



## Parent Handbook

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This Handbook is designed to help you feel informed, connected, and confident as part of the Acorns Family. Within this handbook, you will find brief descriptions of our policies, outlined daily routines, communication channels, and the support available for your family.

**Inspiring & Empowering**

Plot 238 Kisota Road (Along) Northern Bypass Kisaasi Roundabout  
+256 393 202 665 | +256 756 202 665 | [info@ais.ac.ug](mailto:info@ais.ac.ug) | [acornsschools.com](http://acornsschools.com)



# Acorns Vision

To inspire and empower each other to achieve our personal best.

# Acorns Mission

To build an accessible, inclusive learning community of global citizens that pursues academic excellence in a holistic, inquiry-based environment that develops lifelong learners with the attributes to shape a better and more peaceful world.

# Acorns Core Values



## Lifelong Learner

Discovers the joy of learning, acquires the skills to 'learn how to learn', and promotes intellectual endeavours and academic potential through inquiry, critical thinking, and problem-solving.



## Innovative

Embraces creativity, resourcefulness and a willingness to explore new ideas, through technology and high-quality teaching and learning to be problem solvers and agents of change in an ever-evolving world.

# Core Values

## Environmentalist

Participates in environmentally friendly practices through an understanding of the importance of conserving and preserving our shared, finite, and natural resources.



## Global Citizen

Plays an active role in local and global contexts, with strong ethical and moral understanding, through shared accountability and acts of service to create an equitable and inclusive world.



## Wellbeing

Promotes and recognises the importance of physical, emotional, and mental health by creating a supportive environment that cultivates resilience where everyone is valued, respected, and empowered to seek assistance and prioritise self-care in order to thrive.



## Responsible

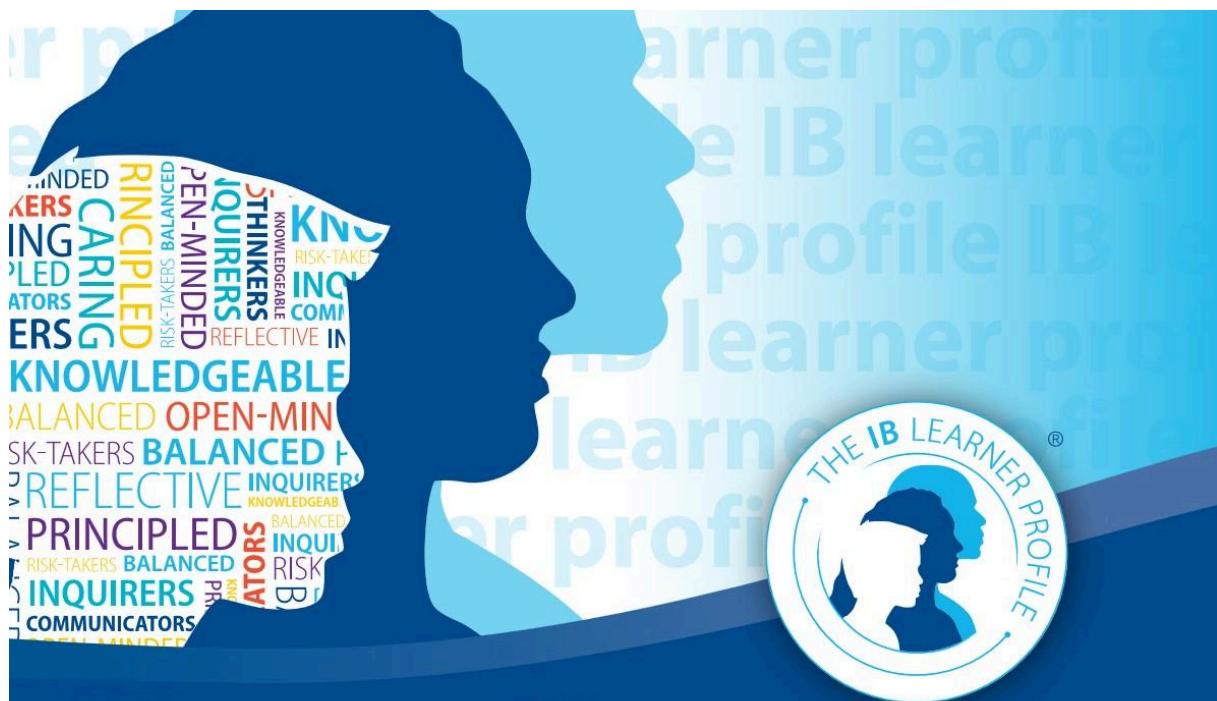
Actively strives to inspire and ensure discipline and excellence in all pursuits based on a personal commitment to integrity, equity, justice, mutual respect, and compassion.



## Pluralist

Genuinely embraces an international mindset by showing respect and tolerance towards all cultures, languages, and traditions, through engagement in the world's rich diversity, while valuing our own identity, languages and beliefs.

