



Central High International School Admission Rules, Terms & Conditions

1.General Conduct	<p>Students have the responsibility:</p> <ul style="list-style-type: none"> • To attend school regularly (Absences will not be tolerated) • To respect the rights of others to learn • To respect their peers and teachers regardless of ethnicity, religion, or gender • To respect the property of the school and others • To carry out reasonable instructions to the best of their ability • To conduct themselves in a courteous and appropriate manner in school and in public • To keep the school environment and the local community free from litter • To strictly observe the uniform code of the school • To read all school notices and bring them to their parent's/guardian's attention.
2.Student Appearance	<p>School uniform should be worn tidily and correctly both at school and between home and school. The full school uniform must be worn at all times. Shirts are to be tucked in. Trousers should be at navel level, with a black belt. A neat, smart demeanor will be appreciated.</p> <p>2.1) Where a situation arises concerning a student's uniform, written requests of formal type for the temporary wearing of non-regulation items must be referred to the headmaster or senior teacher.</p> <p>2.2) Garments and accessories - Students are not allowed to wear jewellery in school, except a normal watch. Jewellery of religious/cultural significance may be worn but should be covered at all times. No piercings are allowed.</p> <p>Any excessive jewellery/accessories found will be confiscated and kept in the possession of the school for one term.</p> <p>2.3) Hair styles - A student's hair must be kept clean and tidy at all times. The length of the hair should not be shorter than a 'number 2' razor cut. Hair should not be touching the collar and should be off the face at all times. The style of the hair should not be extreme, included but not limited to Mohawk, afro, shaved styles and/or patterns, hair tied up and braided. The colour must be the students own natural colour; no dye nor highlights are allowed.</p> <p>2.4) Students are not permitted to have visible tattoos.</p> <p>2.5) Extreme make up must not be worn</p>
3.Prohibited Items	<p>The followings items are not to be brought on the school grounds:</p> <ul style="list-style-type: none"> • Alcohol or drugs/chemicals in any form • Non-prescription medicine • Cigarettes, tobacco, vaping equipment • Weapons nor any reasonable replica • Matchers/lighters or any other flammable material • Pornographic or any other offensive materials
4.Mobile Phones	<p>Mobile phones are not permitted on school premises. If a student is found of possession of a mobile phone, he/she will be sanctioned appropriately</p>
5.Learning Devices:	<ul style="list-style-type: none"> • Learning devices, i.e., Translators, will be permitted in school subject to prior permission • Students will be able to use them in class only with the permission of the teacher • Students will not be allowed to use these devices in the school grounds during intervals or lunch time, unless in an authorized venue.



