where children learn to love learning through: early Romanian/Russian literacy, introduction to English, mathematics for young students, transdisciplinary activities (International Primary Curriculum methodology), expressive arts, dance, LEGO Education, sports and creative workshops.

Schedule

School Starter has a daily schedule tailored for the little ones: four 35-minute lessons, two additional activities, time for games and networking, as well as breaks for lunch and a healthy snack. Timetable: 08:30-16:00, Monday to Friday.

About School Starter's academic program

The activities included in the program for preschoolers are based on the national curriculum and the International Primary Curriculum (IPC). The purpose of the activities is to make the children want to learn and gladly go to school.

The IPC concept is based on a new learning approach centered on a complete education which, in addition to the academic education of the student, aims at developing social skills, independence of opinion and action, sports skills, vocational orientation and other abilities beyond the subjects taught in traditional school.

The IPC curriculum follows the personal development of each child, focusing on personal development and progress, capitalizing on the national, global and intercultural perspective in order to develop a sense of international-mindedness.

In this context, the IPC aims to motivate pupils for lifelong learning in order to have well-educated young people who have balanced social and emotional skills, responsible members who contribute actively to the development of society.

The school also owns Cambridge educational resources that are used in the activities.

4. THE CALENDAR

Heritage follows a two-semester academic calendar (including the approved public holidays and vacations) as announced by the Ministry of Education of the Republic of Moldova. However, the school enjoys a variety of educational activities such as academic gatherings, sport or artistic celebrations, in an effort to mark notable events which impact the minds and hearts of the learners. Similarly, Heritage subscribes to global days as observed by the United Nations, such as International Literacy Day, International Teachers' Day, International Women's day and others. All families and their friends are encouraged to be part of such memorable celebrations.

The School Year is from the 1st September to the 31st of May (every year the structure of the academic year is additionally announced by the Ministry of Education of the Republic of Moldova).

The structure of the 2020-2021 Academic year:

I semester: 01.09.20 - 24.12.20

II semester: 11.01.21 - 31.05.21

Breaks within the First Semester include:

Autumn break: 24.10.20 - 03.11.20

Winter break: 25.12.20 - 10.01.21

Breaks within the Second Semester include:

Spring break: 05.03.21 - 08.03.21

Easter break: 01.05.21 - 10.05.21

5. THE SCHOOL DAY

I. Transportation

a. drop-off

Heritage opens at 8:00 daily. Between 8:00 and 8:25 parents will be expected to bring their child/children to the school. Cars can be parked in the car park designated for that purpose. Both parents and children can come into the building through the respective gates.

Each learner will be allocated a locker where he or she can store his or her upper clothes and outside footwear. Children are expected to change into their indoor footwear before going into class.

b. pick-up

Pick-up by only parents or authorized individuals is permitted. Parents are to submit their photographs and the photograph of the person(s) authorized to pick their child (children). Children from the gymnasium who have permission will be allowed to leave the premises unaccompanied.

We appeal to parents NOT to pick their children up late as that leads to an additional level of tiredness and distress by the child. Consistent late pick-ups by parents will attract consequences.

c. bus service

Heritage provides a bus service for extra charge for both drop-off and pick-up times. The bus operator is a contracted company which has been proved to meet the ethics and safety requirements needed for this type of service.

II. While at school

A. Upholding Heritage values

a. behaviour and attitudes

Heritage International School has set behaviour expectations which have been defined in the Code of Ethics. The school Code of Ethics includes the institution understanding and practice in terms of behaviour and attitudes and specifies the sanctions when the expected norms of behaviour are not complied with.

b. uniform

Students are required to come to school dressed and presented neatly in the official Heritage uniform. This is a non-negotiable matter, because we believe that a high standard of dress and adherence to the school uniform are important in helping students develop a sense of respect for themselves, for each other, and for the reputation of the school. The cooperation of parents in helping to maintain the high standards of appearance the school expects is much appreciated.

