



INTERNATIONAL SCHOOL SUVA

World Class Citizens ~ Life Long Learners

WELCOME FROM THE PRINCIPAL OF INTERNATIONAL SCHOOL SUVA

Parents, guardians and teachers have one important trait in common, that being that we all want the best for our children and students. These young people spend much of their life in school and at International School Suva we strive to make this a happy place where they want to come every day.

Whilst academic achievement is important, and we are proud of the achievement of our students, this is not the only measure of success. We want students at International School Suva not to go through life watching from the sidelines but instead to take on new challenges head-on with courage and commitment. They are taught to question their actions and to reflect on what they want to achieve, and to then take action to achieve these goals.

We believe that all students from our youngest to our eldest have the potential to bring about positive change at home, in their communities and further afield. We work to make International School Suva a safe place where students can test out their ideas with the support of their teachers and friends.

Whether it is in the classroom, on the sporting field, as part of service, on camp or on the stage we believe in providing opportunities for students to stretch themselves and for them to realize their potential. We expect a lot from our students and through this they start to expect a lot from themselves. Everyone can do more than they think and we aim to show our students what is possible.

Thank you for your interest in International School Suva and I hope you want to find out more.



Principal

GENERAL INFORMATION

A. General

(i) School Uniform

It is an expectation that all students wear correct uniform. Students will receive warning letters if they are not in the correct uniform; they may also be sent home if this continues. School sandals can be black, blue or brown and should have a back strap and provide support over the top of the foot. Black shoes and white socks may also be worn but sandals must be worn with *sulus*. Shorts may be worn as an alternative to the *sulu* and skirt except for formal school functions such as Secondary Presentation Evening.

(ii) Timing of the school day

<u>Secondary Bell Times</u>		<u>Primary Bell Times</u>	
Time	Activity	Time	Activity
07:50	Pastoral	07.55	Warning bell
08:00	Lessons start	08.00	Lessons start
10:00	Recess	09.45	Recess
10.20	Lessons start	10.15	Lessons start
12.20	Lunch	11.45	Lunch
13.10	Lessons start	12.40	Warning bell
14:30	End of school	12.45	Lessons start
		14.30	End of school

(iii) Use of Electronic Devices (including mobile phones) at school.

Mobile phones can be brought to school but must be switched off, out of sight and inactive during the school day unless permission is given by classroom teacher to have the device on. The mobile phone must then be used for the express purpose of aiding student learning. Data use should comply with the conditions set out within the Acceptable Use Policy (AUP) for electronic devices at school. Any student found using a mobile phone or electronic device between 7.45am and 2.30pm for purposes other than student learning or using a device contrary to the AUP can have their phone confiscated and wifi access terminated. A confiscated phone must be collected by a parent. From Year 9 upwards, a student can register a personal laptop with the IT department to access the school Wifi. Use of the school Wifi is restricted to the conditions set out within the AUP. All electronic devices are brought to school at the student's own risk.

(iv) School Cafeteria

There is a school cafeteria where students can order and purchase hot and cold snacks and meals. The opening hours are from 6.30am to 3.30pm. Primary students fill in lunch orders in the morning and their order is brought to their classroom. Secondary students are advised to order lunch before recess.

B. Primary

Rebecca Clentworth is the Head of the Primary School. The primary leadership team also includes Rosi Uluiviti, PYP Coordinator.

Timetable

❖ **Early Childhood 1**

The Early Childhood 1 programme runs from 8am – 1pm, Monday to Friday.

❖ **Early Childhood 2 to Year 5**

These programmes run from 8am – 2.30pm Monday - Friday

Primary Stationery and school materials

All primary stationery and school materials are supplied through the classroom teacher. There is no need for parents to make separate purchases for exercise books, text books or writing materials to start the year.