	<ul style="list-style-type: none"> • If a student uses a device inappropriately, he/she will be sanctioned appropriately • The security and protection, within reason, of the device will be responsibility of the student.
<p>6. Bullying and Harassment</p>	<p>We believe in a safe learning environment, free from all forms of bullying and harassment, where community members treat one another with respect. Our Anti-Bullying and Harassment Policy is central to these efforts.</p> <p>It is designed to promote learning, eliminate all forms of violent, harmful, and disruptive behavior, and to enable students to achieve their personal and academic potential.</p> <p>We understand that certain students may be more vulnerable to bullying, harassment, hazing, or teasing based on actual or perceived characteristics—including race, color, religion, age, ancestry, national origin, sex, sexual orientation, socio-economic status, academic status, gender identity, gender expression, genetic information, physical appearance, disability, or any other classification protected under state law—or by association with a person who has or is perceived to have these characteristics.</p> <p>6.1) Harassment and Hazing: Harassment is any abuse of an individual or group based on race, color, religion, age, ancestry, national origin, sex, sexual orientation, socio-economic status, academic status, gender identity, gender expression, genetic information, physical appearance, disability, or any other classification protected under State Law. It includes both easily-identified acts of oral, written, or physical abuse as well as other less obvious but equally damaging forms of harassment, such as remarks of “humor” or any behavior that contributes to the creation of a hostile environment in which to live and learn.</p> <p>Any incidents involving sexual or any other harassment, racial, religious, or ethnic intolerance, physical injuries or threats, and fighting will be dealt with as disciplinary matters. Furthermore, the school does not tolerate humiliating or potentially harmful “rites of passage” or “initiations,” and such behaviors will be treated as disciplinary matters.</p> <p>6.2) Bullying: Any written or verbal expression, physical acts or gestures directed at another person to intimidate, frighten, ridicule, humiliate, or cause harm where the conduct is not related to the person’s membership in a protected class (e.g., race, sex). Bullying may include – but is not limited to—repeated taunting, threats of harm, verbal or physical intimidation, cyber-bullying, pushing, kicking, hitting, spitting, or taking or damaging another’s personal property. Bullying is a form of aggression that involves a power imbalance between the bully and victim, where the bully has actual or perceived physical, social, and/or psychological power over his/her/their target(s). Bullying generally involves a pattern of conduct that is directed at a victim, rather than a single isolated incident. Bullying behavior may also constitute a crime.</p> <p>6.3) Cyberbullying: Bullying through the use of technology or any electronic communication. It includes—but is not limited to—any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted virtually through electronic means. Cyber-bullying can occur via e-mail, internet communication, social media app, instant message, or any other electronic or network system. It also includes (i) the creation of a web page or blog in which the creator assumes the identify of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions noted in the definition of bullying. Cyber-bullying also includes the electronic distribution to more than one person—or posting of material on an electronic medium accessible by one or more persons—if the distribution or posting creates any of the conditions noted in the definition of bullying.</p> <p>6.4) Discrimination: Respect for the rights of all and for the differences among us is essential for the health of the Deerfield community. Discrimination against others has no place here. If a student experiences or witnesses any discrimination by students or employees, they should report the incident to the headmaster immediately. Such incidents violate the ideals of our school and thus require a strict disciplinary response.</p> <p>6.5) Sexual Misconduct: Sexual misconduct is a broad category of prohibited behaviors that includes—but is not limited to—sexual harassment, unwanted touching, and any other nonconsensual sexual behavior including:</p> <p>Inappropriate personal questions;</p> <p>Sexually stereotyped or sexually charged insults, humor or verbal abuse;</p> <p>Sexually explicit or suggestive remarks about a person’s physical attributes, clothing or behavior;</p> <p>Leering at or ogling a person’s body;</p> <p>Unwelcome touching;</p> <p>Any demeaning sexual propositions;</p>



Pressure exerted for sexual activity or for a relationship that takes on a sexual or romantic coloring, exceeding the limits of a healthy adult-student or student-student friendship;

Physical assault, or any coerced sexual relations.

Student facing any sort of unfair treatment should directly report to the headmaster, immediately.

The disciplinary committee will look at matters on a case per case basis, and punishment can range from a formal warning to expulsion!

7. Library use and IT lab regulations

All regular books can be checked-out except REFERENCE BOOKS and PERIODICALS

A borrower is held responsible for all library materials in use.

No book or any library material may be brought out of the library until the loan has been recorded.

Any overdue item not returned after the final reminder letter has been sent shall be considered as lost. The cost of replacing the item will be notified to the student

7.1) Overdue charges

Books: There will be a charge for overdue book(s) of 500.00 Kwacha per book per day.

Reserve books: There will be a charge for overdue book(s) of 500.00 kwacha per hour.

Payment of overdue, damage or loss (any penalties) shall be made at the bursar's office

7.2) Losses/Damages

If the item is lost or damaged the library should be contacted immediately. The following will be charged for the lost or damaged library materials:

It is a serious offence to mutilate damage, misplace or refuse to return library material.

Underlining, marking, folding of pages in the book etc. are strictly prohibited. If found guilty, User will be charged double the cost of that particular material.

The user has to replace an identical copy (being the latest edition at the time of loss) at his/her own expense, or undertake to pay the current market price of the latest edition of the lost item

Any attempt to steal library properties is a serious offence and will result in disciplinary procedures and other appropriate actions. until the loan has been recorded and other appropriate actions

7.3) Computers and multimedia equipment in IT lab, Library and Class rooms

Users are not permitted to use the computers and multimedia equipment for unauthorized purposes or nonacademic related activities

Students must have permission to use the equipment

Inappropriate sites cannot be used on school premises

Students cannot print without permission

No food and drinks are allowed near technical equipment

Students should never tamper with the settings

Any sort of damages to IT equipment may result in a disciplinary action and the student may be entitled to pay the cost of the damages.

