

## PARADIS high school student's brochure

Paradis International College is certified by Cambridge to offer high school education (obtained in September 2019). This means that high school is divided in two parts: Upper secondary (IGCSE level - includes year 9 and 10) and Advanced (As and A Level includes year 11 and 12). The students have to follow the Cambridge curriculum, but they get to choose the subjects depending on their skills and plans for higher education. ALL subjects are taught in English.

- Students are organized in **classes**, handled by the class teacher, who is responsible for organizing meetings with the parents, keeping attendance and monitoring lunch and other administrative duties;
- Each **IGCSE** student can choose **7 subjects** (3 compulsory, a foreign language and 3 from different areas, at their choice), all included in the educational package. There have to be at least 3 students choosing the same subject in order to have a group, otherwise it is not time efficient. Presently Paradis International College offers the following subjects, grouped in areas:
  - English – as a first language**
  - Mathematics** – Pure Mathematics and Statistics/Mechanics
  - Sciences** – Co-ordinated Sciences
  - Foreign languages** – German, Spanish
  - Humanities** – Geography, Global perspectives, History, Sociology
  - Creative and professional** – Art and design, Business studies, Computer science, Music
- **AS students** are allowed to choose 4 subjects and A level students drop one of the four previously chosen. There are NO compulsory subjects in AS and A Level. The present offer includes 15 subjects, as follows:
  - Business studies, Mathematics, Chemistry, Psychology, German, English as a first language, Physics, Computer science, Biology, Music, Art, Global perspectives, Geography, History, Spanish.**
- Each student is allowed to try one subject for **one month** and get to decide whether they will go on studying it or not. They will inform their year class teacher about their decision.
- **Course-books** are provided by the school and must be kept for 2 years. They are also given in electronic form, so that they can be easy to use.
- **Mentoring** - Each student is allowed to choose a mentor from the ones teaching IGCSE and A level, after one month of starting high school. The criterion is to have a very good communication and be open to the mentors. They will have at least one hour meeting weekly or when it is the case. Students can change mentors after one year, if they decide they are no longer compatible with their previous mentor.

- **Grading system** - the IGCSE and AS/A level grading system uses the letters of the alphabet.

Grade	Percentage uniform mark range
A*	90–100
A	80–89 <sup>†</sup>
B	70–79
C	60–69
D	50–59
E	40–49
F (Cambridge IGCSE only)	30–39
G (Cambridge IGCSE only)	20–29

*†In the case of the Cambridge International AS Level qualification, where there is no Grade 'a\*', the percentage uniform mark range for Grade 'a' is 80–100.'*

- **Assessment** – Students are assessed using different methods: usually there is a written assessment (test) after every unit, but there can also be a project, a presentation or a written report, depending on the subject and the teacher. These assessments are written in the assessment reports that are sent to the students and their parents usually after the Mock exams and at the end of the school year. In these forms, the teachers also assess the student's attitude towards learning, the effort and the target grade. However, the final assessment is considered the grade obtained in the exam, except for year 9.
- **Exams:** Only year 10, 11 and 12 students can take exams. Exams are held in two sessions: May-June (start at the end of April and last till mid-June) and October-November (begin in October and end in November, recommended ONLY for retakes). Exams are held at school, where they are organized and supervised by teachers who don't normally teach that class or subject. The papers are received from Cambridge and sent there for grading. Results are received in August and January. All exams are paid by the students' parents, separately from the monthly fee. Exams can be re-taken if the results are unsatisfactory.
- **Mocks** – Paradis International School organizes Mock exams in the last week of January. There are organized and held just like real exams, but compressed in one week. In this week the students do not have classes, only exams. Their papers are graded by two different teachers – one being the teacher who teaches that subject to them and another one from either the school or outside, from a partner school. After careful analysis of each paper, the students get a final grade for each subject and come up with an individual plan, together with their teachers. There is a feedback meeting after these Mock exams, with the students and their parents, acknowledging the things that need to be improved by the time they have the real exams.
- **Results of tests** – The results to any test are communicated individually, each teacher addressing the feedback either in writing or orally. Results are also communicated to parents using Kinderpedia platform.
- **Eating at school** – Normally students eat in the school cafeteria 3 times a day: breakfast at 9, lunch at 12.10 – soup and at 14.30 – main course. However, they can choose not to if they have

shorter school days and eat at home. The payment for meals is not included in the monthly fee. STUDENTS ARE NOT ALLOWED TO BRING FOOD AND SOFT DRINKS IN SCHOOL. NOT SWEETS.