C. Secondary

Megan Navunisaravi is Head of High School and she deals with all student matters related to the High School (Years 9 to Year 12). She is assisted by two Curriculum Coordinators, Alexandra Karountzos (Year 11/12 Curriculum Coordinator) and Cynthia Chen (IGCSE Coordinator), the Year Coordinators (pastoral care) and the High School team. Kris Stice is Head of Middle School and he deals with all student matters relating to the Middle School (Year 6 to Year 8). He is assisted by Rosi Uluiviti, the Middle School Curriculum Coordinator and the Middle School team

• **Secondary Textbooks**

Students will receive textbooks through the Library. Students are expected to return their textbooks at the end of the school year and will be charged for missing or damaged books.

• **Secondary Stationery**

Secondary students are expected to provide their own stationery. A list is available from the Business office on enrolment.

• **Secondary locker procedures**

Each student is responsible for the security of his/her locker and must ensure it is locked at all times.

FEE SCHEDULE 2018 (FJD)

Year Level	Term-1	Term-2	Term-3	Term-4	Total
ECH 1	\$ 2,803	\$ 2,803	\$ 2,803	\$ 2,803	\$ 11,212
ECH 2	\$ 3,644	\$ 3,644	\$ 3,644	\$ 3,644	\$ 14,576
Reception	\$ 4,595	\$ 4,595	\$ 4,595	\$ 4,595	\$ 18,380
Year 1	\$ 4,595	\$ 4,595	\$ 4,595	\$ 4,595	\$ 18,380
Year 2	\$ 4,595	\$ 4,595	\$ 4,595	\$ 4,595	\$ 18,380
Year 3	\$ 4,595	\$ 4,595	\$ 4,595	\$ 4,595	\$ 18,380
Year 4	\$ 4,595	\$ 4,595	\$ 4,595	\$ 4,595	\$ 18,380
Year 5	\$ 4,595	\$ 4,595	\$ 4,595	\$ 4,595	\$ 18,380
Year 6	\$ 5,070	\$ 5,070	\$ 5,070	\$ 5,070	\$ 20,280
Year 7	\$ 5,070	\$ 5,070	\$ 5,070	\$ 5,070	\$ 20,280
Year 8	\$ 5,070	\$ 5,070	\$ 5,070	\$ 5,070	\$ 20,280
Year 9	\$ 6,100	\$ 6,100	\$ 6,100	\$ 6,100	\$ 24,400
Year 10	\$ 6,100	\$ 6,100	\$ 6,100	\$ 6,100	\$ 24,400
Year 11	\$ 6,496	\$ 6,496	\$ 6,496	\$ 6,496	\$ 25,984
Year 12	\$ 6,496	\$ 6,496	\$ 6,496	\$ 6,496	\$ 25,984

Enrolment Fee	(Reception - Year 12)	Fiji Citizen	Non-Refundable	\$ 2,500
Enrolment Fee	(Reception - Year 12)	Non-Fiji Citizen	Non-Refundable	\$ 5,000
Enrolment Fee	(ECH 1 - ECH 2)	Fiji & Non-Fiji Citizens	Non-Refundable	\$ 2,500
Building Levy per term	(Reception - Year 12)	Fiji Citizen	Former Individual payers	\$125
Building Levy per term	(Reception - Year 12)	Fiji Citizen	New	\$ 125
Building Levy per term	(Reception - Year 12)	Non-Fiji Citizen	Former Corporate payers	\$ 750
Building Levy per term	(Reception - Year 12)	Non-Fiji Citizen	New	\$ 750
Building Levy per term	(ECH 1 - ECH 2)	Fiji & Non-Fiji Citizen		\$ 125
Building Levy per term		Concession fee payers		\$ 125
Building Levy per term	Sibling Discount	Fiji & Non Fiji Citizen	(3rd Child or more)	50%

ESL Levy- 10% of total levy based on year level for new students requiring stage 1 & 2 of the new intensive English course.

Internet Bandwidth Levy - \$200 per student per annum or \$50.00 per term, charged to all students including staff's children.

Note: - Non-Fiji Citizens will need to pay the difference in enrolment fees when they move into reception.

FEE SCHEDULE DETAILS 2018

The School Fee is mainly an inclusive fee meaning most charges are covered by the fees. There are no additional costs associated with attendance at the school other than enrolment fee, bus fees, building levy, internet bandwidth levy, personal stationery, some school activities and school uniforms.

