



PARENTS' GUIDE
2017-18 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' Guide 2017-2018** in order to familiarize yourselves better with the core values, procedures and regulations as practised by us.

Warm Regards,

Heritage International School, Chisinau



PREAMBLE

SECTION 1 – GENERAL INFORMATION

1. ABOUT THE SCHOOL

Founders: Mrs. Natalia Cecetova and Mr. Sinan Bora

Governance Model: Private Institution Lyceum “Heritage International School” is registered with the Ministry of Education and the Ministry of Justice of the Republic of Moldova IDNO 1017620003396 and is working on its accreditation with Cambridge International School (CIE). The school is governed by an Advisory Board

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

Contacts: Tel: +373 (0)22022210 Mob: +373(0)62022210

Website: www.heritage.md e-mail: info@heritage.md

Skype: Heritage International School

2. CORE VALUES

Heritage International School Mission and Vision

Our Belief:

Heritage International School is founded on the belief that all children have the right to a relevant, inclusive and holistic education, which will help to awaken each child’s critical thinking, emotional intelligence and self-expression, preparing such a child to make meaningful contributions to the world.

Our Approach:

At Heritage we create a safe, supportive and stimulating learning environment, where all learners are treated with care and respect. Our leadership recognizes the importance of understanding, upholding and respect for each family’s cultural heritage, and encourages parent involvement in the educational process of their children. Heritage tailors learning to the needs of each child with the help of highly-qualified and professional staff, prioritizing intellectual, emotional, social, physical, and moral development. We equip our learners with skills to set realistic goals, meet challenges ahead of them and aspire to high standards of performance and behavior. Heritage aligns Moldovan educational standards with an internationally accredited curriculum promoting the pursuit of educational qualifications through learning English in combination with Romanian and Russian which results in the upbringing of individuals who are culturally aware and internationally minded.

Our Vision:

The vision of Heritage International School is the development of the whole child and the creation of individuals who are life-long learners, socially and emotionally balanced, 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 so that to 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

Language rooms

Music Hall

Art Studio

Library

Sports Hall

Choreographic Hall

School Canteen with a modern ordering and payment system

Sick Bay

STEM studio

Recreational Area with playground

Robotics Lab (LEGO Education)

The facilities include a swimming pool the completion of which is planned for the second phase in the development of the institution.

4. STAFFING

Heritage International School comprises of 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 or Russian is in charge of the class. This teacher is supported by the English Language Learning Specialist (ELLS) who will be involved in the acquisition of language skills in English.

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 of 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 2017-2018

1. HERITAGE INTERNATIONAL SCHOOL CLASS PLACEMENT

| Moldova | Heritage | | | | British System | American System |
|---------------------------|--|-------|-----|--|---|---------------------------|
| | Section | Class | Age | Exam | | |
| | | | | | Key stage 1 Year 1 | Kindergarten |
| | | | | | Key stage 1 Year 2 | Primary School Grade 1 |
| Primary School Grade 1 | Int'l Primary Curriculum (IPC) | 1 | 7 | | Key stage 1 Year 3 | Primary School Grade 2 |
| Primary School Grade 2 | | 2 | 8 | | Key stage 2 Year 4 | Primary School Grade 3 |
| Primary School Grade 3 | | 3 | 9 | | Key stage 2 Year 5 | Primary School Grade 4 |
| Primary School Grade 4 | | 4 | 10 | <i>National Exams</i> | Key stage 2 Year 6 | Primary School Grade 5 |
| Gymnasium Grade 5 | Cambridge Secondary School 1 | 5 | 11 | | Key stage 3 Year 7 | Middle School Grade 6 |
| Gymnasium Grade 6 | | 6 | 12 | | Key stage 3 Year 8 | Middle School Grade 7 |
| Gymnasium Grade 7 | | 7 | 13 | | Key stage 3 Year 9 | Middle School Grade 8 |
| Gymnasium Grade 8 | Cambridge Secondary School 2 | 8 | 14 | *Checkpoint 1 | Key stage 4 Year 10 | High School Grade 9 |
| Gymnasium Grade 9 | | 9 | 15 | <i>National Exams</i> | Key stage 4 Year 11 | High School Grade 10 |
| Lyceum Grade 10 | Cambridge Advanced | 10 | 16 | **Cambridge IGCSE | Key stage 5 Year 12 | High School Grade 11 |
| Lyceum Grade 11 | | 11 | 17 | | Key stage 5 Year 13 | High School Grade 12 |
| Lyceum Grade 12 | Cambridge Advanced | 12 | 18 | Cambridge International (A Level) <i>National Exams BAC</i> | University/ college/ further education | Undergraduate programs |

