



*“The World of Children”
Bujumbura International Montessori School.*

BIMS

School Policy and Information Sheet

Physical address: N°6 Ave Rukonwe, Kabondo. (Administration, Primary & Secondary)

[J935+PC Bujumbura] on Google Maps

N°23 Ave Ririkumutima, Kabondo West. (Crèche/Maternelle)

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BUJUMBURA INTERNATIONAL MONTESSORI SCHOOL

General information

Bujumbura International Montessori School is a private educational centre dedicated to providing quality education for children residing in Bujumbura in the **Crèche, Kindergarten, Primary and Secondary school section**. BIMS is accredited with the **British Pearson Edexcel Exam Board** to present students for their International exams and is **a fully accredited exam center for all international Pearson exams** in year **6, 9, 11, 12 and 13**.

In the Crèche/ Maternelle section, children learn in a quiet and well structured environment using beautiful “hands- on” Montessori equipment and learning aids. The Montessori classes encourage the children to explore the world around them and most teaching/learning is on a one to one basis. Children are taught in either French or English based class groups but they commence to hear, understand and speak the other language as well. The programme aims to prepare children to speak and learn in French and English and after the 3 year pre-primary programme, to be able to enter the Primary school programme with confidence.

From September 2018 the Crèche/Maternelle section will be located at **N°23 Ave Ririkumutima, opposite the Bumerec Hospital** in Kabondo West.

The Primary School comprises of Years 1 and 2 of Key Stage 1 in the British system of the primary school curriculum, opened with the Year 1 in September 2007. Teaching continues on a one to one basis where appropriate and continues to reinforce the Montessori principles of Education. There is a strong emphasis on learning to read and write fluently English to strengthen the English courses. French is taught to all classes. Chinese language studies are introduced in Year 5 and 6.

New children entering Primary grades need to provide BIMS with the school report card from the previous school and if necessary, the children will need to complete a grading test at BIMS before the child is accepted into the appropriate class.

The Secondary school section comprises of Years 7, 8, 9 of Key Stage 3 and Year 10, 11 of Key Stage 4 and Year 12 and 13 of Advanced levels, in the British system. New children entering Secondary grades need to provide BIMS with the school report card from the previous school and if necessary the children will need to complete a grading test at BIMS before the child is accepted into the appropriate class. Children entering from a French school system are recommended to take additional English Lessons during Term breaks. No new students coming from a French language school will be accepted after year 9.

Children entering Years 3 to 9 from non-English programme of studies. These students will be given additional English language support to assist them adapt to our teaching programme.

The main purpose of BIMS is to assist fully in the child’s total development:

- **Socially:** to develop a culture of good manners and habits in a calm and peaceful environment
- **Emotionally:** to be comfortable in a mixed group and to feel happy and loved.
- **Academically:** to be well equipped for Primary, Secondary and the life of knowledge and learning.
- **Physically:** to develop strong healthy bodies able to perform tasks appropriate to their age.

Admission

Fees must be paid **in full at one of the BIMS bank accounts before the start of each term** to confirm the students place in class. Bank details are given on the Fee Structure Sheet. Please note, all student fees including lunch fees must be paid on time to ensure your child’s place at BIMS.

The bank receipt must be presented at the school office and a school receipt will be issued. Only the school and sports uniforms fee may be paid at the BIMS Office. All proof of payment, for the Crèche/Maternelle section, are to be presented at the BIMS main Administration offices.

Once paid, tuition fees for the term are non-refundable unless the fees have been paid for a whole year and your child has been withdrawn according to our school policy.

Parents who are late in paying the fees risk having their children suspended until payment is made. Children are to bring their own morning snack.

To give your child the very best start on the road to success

BUJUMBURA INTERNATIONAL MONTESSORI SCHOOL

Lunch

A hot nutritious lunch is available at school. The lunch fee is for a term and is payable at the bank only, not at school. Morning snacks are to be provided by the parents.

School shop

The school shop is a part of our Business Studies course. Snack food and drinks are available as well as some school materials. All required exercise books and textbooks are provided by BIMS.

Ages and Classes

Crèche	18 months to 2 years 6 months
Montessori Kindergarten	2 years 7 months and older
Primary Key stage 1(Year 1 &2)	5 years 7 months and older
Primary Key stage 2(Year 3 to 6)	7 years 7 months and older
Secondary Key stage 3(Year 7 to 9)	11 years 7 months and older
Secondary Key stage 4(Year 10 & 11)	14 years 7 months and older
Secondary “A” Levels (Year 12 & 13)	16 years 7 months and older

Ages are taken at the beginning of the academic year (September)

Special needs children

These children up to the age of six will be accepted according to the availability of a suitable teacher, on an individual basis and providing the disability does not disrupt the class unduly.

