

## Returning LIS Students and Families

Dear Parent(s)/Guardian(s)

We can't wait to welcome you back to a new year at LIS. As always, we try to live at the speed of life and as a "diverse community of learners, committed to fostering compassionate, confident and socially responsible individuals who thrive in the world".

The first day of school for all students is **Monday 13 August, 2018**. We encourage all families to be back in Luanda on time for the first day of school. Our team is eager to welcome you back and ensure each child makes a positive start to the year.

Before the first day of school, there are some strategies you can put in place early on to help make your family's transition for the new year smooth. Although your child/children will be familiar with many things about the school, there are new and unique elements to each school year - new teacher/s, friends, routines and year level events. Please spend some time going through these resources below with your child/children. Adaptability is about the powerful difference between adapting to cope and adapting to thrive through change.

**SCHOOL WEBSITE:** [www.lisluanda.com](http://www.lisluanda.com)

We are building the school website as the central place to go to get information about life at LIS. Here you will find many useful details which we have detailed below for your convenience.

### Parent/Student Handbooks

Our parent handbook has been reviewed and updated. The handbook contains the ABC's of life at Luanda International School. In preparation for the 2018/2019 school year, please make sure to reference a copy from the school website - [www.lisluanda.com](http://www.lisluanda.com) (available in August 2018).

### Calendar and Key Dates for 2018/2019

The 2018/2019 Academic Calendar has been posted on the school website for your access. Please download and maintain a personal copy for later reference.

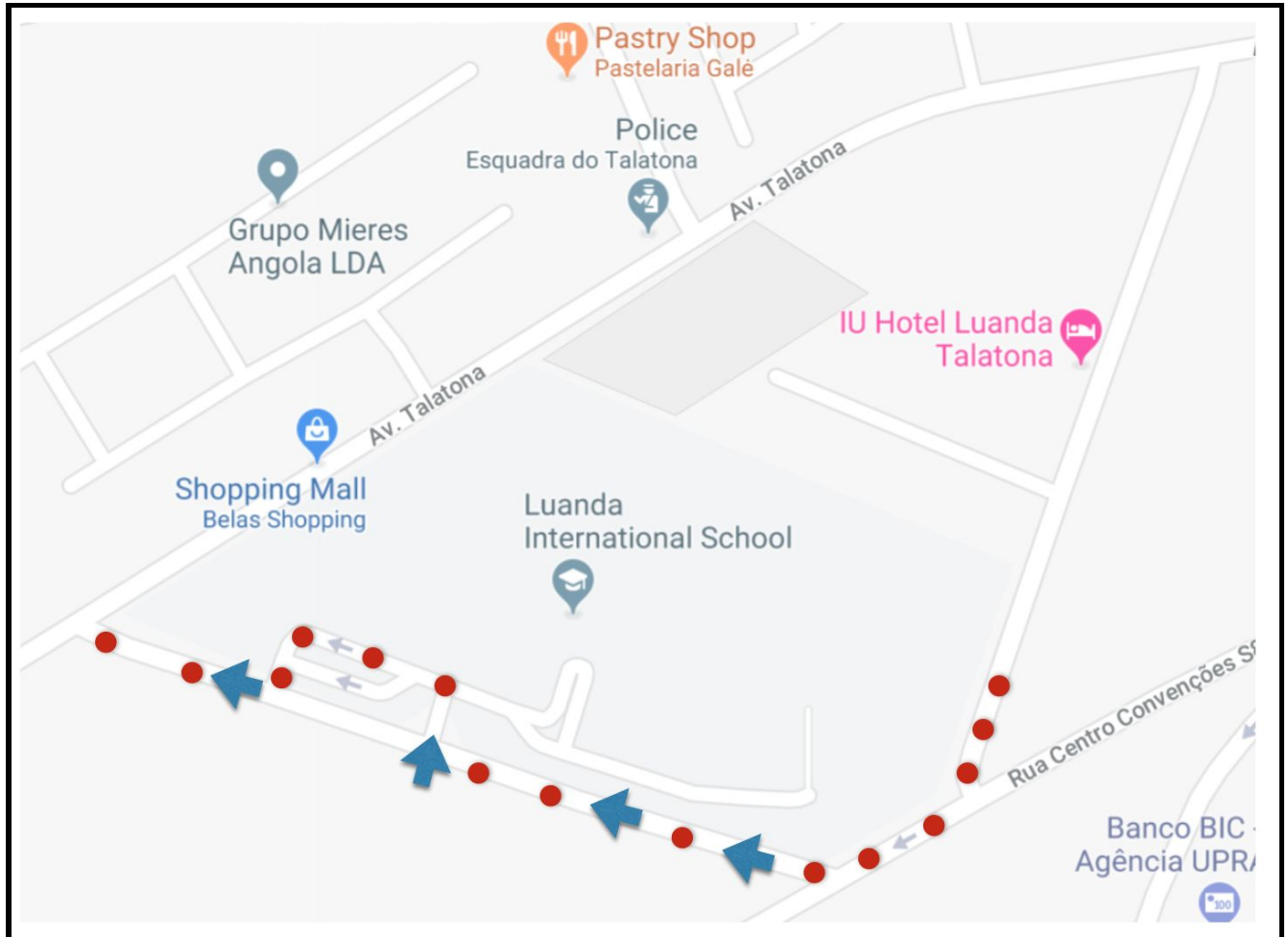
### Back to School Evenings:

To assist with your transition, our calendar includes a number of 'Back to School' parent evenings and induction plans. Please make sure to check the Primary and Secondary Section Blogs for details.

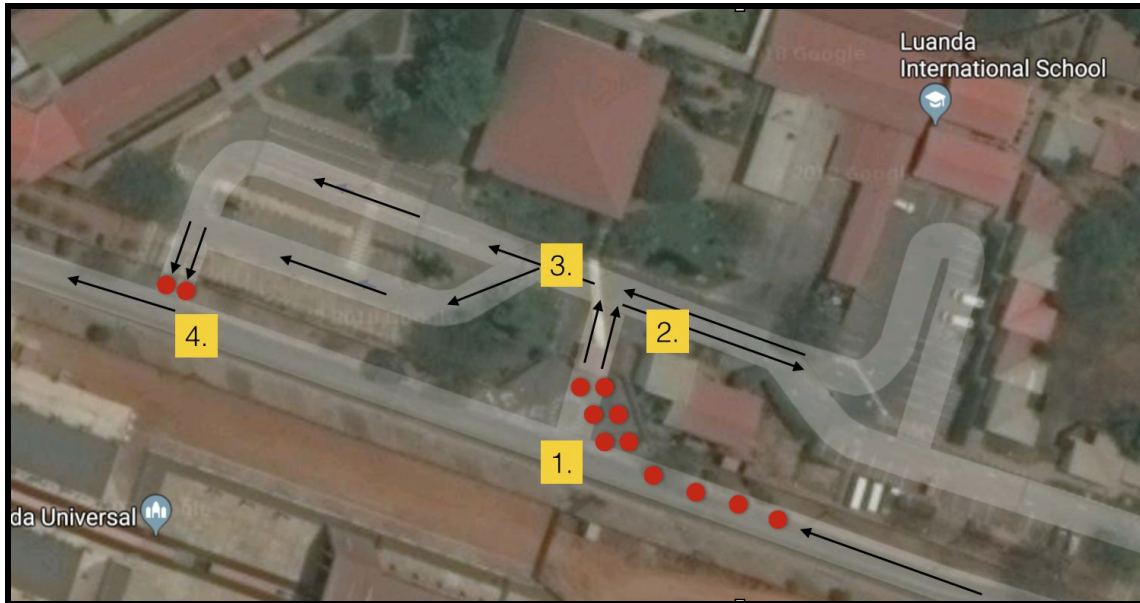
<b>ELC</b>	Wednesday, 08 August - 18:30
<b>Primary Connection meetings</b>	Friday, 17 August - All day (no students attend)
<b>Secondary</b>	Thursday, 23 August, 18:30 (Year 7 parents), 19:00 (Years 8-13)
<b>Years 1-3</b>	Tuesday, 28 August, 18:30-19:30
<b>Years 4-6</b>	Thursday, 30 August, 18:30-19:30
<b>Year 11</b>	Wednesday, 05 September, 18:30

## HEALTH & SAFETY MATTERS: School Entry and Exit Plan

We are consolidating the entry and exit points to LIS. The current organisation creates major congestion at the front gate and a series of unnecessary risks. To minimise these risks and improve the flow of vehicle access within the school please read the map and instructions below. The school will launch this plan in August 2018 and seeks your support.