*to be aged 14 at time of Exam

** to be aged 16 at time of Exam

2. ADMISSION AND FEES

a. Timing

- The admission calendar for 2017/2018 academic session starts on 2nd May, 2017, at the Admission Office.
- Pupils could be admitted all through the school year.

b. English Language Assessment

A reasonable proficiency in English is required. Students will be assessed to determine their language comprehension and proficiency level if English is not their first language. Students who exhibit English language difficulties which impede their study will not be denied admission and will receive language development support.

Heritage has adopted the widely acceptable and detailed World-class Instructional Design and Assessment Model (WIDA) <https://www.wida.us/assessment/MODEL/> which assesses the learner's specific skills in listening, reading, writing and speaking.

c. Primary Years

Entry to Class 1

Applicants should provide 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 entrance test for children applying for this year group. An interview with the Vice-Director or Director of the School is scheduled.

Entry to Classes 2-4

Pupils applying for admission from Year 2 upwards must provide recent academic records.

d. Gymnasium / Entry to Classes 5 to 7

Pupils applying for admission from Year 5 upwards must provide recent academic records.

e. Provisional 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.

f. 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 I)
- Original documents from previous school(s) (for children applying to class II- VII)
- Medical card, issued before the day of application (Direction - extract, Form nr.027/e, Approved by MH RM No. 828 at 31.10.2011)- (for children applying to class I)
- Child's Medical Card –original (for children applying to class II- VII)
- 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
- Photo (3x4) two (2) pieces of the child and one (1) piece of each parent
- Admission Form A

Full admission will be offered only after School fees have been paid (according to the Contract).

Heritage International School reserves the right to review the Admission procedures from time to time.

g. Tuition Fees and Due Dates

Tuition consists of two instalments:

1st instalment -50% of annual tuition is due **01.07. 2017**

2nd instalment -50% of annual tuition is due **25.12.2017**

Tier 1 fees include **Main Educational Programme and Enrichment** (see **Educational Programme**) will be charged to pupils who are citizens of Republic of Moldova and/or their families are permanent residents 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.

School Tuition for Tier 1

| Grades | Registration Fee | Annual Tuition Tier 1 | 1 st instalment Tier 1 | 2 nd instalment Tier 1 |
|--------------------|------------------|-----------------------|-----------------------------------|-----------------------------------|
| 1-7 (Ages 7-13) | 250 Euro | 4,000 Euro | 2, 000 Euro | 2, 000 Euro |

School Tuition for Tier 2

| Grade | Registration Fee | Annual Tuition Tier 2 | 1 st instalment Tier 2 | 2 nd instalment Tier 2 |
|--------------------|------------------|-----------------------|-----------------------------------|-----------------------------------|
| 1-7 (Ages 7-13) | 450 Euro | 10,000 Euro | 5,000 Euro | 5,000 Euro |

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



2. THE CURRICULUM

The Curriculum of Heritage International School represents our visionary approach to learning for enduring understanding and character building based on scientifically-proven brain research developed by Fieldwork Education, a leading educational group, based in the United Kingdom <https://www.greatlearning.com/ipc/>.

Presently over 1800 schools in 92 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 School (Class 1 to Class4) 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. The learners in Romanian and Russian respectively, will be prepared for the state exams in classes 4, 9 and 12 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: Primary - Class 1 to Class 4; Middle School (Gymnasium) - Class 5 to Class 9; High School (Lyceum) - Class 10 to Class 12. The class size is twenty two learners (22).

