

# TIS RECORD

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## At TIS,

we believe balance, by maximising opportunities and experiences to enhance learning and challenge oneself, inside and outside the classroom, is the key to success.

## Key Dates

- 9/1/23: Secondary students return to hostels.
- 10/1/23: All classes commence for second semester.
- 10-15/1/23: Alumni Week
- 23/1/23: SC elections

## Thought for the Week

You have to maintain your standards even when all the forces around you seem to be calling for growth. Push back against more, more, more and remain committed to better, better, better.

- James Clear



## Happy New Year

A very special Happy New Year to all members of the TIS Family.

I trust everyone has enjoyed the festive season with family and friends, while remaining healthy.

May all your dreams come true in 2022!

### *Return to School Protocols: Semester 2*

- Tuesday, **10 January**, Primary and Secondary School students commence classes.
- Monday, **9 January**, secondary students return to hostels by 4.00pm. (Please don't aim to arrive at 4.00pm as you will be late.)



"My definition of integrity is a set of beliefs, values, and actions that others can depend on."

-Steve Bollar

## SAT & ACT

- Best advice: students who are required to complete SAT and/or ACT requirements should do so by the end of Grade 11. Leave it until G12 and you have created a personal time-management monster.
- Please follow instructions and details provided in the weekly Counsellors' Corner section of the TIS Bulletin.

## Visiting Protocols

For visits during second semester at the Main Campus, parents will be required to book their visit online. Please go to:

<https://www.schoolinterviews.com.au/code/a9uu7>

Complete your details and click *next* to select your day and time. Then click next to receive a confirmation of your booking.

If you do not receive confirmation of the date and time, then you have not completed your booking.

Weekend times will usually go from 2.00 - 5.00pm on Saturdays, Sundays and public holidays Sessions are 60 minutes.

No food or drink may be consumed during a visit.

Book early to avoid disappointment.

Parents must advise us if their son/daughter will not be returning to the hostels on 9 January by 6 **January**.

Students' account status must not be in arrears. School fees should be finalised by 6 January. Please send Mr Quansah a copy of any payment advice. Thank you.

## Admissions 2023-2024

The first round was completed for the secondary school in November 2022.

The second (and likely final) round of admissions will be concluded by the end of February 2023.

Applicants will be advised in late-January about online testing requirements and deadlines. Interviews will be conducted from 14 February and offers made soon after.

Please note that there are restricted places available at each school campus. Priority is now based on the date of the application. We anticipate that there will be no secondary vacancies for next year after 1 April 2023

2023/2024 admission applications for the Primary School Campus will be processed from 1 April, 2023

We are looking forward to the safe return of our students for the start of a successful second semester.

I appreciate your support. Stay healthy.

Dr Ken Darvall (Principal)





BALANCE  
@  
TIS

# TIS

## MAIN CAMPUS



## Exeat

There are two types of exeats: general and medical. All students will be allowed two exeats each mid-semester. Please plan accordingly to avoid disappointments.

All exeat requests must be completed online and submitted with at least 48 hours' notice, with the exception of urgent medical issues. Weekend exeat requests must be received by the preceding Wednesday. Any requests after this deadline will not be approved.

The integrity of an exeat request is critical.

No exeats will be granted if a student has outstanding work.

No exeats will be granted during the last week before a semester break.

Parents/Drivers must show the approval exeat from their phone to enter (NO SHOW. NO GO!).

Students must return by 5.00pm on Sundays (weekend exeats).

### **General Exeat**

A general exeat will cover passport and visa matters, as well as family events. These must not exceed more than two per mid-semester.

Access the general exeat form from here: <https://www.tis.edu.gh/exeat-form/>

### **Medical Exeat**

A medical exeat will cover medical, dental, optical, and hospital appointments. When possible, appointments should be made for Saturdays, to minimise learning loss.

Access the medical exeat form from here: <https://www.tis.edu.gh/medical-exeat-form/>



## Visiting

For visits during semester 2, parents will be required to book their visit online.

