

World Academy of Tirana

PARENT AND STUDENT GUIDE

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School Mission

The mission of the World Academy of Tirana (WAT) is to cultivate internationally-minded students who connect their acquired knowledge to action in the real world. Our goal is to inspire children to become active, compassionate, lifelong learners who can relate harmoniously with other people and cultures.

Philosophy

World Academy of Tirana (WAT) provides an international education for students from diverse cultural backgrounds. The school's programs of study and activities foster the cognitive, aesthetic, physical, social and emotional growth of the whole child, helping each child to reach his or her greatest potential in a stimulating and caring environment. Children are encouraged to develop a sense of identity, self-esteem and independence. The interdisciplinary curriculum is designed to maintain high standards of academic learning while allowing children to make meaningful connections across subject areas using an inquiry-based approach. Classroom activities provide opportunities for cooperative and experiential learning which emphasizes process oriented skills and the communicative importance of language. Children are taught to respect others, their natural environment, and to develop an awareness of global issues through school and community service activities. Cooperation among parents, staff, students and the community is actively encouraged. Students will leave WAT with an appreciation of different cultures and the tools to become life-long learners.

History of World Academy of Tirana

The World Academy of Tirana was founded in 2010 in response to the request of a number of parents who had their children at the International Montessori School of Albania. They liked the international flavour of the Montessori school and the ethos that the founder, Mirlinda Boshnjaku who is the result of an international education in different countries herself. They wanted to have a continuation of the same ethos in their children's primary education. After exploring different options available, the institution decided that the IB programmes represented its values the best.

The ethos of the school can be described as a genuine interest in student learning, a belief in the value of collaboration and a cooperative approach to making things work.

The school started with 6 students in 2010 in two villas in the centre of Tirana and within four years expanded to 175 students in four villas.

The school became a PYP candidate school in 2011 and was authorised in 2014. Likewise the school is in the process of obtaining MYP authorisation and aims to host an authorisation visit in 2016. The IB has just granted the school IB Diploma candidate status. We expect to start offering the IB DP in 2017. In the meantime, until we are IBDP authorised and until our first IBDP cohort graduates in 2019, our Grade 11 and 12 students will work towards their AP exams in 2017 and 2018.

In 2015, the school, after considering several options for more suitable housing found the current location, which was purpose built as a school. After 4 months of hard work, creative solutions and a huge amount of commitment to renovate the school to suit the needs of our programme and our age group, the school opened its doors for 210 students on Friday 4 September.

Code of Conduct for Parents, Staff Members and Students

Introduction

The Code of Conduct for Parents, Staff Members and Students describes our beliefs about how we can communicate well as a close and diverse community. It has been created in the spirit of all parties interacting with goodwill and good intentions.

Guidelines

In line with our Vision, Mission and Values, at WAT, parents, staff members and students can expect to be treated with respect and courtesy at all times, with care taken to preserve dignity and personal integrity. The following guidelines are designed to support the achievement of this expectation. For students, this expectation and guidelines will be articulated in terms that are appropriate to their developmental level.

- Parents, staff members and students will actively promote and support the school in the community, highlighting the school's positive attributes and reserving issues of concern for resolution through proper process.
- Parents, staff members and students will respect and comply with the policies of the school, as determined by the Board and the Government of Albania.
- Parents, staff members and students will support the school in optimizing student attendance and punctuality.
- Parents, staff members and students will actively attempt to resolve issues of concern by engaging in appropriate interactions with the relevant people.
- All interactions shall have the goal of achieving outcomes mutually acceptable to the parties concerned.
- All interactions shall be conducted in a calm and reasonable manner.
- All interactions shall be issue-based, avoiding personal conflicts.
- All interactions shall give due consideration to the points of view of all parties concerned.

An appropriate time and place shall be mutually arranged for discussing issues that are sensitive, contentious, and confidential or in need of prolonged consideration.

- In the event of a parent, staff member or student being dissatisfied with the manner in which an interaction is conducted, an appointment will be made with the Head of School for further discussion.
- The Head of School shall resolve conflicts objectively, using an issue-based approach to broker reconciliation, giving due consideration to all points of view.
- In the event of unsatisfactory behaviour on the part of a student, the involved adult shall follow due process. If the involved adult is not a staff member, then they will refer the issue to the relevant Section Principal or Head of School.
- In the event of unsatisfactory performance or behaviour on the part of a staff member, the Head of School shall follow due process.