# IB Learner Profile



## IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

**INQUIRERS**  
We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

**KNOWLEDGEABLE**  
We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

**THINKERS**  
We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

**COMMUNICATORS**  
We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

**PRINCIPLED**  
We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

**OPEN-MINDED**  
We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

**CARING**  
We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

**RISK-TAKERS**  
We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

**BALANCED**  
We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

**REFLECTIVE**  
We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

**The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.**

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“IB learner profile”

## Table of Contents



## Content

## Page #

1 Message from the Head of School and Deputy Head of School	6
2 Senior Leadership Team Contact Details	7
3 Acorns Anthem	8
4 General School Information	8
• Important Timings	8
• Drop-Off Timings	9
• Pick-Up Timings	9
• Late Arrival at School	9
• Leaving During School Hours	9
• If Absent for More Than 2 Weeks	9
• Family ID Card	9
• School Uniform and Dress Code Guidelines	10
• Homework	10
• Secondary Laptop Requirement	11
• Morning Break	11
• Lunch	11
• No Sharing Practice	11
• Birthday Celebrations	11
• Other Celebrations at Acorns	12
• Illness at School	12
• First Aid	12
• Lost Property	12
• After-School Clubs (Early Years and Primary)	12
• Duke of Edinburgh International Award (Secondary)	12
• After-School Care	13
• House Teams	13



● Entering and Exiting the Campus	14
● Change of Personal Details	14
● Change of Guardian or Caretaker	14
● Letters Issued by the Admissions Department	14
● Parent-School Communication	14
● Toddle	15
● Acorns Parent Teacher Organisation (PTO)	15
● Lesson Exemptions	15
● Lockers	15
● Academic Progress	15
● Anti-Bullying	16
● Withdrawal of Admission	16
5 Acorns Policy Encapsulations	16
● Academic Honesty Policy	17
● Admissions Policy	17
● Assessment Policy	17
● Behaviour and Motivation Policy	17
● Child Protection and Safeguarding Policy	18
● Code of Conduct Policy (Families and Staff)	18
● Communication Policy	18
● Curriculum Policy	19
● E-Safety Policy	19
● Field Trip and Excursion Policy	19
● Health, Safety & Security Policy	19
● Language Policy	20
● Learner Support Services Policy	20
● Student Attendance and Retention Policy	20



## 1 Message from the Head of School and Deputy Head of School

Dear Acorns Community,

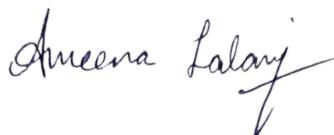
Our Acorns tree has seen a flourishing journey from a sapling to a strong, deep-rooted tree. From the size of the campus to the size of our community, the trajectory has been upward and onward, and we would like to thank everyone who has played an integral part in this exponential growth – our students, parents and of course, the invaluable Acorns team.

Whether the Directors, Teachers, Teaching Assistants, Heads of Departments, Admin or Auxiliary staff, we are all part of a very important job of educating, inspiring and empowering students to be happy and successful. Thank you so much for all the hard work and energy you invest in your job.

We are proud to have the support of an entire Acorns community that shares the school's vision to inspire and empower each other to achieve our personal best.

You are now an important member of the Acorns community. We would like you to know what this role entails and encompasses.

We hope this handbook demystifies a large part of who we are, what we stand for, and how we do things. Please note that some Acorns Policies are encapsulated in this book, and their detailed versions are uploaded on our school website and under the Policies Tab on Toddle. If there is anything we have missed, and you think will be relevant to the entire Acorns Family, please send in your suggestions to [admissions@acornskisaasi.com](mailto:admissions@acornskisaasi.com)



Ms Ameena Lalani  
Head of School/CEO  
[headofschool@acornskisaasi.com](mailto:headofschool@acornskisaasi.com)  
[ceo@acornsschools.com](mailto:ceo@acornsschools.com)

Ms Rachelle Hale-Molo  
Deputy Head of School  
[deputyhos@acornskisaasi.com](mailto:deputyhos@acornskisaasi.com)

## 2 Senior Leadership Team(SLT) Contact Details

\*In the event of personal changes, Senior Leadership's email information will remain the same.



**Ameena Lalani**  
Head of School  
Chief Executive Officer  
[headofschool@acornskisaasi.com](mailto:headofschool@acornskisaasi.com)



**Rachelle Hale-Molo**  
Deputy Head of School  
[deputyhos@acornskisaasi.com](mailto:deputyhos@acornskisaasi.com)



Head of Finance  
[finance@acornskisaasi.com](mailto:finance@acornskisaasi.com)  
Location rental, External Payments

Rozila Lalani  
[accounts@acornskisaasi.com](mailto:accounts@acornskisaasi.com)  
Fee-related matters, Invoices, School Bus



**Nina Benedict Mashimba**  
Head of Admissions & Advancement  
[admissions@acornskisaasi.com](mailto:admissions@acornskisaasi.com)  
Admission Inquiries, Immigration/  
Visa/Admission/Exit Letters, Marketing & Communications



**Rosyelene Ampumuza**  
Head of Administration  
[admin@acornskisaasi.com](mailto:admin@acornskisaasi.com)  
School lunch, After school clubs, Daycare, Uniforms, School IDs



**Allison Ngatgeze**  
Head of Human Resources  
[hr@acornskisaasi.com](mailto:hr@acornskisaasi.com)  
Staffing and Employee Concerns