Please go to: <https://www.schoolinterviews.com.au/code/a9uu7>

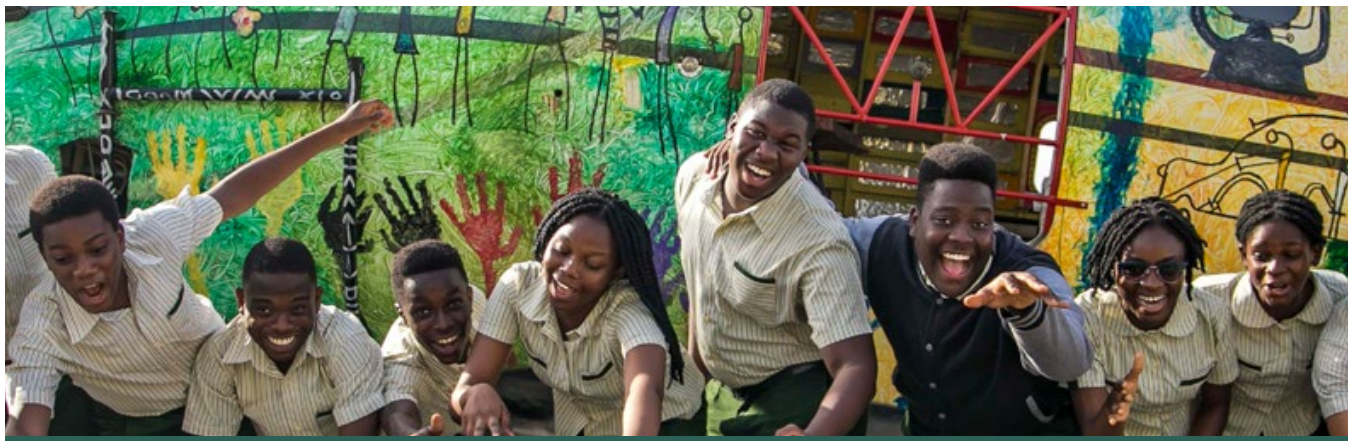
Complete your details and click next to select your day and time. Then click next to receive a confirmation of your booking.

If you do not receive confirmation of the date and time, then you have not completed your booking.

Weekend times will usually go from 2.00 - 5.00pm on Saturdays, Sundays and public holidays. Sessions are 60 minutes. You must keep to your allocated session.

Book early to avoid disappointment. Please ensure your child/ren know the times of the visit.





# Tema International School



## MAIN CAMPUS

**SECONDARY ADMISSIONS ARE OPEN FOR 2023/2024 ACADEMIC YEAR  
FROM 3 OCTOBER 2022 UNTIL 31 MARCH 2023**

*A family school, a unique experience.*

**Flexible online admission testing is available**

**ENTRY POINTS:** Grade 7 (MYP 2) | Grade 8 (MYP 3) | Grade 9 (MYP 4) | Grade 11 (IB Diploma Programme)

### Grade 7 (MYP 2)

Students should:

- a) Have completed Primary 6.
- b) Be aged 11+(at the time of admission).
- c) Complete a general aptitude test and interview.

### Grade 8 (MYP 3)

Students should:

- a) Have completed JHS 1 or in JHS 2.
- b) Be aged 13+(at the time of admission).
- c) Complete a general aptitude test and interview.

### Grade 9 (MYP 4)

Students should:

- a) Have completed Grade 8 or Basic Education Certificate Examination (BECE).
- b) Be aged 14+(at the time of admission).
- c) Complete a general aptitude test and interview.

### Grade 11 (IB Diploma Programme)

Students should:

- a) Have successfully completed MYP 5, the IGCSE (Or its equivalent) or awaiting the results of the IGCSE.
- b) Be aged 16+(at the time of admission).
- c) Complete a general aptitude test and interview for non IGCSE & GCSE students (i.e. WASSCE, OCR, AQA).

To learn more scan this.



To enrol scan this.



The online application process can be completed at: <https://tis.openapply.com>  
 For further information contact us on phone:  
 +233 303 305134; +233 303 308737; email: [admissions@tis.edu.gh](mailto:admissions@tis.edu.gh)  
 Or come and visit the school (Opp Afariwa Farms, Off Tema-Akosombo Road)  
[www.tis.edu.gh](http://www.tis.edu.gh)

## **2023/2024 SECONDARY SCHOOL ADMISSIONS ARE NOW OPEN**

### ***Main School Campus - Grades 7, 8, 9 and 11***

- Prospective students are required to complete application forms online via <https://tis.openapply.com>
- An application fee can be paid via [ExpressPay](#), at the school or into the school's account. The account details can be found on the Bank Details page.
- All prospective students will take an aptitude test that does not require special preparation. An interview would be conducted before a final decision is made. Parents will be informed of the outcome of the selection process.
- Only candidates who have fully completed the applications will be contacted for the aptitude test and subsequent interview.
- Prospective families are encouraged to arrange a tour of the school before or during the application process.

