



Ghana  
International  
School

# GHANA INTERNATIONAL SCHOOL BOARDING PROGRAMME (GISBP) PROSPECTUS

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ACCREDITED BY



MEMBER OF





## Our Motto

“Understanding of Each Other”

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## Our Vision

A highly respected school, locally and internationally recognised, providing excellent education in a multi-cultural setting that produces responsible global citizens.

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## Our Mission

To provide an internationally diverse school experience that instils an understanding of each other, promotes holistic development, life skills and learning through a rigorous curriculum that meets international standards.

# OUR EDUCATIONAL OBJECTIVES

## 01 TO MAINTAIN A HIGH ACADEMIC STANDARD THAT:

- Delivers a broad curriculum that draws from various teaching methods, with English as the language of instruction;
- Offers the students opportunities to develop lively, enquiring minds and independent thinking;
- Encourages participation in co-curricular activities; Provides opportunities and encouragement for the professional development of staff;
- Identifies and meets the needs of students, except when student(s) special educational needs cannot be met within the school's resources;
- Keeps abreast of trends in education and ensures that the curriculum remains relevant and dynamic.

## 02 TO PROMOTE POSITIVE PERSONAL VALUES THAT:

- Cultivate integrity in students;
- Prepare students to become responsible, creative, self-reliant and productive members of the global community;
- Encourage effective teamwork;
- Foster a lifelong love of learning.

## 03 TO ENSURE UNDERSTANDING OF AND RESPECT FOR DIVERSITY THAT:

- Provides students with opportunities to share their cultures to promote 'understanding of each other'; Promotes knowledge and understanding of Ghana;
- Promotes respect for other cultures, beliefs, nationalities, gender and persons with different abilities.

## 04 TO DEVELOP A POSITIVE EDUCATIONAL FACILITY THAT:

- Provides a nurturing, secure, clean and friendly learning environment where students can grow intellectually, socially, emotionally and physically;
- Provides sufficient resources to create and maintain a stimulating learning environment.

## 05 TO PROMOTE UNDERSTANDING OF AND PARTICIPATION IN GLOBAL CONCERNS THAT:

- Encourage students to regard the natural world as their inheritance and their responsibility;
- Recognise the need to protect and sustain the local and global environment;
- Foster a fundamental understanding of and respect for the rights and freedom of each individual in our community and the wider world in the spirit of the UN Declaration of Human Rights;
- Encourage each student's participation in community service.



# GIS Boarding Philosophy, Objectives & Goals



**The Ghana International School Boarding Programme (GISBP) has been established as a complementary programme in furtherance of the School's efforts toward providing a diverse school experience, life skills and holistic development of its students.**

The Programme will provide a 'home away from home' experience for students. As such, the GISBP offers a nurturing, caring and supportive atmosphere with a wide range of activities and engagements in support of student learning, growth and development. GISBP is designed to contribute to the development of learner attributes (including the '6 GIS Attributes' and values highlighted in the school's Guiding Statements) and dispositions of independence, understanding/compassion, sense of responsibility, resilience and adaptability, among others.

Ultimately, the programme will enhance students' global citizenship and intercultural learning abilities, positive personal values, and life skills to cope with the challenges of life and academic pursuit, during and following successful graduation from the School.



...the GISBP offers a nurturing, caring and supportive atmosphere with a wide range of activities and engagements in support of student learning, growth and development.



# Boarding Programme Structure

## **GENERAL DESCRIPTION:**

The GISBP has a uniquely designed structure where students admitted to the residential programme will reside at the school's designated boarding facility from Monday to Friday, during the course of the academic year. On weekends, students will be expected to join their families at home and return on Sunday evening by 7:00pm in time to prepare for each school week. This is because the school appreciates the importance of students continuing to spend quality time with their family at this stage of their development.

Extra/co-curricular activities, tutoring, conferences, competitions and/or programmes

would be organised on selected weekends for students' full participation. Students will be required to stay in the boarding facility during these selected weekends. The school will, under such circumstances, provide ample notice and as well, appropriately engage parents/ families prior to these offerings.

