



The World Academy of Tirana

Elementary Policies

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Admissions

- Parents will be notified of each trip in advance. Individual permission slips must be signed and returned before the child can participate.
- The decision to admit a student to *the World Academy of Tirana* is based on the availability of space at the appropriate grade level, the school's ability to meet each student's needs and the student's ability to fulfill our program requirements.
- New students are admitted **throughout the year**, provided there are places available and provided applicants have submitted a **complete application file** together with the mandatory and **non-refundable application fee of € 100 per child**.
- An interview is arranged between an administrator and parents to help get to know your child and introduce him/her to *The Academy*.
- While we understand that it is not always possible for overseas families to arrange a visit admissions interview at the school, it is always preferable to do so.
- Following a visit, you will receive a letter of offer. This will reserve a place for two weeks.
- There is no deadline for the submission of applications but we recommend that you send in your application as early as possible.
- Please note that incomplete applications cannot be processed.
- *The Academy* is not equipped to accommodate disabled students or those with a severe special needs requirement.

Attendance

Students should always show a willingness to learn and a desire to perform at the highest level they can. They should come to school, and to class, on time, fully equipped, with their homework done to the best of their ability, and in a frame of mind which allows them to work well.

Explained absences: These are parent-approved absences for illness or unavoidable legal or religious obligations. While we recognize the needs of a mobile international and multi-cultural community, we strongly urge that non-emergency absences, especially medical and other service appointments, be avoided during the school day. In all cases, parents who wish to have their



children excused for reasons other than illness must inform the school beforehand. Any absence from school results in the student missing classes.

Parents must understand, therefore, that excessive absence, even for the best reasons, can cause a student to fail a class.

Explained absences do count towards a student's total number of absences.

Unjustifiable absences: These are absences where a student skips school or class. Students who are found absent without explanation will be referred to the Principal who will work with the student and parents to prevent further occurrences. Parents will be notified by e-mail and by phone of such absences.

Behaviour

The school is a positive means of encouraging appropriate behavior, in line with the PYP Learner Profile. It includes five statements which are written in a positive manner, and represent the desired behaviors and habits that students are expected to model and practice on a daily basis. We will consistently challenge students to consider their behavior and contributions to school life in terms of the Code of Conduct.

Elementary School Code of Conduct

- Be truthful; communicate honestly.
- Be actively engaged in learning; ask questions, listen to others, work together.
- Be caring, friendly, helpful and polite to others.
- Be responsible for personal property and for the property of others.
- Be respectful and sensitive to the needs of others.

Complaints procedure

In the event of a complaint, the parents should first seek to resolve the issue with the member of the staff concerned.

Should the matter not be resolved, then a complaint should be made, in writing, to the Principal who will adjudicate.



If the complaint refers to the Principal, then it should be addressed to the Chairman of the Board, whose decision will be final.

Curriculum

In Elementary classes (pre-elementary – grade 6) The Academy provides the International Baccalaureate Curriculum for the Primary Years (ages 5 to 11). The programme is modelled on educational systems from around the world, combining the best practices and current educational research to produce a system of education that is recognized by many of the world's top universities.

The curriculum underpins The Academy's aims, helping develop students' intellectual, personal, emotional and social skills to enable them to live, learn and work in a rapidly globalizing world.

The curriculum in each year group includes programmes of study for English, Maths, Science, Social Studies, French, Art, Music, Physical Education and Albanian (compulsory for native Albanian from Grade 1). These programmes are tailor-made and age appropriate and are designed, where possible, to support and be in line with the six International Baccalaureate themes. Planning takes into account the range of abilities and achievements with differentiated activities and teaching methods.

First Aid and Medication

School Nurse/Medication

World Academy of Tirana is very fortunate to have a full time qualified nurse. Parents should inform both the classroom teacher and the nurse of any special health information. It is essential for us to know of any allergies, short or long term health problems or medical conditions. If your child needs specific medication during the day it is important to communicate the instructions for administration of medication with the school nurse or class teacher. No medication is given to children in Early Years.

The school will contact you in the case of illness or injury that may require further observation at home. For this reason it is vital that the school has up to date records of telephone numbers and addresses. Please inform the School Office immediately of any change in contact details.



Sickness and Accidents Policy

There is a school nurse present at all times who is trained in health procedures. In case of accidents a first aid kit is maintained and kept in a location, not accessible to the children, within the classroom. In case of illness or injury, parents will be contacted immediately. Parents are asked in the application form for persons to notify in case of emergency when the school cannot reach parents. If necessary, a child would be transported by ambulance to the hospital.

Before starting at The Academy, each child must be immunized; parents are asked to bring a copy of the vaccination book for the registration process.

It is most important that children who are sick are not sent to school. This is for the good of your child as well as the welfare of the other children in the class. Sick children do not benefit from being in school, and can cause other children to become ill.

Children **will not be admitted** to school if they have the following symptoms:

- elevated temperature
- diarrhea
- vomiting
- pink eye with secretions
- evidence of chicken pox
- head lice or nits
- a contagious bacterial infection, e.g. strep

If such symptoms occur during school, the child must go home immediately. We will contact you, or if unable to reach you, we will contact the persons listed on your child's Application Form.

Medication: Many medications are now long lasting and may be administered in the mornings and again in the evenings. Please ask your doctor if it is possible to prescribe this type of medication because **school staff will not administer it in the Early Years.**

If your child has any contagious illness, please notify the School Office as soon as possible. This includes measles, mumps, scarlet fever and chicken pox. Lice and ringworm are also to be reported.



Homework

Homework is set Monday to Thursday, inclusive it should take about half an hour and the work set is an extension of an activity studied in maths, English or another topic. It is important that children, especially in the lower grades, read each day and parents can help by listening to their child. Reading to a child helps reinforce the pleasure to be had from a book and parents are encouraged to do this as often as possible.

Library

- Students will visit the Library on a regular basis.
- All students will borrow books to take home during this time.
- Parents and students are welcome to visit the library at other times.
- It is important that children return their borrowed books the following library session.
- A replacement fee will be charged for any lost or damaged books.

Fieldtrips

- Fieldtrips are a very important part of the educational programme at the school. All trips are led by teachers but where appropriate or necessary, external professional guides may also be used to provide specialist skills or knowledge.
- Each class will take some field trips over the course of the school year.
- Parent volunteers may be requested to accompany field trips.
- Parents will be notified of each trip in advance. Individual permission slips must be signed and returned before the child can participate.

Home / School Communication

- A replacement fee will be charged for any lost or damaged books.
- Students in Pre-Elementary and Grade 1, will have a home/school journal provided for communications.
- For Grades 1-5 students, teachers and parents should use their journal as a means of communication between home and school.



- Please refer to these regularly to stay informed of your child's homework tasks, school trips and any other important communications from your child's teacher.
- Teachers will also send out regular communications to inform you of the learning taking place in class.
- Teachers will produce a newsletter to coincide with their Units of Inquiry.
- Your child should also be encouraged to check their journal on a nightly basis to ensure homework assignments are completed on time.