E.S.C.O.L.A.

ENGLISH SCHOOL COMMUNITY OF
LUAANDA ANGOLA

“LEARNERS FOR LIFE”
**THE SCHOOL**

**E.S.C.O.L.A.** the English School Community of Luanda, Angola, is an interdenominational, independent school catering to students through the medium of English.

The formal curriculum is the South African OBE, adapted to an international context and is offered from Pre-Primary to Grade 9.

**E.S.C.O.L.A.** is operated by the same administration as ‘Colégio Português’ and the students benefit from the cross-cultural exposure.

**E.S.C.O.L.A.** is a member of the *Independent Schools Association of Southern Africa* (ISASA) and will follow the curriculum recommendations of that Association.

**E.S.C.O.L.A.** is accredited by the *European Council of International Schools* (ECIS) which is a collaborative network, promoting the ideals and best practice of international education.

**E.S.C.O.L.A.** is a member of the Angolan private school’s association *Associação Nacional do Ensino Particular* (ANEP).

“**LEARNERS FOR LIFE**”
The Mission of E.S.C.O.L.A., the English School Community of Luanda, Angola is to provide, through the medium of English, a student-centred education of the highest calibre that is HOLISTICALLY relevant in the Southern African and International context.

“LEARNERS FOR LIFE”
E.S.C.O.L.A. is an interdenominational, independent school that welcomes students of differing nationalities and cultures. Respect for other cultures is a core aspect of our school, and we celebrate our diversity each year.

E.S.C.O.L.A. caters to students from Pre-Primary 3 to Grade 9 and the formal curriculum, which is based on internationally recognized curricula, provides an holistic education that promotes the growth of the complete person in body, mind and spirit.

E.S.C.O.L.A. is a caring school environment that provides opportunities for students to become empathetic citizens of the world by encouraging them to think of others less fortunate than themselves - World Stand Up Against Poverty Day is celebrated annually. The existing 'Community Schools Project', is supported by the school which is a whole school undertaking where students, teachers and community give their time, skills and financial aid, in order to further develop Angolan teachers and help build community schools. Another project supported is El Shaddi which is based in Lobito.

E.S.C.O.L.A. is associated with the well-established Colégio Português and the students benefit from the cross-cultural exposure. Consequently, our second language, which is Portuguese, is enhanced through social interaction. Students begin formal lessons in Portuguese in Grade 1.

E.S.C.O.L.A. is a member of ISASA, the Independent Schools Association of Southern Africa and ECIS, The European Council of International Schools. We are subject to Quality Assessment checks by both associations. In order to remain up to date on current educational trends, staff development meetings are held. Our Grade 5 to Grade 9 students sit the ISA international examinations each year in October. These offer a chance to benchmark against some of the better schools internationally.

E.S.C.O.L.A. provides opportunities for individuals to enhance their talents in a variety of areas. During the course of the year both the Early Childhood Development and Foundation Phases present a concert, while the Primary and Lower Secondary Phases, hold a Supper Theatre evening. At the end of the academic year an annual creative book day and art exhibition are held. Various optional extracurriculum activities are offered each term for students in Grade 1 to 9. Students belonging to the combined E.S.C.O.L.A./Colégio Português swimming team, are trained after school, and take part every year in the Luanda Mini League swimming galas. The team were the 2008/2009 and 2009/2010 champions, and came 2nd in both 2010/2011 and 2011/2012.

E.S.C.O.L.A. encourages communication between parents and teachers and to this end has an open door policy.

“LEARNERS FOR LIFE”
The School Year will run from the beginning of September until the beginning of July. An annual calendar will be available well in advance of the end of the school year. This will show the term dates and public holidays for the ensuing year. This will enable parents to arrange their holidays out of school time.

A calendar of events will be issued at the beginning of each term. This will also show public and school holidays.

**E.S.C.O.L.A. - 2015/2016 - CALENDAR**

**2015 - AUGUST**

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- **23 - Coordinators Arrive**
- **8 - Term I Begins**
- **5 & 8 - School Holiday**
- **10 - Term II Begins**
- **2015 - OCTOBER**

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- **26 - Teacher Development**
- **18 - Parent Meeting G1-G9**

**2015 - NOVEMBER**

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- **2 - Public Holiday**
- **10 - Term I Ends**
- **5 - Term II Begins**
- **14 - Handing Out of Reports**

**2016 - JANUARY**

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- **11 - Teachers Depart**
- **17 - Public Holiday**
- **18 - Teachers Depart**

**2016 - FEBRUARY**

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- **4 - Public Holiday**
- **5 - Public Holiday**
- **8 - Public Holiday**
- **4 - Term III Begins**

**2016 - MARCH**

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- **5 & 8 - School Holiday**
- **18 - Term II Ends**
- **19 - Teachers Depart**

**2016 - APRIL**

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- **26 - Teacher Development**
- **18 - Parent Meeting G1-G9**
- **18 - Term III Begins**

**2016 - MAY**

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- **2 - Public Holiday**
- **28 - School Fair**
- **10 - School Holiday**
- **7 - Term III Ends**