All programmes and activities organised as part of the boarding offering will be in line with GIS' guiding statements and in furtherance of the philosophy, goals and objectives of the GISBP.

The target group for the GISBP is Form 4 to Upper Sixth students in the school.



BELOW IS AN OUTLINE OF THE WEEKLY  
(MONDAY - FRIDAY) ROUTINES OF STUDENTS  
ADMITTED INTO THE PROGRAMME:-

TIME	ACTIVITY
5:00am	Wake-up
5:15am	Exercise - health & wellness
5:45am	Shower/bath, inspections; prepare for school and breakfast
6:50am	Bus departure to school
7:05am	Breakfast
7:40am	Exit Canteen for Form Room registration, starting 7:45 am/ School day until 3:10 pm. (Boarding apartments are closed)
3:10pm	End of school day; Dorms open; Return to boarding apartment for siesta Alternative: Learning Support classes, After School Activities (e.g. Sports) till 4:30pm when the bus returns students to the dorms.
4:30pm	Bus departure for apartment from School
5:15pm	Household Chores; Shower/bath, tidy up and dress for dinner
6:00pm	Dinner
7:00pm- 8:30pm	Supervised Prep
8:30pm	Continuation of individual studies, completion of assignments
10:00pm	Bedtime preparations - lights out in Bedrooms. Students may continue to study in the designated study area.

## TESTIMONIAL FROM A PARENT

♥♥ I feel that since being in your boarding program, her attendance and academic performance has vastly improved. This is in addition to her general confidence and socio-emotional wellbeing. Thank you once again for the boarding program...♥♥



### FRIDAYS:

Families pick-up their wards from school at the close of the school day. There will be no access to the Ubuntu Apartments until Sunday evening.

### SUNDAYS:

All boarding students must arrive at the Ubuntu Apartments by 7:00pm after dinner at home. Pastoral Care Time is from 8:00pm - 9:00pm.



It is important to state that these routines are subject to change in line with updates to the normal school day schedule, emergencies, government directives, examination timetable and other exigencies. The school will at all times practicable maintain contact/ communication with parents on such changes. Activities relating to students' social and emotional learning, issues of global and intercultural learning, etiquette and grooming, entrepreneurship and community service will be organised for students participation as part of the overall objective for the boarding programme. Others include housekeeping, health education, conflict management, digital literacy, individual personal growth and development, substance/drug abuse, healthy diet as well as career/college preparations. Community service opportunities, conferences and competitions will be an integral part of the GISBP offerings. **The Duke of Edinburgh International Award Scheme will be pursued by all students in the GIS Boarding Programme (<https://hosaghana.org/>)**

#### **TUESDAYS & THURSDAYS:**

After-school activities. All students will be required to participate in after-school activities offered.

#### **WEDNESDAYS:**

On Wednesday afternoon each week, students will engage in supervised routine cleaning, washing and tidying up of dedicated boarding rooms/spaces.

#### **WEEKEND:**

Although this boarding programme is designed to run weekly, with students spending weekends with their families, **periodically**, weekend programmes in furtherance of the GISBP programme philosophy, objective and goal will be organised. Parents will be notified well in advance of such changes to the regular schedule.

#### **HOLIDAYS:**

Students are expected to return home when public holidays fall on Friday or a Monday. Otherwise, students will continue their stay in the boarding house in readiness for school for the rest of the week.



# Staffing:

The School will appoint Boarding Tutors from its existing teachers/staff in support of the effective implementation of the programme. The tutors will be responsible for student supervision, pastoral care and wellbeing during the boarding life.

A permanent night Nurse will be stationed in a dedicated wellness space in the facility to support students' health and wellness needs at night. A driver from the school's transport team will be responsible for transporting students daily to and from school. The School will maintain 24-hour security staff stationed at the facility.



## **Boarding Tutors**

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## **A permanent night Nurse**

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## **Transporting Students daily to and from School.**

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## **24-hour Security Staff stationed at the facility.**



# Application and Selection Considerations:

# THE FOLLOWING TERMS AND CONDITIONS WILL GUIDE ALL PROCESSES/PROCEDURES RELATED TO STUDENT APPLICATION, OFFER AND ACCEPTANCE INTO THE GISBP.