**Andi Haskins**  
Head of Early Years  
[earlyyearshod@acornskisaasi.com](mailto:earlyyearshod@acornskisaasi.com)  
Queries related to Early Years



**Shallon Baguma**  
Head of Primary  
[primaryhod@acornskisaasi.com](mailto:primaryhod@acornskisaasi.com)  
Queries related to Primary



**Shirin Bagchi**  
Head of Secondary  
[secondaryhod@acornskisaasi.com](mailto:secondaryhod@acornskisaasi.com)  
Queries related to Secondary



**Henry Kalanzi**  
Head of Specialities  
[specialtieshod@acornskisaasi.com](mailto:specialtieshod@acornskisaasi.com)  
School Teams, PYP Speciality Subjects(French, Kiswahili, Dance e.t.c)



**Caroline Nganda**  
EYP Curriculum Coordinator  
[epcoordinator@acornskisaasi.com](mailto:epcoordinator@acornskisaasi.com)  
Queries related to EYP Curriculum



**Jamal Makki**  
PYP Curriculum Coordinator  
[pypcoordinator@acornskisaasi.com](mailto:pypcoordinator@acornskisaasi.com)  
Queries related to PYP Curriculum



**Sam Weavers**  
MYP Curriculum Coordinator  
[mypcoordinator@acornskisaasi.com](mailto:mypcoordinator@acornskisaasi.com)  
Queries related to MYP Curriculum



**Kanyesigye Kenneth**  
DP/A Levels Curriculum Coordinator  
[dpcoordinator@acornskisaasi.com](mailto:dpcoordinator@acornskisaasi.com)  
Queries related to DP/ A Levels Curriculum  
Parent Handbook

## 3 Acorns Anthem

Sung at the beginning of school events, our anthem represents the pride we have in our community.

*Acorns International, arise and shine.*

*We inspire and empower each other to create a peaceful world.*

*With a strong foundation, we aim for the highest, build for tomorrow and strive for success.*

*We inquire and aspire to be lifelong learners;*

*With morals and values, we shine in all nations.*

*Academic excellence we seek, with the finest education for all.*

*Acorns International, arise and shine.*

*We inspire and empower each other to create a peaceful world.*

*With a strong foundation, we aim for the highest, build for tomorrow and strive for success.*

## 4 General School Information

Once registered, your EYP child may start at Acorns on any school day, as agreed between the Admissions Office and parents. In the case of Primary and Secondary students, they can start once the parents receive the Placement Assessment Update email.

Each student is assigned to a class by the Head of Admissions based on factors such as age, gender, the current number of students in the relevant yearbands, prior completed classes, and Placement Assessment scores. If no places are available, the student will be placed on a waitlist. Your child's House Team will also be assigned upon enrolment confirmation.

### Important Timings

<b>Class Start and Finish</b>	
Creche-EYP3	8:45 am - 2:45 pm
PYP1-6	8:00 am - 3:25 pm
Secondary	7:45 am - 3:25 pm

<b>Office Hours</b>	
School Days	7:30 am - 5:00 pm
Saturday/School Holidays	9:00 am - 4:00 pm
Sunday/Public Holidays	Closed

<b>Finance Team Hours</b>	
School Days	7:30 am - 4:00 pm
School Holidays	9:00 am - 4:00 pm
Weekends/Public Holidays	Closed

### Drop-Off Timings

Students should NOT arrive at school before 7:00 a.m. Acorns' supervision cannot be provided before this arrival time. We appreciate your support in following the designated reporting and dismissal times to ensure a safe and well-coordinated school day for all students.

### **Pick-Up Timings**

Students are expected to be picked up no later than 15 minutes after their last class or club. Delays beyond this time incur a late pick-up charge. Please refer to the school's fee structure for the applicable rates. Parents are requested to adhere strictly to reporting and dismissal times for their child(ren).

### **Late Arrival at School**

Please check the above box for school timings, based on class. Students reporting after these times will be marked 'Tardy' (This will contribute toward the 90% mandatory attendance. Please read the Attendance and Retention Policy). Repeated tardiness may elicit a meeting between the parents and Acorns Leadership. In the Secondary Department, students arriving late will not be able to disrupt the ongoing lesson and must wait until the next lesson.

### **Leaving During School Hours**

Since we operate a closed campus, students are permitted to leave the campus during school hours only in the event of prior communication from the parent/legal guardian. In this event, a parent or legal guardian is to either inform the homeroom teacher through Toddle or a member of the Acorns Senior Leadership Team through email. In the event of an urgent matter, the parent should call the Administration Office. The person picking the child has to then collect an Early Dismissal Slip from their respective Heads of Department(HoD).

### **If Absent for More Than Two weeks**

Students are expected to be in school and each class as scheduled. The minimum attendance expectation is 90% every term (Please read our Admissions Policy for details.). However, if the child has to travel during school days and will be away for more than 2 weeks, parents/legal guardians are expected to email their respective HoDs.

