



September 2026

Welcome back to all our parents and students, and a warm welcome to our new students and parents! Please read the following newsletter carefully and keep it visible in an appropriate place in your homes where you can revisit it to ensure that there are no “misunderstandings” throughout the academic year.

Dear Parents,

This letter is to inform you about our new academic year (2026-2027):

1. School runs from 8:00 a.m. sharp to 12:00 noon for: Crèche, Toddlers I & II, Pre-KG, and Montessori (younger children under 4 years).
2. Kindergarten: from 8:00 a.m. sharp to 1:00 p.m.
3. School runs from 8:00 a.m. sharp to 2:00 p.m. for: Grades 1 –12 and for Montessori (older children over 4 years).

*Timings will vary according to grades, class teachers will communicate to respective parents.

Please make sure that your child is at school on time. Please allow enough commuting time, taking into account the traffic. Late-comers disturb the class in progress, and miss out on the main instructions for that day. Young children will be supervised until 12:20 p.m. and older children will be supervised until 2:20 p.m. **We will not be responsible for any child who remains in school after these allocated times.** Students are fully and solely liable for their school bags and belongings. **The school is not responsible for any lost or stolen items (even if these items are lost during school hours).** If your child is continuously late by more than 15 minutes, they will miss the first lesson and will be asked to remain outside their class. They will face disciplinary actions.

Students are not allowed to leave campus during the school day. Parents, drivers, nannies, and other carers are not allowed to disrupt any class at any time. Please present yourself to the office first. If your child needs to leave school early, please communicate in writing to your child's class teacher prior to sending your driver/nanny to the school office. Ordering food and having it delivered to school is not allowed (the school has a fully functioning canteen).

4. Snacks: Students should bring healthy snacks and something to drink at break. We discourage carbonated drinks and junk food (this includes chips, chocolates and sweets). There is a suggested menu for students aged five and under. Please confer with the classroom teacher. **No parent is allowed to come to school to “feed” their child.** Please inform the class teacher if your child is a fussy eater and they will monitor him/her.

5. Drinking water is available at school, but **every child should bring extra water especially when it gets hot.**

6. Most educators will be sending you a google form during the first week. Please take the time to complete this form. Most classes will also have a google classroom code. Please check on the weekends as homework will be posted online.

7. **School Insurance with RawSur** needs to be renewed each academic year (\$20 for the year). Please pay in the office. Please do the needful as JISK WILL NOT be liable in the event of an accident. Any student who is not insured WILL NOT be allowed to participate in any school organized field trips or any other activities outside of school. All students playing a team sport must be insured or they may be cut from the team.

8. All containers, lunch boxes, uniforms, shoes, and school bags **MUST** be marked with your child's name. We are not responsible for the lost containers.

9. All books should be covered. Uncovered books will be recovered from your child. JISK material needs to be returned in the same condition as received, or you will have to pay a fine. Lost material will be subject to a hefty fine. **All school related material will not be given to your child until fees for the first term have been paid.**



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10. **EVERY CHILD WHO IS REQUIRED TO HAVE A HOMEWORK DIARY MUST PURCHASE THE JISK DIARY.** THE COST IS \$15. All students must have their respective practice books (sold in class) by Monday, September 7th.

11. Uniforms: By Monday, September 7th, all children who are required to wear uniforms **MUST** be in a JISK uniform on a daily basis (this includes white socks; white or grey leggings and running shoes). Any child coming to school without a uniform, or with a dirty uniform, will not be allowed to attend classes. All uniforms should be labelled with your child's name. Shirts/dresses should be labelled on the collar and shorts/pants should be labelled on the elastic. Uniforms should be clean and presentable. Students are only allowed to wear uniforms purchased at JISK. Please do not stitch your own.

Open-toed shoes and sandals are not permitted. P.E. is a graded subject and all students **MUST** be in a P.E. uniform (or bring their P.E. uniform) on the days they have P.E. Please note that uniforms **MUST** be purchased at school and should not be altered or modified. We have noticed that some of you have been reducing the trouser width, etc. Please cooperate with us so that everyone can abide by the same rules. Students should only be wearing the JISK sweatshirts. No other sweatshirts are permitted! Shoes with wheels, lights and other distractors are not allowed. Students should wear running shoes (white or black).