Heritage International School is currently working on its approval by Cambridge Assessment International Education or Cambridge International. In the Gymnasium (Class 5 to Class 9) and Lyceum (Class 10 to Class12) our learners will be introduced to Cambridge International in two steps – Secondary School 1 and Secondary School 2 – which will culminate in the International General Certificate of Secondary Education (IGCSE) and Cambridge A Level (Advanced Level) examinations, required by leading universities and other tertiary institutions in the world, Retrieved from <http://www.cie.org.uk/images/122564-cambridge-recognition-brochure.pdf>.

Additionally, our learners will be completing their BAC exams in Class 12.

3. 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 (Prize-giving Day) and sport (Sport Day) or artistic celebrations (Christmas Show), in an effort to mark notable events which impact the minds and hearts of the learners. All families and their friends are encouraged to be part of such memorable celebrations.



The First Semester is from 01.09.2017 to 22.12.2017

Breaks within the First Semester include: Autumn Break: 30.10.2017 to 05.11.2017 and Christmas Break: 23.12.2017 to 08.01.2018.

The Second Semester is from 09.01.2018 to 31.05.2018.

Breaks within the Second Semester include: Spring Break: 08.03.2018 to 11.03.2018 and Easter Break: 02.04.2018 to 16.04.2018.

4. THE SCHOOL DAY

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 both car parks 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 foot ware. Children are expected to change into their inside foot ware before going into class.

b. Safety

Safety and security is 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. The school operates an automated information system for parents who will be informed via SMS whenever their child/children enters or leaves the school premises.

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. A minimum of three children are required to open a new bus route to the school. Children in each vehicle are accompanied by an adult child-minder, apart from the driver.

d. While at school

i. 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.

ii. 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.

iii. 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 a 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 jeopardize 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**)

iv. uniform

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.

v. 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.

vi. special educational needs and individualized learning

Heritage believes in inclusion. Therefore, learners with special educational needs will be provided with suitable conditions for learning. They will be accommodated through the adoption of individual educational plans (IEP) or including therapy sessions with relevant specialists (school psychologist and speech therapist), whenever necessary and possible. Individualized learning is accessible to all children at all times, whenever the need arises.

vii. sport and clubs

Enrichment activities play a great part in our educational process. Clubs for all levels hold at the later part of the day. Some clubs from the areas of education, sport and the arts are free. Those include: languages and club 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 choir. In addition we provide paid-up clubs such as photography, LEGO Education, STEM education, chess, gymnastics and a host of others. 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.

Sport houses in the school are shared in three teams: yellow, blue and orange. Each team will represent a cross-section of learners from all grades. 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.

viii. 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.

Both breakfast and lunch menus are available and can be pre-booked. The cost of the meals with the Menu is communicated to parents in advance, who book the desired choice for their child/children. Children with special dietary conditions including allergies will be accommodated, provided parents have informed the school about such a condition. A pre-paid 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 so wish.

ix. examinations

Heritage International School falls in line with the examinations adopted by the Ministry of Education of the Republic of Moldova and the Cambridge International Education (CIE). Therefore, all learners who are nationals will be expected to take the mandatory exams in Class 4, Class 9 and Class 12 respectively. However, all learners, are encouraged to attempt these examinations.

In addition, the Cambridge Secondary School 1 (Checkpoint) and the Cambridge Secondary School 2 (International General Certificate of Secondary Education or IGCSE) 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 CIE. Checkpoint and IGCSE are optional exams for both national and foreign students. The cost of these exams is set by the Cambridge Educational Education Board and will be funded by parents.

x. enrichment

Enrichment (extra-curricular) activities take 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 will be 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 enrichment is optional, in cases when parents would prefer to take home their child/children immediately after the end of the academic day, such a child/children will need to complete the assignment at home.