Families are asked to notify us of students' absences via Toddle. [Please view this "How to" Guide.](#)

### **Family ID Card**

Acorns has a Family ID Card system. Each personalised card features the photograph of the adult authorised to pick up or drop off the student(s). Parents or legal guardians can apply for a card for themselves or on behalf of any other authorised adult, including drivers, nannies, or relatives, by contacting the Head of Administration.

The first card per family is free of charge; additional cards are UGX 15,000 each. Once the cards are ready, they can be collected by the parent/guardian or handed directly to an authorised adult, provided the parent/guardian has confirmed authorisation in writing (email or phone call to reception). If an authorised person is no longer permitted to pick up your child, please destroy the card and inform the Head of Administration immediately.

For any temporary changes to the pick-up routine due to unforeseen circumstances, parents must email their child's Head of Department or the Head of Administration in advance, providing the name of the authorised person, who must carry a valid photo ID when collecting the student(s).

## **School Uniform and Dress Code Guidelines**

We celebrate our diverse community of over 40 nationalities and uphold a standard of respectful attire that reflects the values of our multicultural environment.

- Uniform requirements
  - Starting from EYP3, all students are required to wear the full school uniform appropriate to their department and timetable. The PE uniform is mandatory for every student (Creche onwards).
  - Exceptions to this rule include special occasions such as birthdays, class parties, or PTO Home Clothes Days.
  - For outdoor activities, students are encouraged to wear hats or caps and apply sunscreen.
  - Footwear must prioritise safety; flip-flops are not allowed.
- Casual clothing guidelines for non-uniform days
  - Avoid ripped jeans, leggings, or jeggings worn as pants, and any overly revealing clothing.
- Non-Compliance
  - Students who do not comply with the above dress code may have their families contacted to provide more appropriate clothing. Depending on the severity of the infraction, a student may also be sent home.
- Unavailability of uniforms
  - If a student's uniform is temporarily unavailable from the school supply, they may wear the PE kit or neutral-colored, comfortable clothes until the new stock arrives. Uniform guidelines for casual clothing above will apply.
- Cultural and religious exemptions
  - We respect and accommodate cultural and religious requirements. If the current uniform does not align with your family's cultural or religious needs, please contact your child's Head of Department to discuss suitable alternatives.

For any inquiries or to purchase uniforms, please contact the main administrative office or email [admin@acornskisaasi.com](mailto:admin@acornskisaasi.com)

## **Homework**

We believe that homework is a valuable exercise for students, which bridges the gap between learning in the classroom and the home environment, allowing parents, teachers and students to engage in the learning process. Homework, at Acorns, is the outcome of best practices filtered over the years and is developed to best suit each yearband.

Students are expected to respect deadlines, complete their homework diligently, and address any difficulties related to homework proactively. Please stay signed in to Toddle and turn on notifications for more information.

For students in the Early Years Programme (EYP), we do not assign traditional homework. Instead, we encourage play-based and family-driven activities that promote curiosity and foundational skills.

## **Secondary Laptop Requirement**

To support our technology-integrated curriculum, all Secondary students must have a personal laptop. This enables them to engage in research, collaborate on projects, and use the digital platforms essential to their learning at school and home.

### **Morning Break**

Children should come with a snack and drink for their mid-morning break. This should be a healthy snack. We request that crisps, sweets, and soda not be included in their snack box. A healthy snack may be savoury biscuits or crackers, fruit, raw chopped vegetables, cheese or non-sugar popcorn. This should include a non-sugary drink. Acorns also has a Café that is open to Secondary students only during their break and lunchtime.

### **Lunch**

We serve a balanced hot lunch to our students each day. Some children may be fussy eaters; staff will encourage children to try new foods, but never force them. If you have any concerns regarding your child's diet, please discuss this with their homeroom teacher.

The cost of school lunch is provided in the yearly Fee Structure. Menus are shared on a termly basis, with further information available at the reception.

Home lunches must be sent with students in the morning. No drop-offs or deliveries are allowed, and students are not permitted to leave campus during lunchtime.

### **No Sharing Practice**

The school follows a 'no sharing' practice. We do not allow our students to share their food or snacks, being cognizant of allergies or religious dietary choices. Teachers talk to students regularly about this, and we would encourage you to speak with your children about the same at home.

The exceptions to this rule are class parties and events where we ask all to follow guidelines.

### **Birthday Celebrations**

- In Class
  - We love celebrating students' birthdays in class and sharing their excitement with teachers and classmates. To ensure the celebration is smooth, we kindly ask parents to follow a few guidelines: please coordinate with the homeroom teacher in advance to set a suitable time that does not disrupt lessons; bring a cake or cupcakes and/or juice for the celebration; refrain from sending sweets, soda, or gifts (note that carbonated drinks are considered soda); and keep celebrations under 20 minutes.
- At Home
  - We understand that children form strong bonds at school, and we also respect parents' need for confidentiality. We kindly ask that birthday celebrations be arranged independently, outside of school, as Acorns staff cannot share parents' or guardians' personal contact details. A helpful approach many parents use is exchanging contact information during school events or including the party host's contact details on invitations so that invited families can RSVP directly

### **Other Celebrations at Acorns**

During the year, we celebrate several events. All events are marked on our calendar, and invitations are sent on Toddle as a reminder. Every EYP and PYP yearband also has a class assembly; details of these are shared via Toddle too. If you prefer that your child not participate in any of our celebrations, please inform the HoD and/or the homeroom teacher.