It is the responsibility of every student in the school to ensure that the school is free from litter.

8. Environment

The property of the school, staff, students and visitors need to be respected at all times. Thefts and vandalism are strictly forbidden.

9. Damage

Damage of any kind must be reported to senior management immediately. In the case of negligence or willful damage, the student will be expected to contribute part or all of the costs of repair. Additional disciplinary action will follow depending on the severity of the case.



10.Attendance, Tardiness & Absenteeism

Students are required to attend all classes and remain in the school premises during school hours. No student may leave school during interval or lunch without prior permission.

10.1) The 90 Percent rule

An attendance record of at least 90% for the academic year is expected of each student.

The 90 percent rule applies to all absences, including excused absences, therefore parents should think carefully before requesting for a leave.

The attendance record will be evaluated on a termly basis. For those students who fail to meet the attendance criteria in the first term, they will be promoted to the second term on a 'conditional basis', and they will have to ensure their attendance is not compromised in the second term, in order to be promoted to the third term.

Failure to keep up with the attendance policy in term 1 and term 2 will mean the student will not be allowed to appear for the final term exams, and the student will have to repeat the year.

10.2) Absences

If you know your child is going to be absent for any reason, please inform the head master's office and leave a message with the student's name, form class, and reason for absence. Kindly ensure the school is notified on the same day before closure of normal activity.

After an absence from school, the student must bring, on the day of return, a letter signed by their parents/guardians, stating the reason for absence, and take it to the form teacher. The letter should be formal and on an A4 paper, this will be filed to the student records.

In the event of the absence exceeding 2 days, the absence should be explained by a medical certificate, if relevant.

All absences including the ones approved by school will be accounted for and will go against the attendance record of the student.

10.3) Absences excused by school

Although perfect attendance is the goal, it's not always possible. Reasons that may qualify for a legitimate absence include:

- Observe a religious holy day
- Attend a required court appearance
- Attend a healthcare appointment
- Personal illness (supported by a medical document)
- Death of an immediate family member
- Medical treatment (supported by a medical document)

10.4) Excessive absences

Both the child and parent are responsible for unexcused absences.

After too many unexcused absences, the school is required to notify the parent. A compulsory attendance notification will be sent to the parent if a student has unexcused absences on 10 or more days or parts of days within a term period. Notice it says "parts of days." This means that leaving school early, or arriving excessively late in the day, even if the child attended for some of the day, may count as an absence.

The compulsory attendance letter gives the parent notice that the student has accumulated too many unexcused absences and gives the parent a chance to correct the child's attendance record.

10.5) Truancy (Bunking)

Truancy is any intentional, unjustified, unauthorized, or illegal absence from compulsory education. It is a deliberate absence by a student's own free will and usually does not refer to legitimate excused absences, such as ones related to medical conditions.

Frequent Truancy may result in a student not being able to graduate or to receive a grade for classes attended, until the time lost to truancy is made up through a combination of detention and fines. When a student misses a class intentionally in School, Parents will be notified immediately and appropriate action will be taken.

The Student will be marked absent immediately shall this become a regular situation.

10.6) Tardiness

A student is tardy if she or he is not present at the start of class.

All students must be at the school before 6.50am sharp.



Latecomers must report to their form teachers and obtain a “Late Pass” in order to attend the classes for the day.

Students shall:

- Arrive to each and every class on time prepared to learn.
- Monitor their own attendance and adhere to the consequences
- Report attendance errors to their teacher.

Parents/Guardians shall:

- Support their child in arriving to school on time
- Communicate and reinforce school expectations around attendance
- Monitor accumulated absences and tardiness
- Report attendance errors to the teacher, attendance office, Principal, or designee
- Contact the school to report the absences daily.

Frequent late arrivals may result in the student not attending class and being sent back home, with further disciplinary actions followed.

Parents, please consider carefully the effect on learning and the consequences of asking for leave during school time.

