



November 2018

Dear Parents,

Thank you for considering IST as the school in which you wish to enrol your child for the academic year **2019-2020**. Since 1963, IST has provided an excellent educational experience to students who have proceeded to universities and other schools throughout the world. We are proud of the calibre of our staff and the work that they do; we are even prouder of the students with whom we work day by day.

IST is an IB World School authorized by the International Baccalaureate Organization (IBO) to offer its programmes for the Primary years, Middle years and, for our oldest students, the Diploma Programme. We are accredited by the Council of International Schools (CIS) and the Middle States Association of Schools and Colleges (MSA). Accreditation by CIS and MSA indicates the high quality of our school in international terms, as well as to our desire to continually improve in all that we do. We strive to provide a world-class education for all our students, one that prepares them thoroughly for the contemporary challenges of study and work. We do so in a fascinating country, with many excellent learning opportunities beyond the school grounds. Important as academics are, we also want our students to be active and to learn about the society around them through our programmes of community engagement and service learning.

It is vital for us that parents applying for a place for their child understand as much as possible about the school's ethos and approach to education. It can be tempting to apply to a school simply because it is the largest or best-known school in the area but this can lead to a difficult situation if the "fit" is not right. IST has made a conscious choice to provide an education that is international and independent. With students of almost 60 nationalities and teachers from over 20 countries, we are not rooted in the education system of any one country and we aim, rather, to use the best practices from around the world.

We do not rank students against their classmates; instead we use criterion-referenced assessment, which judges what students know and can do, rather than how much better or worse they are than those around them. We assess students continuously and in different ways – our students learn to be flexible! We challenge our students to think critically about a range of age-appropriate issues, including religion, ethics, personal behaviour, politics and social issues. We want our students to understand that people can validly hold differing views yet continue to enjoy warm relations. We also want them to learn that it is good to question one's own beliefs, values and actions as well as those of other people.

We believe that all the adults in our community – teachers, other staff members, parents and older students – should model good behaviour and learning habits to our students. We believe that students should be guided to develop self-discipline and a love of learning. You will find a statement of our core values and vision in this letter and I ask that you read it carefully, so that you can make a fully informed decision about whether IST is the most suitable school for your children. If you have any questions about this, please feel free to contact me at director@istafrica.com.

You can apply to IST either online or use the forms in our information package. If you choose to apply using the hard copy forms, please send the material as an e-mailed attachment, mailed or couriered package to Mwamy Sykes (Secondary School) or Linda Vaz (Elementary School) using the addresses noted below. You are also welcome to return the material in person to the admissions office on either campus.

Once we receive your complete application, (including all required documents, forms completed in full and the payment of the application fee), the appropriate Principal will review the application.

Applications will be reviewed at the time they are received and parents will be notified soon thereafter about whether their child has been accepted in principle. Based on IST School policy, parents of currently enrolled students receive the first opportunity to re-enrol their children for the following academic year. After *April 1st, 2019*, we admit new students who qualify in accordance with the admission categories outlined in the Admission Policy and the date and time we receive each completed application until such time as classes are full. Once a Grade reaches the maximum student number, all new applicants will be wait-listed.

Please feel free to contact Mwamy Sykes or Linda Vaz in our Admissions Department with any questions you may have about the application process. They will be able to provide you with more detailed information about the programmes and activities our school has to offer.

I very much hope that you choose to apply to IST and I looking forward to meeting and working with you and your family.

Yours sincerely,

Mark Hardeman, Ed.D.
Director

IST Mission

Challenging, inspiring and supporting all our students to fulfil their potential and improve the world.

IST Vision

IST will be a global leader in the education of internationally-mobile young people.

All students, regardless of their starting point, will think critically, achieve academically and develop the wisdom to make good choices. They will show curiosity and creativity in addressing authentic problems, local and global.

They will pursue their varied passions with enthusiasm, developing resilience, perseverance and confidence. Understanding the diversity of people and cultures, they will act kindly, fairly and responsibly. All members of the IST community will work together to fulfil this Vision.

IST Values

All members of the IST community are:

Responsible: we act responsibly, positively and constructively, towards ourselves and other people. We learn from our mistakes and accept the consequences of our actions.

Inquiring: We show curiosity, perseverance and open-mindedness in seeking to understand and solve problems. We persevere in the face of difficulties and we embrace the learning that comes through failure as well as the joy of success.

Compassionate: we empathise with others and act with care and kindness and courage. In our interactions, we behave with patience, generosity and integrity.

Balanced: we believe in a broad education for our students, seeing the value for young people of participation in a varied curriculum.

Diverse: we treasure the diversity within the IST community, using the rich opportunities for deeper understanding that come from our differences.

Application Forms and Admissions Procedures

Dates for Application: You may apply at any time for 2019-2020. However, based on IST policy, parents of currently enrolled students receive the first opportunity to re-enrol their children for the new academic year. A completed application is one that includes all required documents, all forms completed in full and the payment of the Application Fee of US\$500 per child.