12. Students who wear a head scarf and/or long sleeves and or leggings should only wear white headscarves, long sleeved t-shirts, and leggings. Other colors are not allowed. Students should wear simple black or white running shoes or closed black shoes (if your child's shoes has laces, please ensure that they are able to tie their own laces); please refrain from purchasing bright, neon colored shoes or shoes that have lights.

For the month of September, uniforms will be sold Monday – Friday from 8 am – 1 pm. From October, uniforms will be sold on Mondays, Wednesdays and Thursdays from 8 am – 1 pm.

13. Please note that we do not allow fancy hair extensions or jewellery (with the exception of studs in the ears) for girls; boys are not allowed to wear earrings or any other jewellery. Boys are also not allowed to have long hair.

14. Under NO circumstances, we will not be administering any early exams. Kindly refer to the school calendar before planning your vacations. MYP/DP calendars may be subject to some changes to allow the success of these programmes. Class teachers will distribute the updated calendars in class during the first weeks.

15. School tuition: We are not a monthly institution. Please ensure that you pay your school fees on time. It is very easy to point fingers at the establishment but your child will not be able to access classes and school resources until any outstanding fees are cleared. Every parent is expected to sign our **Tuition Agreement Form**. So please, read it carefully to fully comprehend what you are signing. **IF A CHILD ATTENDS EVEN ONE DAY OF A RESPECTIVE TERM, TUITION FOR THAT TERM WILL APPLY.** If there is any outstanding amount on any fees, you will not be provided any school-related documents or report cards. For any financial concerns, please contact Mrs. Kasturi or Mrs. Helene in the Finance Office. Please pay the fees on time to not incur late charges.

16. Parent participation: It is the duty of every teacher at JISK to keep you informed either on a bi-weekly or monthly basis about their curriculum. Your interest in your child's activities in school will be greatly valuable to your child's progress in our program. Any concerns from the parents will be dealt with promptly. Reading with your child, or encouraging your child to read daily, is strongly recommended. If you would like to meet with your child's teacher, please do so **by appointment only**. Do not try to 'steal' a few minutes of a teacher's time during break, lunch or after school. Please refrain from giving money to any member of our school personnel.

For any academic-related issues, please abide by the following procedure:

1. Contact the class teacher (by making an appointment)
2. Contact either Mrs. Salma, Mrs. Maggy, Mr. Jean-Claude or Mr. Eric (French section)
3. For the English section, contact the Head of your child's department:
 - Lower School Head- Mrs. Germaine
 - Elementary School Head- Mrs. Maah
 - Middle School Heads- Mrs. Athia and Mr. Mumvunga

Administration: 082 623 95 10

Email: jiskschool@gmail.com – info@jiskdrc.com

Website: www.jewelsschoolkinshasa.com



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- PYP Coordinator- Ms. Rose

- MYP/DP Coordinator- Mr. Vincent

- High School Head- Mr. Faustino

Kindly contact Mrs. Farida, Mr. Asil, Mr. Frank or Mrs. Farnaz once you have already tried to find a solution with the above mentioned.

17. **Homework:** All homework must be completed by the assigned date. Homework is part of the JISK curriculum in most grades and demonstrates what the student can accomplish without an educator's guidance. The amount of time allocated for homework will vary according to the students' needs and skills. If a student is consistently not completing homework, disciplinary action will be taken.

18. **Absence from school:** Promptly inform the school of any absences. All students are required to attend a minimum amount of all classes each semester, and take all the tests/exams in each subject. Excused absences require a written explanation (from a doctor, etc.) for the reason of the absences. Work missed during an unexcused absence MAY NOT be made up. Family circumstances may require your child's unplanned absence. If this need arises, please inform the child's teacher and Mr. Frank or Mrs. Farnaz. If a child does not meet the minimum requirements, they will be unable to get full credit in a subject and may not be considered for re-enrolment for the next academic year. Educators are not responsible to further assist in making up missed work.

19. As part of our ongoing commitment to providing a safe and secure environment for all our students, we kindly request that parents refrain from engaging in direct communication with children who are not their own while on school premises. This includes situations such as approaching other students to discuss school matters or any other topic. Please engage only with school staff in a constructive matter if you have a concern. Failure to do so may result in having to withdraw your child from JISK.