- Applications must be in writing and submitted by the end of Term 2 of the year preceding the academic year in which the student is expected to enrol in the boarding programme
- The School will vet and communicate its final decision on applications by the end of May of the academic year preceding the year in which the student is expected to enroll in the boarding programme. Key considerations for vetting student applicants to be admitted onto the programme include but are not limited to the following:
  - All applications must be in writing and submitted to the designated section.
  - The student applicant must be in Form 4, Form 5, Lower 6 or Upper Sixth Form in the year during which he/she would like to be admitted onto the programme.
  - The student applicant must demonstrate clear understanding and commitment to the school's guiding statements, the boarding philosophy, goals and objectives.
  - The student applicant must demonstrate a high degree of responsibility, dedication, respect and adherence to school rules, provisions of the handbook, guidelines and procedures.
  - Student applicants may be required to attend an interview as part of the vetting process towards admission onto the boarding programme.

- The family/ fee paying parent must be in good standing in terms of payment of fees over a period of 3 academic years (or less, if the student or fee paying parent has been at the school for a shorter period of time).
  - The student applicant and family must sign the attached Undertaking prior to being admitted into the GISBP.
  - Offers will be made based on availability of space.
  - Students withdrawn from the programme for misconduct will not have an opportunity to rejoin.
- Families are required to make a non refundable commitment fee of 50% of boarding fees to secure a place within two weeks of receiving the offer. The balance on account must be paid no later than the second week of August preceding the year of entry.
  - Acceptance onto the boarding programme will be for an academic year, subject to evaluation and renewal each academic year. This is barring unforeseen circumstances, including student withdrawal from the boarding house, student transfer to another school etc. in the course of the school year.





# Room Allocation/Change Procedure:

A significant value of joining this boarding programme is the opportunity to develop a greater understanding and ability of interpersonal and self regulation skills/ dynamics of sharing your living space with other people. The GISBP room allocation procedure is largely influenced by this, as well as the overarching goals/objectives of establishing the programme. The School is therefore committed to a rooming structure that enables students to meet and develop strong friendships with peers, develop a sense of belonging and family within the boarding house.





Key considerations:

The school, in view of all applicable limiting factors will consider the following in assigning students to rooms under the programme. Rooms will have:

- a mix of students across grade levels, preferably a 6th former in each apartment.
- a mix of students from different House groups.
- a diverse culture, interest, character and personality of students.

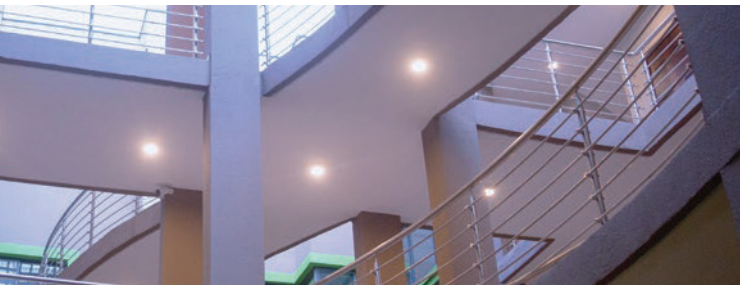
By the end of term 2 of every academic year, parents would be required to complete an expression of interest form for their ward(s) continuous stay at the boarding facility during the upcoming school year. Based on an analysis of this and evaluation of student behaviour/performance data, available spaces will be advertised and suitable students admitted to replace those who exit the programme.

## Pick-Up & Drop-Off Arrangements

All students under the boarding programme must be signed in and out by their parents or persons responsible for picking them up and dropping them off at the boarding facility. Only authorised parents/guardians, registered with the school will be allowed to carry out pick-up and drop-off. Parents must ensure that updated authorised guardian data is kept with the school at all times.

The boarding facility will be closed every weekend, unless otherwise approved and communicated by the school.

Parents will pick-up their wards from the school on Fridays. Drop-offs at the Ubuntu Apartments on Sunday should be no later than 7:30pm.