1. All vehicles should approach the school from Rua Centro Convenções S8.
2. Please refrain from approaching the school entrance from Av. Talatona. Respectfully, the school security will decline access and redirect you.
3. All vehicles will exit the school and drive towards Av. Talatona.



1. As of August 2018, the school will implement new vehicle and passenger identification checks prior to entering the school grounds. All vehicles will be stopped before accessing the school. Security staff will check the vehicle for a current LIS sticker and ensure all adults present their personalised school identification lanyard. Only vehicles and adults with the correct ID will be permitted access to the school. Respectfully, our security team will not permit access to vehicles and adults who do not comply with these basic safety requirements. If the vehicle is not allowed access to campus, the student(s) will need to exit the vehicle and enter campus as pedestrian(s). Students may be escorted by security guards and/or adults with proper identification, as necessary.
2. ELC vehicles should turn right after entering the school and proceed to the ELC pick up/drop off location.
3. Primary and Secondary vehicles should turn left after entering the school and proceed to the Primary / Secondary pick up/drop off location.
4. All vehicles exiting the school will be directed to turn towards Talatona Av.

What can you do to support your child/children, minimise delays and avoid unwanted issues?

- Ensure all family members, drivers and domestic helpers wear official school ID lanyards, when accessing campus.
- Visit the school and update your vehicle(s) with the official entry pass for 2018/2019. This should be displayed on the vehicle window.



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Uma comunidade diversa dedicada à aprendizagem, empenhada em criar indivíduos solidários, confiantes e socialmente responsáveis, que prosperam no mundo.

### **ID Lanyards & Vehicle passes:**

All LIS parent(s)/guardian(s), drivers and domestic helpers must wear the official LIS ID Lanyard when accessing the school campus. If you need to arrange a lanyard please visit the Administration Office and speak with our team at reception. For vehicle passes please approach the Enrollment team. The School's Business/Admin Offices will remain open for most of the June/July holiday period to support this goal. There will be no Business/Admin services during the week of the 18th - 22nd of June. Please also make sure you display the LIS vehicle pass. Vehicle passes can be arranged through the Enrollment Department.

### **School hours:**

The school week runs from Monday to Friday. Students should arrive **no earlier than 7:15 am** as supervision is not available before this time. The school bell rings at 7:50 am. For Primary Students, this is the signal to proceed to **classes, which start at 7:55 am.**

Classes end at 3:00 pm, although after school activities (when in session) run until 4:00 pm. Students are to be picked up promptly at the end of the school day. Drivers must follow pick-up and drop-off procedures, obey traffic regulations and follow any instructions from staff. The speed limit on campus is 5km.

### **School Hours**

Prep 3 & 4: 7:50-12:40

Years 1-13: 7:50-15:00

### **PTA School Store Hours**

Monday, Wednesday and Friday, 7:45-8:15 & 14:45-15:15

**Cashier Hours:** Open daily from 8:00-10:00, 12:00-13:00 and 14:30-15:30

### **Lunch delivery**

Students that have their lunch delivered daily must have the lunch dropped off at the front gate. The guards will then take the lunch to the appropriate lunch shelf for pick-up. It is recommended that lunches be delivered half an hour before the lunch time of each section.

Thank you for your ongoing support. We understand that some of the changes described in this letter may need some refinement and review. As we transition and learn about the new changes, I welcome your feedback and suggestions. Please do contact me if you have any questions at [dhughes@lisluanda.com](mailto:dhughes@lisluanda.com).

Sincerely,

Dylan Hughes

Director

Luanda International School