### **Illness at School**

If your child informs the school about any pain or illness, they will be taken to the Sickbay and the school nurse will monitor them for some time. If the illness persists, the parents/guardians will be contacted for further action.

Medication may be administered during school hours only by the school nurse and only with written instructions specifying the child's name, class, type of medicine, dosage, time of administration, and the person authorising it.

Please remember that if your child is ill, they should not be in school. In case of communicable diseases, they should not be in school until they are no longer contagious. If your child has an ongoing medical condition, please speak with the HoD about this and discuss appropriate care and treatment.

### **First Aid**

We have fully-qualified nurses at school, who are equipped to deal with any paediatric emergency, CPR, and minor injuries and administer first aid as necessary. We will always advise you with a note of a bumped head during the school day or a grazed knee. In the event of a more serious accident or if your child is taken seriously ill, we will contact you immediately, as well as our nearest ambulance service.

### **Lost Property**

Labelled items make it much easier for our staff to return them to their owners. If you use a tag, please ensure the name remains visible after washing. Lost items can be found in the lost property box at the main Primary/Secondary reception, and we also display unclaimed items at various times throughout the year. The school will not be liable for any loss or damage to any personal belongings.

### **After-School Clubs (Early Years and Primary)**

Each year, we aim to offer after-school clubs that complement your child's academic experience while providing a fun and engaging break from the routine. Our offerings include Art, Swimming, Taekwondo, Skating, Mental Math, Chess, Public Speaking, Financial Literacy(Little Feza), Robotics, and Music, among others. These optional clubs are available for an additional fee, as outlined in the fee structure. Updated club offerings are shared at the start of each term.

### **Duke of Edinburgh International Award (Secondary)**

The Duke of Edinburgh's International Award promotes informal education worldwide, encouraging youth to set goals, recognise achievements, and drive change. By building skills, fitness, adventure, and community involvement, the Award helps young people find purpose. Operating in 129 countries, it's personalised, and each tailor their journey. Over a million youth pursue it through various partners, following a flexible framework.

- From MYP 1 to MYP 3, all students take Service as Action(SA) activities as follows:



- Students can select up to two activities every term, and voluntary services are compulsory in Term 1 of every academic year.
- For the two activities chosen in Term 1, one must be a six-month activity (Term 1 & 2) and the other for three months.
- In Term 3, the student selects two new activities, both for three months and must not have been taken before in the previous Term I or II of the same academic year.
- From MYP 4 to A Levels and DP
  - There are three (3) Levels
  - Bronze Level (2 – Three months activities & 1 – six months activity)
  - Silver Level (2 – six months activities & 1- one-year activity)
  - Gold Level (2 – six months activities & 1- one-year activity)

## After-School Care

At Acorns, we offer an after-school care service. Below are the procedures:

- Students not doing clubs: these students will remain in their respective holding areas for up to 15-20 minutes, after the last class. If not picked up within those 15-20 minutes, staff will record the time of pick up, and parents will be invoiced accordingly.
- Students doing clubs or teams: these students will remain in their respective holding areas for up to 15-20 minutes after the club ends. If not picked up within those 15-20 minutes, staff will record the time of pick up, and parents will be invoiced accordingly.
- Students paying for daycare service during the term: Children picked up after 5:30 pm will be charged at the rate of \$5 per 15 minutes.
- Younger siblings: Care will be provided at no cost only until the dismissal time of the oldest sibling.

Department	Class ends at:	Students will be moved to after-school care:	After-school clubs end:	After the club, the child will be moved to after-school care
Early Years	2:25 pm	3:00 pm	3:30 pm	3:45 pm
Primary	3:25 pm	3:40 pm	4:15 pm	4:30 pm
Secondary	3:25 pm	3:40 pm	4:15 pm	No after-school clubs

## House Teams

Acorns has 6 house teams: Air, Earth, Fire, Light, Metal and Water. Once enrolled, the Head of Admissions will also assign a house team. Teachers award House Team points throughout the year, teams will compete against each other once a year during the annual Sports Day event and throughout the year in inter-house competitions and galas.



Water



Light



Metal



Fire



Air



Earth

## Entering and Exiting the Campus

At Acorns, every authorised adult is required to present their Family ID card at the gate. This simple step helps us maintain a safe and secure environment for the entire Acorns Community. We rely on the cooperation of our parents to ensure safety on campus. Please take a moment to review our Health, Safety and Security Policy.

Motorbikes (boda bodas) are not permitted on campus unless owned by an existing Acorns parent or staff member. We also ask that you follow basic traffic management rules while on campus: do not parallel park, keep within the 10 km/h speed limit, and cooperate with our security team at all times.