## Code of Conduct:

This code of conduct provides basic guidelines, rules and regulations to ensure a conducive, respectful, harmonious and safe interactions among students and tutors under the GISBP. These are fundamental conditions that must be adhered to at all times; and failure to do so will result in disciplinary action/sanctions as prescribed in GIS' student handbook and prospectus for the GISBP.

As such, students admitted to the GIS boarding programme must;

- At all times conduct themselves in a disciplined manner;
- Not engage in any form of indiscipline, discrimination, bullying or abuse.
- Ensure etiquette and grooming in line with provisions of GIS' student handbook.
- Desist from smoking, consuming or being in possession of any tobacco, alcoholic beverage, and related substance on the boarding facility grounds or in any other place where they may be identified as learners of the school/ boarders of the hostel.
- Note that any sexual or indecent physical contact between boarders in the school or hostel grounds is strictly prohibited

### Student Safeguarding:

In the interest of students admitted to the GISBP:

- All students must participate in pastoral care sessions, health education and all fora and activities organised in support of their wellbeing, growth and development.
- Should a student feel ill, he/she or roommates must contact the nurse/ boarding tutor, who will carry out initial first-aid (if required), contact WARA (West African Rescue Association) to come in to normalise the situation before transferring the student to a recommended hospital. Parents/Guardians will be contacted immediately.
- Students who continue to show signs of ill-health after referral and treatment at the hospital would be required to go home.
- No boarder, whether unwell or healthy, is allowed to stay behind at the facility when school is in session.
- Student medications must all be clearly labelled and handed in to the designated health staff. The health professional will maintain existing health and wellness protocols of the School, where applicable, in dealing with needs of students under the GISBP programme.

### Security & Safety:

- ONLY parents/guardians or authorised persons will be allowed to enter the Boarding facility during drop off of students on Sundays.
- Parents/guardians will not be allowed into the boarding house/dormitories.
- Visitors are NOT ALLOWED.
- students must use authorised entry and exit gates/doors to access or leave the facility.
- all students must participate in emergency evacuation, drills and education on emergency procedures governing the facility.
- students must avail themselves for human accountability protocols, random security/ safety checks in place at the facility.



# Withdrawal from GISBP

In line with the GISBP objectives, boarding students are required to adhere to the code of conduct and demonstrate commitment to the philosophy, objectives and goals of the programme. Also, they must participate fully in all activities, events and programmes offered by the school under the GISBP. Being in the GISBP must reflect in each student's academic performance and progress. As a result of these and other conditions, the school reserves the right to withdraw a student from the GISBP.

- Record of violation, constant disregard and noncompliance with provisions of the school handbook and the GISBP code of conduct.
- Refusal to participate in programmes, activities and events designed and offered as part of the GISBP without just cause.
- Involvement in practices and demonstration of behaviour and attitudes which poses health, safety, wellbeing and academic risk to one's self and other students and staff under the programme.

- Observable trend of a fall in students academic performance and standards.
- Misrepresentation or failure to disclose fully (as required) health, medical, dietary and any other information required to ensure that the school provides safe and effective support for the student’s full participation and benefit from the GISBP.
- Upon recommendation of a certified health professional that a student should be withdrawn on health grounds, either in the student’s own interest or that of his/her peers and teachers on the programme.
- Defaulting boarding fee payment.

**NOTE: No refunds will be given when a student is withdrawn from the programme as indicated above.**

Mid-stream **withdrawals from the boarding program** for any reason will attract a surcharge of 10% administrative fees where notice of withdrawal is received prior to the start of a new term. Withdrawal requests made during the term require parents to pay the full boarding fees, hence, no refunds will be made.

**Programme Cost:** This will be reviewed annually, approved and communicated to all relevant stakeholders. The review and approval cycle must end by March each year; and communicated no later than May of the same year.

# Recommended List of Resources/ Materials:

The GISBP facility is fully furnished. Bunk beds, mattresses, pillows, bed linen study tables and internet access will be provided as part of the boarding fees charged and payable by students admitted to the programme. Parents/guardians are however, required to ensure students come along with the following personal effects, uniform and clothing for the duration of their stay in the boarding facility.