20. JISK Administration reserves the right to refuse admission at any time. JISK also reserves the right to ask students to withdraw at any time. This is solely based on the administration's discretion and is not subject to third party involvement. No parent has the right to disrespect any staff member at JISK. JISK and its staff will not tolerate any parent or guardian shouting at us or using any form of force or obscene and/or coarse language.

21. If you, as a parent, are in the military, or have military escorts, please note that you or they are **not allowed** to enter the school premises **armed**.

22. **EMERGENCY CONTACT:** IT IS EXTREMELY IMPORTANT THAT WE HAVE YOUR EMERGENCY CONTACT NUMBER (S). PLEASE MAKE SURE THAT ALL INFORMATION GIVEN TO THE OFFICE IS UPDATED. IF YOU HAPPEN TO CHANGE YOUR ADDRESS OR PHONE NUMBER PLEASE INFORM THE OFFICE AND YOUR CHILD'S CLASS TEACHER.

23. **Electronic equipment and Money:** **JISK is a smart phone free school for students.** If any student is caught using their phones during school hours, it will be confiscated. We will NOT be responsible for storing any electronic items or for any lost items. Also, do not let your child bring large sums of money to school. If they do need to bring some money, they should keep it with them at all times. Please speak to your child/ren about their behaviour outside of school which is then circulated on social media. JISK students can face harsh consequences in school.

24. Students should return in good condition any JISK property that has been entrusted to them (this includes school furniture). **JISK will have a right to recover the damages or loss of any property in their use.**

25. JISK may use pictures of students during school related activities for academic purposes on our social media. Please do not use our pictures or our school logo for any purpose. Copying such information can be punishable by law. Please do not take pictures or videos during school assemblies or any school related event without permission.

26. **Canteen:** The school has a fully functioning canteen. Please refer to Mrs. Batul for the menu details. She can be reached at: 0999947707.

27. Celebrating birthdays in school are welcomed but kindly respect the timings communicated by your class teacher (EYP 9:30 am), PYP (1:15 pm). Please coordinate with your child's class teacher AT LEAST 48 hours in advance. Only individually wrapped cupcakes (without frosting) or simple biscuits, pastries etc. and small juice packets are allowed. We will NOT, under no circumstances, serve carbonated drinks. Thank you for your understanding.

Administration: 082 623 95 10

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28. **Student Handbook:** Students are required to read and have a full understanding of all internal rules. You can get a copy in the Office.
29. **Bullying will not be tolerated.** We are committed to providing a safe, respectful and welcoming environment for every student. Any concerns about bullying should be reported to the school so that they can be addressed promptly and appropriately.
30. **Anonymous complaints:** Students are encouraged to use the school's complaint boxes if they would prefer to raise a concern anonymously. Class teachers are also asked to show their students where the complaint boxes are located and explain how they can be used.
31. **Communication via class WhatsApp groups:** Teachers should respond to messages and queries posted in the class WhatsApp groups within **24 hours**, where a response is required. If you find that this is not happening consistently, please inform the school office so that we can follow up.
32. **After-school tutoring:** Please note that **after-school private tuition will not take place on school premises**. Parents are also asked not to make private tutoring arrangements directly with their child's class teacher. We strongly believe that this can create a conflict of interest and may ultimately be a disservice to your child. If you choose to have your own arrangements, please note that JISK will not be held responsible/liable.
33. **Additional academic support:** If you feel that your child would benefit from extra academic support, please speak to a member of the administration team. We will be happy to discuss your concerns and direct you towards the most appropriate support for your child.
34. Once a child leaves the school premises, JISK is no longer liable.
35. If you need to see Mr. Frank, Mrs. Farnaz or any other staff member for any educational concerns, please make an appointment (0901350409).
During school hours you can contact us on:
Mr. Asil: 0999942262 / Mrs. Helene: 0998340009 / Mrs. Kasturi: 0904917575. These numbers ARE NOT intended for student use. After school hours, send us an email on info@jiskdrc.com.

We, at JISK, thank you sincerely for your continued support and for entrusting your children in our care. We believe that a child can only succeed if there is joint collaboration between the home environment and the school. With that in mind, we hope to have a productive and joyful academic year together.

I look forward to seeing and meeting all of you in the upcoming weeks.

Warm Regards,

Amina Munshi-Manji
Director