PAYMENT OF SCHOOL FEES

The full years fees can be paid in advance or according to the payment schedule.

PAYMENT SCHEDULE

FULL YEAR	-	Payment due by Tuesday, 18 th January 2018
TERM 1	-	Payment due by Tuesday, 18 th January 2018
TERM 2	-	Payment due by Thursday, 29 th March 2018
TERM 3	-	Payment due by Friday, 22 nd June 2018
TERM 4	-	Payment due by Friday, 21 st September 2018

The school fees can be deposited directly into the school bank account, as per details below.

Account Name:	International School Suva
Account No:	1233831
Bank:	ANZ Bank, 25 Victoria Place, Suva
Swift Code:	ANZBFJFX
BSB:	010 890

The school may terminate the enrolment of a student if school fees remain unpaid for more than 21 days after the due date. The School Council may grant an extension of time only under exceptional circumstances. Furthermore, the school reserves the right to withhold school reports and Year 12 exit certificates if fees remain unpaid at the end of the term or year.

WITHDRAWAL OF A STUDENT

When a student is to be withdrawn from school or if an enrolment is to be cancelled, parents are required to give 3 months notice, in writing, before the withdrawal or cancellation date. Parents who do not give such period of notice will be liable to pay the school an amount equal to one term's fees in lieu of such notice. Tuition fees will be refunded if the student leaves the school with adequate prior notice.

DEFINITION FOR FIJI CITIZEN

The definition for Fiji Citizenship is where the students hold Fijian Citizenship or dual citizenship (Fijian and other).

DEFINITION FOR NON-FIJI CITIZEN

The definition for non-Fiji Citizenship is where the student does not hold Fijian Citizenship.

BUILDING LEVY

An annual building levy is charged to both Fiji Citizen and non-Fiji Citizen fee payers. This levy is charged from the year level ECH 1 to Year 12. A sibling discount of 50% will be given to the 3rd and subsequent child under both fee payer categories.

INTERNET BANDWIDTH LEVY

An Annual Internet Bandwidth Levy of \$200.00 per annum or \$50.00 per term is charged to both Fiji and Non Fiji Citizens.

ENROLMENT

A non-refundable, enrolment fee is required to be paid for each newly-enrolled student before they start in class. A copy of the passport and birth certificate must be attached with the enrolment form.

- Non-Fiji Citizen - \$5,000 **per student. (Reception - Year 12)**
- Non-Fiji Citizen - \$2,500 **per student. (ECH1 -ECH2)** however upon commencing reception, full enrolment fee is to be paid.
- Fiji citizen - \$2,500 **per student. (ECH1 - Year 12)**

EXAMINATION FEES

All examination fees and registration fees for IGCSE (Cambridge), PYP, IB Diploma and ACT are paid by the school. Please note that fees for ICAS examinations or any other competitions are not covered by school fees. Students wishing to retake an examination will have to pay their examination fee and associated administration costs.

SCHOOL FEES

School fees for 2018 are set out on the Fee Schedule. If you have any queries or require further information please contact the Business Manager or the Principal by telephone, 339 3300, or by email to vchand@iss.school.fj

CONCESSION FEES

Parents, with one child in the school, whose annual income is less than FJ \$90,000 net per annum, and those with two or more children in the school and a total income of less than FJ\$120,000 net, are eligible to apply for a 30% concession on tuition fees. Please ask for or download the concession application form and return the completed application form to the principal. Application for the concessional fee will only be considered on the production of the necessary financial information and documentation as supplied by the applicant and all fee concessions are reviewed annually. There are **NO** concessions available on fees for ECH1 and ECH2. Please note that the full fee is payable whilst the concession application is being processed.