Academic year

At BIMS, the academic year starts in September and ends in June. It consists of three terms, from September to December, from January to March/April*, from April to June. Key term dates are given at the beginning of each year and a copy is available at the school notice board.

Working hours

School starts at **7.45 Monday to Friday** and **ends at 4.30 P.M. from Monday to Thursday** but **ends at 12 o'clock on Friday**. Students can be dropped to school no earlier than 7.00 A.M.

Teacher/Parents interactions

At least one teacher / parent consultation should take place each term to ensure the progress of your child as he/ she progresses through the year. These are to be arranged on a one to one basis, during the afternoon sessions if possible for the Kindergarten section. In addition, there will be Parent/ Teacher nights to enable parents to meet the teachers and to discuss issues concerning the smooth running of the school and to gain a better understanding of the teaching method and philosophy of BIMS Education.

Parents are also encouraged to visit the classes provided this does not disrupt the children's activities. However, appointment times and dates are required. Those parents wishing to actively assist in some classroom learning activities with the children can arrange to do so in consultation with the Director and the class teachers. Parents are asked to allow a period of 4 weeks at the start of the school year before requesting class visits to enable new students to adapt to the new classroom environment.

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Discipline Policy.

The Montessori Philosophy of Education encourages students and staff to act in a responsible manner. Students are encouraged to behave in a respectful and thoughtful manner and with adult assistance, to settle disagreements peacefully. In extreme and unacceptable cases of disruptive behavior, parents will be notified.

If the behavior continues, the child will be suspended. No physical punishment of children is allowed at BIMS. If school materials are destroyed by pupils, a replacement fee will be charged.

There are several specific areas of concern.

- Bullying of students either by staff or other students is totally forbidden.
- Stealing is a serious offence and in addition to the restoration of the stolen property, offending students will receive an appropriate disciplinary action including suspension or expulsion.
- Inappropriate language is strictly forbidden.
- Violence is strictly forbidden.
- Destruction or defacing of school or other people's property is forbidden.

Use of illegal substances including Drugs and Alcohol.

- Students found in possession of or under the influence of drugs or alcohol at school, are subject to immediate suspension or expulsion.
- Students influencing others to take illegal substances are subject to immediate suspension or expulsion.
- Tobacco is forbidden at school and students found in possession of or using tobacco products will be suspended and in repeated cases subject to possible expulsion.
- Alcohol is forbidden at school and students found in possession of or using alcoholic products will be suspended and in repeated cases subject to possible expulsion.

Technology Policy.

- The appropriate use of electronic technology and equipment is essential in today's school programmes.
- Smart phones are often targets for theft. Students are responsible for their security while at school.
- Because of this, the use of smart phones is restricted and these can be brought to school only with the permission of the class teacher and only with the written request of the parents. BIMS will not be responsible for the security of these devices at school.
- Laptops and/or tablets are required equipment for Key Stage 4 students. (Years 10 and 11)
- Students in Key Stage 3 are encouraged to have these available also because of the use of Google Classroom assignments in their classes.
- BIMS cannot be held responsible for the security of such devices during school hours.
- The use of pornographic and gaming sites is strictly forbidden.
- The use of school Wi-Fi with smart phones and computers will be controlled and monitored by the class or ICT teachers.
- Use of Social network sites during school hours will be monitored and only allowed under supervision of the class or ICT teacher.

Illness / Injury Policy.

An Accident Insurance is provided by BIMS. Children showing signs of illness will be treated in accordance with the information provided in the Application Form. If your child has a doctor who normally treats him/her, please provide the school with the details. An injury note will be sent home to inform parents of any treatment given for slight injuries. Parents must inform the school as soon as possible in the event of any communicable disease being contracted by their child so that notices of possible exposure can be given to other parents. **The fee for the accident insurance coverage for children is covered by the school.**

Text Book and school materials. (Primary and Secondary)

BIMS will provide text books and other learning materials either in hard or soft copy for all Primary and Secondary classes. Key stage 4 and "A" Levels students are required to have their own laptop for school use. Personal equipment such as Mathematics Sets and calculators are the responsibility of the student as are exercise/ note books, pens pencils, rulers etc. A list of required materials is available from the school secretary. Some additional minimal payment may be requested when subjects require additional materials for special subjects like Art and for Wi-Fi.

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