Applications open on 3 October of the preceding year. Early applications and admissions are encouraged. Late applications will be considered, if vacancies exist.

Applicants for Grades 7, 8 and 9 will be required to provide three current term or two semester reports.

Applicants for Grade 11 will be required to provide three current term or two semester reports, predicted grade and a recommendation letter. When final results are released, applicants are required to attach a scanned copy on OpenApply. The release of final results will confirm subject selection levels (Standard or Higher).

After the completion of Middle Years Programme (Grade 10), TIS students are expected to complete the IB Diploma Programme in Grades 11 and 12. They will make initial subject selection choices during the second semester of Grade 10. The release of examination results will confirm subject selection levels (Standard or Higher).

**Please note that students are not normally accepted into (Grade 10 and 12).**



# Ten tips for acting with integrity

**Always act with honesty** and in a responsible and ethical manner—being conscious of the influence that you have on those around you can set a great example to others.



**Familiarise** yourself with the school's rules and ensure that you understand what academic integrity means and consists of.

Don't try to gain an **unfair** advantage in coursework, mock examinations, or assessments by copying someone else's answers or using a mobile phone during an exam, for example.



Always reference and cite other people's work that you have used in your essays—be **proud** of explaining that you understood someone else's ideas and thought that they were good. **Seek help** if you are struggling or are not sure of expectations.

Stand up for what is **right**—alert a member of staff at your school if you suspect that someone has cheated.



Learn to **accept** your strengths and weaknesses and do the best that you can.

**Take responsibility** for your own actions and their consequences.



Know how to **safely collaborate** and share work when using social media and digital collaborative platforms.

**Be mindful** of maintaining academic integrity during group work/projects and keep track of what each group member is contributing.



Try to **overcome procrastination**. Managing your time wisely will reduce stress-induced, last-minute work which increases the likelihood of cheating.



## 21 Communication Skills Every High School Student Should Have

Below is the list of 21 Communication Skills that every high school student should have before beginning college or a career.

1. **COMPOSE** an email that elicits a clear response.
2. **UNDERSTAND** the difference between personal and professional communications and can **CRAFT** clear communications for a variety of audiences.
3. **TROUBLESHOOT** sending large attachments and a variety of file types.
4. **SET** norms and expectations within any group setting.
5. **ARTICULATE** their ideas comfortably and show empathy for other students' perspectives and points of view.
6. **DETERMINE** their own signature strengths and advocate for specific roles.
7. **ASSESS** the effectiveness of their own (and their peers') participation and involvement within the group.
8. **CREATE** an agenda and maintain a project timeline.
9. **ORGANIZE** content so it is interesting, informative, and memorable for their peers.
10. Effectively **SELECT**, **LOCATE**, and **INTEGRATE** images and icons as visual cues that complement their content.
11. **SELECT** the best application to deliver their content.
12. **PUBLISH** and provide purposeful content for a variety of authentic audiences.
13. **LOCATE** and **UTILIZE** appropriately licensed images.
14. **PROTECT** their own work and images using a variety of methods and tools.
15. **CREATE** and **MAINTAIN** a digital portfolio and resume.
16. **REFLECT** on individual learning artifacts as well as their process of learning.
17. **PROVIDE** effective formative feedback to their peers and their work.
18. **BE AWARE** that social media is only one aspect of a person's life and can oftentimes be distorted.
19. **LEVERAGE** social media to share authentic learning artifacts.
20. **UTILIZE** curation as a way to digest and distill information.
21. **SELECT** appropriate tools (both analogue and digital) and processes for curation and distillation of content.