### **Change of Personal Details**

Parents are expected to inform the Admissions Office at [admissions@acornskisaasi.com](mailto:admissions@acornskisaasi.com) of any changes to contact numbers, addresses, or email addresses. Any name changes in the system after enrollment must be supported with a copy of the passport or birth certificate. This ensures that official documents remain accurate and aligned throughout your child's academic journey

### **Change of Guardian or Caretaker**

If there is a change in your child's guardian or caretaker, please inform the Admissions Office at [admissions@acornskisaasi.com](mailto:admissions@acornskisaasi.com). This email should include updated contact information and any relevant details to ensure seamless communication and the safety of your child. Please note that the school reserves the right to verify the information provided to maintain compliance with its policies.

### **Letters Issued by the Admissions Department**

As a school, we provide students with the following letters:

- Addressed to Immigration aiding Student Pass applications
- Addressed to the various Embassies/Consulates for tourist visa applications
- General admission letters

These letters can be requested on school working days (Monday to Friday) between 7:30 a.m. and 4:30 p.m. via email at [admissions@acornskisaasi.com](mailto:admissions@acornskisaasi.com). Please submit your requests in advance and allow up to two(2) working days for processing before collection. Kindly note that letters will not be available during public holidays.

### **Parent-School Communication**

Homeroom teachers or HoDs should be your first point of contact with the school. Please contact them regarding any issues – academic or pastoral – and they will work with the staff team to support your child.

The Curriculum Coordinator is also available to address matters related to academics.

Those wishing to have a meeting with any member of staff, please contact them over email to arrange a time in advance.

Other communication platforms include:

- Written communication between school and home (emails/letters/newsletters)
- School diaries (PYP)
- Conferences as per the school calendar
- Toddle

## **Toddle**

The Toddle app is specifically designed for IB Schools. Using 3 apps, Toddle Educator, Toddle Family, and Toddle Student, simplifies and enriches the collaboration experience. Designed to cater to the diverse needs of the school and families, it offers a comprehensive platform for seamless communication and collaboration among parents, the school, and students. With intuitive features such as announcements, attendance excusals, homework, calendars, task lists, progress reports, and secure messaging, Toddle streamlines daily routines while fostering a stronger sense of togetherness.

## **Acorns Parent Teacher Organisation**

The Parent Teacher Organisation(PTO) is a volunteer organisation established to support the welfare of the Acorns community – students, families and staff.

PTO aims to welcome all families in the school community, help school stakeholders stay connected, and create a convenient way for school staff and parents to work together to support students' learning experience in a friendly and inclusive environment. Each year's PTO sets their own goals and completes its own fundraising to support PTO initiatives.

It is important to note that PTO members are volunteers and are not responsible for handling individual parent/student/teacher cases or complaints. In the case of a complaint, the Complaint Procedure in the School's Communication Policy should be followed.

PTO selections are conducted at the beginning of each academic year. A member can serve for two years consecutively.

You can reach out to our current PTO Chairperson through email at [pto@acornskisaasi.com](mailto:pto@acornskisaasi.com) or read the full Policy on our website.

## **Lesson Exemptions**

Parents/guardians are required to notify the relevant Head of Department (HoD) in advance if a student needs to miss any classes, including swimming or PE, due to religious, cultural, or medical reasons. This allows the school to remain informed and make appropriate accommodations while adhering to curriculum guidelines. Please note that certain curriculum-mandated requirements may not be subject to exemption.

## **Lockers**

All students in the Secondary will be allocated a locker. The locker will be lockable and come with a key. If the student loses the locker key, the student will be charged UGX 30,000 to have the key replaced. No student should leave their bags in a classroom unattended. The school will not be liable for any loss or damage to any personal belongings.

## **Academic Progress**

Communication regarding your child's academic progress is delivered in various ways, including parent meetings, school examinations and tests, school reports and updates. If there are any concerns over academic progress, the first point of contact will be the homeroom or subject teachers and then the Curriculum Coordinator. Students are closely monitored, and any concerns regarding attendance, effort, organisation, behaviour, attitude, exam results, homework and other matters will be dealt with and reported to parents/guardians as appropriate.

In the Secondary Department, summative assessments will be scheduled on Toddle in advance. These summative assessments are not repeated. As such, the families are requested to be mindful of the school days when planning any activity that requires the student to be present during the school day hours.

The end of the term assessments are used to fill gaps, and provide an opportunity for practising exam readiness skills. They are not the sole basis for MYP grades. End of unit summative tasks are the benchmarks of academic progress in IBMYP. End-of-year examinations are not to be missed. Please read our Admissions Policy for details.

Grades are updated on Toddle after every end-of-unit summative tasks with comments. Detailed reports will be generated for each student at the end of Term 1 and Term 3.

### **Anti-Bullying**

The school promotes a culture where students support one another in all aspects of school life. Conflict, whether physical or emotional, is strongly discouraged. Staff will reinforce this message at appropriate times.

Bullying is distinctly different from poor behaviour. Bullying is defined as behaviour that is:

- Intentional – meant to hurt, threaten, or intimidate.
- Repeated – occurring over time rather than a single incident.
- Imbalanced – involving a power differential between the individuals involved.

Students are encouraged to report any incidents of bullying or concerns to a member of staff and can feel confident sharing their problems without feeling guilty. Staff who receive reports of bullying will inform the student's homeroom teacher or Head of Department, who will take appropriate action per the Behaviour and Motivation Policy.