## PERSONAL EFFECTS

- Body lotion
- Comb/ hair brush
- Tooth paste
- Tooth brush
- Deodorant
- Bathing soap
- Washing soap
- Hair pomade
- Hair band (for girls)

## PERSONAL REQUIREMENT

- One (1) Suitcase
- Two (4) packs of face tissue
- Pyjamas or Nightgown
- Bathroom slippers
- School shoes
- P.E. Sneakers
- Drinking Cup/Mug
- Two (2) Towels
- One (1) Sponge
- Two (2) Napkins
- Laptop ONLY (No cell phones, tablets allowed)

# Approved Apparel-Boys

- Five (5) sets of school uniforms - shirts
- Five (5) Uniform trousers
- Five (5) singlets/ undershirts
- Underwear/boxers
- Three (3) Pairs of Jeans/trousers/jogging pants (NO ripped jeans would be allowed) - FOR PREP
- Five (5) plain white t-shirts (with no inscriptions - front or back) - FOR PREP
- Five (5) sets of shorts and shirts (NO inscriptions - front or back)
- P.E. Kit

NOTE: Items, other than those listed above will NOT be accepted. Unauthorised equipment, gadgets, tools found will be confiscated with rights to reclaim determined by the Boarding Tutor.

# Approved Apparel – Girls

- Five (5) - seven (7) sets of school uniforms
- Underwear
- Sanitary items
- Five (5) sets of house attire
- Three (3) Pairs of Jeans/trousers/jogging pants (NO ripped jeans would be allowed) - FOR PREP
- Five (5) plain white t-shirts (with no inscriptions - front or back) - FOR PREP
- P.E. Kit

NOTE: Items, other than those listed above will NOT be accepted. Unauthorised equipment, gadgets, tools found will be confiscated with rights to reclaim determined by the Boarding Tutor.





## Communication With the School

The designated liaison between families, the school and students in boarding are the Boarding Tutors. As part of onboarding/orientation processes, the school shall furnish parents/guardians with contact details (telephone and email) of the designated Boarding Tutor.

Parents/guardians can also consult the Office of the Vice Principal, Upper Secondary, via telephone, email or in-person on all matters relating to the GISBP.



## **The Ghana International School (GIS) Six (6) Student Attributes**



At Ghana International School (GIS), we provide every student we admit with a diverse, rich school experience and a firm foundation for their future as a global citizen. To achieve this, we encourage Leadership, Responsibility and Academic Excellence using six important attributes namely:



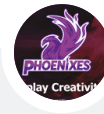
### Think Critically

A GIS student demonstrates the use of mental processes involved in reflecting, analyzing, examining and evaluating information in a manner that results in a rational conclusion.



### Communicate Effectively

A GIS student is able to confidently, competently and civilly demonstrate effective communication skills in speaking, listening and writing including using technology



### Display Creativity

A GIS student demonstrates flexibility and adaptability in thought and behaviour and is able to produce new and unique ideas while adhering to the provided academic parameters. Presenting information in unique and original ways to reveal alternative meanings or possibilities towards solving a problem.



### Be Disciplined

A GIS student demonstrates awareness of self, organizational skills, time management skills and daily habits of study consistent with a successful life learner. A student behaves in a way that is appropriate to enhance teaching and learning.



### Be Socially Responsible

A GIS student demonstrates empathy, fairness, peaceful coexistence and respect for human life and the environment in the process of becoming a valuable global citizen.



### Be Internationally minded

A GIS student is willing to embrace and celebrate the cultures and beliefs of others that may be new or different from their own.



## SCHOOL SONG

“UNDERSTANDING OF EACH OTHER”

### 01

From all the countries of the earth,  
we come in turn to you  
of different races, different creeds  
and different aspects too.  
We learn together day by day,  
in time our ways will part,  
But with each one of us we'll take  
Understanding of each other.

### 02

May we go out from this our school,  
in the glory of our youth.  
And be prepared to live our lives,  
With courage, honour and truth.  
And as the days pass one by one  
May we be made to see,  
The greatest gift in life must be,  
Understanding of each other.