Source: <https://corwin-connect.com/2021/11/21-communication-skills-every-high-school-student-should-have/>

# 6 Principles Shaping the Future of Work



Be Open to Understanding New Technologies and Concepts



Use Mobile Phones for Interactions with Teams



Use Expressive Communication



Integrating Team Softwares for Ease of Collaboration



Create Prioritized and Personalized Messaging Between Teams



Connect Workplaces

# TIS 2022/23 School Calendar

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8		10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	









April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## COLOUR KEY

	School Closed/ Holidays		Teacher in-Service Day (no school for students)
	Main Campus Event		First and Last Day of School (Main Campus)
	Primary Campus Event		First and Last Day of School (Primary Campus)
	SAT Test		ACT Test

**S2**

5-6/1/23	Staff training days (5: MYP; 6: DP)
5/1-20/1/23	PP Standardisation
9/1/23	Students return to hostels; applications for 2022 SC positions close
10/1/23	Second semester commences
10-15/1/23	Alumni Week
15/1/23	Alumni Thanksgiving Service
20/1/23	SC Manifest Readings
21/1/23	Colour Spelling Bee Competition
23/1/23	2023 Student Council elections by voting (7.00am-4.00pm)
25-27/1/23	IDU Days; G12 EE; G11 EE, 11/12 CAS Dukies Reflection Day
28/1/23	TIS Athletic Championships
29/1/23	Thanksgiving Service and Student Leadership Induction Ceremony
10/2/23	TIS Badminton Championships; TIS Junior Tennis Championships
11/2/23	TIS Science Fair
16/2/23	G11 TOK Exhibition
17-18/2/23	TIS Basketball Championships; TIS Senior Tennis Championships
18/2/23	Chocolate Friendship Day
20-24/2/23	MYP Mock eAssessments
20/2-2/3/23	DP Mocks
25/2/23	General Inspection
4/3/23	MYP Projects Exhibition (Personal & Community)
5/3/22	TIS swimming championships (3.00 – 5.00pm)
10/3/23	TIS Squash Championships
11/3/23	SAT (Digital)
14/3/23	Pi Day
25/3/23	Expression Day
26/3/23	Exam Candidates Service
30/3-2/4/23	Dukies' Expedition
3-14/4/23	Mid-semester break
15/4/23	ACT; PP Criterion A draft due
21/4/23	G11 EE Cafe
28/4-19/5/23	DP Final Exams
5/5/23	G9 (2023/2024) & G11 (2023/2024) subject selections commence;
6/5/23	SAT (Digital)
8 – 21/5/23	MYP eAssessments
9-18/5/23	G11 semester exams
22-26/5/23	G9 eAssessments
30/5-2/6/23	Dukies' Expedition
2/6/23	Hostel Clean Up
3/6/23	2023 Graduation and Achievers' Day; Last day for Secondary Classes
4-7/6/23	Dukies Award Expedition
9/6/23	Last day for teachers; S2 reports published
10/6/23	ACT

**Primary School Campus****Public Holidays**

21/9/22	Kwame Nkrumah Memorial Day
2/12/22	Farmers' Day
9/1/23	Constitution Day
6/3/23	Independence Day
7/4/23	Good Friday
10/4/23	Easter Monday
24/4/23	Eid Al Fitr (TBC)
1/5/23	Labour Day

***S1 Internal Dates (Primary School Campus)***

8/8/22	Teachers resume
29/8/22	First semester commences
2/9/22	Meet the Teacher Info Sessions
22/9/22	International Day of Sign Language
26-30/9/22	Student-led interviews
30/9/22	End of UOI #1 Celebrations
3/10/22	TIS Holiday (TIS Founders' Day)
14/10/22	Sports Festival/ Wellbeing Day
17-21/10/22	Mid-semester break
12/11/22	End of UOI #2 Celebrations
18/11/22	Spelling Bee
9/12/22	End of UOI #3 Celebrations; Last day for first semester

***S2***

5-6/1/23	Staff training days
10/1/23	Second semester commences
17/2/23	End of UOI #4 Celebrations
24/2/23	Mother Tongue Day
24/3/23	End of UOI #5 Celebrations
24/3/23	Additional Languages Day Activity
1/4/23	Primary School Campus admissions open for 2022/2023
3-14/4/23	Mid-semester break
21/4/23	Book Day
19/5/23	Environment Day
24/5/23	End of UOI #6 Celebrations (K1-5)
26/5/23	PYP Exhibition (11.00am)
2/6/23	K3 and G6 Graduation & Achievers' Day
2/6/23	End of semester

# TIS INTEGRITY Code

**“TIS, as a family school that provides unique experiences, embodies a spirit of integrity and respect for others which are central to the personal, academic and ethical development of each member.**

**As a TIS family member,  
I promise to uphold and demonstrate its values,  
and protect the reputation of the school.  
I make this pledge in the spirit of honour and trust.”**



# Tema International School