### **Withdrawal of Admission**

At Acorns, we aim to support your family's transition. The withdrawal process should begin at least two weeks before your child's last day at school, or sooner if possible. Please note that exit clearances cannot be processed during school breaks, due to clearance being required from different departments.

- Complete the [Student Exit Form](#) online
- The Admissions Office will confirm receipt and guide the next steps.
- Once the exit process is finalised, Acorns will issue the Leaving Certificate, Recommendation Letter, and End of Term Report.

## **5 Acorns Policy Encapsulations**

Acorns International School offers a safe, supportive, and empowering learning environment for all community members. Policies help the school establish clear rules, procedures, and standards for learning, safety, and accountability. We review policies every two years.

Below are summarised versions of our policies, and linked versions are available on our website under [School Policies](#). Please contact any Acorns staff or a Senior Leadership Team member if you need further clarification.

### **Academic Honesty Policy**

As an academic institution, Acorns strives to uphold the highest levels of honesty, integrity and excellence. Our students are expected to maintain the same standards through academic honesty and personal integrity. The Acorns teachers and staff are dedicated to the instruction necessary for the prevention of unintentional plagiarism and cheating, as well as to help students understand the role of responsibility in their own learning. This Policy includes sections such as implications of cheating, plagiarism, definitions and examples of academic dishonesty, and citing sources and their examples. This Policy also clearly lays out the implementation plan and its consequences.

### **Admissions Policy**

This Policy endeavours to establish a clear, fair, and efficient admissions process that supports the holistic development of students, fostering an inclusive and welcoming environment for families. By outlining transparent procedures and criteria, this policy ensures that each student is placed in an appropriate educational setting that aligns with their developmental needs, enabling them to thrive academically, socially, and emotionally. The policy is designed to uphold the values of inclusivity, diversity, and academic excellence, ensuring that every family receives the necessary guidance and support throughout the admissions journey.

### **Assessment Policy**

Assessments lie at the heart of the process of promoting a child's learning. It provides a framework within which educational objectives may be set and the child's progress expressed and monitored. This should be done in partnership with learners and parents. At Acorns, we believe that assessments provide the basis of informed teaching, helping learners overcome difficulties and ensuring that teaching builds upon what has been learned. It is also how learners understand what they have achieved and what they need to work on. This Policy provides a framework for all examinations and assessment testing carried out at Acorns, from our Early Years, Primary, and Secondary Departments.

### **Behaviour and Motivation Policy**

Acorns is committed to educating learners as a whole; this means providing quality academics and teaching learners how to be respectful to others and themselves. Acorns aims to create a learning environment that is welcoming, safe, and secure for all learners. Therefore, the Behaviour and Motivation Policy is designed to support students through cooperation and communication between all stakeholders. This Policy includes Early Years student behaviour expectations and how to achieve them through classroom management skills such as a 'thinking chair'; Primary students' behaviour expectations and managing them through Teacher Expectations, Communication Between School and Home, Classroom Behaviour Chart, House Points and Behavioural IEPs; Secondary students' behaviour expectations and managing through teacher expectations, encouraging positive behaviour, house points, sanctions, defining physical restraint. All these are accompanied by appropriate templates and formats used by Acorns staff members.

### **Child Protection and Safeguarding Policy**

We believe that all children have the right to be safe and protected in our society. At Acorns, we acknowledge our responsibility to safeguard our students' welfare not only on campus, but also when off campus. This Policy outlines the measures we implement to support and promote our students' emotional, mental, and physical well-being.

At Acorns, we want to safeguard our students by;

- being as physically, emotionally and mentally healthy as possible
- experiencing good quality education opportunities
- living in a safe environment
- learning in a safe environment
- receiving support from a network of reliable relationships
- are learning developmentally appropriate skills
- has a sense of their own identity and a positive self-image
- is appropriately developing their confidence and their interpersonal skills

All members of the Acorns Community are responsible for safeguarding our students. If you see something, say something. Report any Child Protection or Safeguard concern directly to a Designated Safeguarding Officer(DSO) or through the Child Protection Concern Report form found through the QR Code. Reports can be made anonymously.



### **Code of Conduct Policy**

As we (teachers, parents, family members, drivers, nannies, volunteers, and non-teaching staff) are all members of a school community, we must be respectful of each other and set an example for our young people. Acorns is committed to creating an environment where all members are treated with respect, patience, integrity, dignity, and consideration. Therefore, expectations of teachers, parents, family members, drivers, nannies, volunteers, and non-teaching staff are all laid out clearly in this Policy.

### **Communication Policy**

Acorns is very proud of the positive relationships it builds with our students' families. We believe that connection, communication, and understanding between home and school is one of the most effective ways to promote a child's education.