### 03

Of all the lessons we have learned,  
The greatest one must be.  
That all the peoples of the earth  
Should live in harmony  
No need for war, no need for strife,  
for we can surely see,  
The way towards a peaceful life  
is understanding of each other.

# Ghana International School Boarding Programme (GISBP) Application Process

To apply for admission to the Ghana International School Boarding Program (GISBP), kindly follow these 6 easy steps below.

1. Scan the QR code (below) or [click here](#)



2. Once your application is received and processed, the student applicant and parent(s) will be required to attend an interview.
3. Results of the interview will be communicated.
4. Successful applicants and parent(s)/ guardian must complete, sign and submit the Parent/ Guardian Undertaking, Student Undertaking and Media Release on pages 30, 31 and 32 of the programme prospectus respectively.
5. Pay applicable boarding fees (through GIS Finance Office's recommended payment platform/medium)
6. Welcome to the GIS Boarding Program!

## GHANA INTERNATIONAL SCHOOL - BOARDING PROGRAMME PARENT/GUARDIAN UNDERTAKING

We, PARENTS/GUARDIANS of ..... (FULL NAME OF STUDENT) having accepted the admissions offer for our ward into the Ghana International School Boarding Programme (GISBP), hereby undertake that:

- We have read and understood the school's philosophy/ goals for the boarding programme is primarily based on its Guiding Statements (mission, vision and educational objectives). The programme is tailored at ensuring that students develop positive personal values, life skills and learning in order to become responsible global citizens. These and more are highlighted in the school's code of conduct/prospectus for the programme. **We, together with our ward, agree to abide by these rules, regulations and guidelines** in order to benefit fully from the GIS boarding experience; and as well create an enabling environment for other participants too.
- We, together with our ward, accept to be bound by the stated consequences of the violations of these rules, regulations and guidelines, especially relating to security, health and safety; wellbeing and integrity.
- We, together with our ward, accept the stated consequences of all offenses outlined in the students' handbook, such as substance and alcohol abuse, bullying and sexual misconduct, leaving school without permission and going to the room of another boarder or the opposite sex.
- We understand and accept that the school reserves the right to carry out periodic searches in the boarding apartments.
- We accept that fees must be paid in full, by the stated times given and through banking information provided by the school.
- We accept that in order to ensure students holistic development, there will be a range of complementary programmes, activities, community service engagements, among others as part of the GIS boarding experience.
- I, ..... (FULL NAME OF PARENT) confirm that my child does not have any ailments that will impede his/her ability to use the stairs, elevator (if available) at the boarding facility or join the designated school bus to aid him/her in commuting to and from school each day.

Fee Paying Parent/Guardian

Name:  Signature

Date: 

D	D	M	M	Y	Y	Y	Y
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Boarding Tutor:

Vice Principal

Signature:

Signature

Date: 

D	D	M	M	Y	Y	Y	Y
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Date Date: 

D	D	M	M	Y	Y	Y	Y
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## GHANA INTERNATIONAL SCHOOL – BOARDING PROGRAMME STUDENT UNDERTAKING

I .....(STUDENT NAME) confirm that I have read the prospectus and agree to abide by all the rules and regulations of the GIS Boarding Programme

Signature.....

Date 

D	D	M	M	Y	Y	Y	Y
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## GIS BOARDING PROGRAMME MEDIA RELEASE FORM

During the school year, GIS organises a number of events, activities and programmes that are captured in photograph and video formats for promotional purposes or keepsake. These images/videos usually feature on our school website, brochures, event/programme flyers, newsletters, and in various other school-wide publications.

Parents/Guardians are required to specify whether or not they permit their children/wards in the **GIS Boarding programme** to be featured as described above.

Kindly check the relevant box below and provide additional information where necessary. (NOTE: The term “photograph” herein used, encompasses both still and motion picture footages)

YES, I consent to Ghana International School using media of my Child/Ward named below.

NO, I do not consent to Ghana International School using media of my Child/Ward named below.

We have read and fully understand the above statements.

Name of Parent/Guardian (Please Print)

Name of Child/Ward (Please Print)

Signature of Parent

Date Date:

D	D	M	M	Y	Y	Y	Y
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