TERM DATES 2018

Term 1 (10 weeks)

New teachers start	Tuesday 16 th January 2018
All teachers start	Thursday 18 th January 2018
Students start	Tuesday 23 rd January 2018
Term ends	Thursday 29 th March 2018
Good Friday	Friday 30 th March 2018

Term 2 (10 weeks)

Teachers and Y11 and Y12 ACT students start	Monday 16 th April 2018
All Students start.	Tuesday 17 th April 2018
Term ends	Friday 22 nd June 2018
National Sports day	Friday 29 June 2018

Term 3 (10 weeks)

Teachers start	Monday 16 th July 2018
Teachers, Y11 and Y12 ACT students start	Tuesday 17 th July 2018
All Students start	Wednesday 18 th July 2018
Constitution Day – Public Holiday	Friday 7 September 2018
Term ends	Friday 21 st September 2018

Term 4 (9 weeks)

Teachers start	Monday 8 th October 2018
Students start	Tuesday 9 th October 2018
Fiji Day – Public Holiday	Wednesday 10 th October 2018
Diwali	Wed 7 November 2018
Prophet Muhammad's birthday	Monday 19 November 2018
Term ends for students	Thursday 6 th December 2018
Term ends for teachers	Friday 7 th December 2018

UNIFORM PRICE LIST 2018

SECONDARY

BOYS SULU	\$FJD
Sizes: 22 - 28	27.00
30 - 40	30.00
42	33.00

BOYS BULA SHIRTS	
Sizes: 16- XXL	30.00

GIRLS WRAP AROUND SKIRTS	
Sizes: 6 – 26	30.00

GIRLS SHORTS	
Sizes: 22 - 26	34.00
Sizes :28 - 30	35.00
Sizes: 32 - 38	36.00

GIRLS BULA BLOUSES	
Sizes: 6-22	24.00

PE UNIFORMS		
Sleeveless Vest -	Sizes: 32 - XXL	22.00
Cap Sleeve Vest -	Sizes: 24 - 36	22.00
-	Sizes: S, M, L	24.00
Butterfly Vest -	Sizes: 34 - XXL	22.00
	Size: XXXL	24.00

PE SHORTS	
Sizes: S – XL	22.00
Size: XXL	23.00
Size: XXXL	24.00

HOUSE T/SHIRTS	
Sizes:36 – XXL	18.00

TRACK PANTS	
Size:16 - L	30.00

TRACK JACKETS	
Size:18 – XXL	48.00

JUMPERS	
Size:18 – XXL	42.00

BOYS SECONDARY SHORTS	
Sizes : 20 – 26	30.00
28 – 34	35.00
36 - 40	36.00

GIRLS SWIMMING TOGS	
Sizes : 4 – 10	40.00
12 – 16	45.00
18 - 20	47.00

BOYS SWIMMING TOGS	
Sizes : 4 – 8	24.00
10 – 16	25.00
18 - 20	30.00

ISS Swimming Caps	11.00
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It is compulsory for all ISS students representing the school in all swim competitions to wear the proper school togs. These can also be worn for PE swim lessons.

PRIMARY

BOYS SULU	\$FJD
Sizes: 22 - 24	27.00

BOYS BULA SHIRTS	
Size: 6-22	24.00

GIRLS DRESSES	
Sizes: 16 -18	26.00

GIRLS BLOUSES	
Sizes: 4 - 8	24.00
Sizes: 10 - 12	25.00
Sizes: 14 - 16	26.00
Sizes: 18 – 20	27.00

GIRLS SKOTS	
Sizes: 22 - 26	22.00
Sizes:28 - 32	24.00
Sizes: 34 - 36	25.00

BOYS BERMUDA SHORTS	
Sizes: 22 – 36	30.00

PE UNIFORMS	
GREEN POLO T-SHIRT	
Sizes: 32 – 36	20.00

PE SHORTS	
Sizes: 24 – 28	18.00
Sizes: 30 - 34	20.00

HOUSE T/SHIRTS	
Sizes: 24 – 34	15.00

TRACK PANTS	
Sizes: 2 -14	25.00

TRACK JACKETS	
Sizes: 6 to 16	42.00

JUMPERS	
Sizes: 4 to 16	38.00

CAPS	15.00
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HATS	
Sizes: S,M,L	20.00

GENERAL	
Reader Bags	9.00
Utility Bags	12.00
Recorders	15.00
Mouth Guard	4.50
Buttons (Girls/boys)	0.25
Graphic Calculator	165.00

ISS MERCHANDISE	
ISS Mugs	6.00
ISS Lanyards	5.00
ISS USB - 8gb	12.00
Staff Polo Shirt (White)	35.00

Nb. Prices reviewed and effective from 15th December 2017. Any changes to purchased uniform needs to be done within seven days of purchase and accompanied with the receipt. These prices are not fixed and are subject to change.