The process of applying for leave for the student is:

11.1) One or two days leave period

• Parents/guardians shall write to the headmaster well in advance, notifying dates and the reason for absence. Each application is considered fully by the student’s teachers and headmaster, before being granted.

• When requesting for leave, parents are kindly requested to write a formal letter on an A4 paper, and signed appropriately. Leave letters are needed to be attached to individual student files.

11.2) Family travel and travel outside the vacation period

• Parents may apply for leave using the “Application for Extended Leave –Travel” form. Travel documentation, such as travel itinerary or e-ticket, needs to be attached to the Application.

• Students may be given work in advance to make up for the work that they will miss

• If the Principal accepts the Application, a “Certificate of Extended Leave –Travel” will be issued.

• Extended Leave application form should be completed and handed in to the Front Office at least one week prior to start date of leave.

• On return from leave, students are required to complete work they have missed and return it within one week.

The security of all valuable belongings brought to School by students remains the responsibility within reason of the student.

CHIS will need to use photographs and video recordings of pupils in the day-to-day running of the School. These include photographs stored on SIMS application, classroom displays, whole School and whole class photographs, information screens of house competitions. Where necessary, photographs or video recordings may also be taken as an integral part of a project, assignment, coursework module or as evidence of educational achievement. In addition to the above, CHIS may use photographs and video recordings of activities and events to document day-to-day life at the School for both current and prospective parents, and for marketing and publicity purposes. This includes, but is not limited to, the School prospectus, newsletters, curriculum booklets, concert and event programmes, the School website, newsletter, and the School social media platforms such as Facebook and YouTube

As an institute we try to ensure that students have good access to ICT systems, including the internet, in order to enhance their learning.

11. Leave applications

12. Personal belonging

13. Consent to Use Images of Students for operational and safeguarding purposes

14. Consent to Use the Internet and ICT Systems

15. School/Home communication

All reports will be available on the SIMS App. Both email and text messages will be sent to contact 1 and 2 providing they have parental responsibility via the app. Registration details for the app will be sent out once your child is on roll, to the parent email addresses you have provided. To receive the registration details, contacts must be registered as Mother or Father and have parental responsibility.

16. School trips

We will provide you with information about each trip or activity before it takes place. You must ensure that you and your child understand and agree to any trip Code-of Conduct. You must keep us informed if any medical information you have provided becomes out-of-date. You must keep us informed if any emergency contact information you have provided becomes out-of-date



<p>17.Sporting Activities</p>	<p>If your child is chosen to be part of a Sporting Team, then your child will attend enrichment clubs/fixtures as part of their learning experience. Information about the clubs/fixtures your child will be attending will be published on the school website. By providing consent, you understand that it is your responsibility to ensure that your child has means of getting home after a club/ fixture from School.</p>
<p>18.First Aid</p>	<p>We have an on-site Nurse and qualified first aiders who are available at school. Any medication that needs to be brought into the institution will need a medical form attached which can be obtained from reception. Please advise of any medical issues in the medical section of this booklet and keep the institution informed of any changes.</p> <p>Please note that the school does not provide any sort of internal medication, the first aid will only assist in matters relating to physical injury and other serious matters. Internal medication will only be provided to those students whose parents have supplied the required medicine along with a medical document. In the event of an emergency we will contact the people listed in the Home section in order of priority.</p>
<p>19.Capita SIMS for Parents – A new addition to our resources</p>	<p>“A convenient way to communicate with parents - SIMS Parent app is part of the SIMS 360 parental engagement solution. Each module works in sync to effectively bridge the parent-teacher-student communication gap, improving academic achievement and supporting student wellbeing.”</p> <p>This is a latest addition added to our teaching facilities. We believe Capita SIMS is an innovative and efficient way to enhance the quality of education and experience that a student receives at Central High International School.</p> <p>Some of the key features of the app include:</p> <p>It provides an easy and accessible way for schools to communicate with parents on all aspects of school life.</p> <p>Parents who have more than one child attending the school can easily get hold of grouped information on their children via the app.</p> <p>Whether it's sharing information on homework, timetables, school reports or conduct, parents can stay on top of their child's progress throughout their education with the help of the app. They will have instant access to student homework, timetables, school reports and classroom behavior/conduct.</p> <p>Schools can easily send automated alerts and notifications directly to parents' phones, and a clear dashboard gives parents an overview of their child's school life, making for meaningful conversation at parents' evenings once they get home.</p> <p>Effective parent engagement in schools means parents are more involved. This can help to support student development, and work with the school to improve outcomes for their children. Using the SIMS Parent app, teachers can easily manage extra-curricular activities such as school trips, sports activities. Teachers can now before, during or after school, easily send out invites, manage responses and keep parents regularly updated. Through this the parents will have now be part of the full picture and just not the conventional “report day activity.”</p> <p>It is really convenient for students as wherever they may be, the SIMS Student app engages students by allowing them to see important information, such as their timetable, homework they've been set and feedback once it has been marked. Students can also receive alerts and reminders through the app, for example, if there is a careers fair happening at school tomorrow. Students can access all the information they need outside of school directly from their phone, tablet or PC. Whether they are on the school bus or on their home computer, the information they need is at their fingertips, which will make their life much easier and will help them plan their activities.</p> <p>With SIMS Homework, teachers can now create homework anytime. As well as being able to include any relevant attachments, teachers can also view all homework that's been created and monitor the submissions status of every student. Parents are also able to view homework information; therefore, they are aware of the homework a student has received on a daily basis.</p>
<p>20.Motor Vehicles</p>	<p>Students are not permitted to drive in their motor vehicles to school. They should be dropped and collected at all times.</p>
<p>21.Payment Options</p>	<p>Payments to be made directly to our bank account. To avoid delays in processing your application, kindly ensure to send the confirmation of payment to the admissions office.</p>