**2016 - JUNE**

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- **30 - School Holiday**
- **7 - Handing Out of Reports**

**2016 - JULY**

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- **10 - Teacher Depart**

**LEARNERS FOR LIFE**
MONDAY TO THURSDAY

Early Childhood Development 08h50 for 09h00 to 13h00
Grade 0 to Grade 2 08h50 for 09h00 to 15h30
(In the first month the longer school day is gradually introduced to the Grade 0 students)
Grade 3 08h50 for 09h00 to 16h00
Grade 4 to Grade 9 08h20 for 08h30 to 16h00

FRIDAY: EARLY CLOSING 08h50 for 09h00 to 13h00 or 08h20 for 08h30 to 13h00

Please note – In the best interest of students attending E.S.C.O.L.A. it is desirable that they arrive at school no earlier than 08h20. Staff duty will only begin at 08h15. An assistant will watch over students until 08h15, but this will be physical care and not educational.

- Staff professional development and the on-going, dynamic curriculum developmental discussions will take up Friday afternoons.
- Physical Education, various sports skills, swimming and cultural activities will be integrated into the daily timetable.
- All text books and stationery for use during school hours is supplied and covered by the payment of relevant fee. Students should have their own stationery at home.
- Lessons will start promptly at 08h30 or 09h00. Students are expected to be at school by 08h20 or 08h50 to ensure that they are ready to start on time.
- Students must be collected promptly at the end of school each day.

There will be two breaks or recess periods during the school day from Monday to Thursday and one on Friday as follows:

- Snack break: All classes have a 30 minute snack break. Presuming that the students have had a meaningful breakfast, a light snack and a NON-FIZZY drink is needed for this break.
- Lunch break: Grade 0 to Grade 3 - 13h00 to 13h30. Lunch is eaten in the dining room with 30 minute outdoor play thereafter.
- Lunch break: Grade 4 to Grade 9 - 13h45 to 14h15. Lunch is eaten in the dining room with 30 minute outdoor play thereafter.
The use of a school uniform will be a requirement at **E.S.C.O.L.A.** for the 2015-2016 school year.

Uniform requirements are as follows:-

- PP3 to Grade 0 – 2x Pinafore to be replaced each academic year
- Grade 1 & Grade 2 - 1x Pinafore
- PP3 to Grade 3 – Book Bags to be replaced each academic year
- PP3 to Grade 3 – Golf Shirt and Uniform Knee Length Shorts are compulsory and to be worn daily.
- Grade 4 to Grade 9 – Golf Shirt and Denim Type Plain Pants, Shorts, Mid-calf Pants or Skirts: in school colours, BLUE, BLACK, WHITE or GREY.
- P.E. Kit composed of T-shirt and shorts and Swimming Kit, composed of swimming costume, cap, goggles and bag is required for all grades.

The students are encouraged to dress in a manner befitting a student of a high calibre independent school. The students are expected to take pride in their appearance.

As a guideline:

**General:**
All clothes should be clean and in good condition: no cut down or ragged jeans etc.

**Girls:**
Jewellery should be kept to a minimum: ear studs and simple necklaces/chain crosses are permitted.

**Boys:**
Simple neck chains are permitted.

**Girls and Boys:**
Shoes/track shoes/secure sandals, not flip-flops or platform shoes;

**Hair:**
Hair must be kept clean, neat and tidy. Long hair must be tied back during school time.

**Head Lice:**
These do occur in any school from time to time. Parents are asked to check their children regularly. Special shampoo is usually available in pharmacies.

**Hats:**
Hats/caps are necessary for outdoor activities, but may not be worn indoors.

All uniforms are purchased through the school shop on a cash/card basis.

*“Learners for Life”*
Security / Transportation

E.S.C.O.L.A. recognises the absolute importance of the SECURITY OF THE SCHOOL AND THE SAFETY OF ALL MEMBERS OF THE SCHOOL COMMUNITY.

To this end, the following procedures will be adopted:

Four guard posts are maintained at the perimeter of the school throughout the day.

A reputable Security Company is contracted to provide a “Rapid Response” service.

Parents are requested to ensure that their children are escorted to the school gate and handed over into the care of the security or school personnel.

At the end of the school day, children will be handed over only to an adult who holds a valid security card.

Details of EVACUATION and LOCK DOWN DRILLS will be posted prominently in all classrooms and offices.

The drills will be practised at regular intervals to ensure that all concerned are familiar with them.

Evacuation procedures are in place.

E.S.C.O.L.A. will liaise with the security company, the US Embassy (who are neighbours) and any other agency that may be able to advise on security issues.