SCHOOL BUS INFORMATION 2018

Whilst the responsibility for getting to and from International School Suva rests with parents and guardians, ISS is pleased to partner with Dee Cees buses to provide a daily bus service. Further details can be found on the school website.

ISS BUS ROUTES

MORNING AND AFTERNOON BUSES

Bus 1 <i>Lami, Princes Rd</i>	Bus 2 <i>Tamavua Heights, Wailoku</i>	Bus 3 <i>Namadi Heights, Bayview Heights</i>	Bus 4 <i>Nasese/Muanikau, Suva Point</i>	Bus 5 <i>Domain, Flagstaff</i>	Bus 6 <i>City, Toorak</i>
* Pick-up point at 7am	* Pick-up point at 7am	* Pick-up point at 7am	* Pick-up point at 7am	* Pick-up point at 7am	* Pick-up point at 7am
*Uduya Point	* LDS College	*Upper Ragg Avenue	*RtSukuna Rd (sea end)	* Denison Road (by Clarke Street)	*Bau Street (by Carew Street)
Queen's Road	Matanikutu Rd	Lower Ragg Avenue	Charlton Ave	Domain Rd	Macgregor Road
Naimawi St	Naivurevure Rd	Vunakece Rd	Queen Elizabeth Drive	Richards Road	Pender Street
Waimate St	Rokuboulevu Rd	Pathik Crescent	Vuya Rd	Service Street	Knollys Street
Waivote St	Princes Rd	Vunakece Rd	RtSukuna Rd	RatuSukuna Rd	Holland St
Qauiā St	Wailoku Rd	PadamLala Rd	Marou Rd	Laucala Bay Road	Amy St
Naimawi St	Naranji Street	Salato Rd/Salala Rd	Muanikau Rd	Rewa St	Toorak Rd
Nakula St	Qomati St	Vunakece Rd	Queen Elizabeth Drive	Nailuva Rd	Augustus St / Brown St
Solomoni St	Princes Rd	Mead Road	Laucala Bay Road	Varani St	Waimanu Rd
Queen's Rd	Mead Rd	Sawau Street	Beach Road	Laucala Bay Rd	Borron Rd
Walu Bay	ISS	Paul Sloan Street	Statham Street	Fletcher Rd	Rewa Street
Edinburgh Drive		Mead Rd	Fletcher Road	ISS	Belo St / Kula St
Princes Rd		ISS	ISS		Gaji Rd/Karsanji St
Votua Rd					Fletcher Rd
Lakeba St					ISS
Princes Road					
Mead Road					
ISS					
Return trip via Reservoir Rd			Return trip via Aquatic Centre	Return trip: via Aquatic Centre. Plus Service Rd - Duncan Rd - Domain Rd - Richards Rd - Denison Rd	

CONTACT DETAILS

1. International School Suva

Lot 59 Siga Road, Laucala Beach,
P.O. BOX 10828, Laucala Beach Estate, Suva, Fiji.
Telephone: (679) 339 3300, Fax: (679) 334 0017,
Email: info@iss.school.fj
Website: www.international.school.fj

2. Contacts for the Principal and Heads of School

Stephen Cathers, Head of School / Principal,
email: scathers@iss.school.fj

Megan Navunisaravi, Head of High School (Years 9 to 12),
email: mnavunisaravi@iss.school.fj

Kristofer Stice, Head of Middle School (Years 6 to 8),
email: kstice@iss.school.fj

Rebecca Clentworth, Head of Primary School (ECH to Year 5),
email: rclentworth@iss.school.fj

Vinesh Chand, Business Manager
email: vchand@iss.school.fj

3. Office Hours during the holidays

The office will be closed from the 18th December and re open from 8.00am until 4.00pm from Tuesday 10th January onwards and will only be closed on public holidays and weekends.