All uniform items can be purchased from the school's uniform shop.

School uniform is to be worn at all times. Learners can change into their sport wear whenever they engage in lessons in Physical Education or sport activities.

c. phones

Heritage International School does not prohibit the use of phones by learners. However, no phones can be used during the school day (between 08:30 and 16:30) except with the permission of the teacher. Whenever a learner is found to be using his or her phone without permission, that phone will be seized and submitted to the Office. Repeated offences will be sanctioned. (cf. **Code of Ethics**). Emergency calls to parents can be made directly from the Front Desk.

B. The learning process

a. the daily schedule

During the school day all children will follow their daily schedule of learning activities as approved by Heritage. Learning, meals and play time, homework and clubs including sport, art-related activities and Lego education are part of the academic and enrichment programme. Learners in Class 1 will be having a modified lesson schedule for the first several weeks of school in order to enable them get accustomed to the routines of a school day.

b. language acquisition

All learners will be encouraged and supported in their acquisition of English language and other languages such as Romanian, Russian, French, German or any other language Heritage finds necessary to introduce.

c. special educational needs and individualized learning

Heritage believes in inclusion. Therefore, learners with special educational needs will be provided with relevant assessment and recommendations for accommodations whenever necessary and possible. In instances when a shadow during the school day or intervention is required, the cost of the additional service will be borne by the parents. Individualized learning is accessible to all children at all times, whenever the need arises.

d. enrichment

Home work

Enrichment (extra-curricular) activities take place every day after the academic programme for the learners has been completed. It is offered free of charge and includes the optional home-work period during which all learners are supervised and supported in their completing of home work (assignment). Once a learner has gone through the homework slot, he or she is not expected to bring home any home work. However, as the home work period is optional, in cases when parents would prefer to take home their child/children immediately after the end of the academic day, such a learner will need to complete the assignment at home.

Clubs and Sports

Clubs for all levels are held in the latter part of the day. Most clubs from the areas of education, sport and the arts are free. Those include: languages and clubs for volunteers (such as environmental protection and social care); volleyball, basketball and football or sport games, while under the category of art we offer drama, music or school band, dance, singing and craft.

In addition, we provide paid-up clubs such as LEGO Education. A minimum of five candidates are required to open a paid-up club. Similarly, the external facilitators for such clubs have a limited number of members which cannot be exceeded in order to provide for enough attention to each child. Therefore, the membership for clubs will be done on first-come-first-take basis and in cases when a learner fails to attend a club activity three times in a row (except due to prolonged absence with excuse), the space of this learner can be taken by the one next on the waiting list after the parents have been notified about the failure to attend.

Sport houses in the school are shared in three teams: Zeus (yellow team), Hercules (orange team) and Poseidon (green team). Each team will represent a cross-section of learners from all classes. This is done in order for the children to engage in whole-school sport events during the Sport Day and to exhibit their sport and team skills. Therefore, each child will be issued a sport T-shirt based on his or her representing a school team.

Enrichment activities close each day at 16.30 or at 17.00.

LESSON SCHEDULE, SEPTEMBER - MAY

Grade 1-2		Grade 3-4/5E	
Time	Periods	Time	Periods
8:00 - 8:15	Outdoor play	8:00 - 8:15	Outdoor play
8:15 - 8:30	Morning registration	8:15 - 8:30	Morning registration
8.30-9.15	1	8.30-9.15	1
09:15 - 09:35	Breakfast & Recess	09:15 - 09:35	Breakfast & Recess
9.35-10.20	2	9.35-10.20	2
10.25-11.10	3	10.25-11.10	3
11.20-12.05	4	11.10-11.25	Recess
12.05-12.35	Lunch & Recess	11.25-12.10	4
		12.15-13.00	5
12.35-13.20	5	13.00-13.30	Lunch & Recess
13.30-14.15	6	13.30-14.15	6
14.20-15.05	7	14.20-15.05	7
15.05-15.15	Recess	15.05-15.15	Recess
15.15-16.00	Clubs/Kids Club	15.15-16.00	Clubs/Kids Club
16.00-17.00	Clubs/Kids Club	16.00-17.00	Clubs/Kids Club

*In September Grade 1 students will follow a modified time-table and have a shorter working day.