A high level of maintenance of school buildings and fittings will contribute to the safety of all concerned.
Admissions

E.S.C.O.L.A. caters for students of both sexes between the ages of 3 and 15, in the following grades:

Pre-primary 3 → 3 year's old by 15 September (in academic year of registration)
Pre-primary 4 → 4 year's old by 15 September (in academic year of registration)
Grade 0 → 5 year's old by 15 September (in academic year of registration)

Early Childhood Development Phase → PP3, PP4 and Grade0
Foundation Phase → Grade 1 to Grade 3
Primary Phase → Grade 4 to Grade 6
Lower Secondary → Grade 7 to Grade 9

Note: The school reserves the right, after careful consideration of the student’s age and previous educational profile, to place the student in the most beneficial and appropriate grade. If necessary, adjustments will be made after a probationary period of 3 weeks:

- Students will not be admitted if they are 2 years older than the age requirement for a grade level.
- Students will not be admitted if they have been retained 2 consecutive years in the same grade. A student will be admitted if retained in 2 non-consecutive years but will not be entitled to reenrolment upon a 3rd retention.
- The school reserves the right to refuse admission to students whose educational and/or physical needs cannot be satisfactorily fulfilled by the school.
- As all instruction will be given in English a level of proficiency in the English language is beneficial and is particularly necessary for students from Grade 3 upwards.
- Angolan parents must be aware of the Angolan Ministry of Education’s regulations in regard to the re-admission of an E.S.C.O.L.A. student to an Angolan school.

Placing of new students will be on a first come, first served basis but priority will be given to the following cases:

- Siblings of existing E.S.C.O.L.A. students;
- Children of staff at E.S.C.O.L.A.;
- Returning students of E.S.C.O.L.A.;
- Students from sponsoring Companies;
- English speaking students;
- Wait listed students in order of application;
- Students from a similar educational system;

Note: The effective registration and admission into E.S.C.O.L.A. is obtained by accepting the procedures and requirements to be found in the E.S.C.O.L.A. Handbook and Application Form as well as the payment of all fees.

"Learners for Life"
FINANCIAL STRUCTURE

Entrance Fee
Corporate  1,500,000 AKZ
Private  600,000 AKZ

Tuition Fee
Corporate  3,225,000 AKZ
Private  2,110,000 AKZ

Annual Registration Fee
110,000 AKZ

Registration Process:
1. An Expression of Interest form has to be completed and submitted.
2. Interview – if the content of the Expression of Interest form complies with the school’s policies, the parent and child are invited to an interview with the Director of Education or Phase Coordinator.
3. A non-refundable registration fee needs to be paid before the interview takes place.
4. Within 24 hours of the interview, confirmation/denial of registration will be given.
5. An Enrolment form is completed and must be submitted together with requested for documents. If the content of the Enrolment form complies with the school’s policies and all documents have been submitted, an invoice is issued for the entrance and tuition fees as well as the other compulsory components.
6. Registration of a student is only confirmed once all fees have been received.
7. An application may be made by private paying parents to make a termly payment of fees and these are due on 1st May, 1st October and 1st February. Private paying parents who pay annual fees will be given a 5% reduction.

Note: Tuition fees may be subject to an annual increase.

Swimming and Physical Education Kit
Comprises of: Swimming suit, Cap, Goggles, P.E. shorts, T-Shirt and Bag
19,300 AKZ (Male) – 20,400 AKZ (Female)

Book bag
E.C.D. and Foundation Phase
1,700 AKZ

Pinafore
2 x PP3 to Grade0 and 1 x Grade 1 to 2
1,700 AKZ each

Text Book, Art & Stationary Fee
1,700 AKZ

Catered for Lunch Service
This includes soup, main meal, dessert/fruit
240,000 AKZ annually
Dining room fee if lunch brought from home
70,000 AKZ annually

Note: Tuition fees may be subject to an annual increase.

“Learners for Life”
BOARD OF TRUSTEES
Chairman: Peter Muggleton (Education/Estate); Vice Chair: Florbela Lopes (Administration/Operations); Secretary: Renee Caboz (Technology); Rosário Amaral (Education/Hospitality); José Janeiro (Business); NON-EXECUTIVE TRUSTEE: Paul de Sousa (Financial); ADVISORY TRUSTEE: Trevor Munroe (Education);

- Ultimate Authority;
- Ultimate Legal Responsibility;
- Long-term Future;
- Purpose of E.S.C.O.L.A. & Colégio Português;
- Ultimate Financial Authority;
- Core Values, Mission & Objectives;
- Vision of E.S.C.O.L.A. & Colégio Português;
- Strategic Plan and Policies;
- Approval of Budget & Finance Strategies;
- Ensure E.S.C.O.L.A. & Colégio Português serve the community;
- School Development;
- Standards;

SENIOR MANAGEMENT TEAM
Director of Education E.S.C.O.L.A.: Gillian Davidson; Director of Education Colégio Português: Célia Fontes; Administrative Director: Fernandes Gomes; Administrator: Florbela Lopes

- Drafting, implementing and monitoring Strategic Development Plan (including the 'Vision')
- Curriculum development via School Development Plan
- Business management
- Human resources including appraisal
- Administration including buildings and maintenance
- Health & Safety
- Policy drafting and procedures
- Drafting and implementing School improvement and raising standards of teaching and learning
- Capital and Operational Budget formation and monitoring
- Staffing and recruitment
- Social Code and Standards
- Security

“LEARNERS FOR LIFE”
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E-mail: schooloffice@escolaangola.org

“LEARNERS FOR LIFE”