Subsequently, learners will be introduced to after-school clubs for free in the area of academics (languages), sport (basketball, volleyball, mini-football or other sport games) and the arts (dance, drama, music, singing and choir). Additionally provided clubs are paid for. Enrichment activities close each day at 16:30.

Parents, who would like to keep their students for extra-enrichment activities from 16:30 until 18:00 (Monday to Thursday only) will be requested to specify what they would like their child to be engaged in and will be charged extra money (Contact Front Desk Office for information)

xi. celebrations

We understand the importance celebrations, and especially birthdays, have in the life of each child. We are happy to share in this happy 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. Only cakes with certificates can be allowed into the class. Parents may use the Cafeteria services to pre-order pastries or entertainment for their child's party.

xii. 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). Security Clearance Cards are to be issued to each member of the family who will be taking home a child or children.

We appeal to parents NOT to pick their children late as that leads to additional level of tiredness and distress by the child. However, consistent late pick-ups by parents will attract consequences such as fines.

| LESSON SCHEDULE SEPTEMBER - MAY | | | | | | | |
|--|--------|-------------|------------------------------------|--------|--------|-------------|------------------------------------|
| Period | Lesson | Time | Primary School | Period | Lesson | Time | Gymnasium |
| | | 8:00-8:25 | Arrival | | | 8:00-8:25 | Arrival |
| I | *1 | 8:30-9:15 | | I | 1 | 8:30-9:15 | |
| II | 2 | 9:25-10:10 | | II | 2 | 9:25-10:10 | |
| III | | | Recess/Snack 20 min | III | | 10:10-10:20 | Recess/Snack 20 min |
| IV | 3 | 10:30-11:15 | | IV | 3 | 10:30-11:15 | |
| V | 4 | 11:25-12:10 | | V | 4 | 11:25-12:10 | |
| V | | 12:20-13:05 | Lunch 45 min | V | 5 | 12:20-13:05 | |
| VI | 5 | 13:05-13:50 | or Library/Technology/ Craft | VI | | 13:05-13:35 | Lunch 30 min |
| VII | | 13:50-14:30 | Recess 40 min | VII | 6 | 13:35-14:20 | or Library/Technology/ Craft |
| VIII | | 14:30-15:30 | Homework/Clubs | VIII | | 14:25-15:45 | Homework/Clubs |
| IX | | 15:30-16:30 | Clubs | IX | | 15:45-16:45 | Clubs |
| | | 16:30 | Dismissal | | | 16:45 | |

Class 1 will operate on a modified time-table for the month of September, including shorter learning lessons.

xiii. communication

The school is open for operation Monday to Friday from 08:00 to 17:00. Feel free to call 062022210, email to info@heritage.md, send a message on our Facebook page <https://www.facebook.com/heritage.moldova> or Skype: Heritage International School.

All parents have the opportunity to meet with their child's teacher(s) during the Parent-Teacher Conferences four times a session, to book an appointment for additional consultations and discussions or to meet with any member of the administration.

In cases of complaints and suggestions they can fill in the Suggestion Book at the Reception or, if their requests have not been addressed accordingly, they have the right to appeal a decision or policy by means of applying the steps in the school Grievance Policy, which can be obtained upon request.



SECTION 3 – THE COMMUNITY

1. Parents

Heritage International School is open Monday to Friday from 8:00 to 18:00. 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, which supports 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. 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 under-privileged and gifted learners.

3. Partners

Heritage International School partners with national and international agencies. The school works in agreement with the policies drawn by the Ministry of Education of the Republic of Moldova. Similarly, the school has started the process of accreditation with Fieldwork Education, the creators of International Primary Curriculum and with Cambridge International Education.

Heritage is ready to promote and support local suppliers and businesses in order to add its quota to the development of the country.

SECTION 4 – LEAVING HERITAGE INTERNATIONAL SCHOOL

1. 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**)



2. Academic transcripts

Heritage International School will provide academic transcripts to learning institutions requesting for them. The cost of printing and posting, including translation and legalization, whenever necessary, will be met by the parents.

3. Archives

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