- **Leaving the school** - students under 18 can leave the school premises when they have finished classes only if their parents give their written consent. The ones over 18 are responsible for their own deeds (supposedly) and can leave the school premises when they no longer have classes. It is totally FORBIDDEN to exit school premises during the breaks.
- **School programme:** as follows
  - o classes begin at 8,00 with 10' connection time with the class teacher. Each class lasts 50'. There is a breakfast break between **9.00 and 9.20** , soup at **12,10 and main course at 2,30 p.m.** Each student has an individual timetable, depending on the subjects chosen. When the students have some time off, they are strongly encouraged to use it for individual study and do their homework or research in the special rooms called "individual study room", situated either on the 4<sup>th</sup> floor or 6<sup>th</sup> floor.
- **Being late** - Students MUST announce when they are late by texting their year class teacher. All the minutes of being late are counted and when they add up to 60', the student has to stay in school an extra hour, cleaning the classroom or doing similar activities. The class teacher is responsible for this. If lateness is a pattern, the mentor and year group teacher will contact the student's parents and announce them, trying to find a solution to the problem, like a written notification.
- **Attendance** - The students are not allowed to skip classes. If they cannot attend one or more classes because of different reasons, like feeling sick, having a family problem or having a doctor's appointment, they have to tell the class teacher, announcing them in writing (text messages) or by phone calls. If the student is sick and absent for more than one day, they will have to bring a paper signed by their GP doctor. Also, once a year a student can be absent for up to 3 days, if their parents make a written request that is approved by the Director of College or by the Head of high school. All absent classes are recorded by every teacher in Kinderpedia and in their registers. If the student has more than 20 unexcused absences in total, they will get a written notification from the school and if they have 20 unexcused absences for one subject, they will not be entered to sit the exams for the next session.  
**Excused absence: disease, internship, written request once a year.**
- **Uniform** – Paradis International College has a strict uniform policy: all students must wear the school uniform 4 days a week, Friday being considered casual Friday, when they can wear other clothes, respecting the dress code. The uniform is representative for our educational institution and shows respect and pride of belonging to an international community of Cambridge schools. Uniform jackets are not compulsory every day, but Paradis t-shirts and skirts/trousers are. The students are also expected to wear the school uniform when they take part in official competitions outside the school or in conferences, where they represent their school. Not wearing the uniform will lead to the student being sent home. Two days per week students will wear the sports uniform, usually on Tuesdays and Thursdays.
- **Dress code on trips or on casual Friday** – On Friday and on trips students are not required to wear the school uniform. However, the school dress code is quite strict, mentioning that all clothes MUST be decent and fit to be worn in a school. That means that students are NOT

allowed to wear see-through blouses, skirts that are too short, net stockings, stiletto shoes or very strong make-up. Decent, normal clothing is advised.

- **Behaviour code** – All students attending Paradis International College are expected to behave properly both in school and outside it. That means they are not allowed to become violent in language and gestures, NOT allowed to call names or swear, always have to show respect to their classmates, schoolmates, teachers and other school staff, greet, be polite, speak when spoken to. The same thing applies in writing – text messages, emails. Breaking this behavior code may lead to written notifications to the parents and, if the penalty is serious and repeated, even to being expelled from school. Students are NOT allowed to bring any kind of weapons in school, alcohol, cigarettes, drugs – not allowed to use them. Not complying with the last rule leads to immediate expulsion, as these are serious offences to the safety of them directly, the other students and/or school staff.
- **Phones and other electronic devices** - High school students are allowed to bring their phones to school, but they can use them ONLY during their breaks or individual study time. They MUST NOT use the phones in class unless the teacher specifically instructs them to, as part of their task – for calculations, research, etc. Phones are to be placed face down on the desk or teacher's desk, in silent mode and will remain there during the class. In case of an emergency, the teacher or the secretaries can be contacted. If the students fail to respect this rule and are observed using the phone during class, the device will be confiscated and kept in school overnight.
- **Online safety** - Students are allowed to bring and use **other electronic devices** at school, like tablets or laptops and write their notes on these, if allowed by the teacher. These devices are not to be used for other purposes than educational ones, so students are NOT allowed to access dubious websites that have inappropriate content for their age. Also the school laptops can be used by the students, having access to the user called **student** that does not allow them to install or delete programmes or have access to inappropriate websites.
- **Social media** - Students are not allowed to be friends with teachers on social media, not allowed to use photos from school on their social media page, only to share what is posted from the official school page;
- **Complaints** – If high school students have any complaints regarding their classmates, schoolmates, teachers or other school staff, they have to address the class teacher or their mentor first, telling them what the problem is. If the problem is still not solved, they can go to the Head of high school or to the Director of College, if the problem is more serious and cannot be solved otherwise. If their complaint regards bullying, they will have to contact Florina Solcan immediately. If their complaint is formal and they do not know who to address, they can write an official email to [contact@paradis-college.ro](mailto:contact@paradis-college.ro). Any problem concerning the fees will be addressed to the secretary's office.
- **Students' council** – Every class is represented by a leader in the Students' Council. This leader is elected (voted) every year and will represent their class in the Students' Council. Their job is to come up with ideas they want to implement in school or announce if they identified certain problems they want solved or even find solutions for the problems identified. The Students' Council will meet the Director of College at least twice a semester.

- **Internship** – All students in high school must have internships, especially if they are in year 11 and 12, as this will be very important for them when applying to university. They are encouraged to do this in their areas of interest, especially in summer, when they are on holiday, but if this is not possible, they will be excused if they are absent from school for up to a week. All internship periods of time will result in a certificate that will also be sent to the class teacher or the career counselor.
- **Clubs and optionals** – Students are encouraged to attend the clubs offered for high school: guitar, drums, piano, band, or to request other clubs they are interested in.
- **Homework** – All homework given is COMPULSORY. This can be done in school, during the classes of independent work or at home. It is important to use homework as a way of applying the theoretical knowledge learnt in class. Reading is considered homework, so also mandatory, as they have to use a high level of English language in all subjects.
- **Communication** with the teachers and school employees is done through - Kinderpedia, WhatsApp groups, emails and directly.
- **Extra-curricular activities** organized by the school – students are encouraged to take part in all extra-curricular activities, but they are not mandatory. However, they are important for the cohesion of the group, for the personal development of each student and also for getting to learn the school ethos and feeling they are part of a community;
- All students have to respect specific rules in the Sports Hall and the Chemistry and Physics Labs, according to the rules that are displayed in those rooms and which will be added to the present set of rules.
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This list of rules is not open to debate and new rules can be added any time, if considered necessary.

Head of high school,

Loredana Sava