For this reason, we provide multiple avenues for parents and teachers to communicate and also laid out clearly in the Policy which includes:

- Phone and Email
- Toddle
- Teachers 'Open Door'
- Complaint Procedure; this includes the order of which to talk to our staff about a concern
  - First: Homeroom Teacher
  - Second: Head of Department
  - Third: Deputy Head of School
  - Fourth: Head of School

### **Curriculum Policy**

Acorns is committed to delivering a broad and balanced curriculum through a wide range of experiences. From Early Years (EYP) to PYP6 in Primary, we follow the International Baccalaureate Primary Years Programme (IBPYP) curriculum framework; in Secondary MYP1 to 5, we follow the International Baccalaureate Middle Years Programme (IBMYP); and at Upper Secondary Level from Year 12 to Year 13, our learners will have two options to choose from i.e., International Baccalaureate Diploma Programme (IBDP) or Cambridge A Levels.

The curriculum includes not only the formal requirements of education but also the range of extra-curricular activities that are organised to enrich the experience of children. It also includes the 'hidden curriculum', where the children learn from the way they are treated and expected to behave. To achieve these goals, they need rigorous academic preparation and a passion to become the best they can be. Through our engaging, inquiry-based environment, students reach their full academic potential and become responsible, caring, multilingual, and culturally literate global lifelong learners.

### **E-Safety Policy**

ICT in the 21<sup>st</sup> Century is seen as an essential resource to support learning and teaching, as well as play an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access lifelong learning and employment.

Everybody in the school has a shared responsibility to secure any sensitive information used in their day-to-day professional duties. Even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them. This Policy (for all staff, Directors, visitors and students) is inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, tablets, webcams, whiteboards, voting systems, digital video equipment, etc); and technologies owned by students and staff, but brought onto school premises (such as laptops, mobile phones, camera phones, mp3 players and portable media players, etc).

### **Field Trip and Excursion Policy**

Acorns believes that field trips and outdoor excursions enhance students' learning by providing opportunities for students to participate in curriculum-related activities outside the normal school setting. School excursions are well-planned, curriculum-related activities that aim to maximise students' learning experiences outside of the classroom. This Policy includes content such as the responsibility of Acorns Leadership, process and implementation of trips, including all the necessary templates such as risk assessment and consent forms, etc., used by Acorns staff.

### **Health, Safety & Security Policy**

Acorns aims to provide a safe working and learning environment by ensuring a systematic approach to the identification of risks and the allocation of resources to control them. The Health Policy includes health-related matters such as medical details, first aid, Incontinence, and cleanliness at school. Safety Policy includes evacuation and non-evacuation procedures. Though these two are not published due to confidentiality purposes, a clear layout plan is made available to all staff members, who also sensitise children on a regular basis, along with standard drills (evacuation drills three times a year and non-evacuation drills once a year) taking place at school regularly. The Security Policy includes components like entering and exiting campus, changes in personal details to be communicated to the school and its procedure, Family IDs, school bus and security guards, etc.

### **Language Policy**

Acorns International School's philosophy of language is that the teaching of language has a crucial role to play in equipping learners with the communication skills they need to become effective learners in the world of work and society in general. We believe that our language curriculum reflects the benefits of our cultural and linguistic diversity and provides learners with

positive images through their reading of literature. Every learner at Acorns is entitled to an experience of language learning that supports his/her development in all areas of education. All our students, irrespective of age, ability, gender and ethnic origin, are entitled to participate fully in, and benefit from a broad range of appropriate language teaching and learning activities at every stage of their education. In line with IB philosophy, our goals remain to learn the language, learn about language and learn through language. The Policy includes components like English: the language of instruction/official working language, family language, English language learners, language acquisition, planning language learning, approaches to teaching language, assessing speaking and listening, reading and writing and reading.

### **Learner Support Services Policy**

Acorns is a school that believes in the education of all young people. Acorns accepts students with varied needs and levels of education. Learner Support Services (LSS) is a team of teachers and professionals dedicated to working with parents and teachers to enable all students to reach their greatest potential. As a team, LSS:

- Provides Language Support Classes for students performing low in the English language.
- Creates plans and supports students with Special Needs.
- Implements and monitors behaviour plans school-wide and for individual students.
- Provides counselling to students and families.

### **Student Attendance and Retention Policy**

Acorns aims to enable every learner to be successful at their year level. Throughout the school year, students take multiple assessments in order to track the progress of individual learners. The results are given to parents and also monitored by the Learner Support Services (LSS) department to verify that students are meeting year-level expectations.

If a student has attended less than 90% of the academic year AND is not meeting year-level expectations, retention will be mandatory.

If a student misses an entire term, they will have to take the MAP assessment before rejoining.

Students who have missed a MAP Assessment due to travel in Term 3 will be required to take it before being placed in a class the following academic year, to establish that they are placed appropriately. EVEN IF their scores previously were above the “Low” range.

## **6 Citations**

- “IB learner profile” [Sso.ibo.org, resources.ibo.org/data/g\\_0\\_iboxx\\_amo\\_1702\\_2\\_e.pdf](https://sso.ibo.org/resources.ibo.org/data/g_0_iboxx_amo_1702_2_e.pdf)

### **Review Committee:**

Nina Benedict Mashimba, Head of Admissions and Advancement  
Rachelle Hale-Molo, Deputy Head of School  
Rosylene Ampumuza, Head of Administration  
Sandra Kyokushaba, Admissions Assistant

**Last Reviewed Date:** November 2025

**Next Review Date:** January 2025