Fees structure per term for the 2023/204 Academic Year is as follows:

Year 7, 8 & 9	MWK 920,000
Year 10 & 11	MWK 995,000
AS/A Levels	MWK 1,100,000

BANK DETAILS

Bank Name: First Capital Bank
Account Name: Central High School
Account no: 0220011003

Once parents sign the Application Form, a contractual obligation is formed.

The school academic year consists of 3 terms evenly spread out through the academic year

Parents subsequently withdrawing their child without giving a full term's notice, will be liable to pay for that particular term's fees.

When you sign this application form, you agree that we can process your information and keep a copy of your form to collect data and prevent fraud.

The school's Data Protection Policy applies to the personal data held by the school's Board of Management which is protected by the Data Protection Acts. The policy applies to all school staff, the Board of Management, parents/guardians, students and others (including prospective or potential students and their parents/guardians and applicants for staff positions within the school) insofar as the measures under the policy relate to them. Data will be stored securely, so that confidential information is protected in compliance with relevant legislation. This policy sets out the manner in which personal data and special categories of personal data will be protected by the school.

We plan carefully when gathering personal data so that we build in the data protection principles as integral elements of all data operations in advance.

We audit the personal data we hold in order to

- Be able to provide access to individuals to their data
- Ensure it is held securely
- Document our data protection procedures
- Enhance accountability and transparency
- Only collect and hold data for its intended purpose.
- Give data subjects control over the use of their personal data.
- Ensure that third parties with whom they share data also process data securely.

Appropriate security measures will be kept in place to prevent breaches of data, and these will be updated on a regular basis.

This indemnity agreement is to be signed by the student and if the student is under the age of eighteen years by the parent/legal guardian also. Until this indemnity has been signed and returned to the college, the student may not take part in any activities organized by School.

In the event of the Headmaster of CHIS arranging or authorizing CHIS staff to take me/my son/ my daughter on a trip outside the premises of CHIS, I hereby undertake to indemnify the head teacher and such members of the staff against: a) any claims, damages or costs which they or any of them may be or become liable to pay in consequence of any injury or damage to or illness of me/my said son/daughter occurring during or as a result of any of the said trips. b) any claims by any third party which may be made against them or any of them in consequence of any act or default of me/my said son/daughter during or as a result of any of the said trips. c) any other costs and expenses reasonably incurred by them or any of them on behalf of me/my said son/daughter during or as a result of any of the said trips.

22.Data Protection

23.Form Indemnity

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 Cambridge Assessment International Education

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 THE DUKE OF EDINBURGH'S
INTERNATIONAL AWARD