Secondary School									
Grade 5+6E+7E		Grade 6+7		Grade 8		Grade 9+IGCSE 1		IGCSE 2	
Time	Periods	Time	Periods	Time	Periods	Time	Periods	Time	Periods
8:15 - 8:30	Morning registration	8:15 - 8:30	Morning registration	8:15 - 8:30	Morning registration	8:15 - 8:30	Morning registration	8:15 - 8:30	Morning registration
8:30-9.15	1	8:30-9.15	1	8:30-9.15	1	8:30-9.15	1	8:30-9.15	1
9.15-9.35	Breakfast & Recess	9.15-9.35	Breakfast & Recess	9.20-10.05	2	9.20-10.05	2	9.20-10.05	2
9.35-10.15	2	9.35-10.15	2	10.05-10.25	Breakfast & Recess	10.05-10.25	Breakfast & Recess	10.05-10.25	Breakfast & Recess
10.20-11.00	3	10.20-11.00	3	10.25-11.10	3	10.25-11.10	3	10.25-11.10	3
11.00-11.15	Recess	11.00-11.15	Recess	11.15-12.00	4	11.15-12.00	4	11.15-12.00	4
11.15-12.00	4	11.15-12.00	4	12.00-12.20	Recess	12.00-12.20	Recess	12.00-12.20	Recess
12.05-12.50	5	12.05-12.50	5	12.20-13.05	5	12.20-13.05	5	12.20-13.05	5
12.55-13.40	6	12.55-13.40	6	13.20-14.05	6	13.20-14.05	6	13.20-14.05	6
13.40-14.10	Lunch	13.40-14.10	Recess	14.05-14.35	Lunch	14.05-14.35	Recess	14.05-14.35	Recess
	Recess		Lunch		Recess		Lunch		Lunch
14.10-14.55	7	14.10-14.55	7	14.35-15.20	7	14.35-15.20	7	14.35-15.20	7
15.00-16.00	HW/Clubs	15.00-16.00	HW/Clubs	15.20-16.00	8/Clubs	15.20-16.00	8/Clubs	15.20-16.00	8/Clubs
16.00-17.00	HW/Clubs	16.00-17.00	HW/Clubs	16.00-17.00	HW/Clubs	16.00-17.00	HW/Clubs	16.00-17.00	HW/Clubs

III. Wellness

a. safety

Safety and security are of great importance to all. The school is equipped with CCTV cameras and a surveillance room as a precaution and control of safety and security. Heritage employs the services of security operatives who are on duty at all times.

b. health

Heritage employs a full-time health worker who oversees the hygiene in the whole facility, including the Cafeteria and the health of all learners and staff of the school all through the day.

c. illness

In cases when a learner is ill and cannot come to school it is highly recommended for the parents to inform the class teacher who can organize and provide timely feedback to the family about the day's learning and lessons.

If a learner has been identified to be unwell or ill, the school Medical Worker is notified who ascertains the condition of the learner and will inform the family about it. He has the right to request for the ill child to be isolated (quarantined) or withdrawn from class in cases when there are concerns about suspected contagious illness which may endanger the health of the rest of the learners in the school.

Heritage appeals to all families NOT to send their child or children to school if there are symptoms of illness. Parents should be mindful of the fact that: "It is the responsibility of the parents to inform the School about any conditions and ailments which may be harmful to other learners or the staff of the School." (**Admission Form A**)

d. attendance

Heritage International School takes pride in offering quality education to all students, and believes that regular school attendance is an important part of educational success.