Forms and Assessments: All the necessary application forms are in the informational package that you can obtain from the Admission Office, as well as from our web site (www.istafrica.com). You can choose to apply either online or by sending the completed application and supporting materials by fax, scanned email attachments or courier to us using the addresses noted below. You are welcome to return the material in person at either the Secondary School Admissions Office or the Elementary School Admissions Office, which are located on Haile Selassie Road and on United Nations Road, respectively. Once we receive your complete application, all the required documents and the Application Fee of \$500 per student, the Elementary or Secondary Principal will review the application. Please provide us with a copy of your bank/wire transfer for the Application Fee payment.

When the documentation is completed we will determine whether any additional assessment is necessary. For students applying for admission to the Secondary years, the basic tests are required for all applicants. The assessments are standardised tests that provide an objective measure of the students' skills in Maths and English. The tests are:

	For Admission to:		
	Elementary: Early Childhood to Grade 5	Secondary: Grades 6 and 7	Secondary: Grades 8 to 12
Assessment test and format	The test is conducted in person at the Elementary Admissions Office.	All applicants are required to complete online English and Math tests as well as a written essay.	All applicants are required to complete online English and Math tests as well as a written essay and Math test.

We enrol qualified students who have filed completed applications, paid the application fee and met our assessment requirements. Once a Grade reaches the maximum student number, all new applicants go on a waiting list in accordance with the admission categories, as found in our Admissions Policy that is located on our web site, and the date and time we receive each completed application.

English as an Additional Language (EAL) – Elementary Years: In our international community families often speak several languages. English may not be one of the languages spoken by your child. We welcome students who do not yet speak English. Please inform us of your child's English level in your application. On your arrival our EAL team will assess your child's needs and enrol them in appropriate programmes.

English as an Additional Language – Secondary Years: Students are offered support in developing the language skills necessary to be successful in the MYP programme. Please note that the Secondary School is not able to accept students who have no knowledge of English at all. The student's level of English is assessed using the online assessment and writing sample requested from each student at the time the application for admission is made.

We require students being admitted to our Grade 6-8 Secondary programme to have some working knowledge of English, both written and spoken. We have some capacity to assist students with very little English experience but this is limited, so as to maintain balance in our classes.

Students with low levels of academic English will struggle to be successful in Grades 9 and 10 due to the level of academic expectations. If your child is in this category, please contact us at an early stage so that we assist you in judging whether ours is a suitable setting for your child.

Learning Support: The Learning Support Programme provides academic support for those students with learning support needs. It is a broadly based programme, offering support to regular classroom teachers, parents and students. All students are registered in regular classes, though some “pull-out” sessions also take place.

Admission to IST is open to all students (space permitting) who, in the School’s judgement, can benefit from our programmes and services and whose needs we can meet. Unfortunately, our facilities and resources to support students who have serious learning, emotional or physical disabilities are very limited, as are those available more widely in Dar es Salaam.

While we endeavour to provide learning support resources to enable a diverse admissions approach, we regret that not all student needs can be met. Each application is treated on a case by case basis, however, and we are willing to discuss with you, in a frank and open way, the extent to which we are able to meet your needs.

If you currently live outside Tanzania and your child is receiving special services, such as learning resource instruction, remedial teaching, and speech/language therapy or seeing any educational specialist outside the regular classroom, please contact the school to discuss your child’s situation before making a decision to come to Tanzania.

If you have questions or if you would like to receive more detailed information about the programmes and activities offered at IST, please contact us. Thanks again for your interest. We are looking forward to meeting you and your family.

Yours sincerely,

Mwamy Sykes
Admissions Director
Secondary Campus

Linda Vaz
Admissions Officer
Elementary Campus

Postal Address Elementary:

Linda Vaz
Admissions Office
International School of Tanganyika
P O Box 2651
Dar es Salaam, Tanzania
Tel: +255-22-2152350, 2150176,
2151223 or +255-684-228883/5 or
+255-684-228882/3 **Ext 302**
Fax: +255-22-2152077
Email: admissions@istafrica.com

Courier Address Elementary:

Linda Vaz
Admissions Office
International School of Tanganyika
Administration Building
UN Road Upanga,
Dar es Salaam, Tanzania

Postal Address Secondary:

Mwamy Sykes
Admissions Office
International School of Tanganyika
P O Box 2651
Dar es Salaam, Tanzania
Tel: +255-22-2601126/7, 2601925
Or +255-787-997778/98 **Ext 143**
Fax: +255-22-2600954
Email: admissions@istafrica.com

Courier Address Secondary:

Mwamy Sykes
Admissions Office
International School of Tanganyika
Admissions Office
Haile Selassie Road, Msasani
Dar es Salaam, Tanzania