The School considers the following factors to be reasonable excuses for time missed at school:

- Personal illness of the student (medical evidence will be required for absences exceeding three (3) days during the school year).
- Medical appointment of the student.
- An approved school activity (absences recorded but not reported).
- Insurmountable conditions: extreme weather conditions, communicable disease outbreaks, and exceptional circumstances.
- Other absences with prior approval of the Principal. Trips with parents shall be prearranged and approved by the school administration. If such trips are not prearranged, the absences shall not be excused unless the trip was necessitated by an emergency. The Principal will make the final determination. Absences not included in excused absences listed above shall be unexcused.

The school shall require, from the parent of each student who has been absent from school or from class for any reason, a written statement of the cause for such absence or a medical certificate.

e. meals

Eating while at school is done in the Cafeteria which offers a variety of meals for each student. Strict regulations, in line with government-laid practices guard the procurement, storage and preparation of food at the Cafeteria.

Breakfast, lunch and snack menus are available and can be pre-booked. The cost of the meals with the Menu is communicated in advance to parents. Children with special dietary conditions including allergies will be accommodated, provided parents have informed the school about such a condition. A prepaid card is used as a mode of payment.

However, getting food through the Cafeteria is optional and families are free to send in a lunch pack with their child, if they wish so.

f. celebrations

We understand the importance celebrations, and especially birthdays, have in the life of each child. We are happy to share this happiness for each family event. Birthday parties or celebrations in the class are to be carried out only when prior information about such an event has been communicated to the school. It is prohibited to entertain learners with home-made food or pastries. Parents may use the Cafeteria services to pre-order pastries or entertainment for their child's party.

IV. Communication

The school is open for operation Monday to Friday from 08:00 to 17:00. Feel free to call +(373)62022210, email to info@heritage.md or send a message on our Facebook page www.facebook.com/heritage.moldova.

All parents have the opportunity to meet with their child's teacher(s) during the Parent-Teacher Conferences, to make an appointment for additional consultations and discussions or to meet with any member of the administration. The school recognizes that students and parents may wish to show appreciation to the teachers and school employees, but the policy of the school is to discourage gift-giving to the teachers and employees.

In cases of complaints and suggestions kindly fill in the Suggestion Book at the Reception or, if your requests have not been addressed accordingly, request to refer to the school Grievance Policy.

SECTION 3 – THE COMMUNITY

1. Parents

Heritage International School is open for parents Monday to Friday from 15:00 to 17:00. We consider our relationship with parents to be of great importance.

Parents are encouraged to join us for class and school events. We appreciate parents' daily visits to their child's class. We shall attend to all parents' observations, concerns and challenges.

However, it is important that our communication is carried out in a prompt, effective and respectful manner.

Parents are encouraged to join the Parents' Forum or Parent Committee, supporting the educational efforts of the school for the success of the pedagogical programme of Heritage.

2. The outer community

Heritage International School considers the need for additional opportunities for learning which can be offered to the outer community. The school offers evening lessons in language acquisitions and weekend programmes (Heritage Language Academy). Additional events such as excursions for families and friends, summer school and various educational forums will be subsequently housed in the school. More information can be obtained at the Front Desk.

In addition, Heritage offers educational sponsorships and scholarships for underprivileged and gifted learners.

SECTION 4 – LEAVING HERITAGE INTERNATIONAL SCHOOL

Transfer

Heritage International School will provide all necessary documents on transfer of any learner whose family needs to leave, provided there are no impediments to such transfer (see **Contract on Schooling, Learning Philosophy** and **Code of Ethics**).

Academic transcripts

Heritage International School will provide academic transcripts to learning institutions requesting for them. Cambridge International examinations results for individual learners are issued to the school and parents can receive them, once they have been released. The cost of printing and posting, including translation and legalization, whenever necessary, will be borne by the parents.

Archives

All records of a learner who leaves Heritage International School are the property of the school and will be archived.