- In the event of irresolvable, inappropriate and unreasonable behaviour by a parent, the Head of School will confer with the Section Principal and Board Chair to consider offering assistance to the family with relocation to an alternative school.

Community

In providing a high quality education that is relevant to the needs of the students, WAT relies on close collaboration with community members in order to:

- Obtain advice and support for resourcing its educational programs;
- Have access to local businesses, community services and organisations, in order to relate students' learning to experiences and opportunities in the local and wider community.

Members of the WAT community will encourage the participation of other community members in supporting the programs of the school and will develop collaborative and supportive relationships with businesses, services and organisations, based on mutual benefit.

Privacy

The school will strive to protect the privacy of the community in accordance with the individual wishes of community members. Our community members' right to privacy will be reflected in our school's approach to all information shared publically about school activities and community members in any forum. Specific guidelines for the application of this general principle will include, but will not be limited to the following:

Permission for publication of photos and personal materials

The school will ask written permission from all parents and staff to include photos of them or their children (if those children are WAT students) in printed and online school publications. Without this written permission, the school will not publish photos or personal materials of community members.

WAT privacy guidelines state that the following information will not be included in blogs:

- Full names of students
- Names and faces together
- Photos of students whose parents have not signed the 'social media permission' form
- Personal information (addresses, contact details)
- Field trip information: date, place, address and times of excursions; information about the purpose of the trip, who should come, how much to pay, what to bring. Such information about field trips will be sent to parents via email or a note in the diary or communication book.

Private dissemination of personal material

Regarding the posting of information (e.g. photos or written details) about members of the WAT community on private websites or other social media applications, the school position is that it is common courtesy not to publish such material without the permission of the people to whom the material refers. Community members should consider this guideline when taking

photos at community events and on school premises. Tagging WAT community members in private photos is also discouraged.

Communication with parents

Lines of communication

The matrix below describes who parents should contact for different issues

Issue	Point of contact
Your child's behaviour or well being	First contact the homeroom / Head of Year teacher. If the issue cannot be resolved with the homeroom / Head of Year teacher, please contact the relevant (Vice) Principal.
Your child's academic progress	First contact the teacher of the relevant subjects. If the issue cannot be resolved with the relevant teacher, please contact the relevant Principal.
The organisation of either the primary or secondary school (e.g. extra-curricular activities, playground duties, Health and Safety, communication strategies, reporting strategies)	Relevant (Vice) Primary or Secondary Principal martial.nourice@wat.al armelle.gjoni@wat.al
Fee payment, admissions and disenrollment	Information Office info@wat.al
Your child's attendance at school (lateness and unexpected absences)	Information Office info@wat.al
Logistics such as bus transport, catering	Information Office info@wat.al
If administrative issues have not been resolved by the Information Office.	Head of Administration gladiola.dona@wat.al
School wide operations All the issues above but preferably only if the parent has contacted the relevant staff member and if the issue has not been resolved satisfactorily.	Head of School hos@wat.al
Issues with the strategic direction of the school (e.g. educational programmes, fee schedule)	The Board mirlinda@wat.al

We believe that the school as an organization will grow stronger if all issues are discussed at an appropriate and directly relevant level. If a parent however, before or after discussing an issue with the relevant person, feels the need to discuss the issue with the principal or the Head of

School as well, we will offer a listening ear and empathise with your issue. We care for our parents and we like to know what you feel and what you think. We want to know how we can improve the school but we will remind you that we believe it is best if you talk to the person directly involved.

Both parents and staff are requested to adhere to the lines of communication above. If a staff member is contacted by a parent to discuss an issue outside their responsibility, they will refer the parent to the relevant staff member.

Email policy for parents and teachers

Parents are provided with teacher email addresses and can use email to communicate about student behaviour or student progress. We ask that you use e-mail only for non-urgent matters. Urgent matters are best addressed by telephone.

Teachers will respond to emails within working hours depending on the importance of the matter in question and the teacher's availability.

The school policy for group emails is to BCC the recipients in order to respect privacy.

Teachers' emails follow this format: `firstname.lastname@wat.al` (egal (ex: `mary.smith@wat.al`)).

Communication groups

WAT's administration appreciates and encourages communication with the school community.

The Head of School organises coffee mornings every 4 – 6 weeks. We believe that this forum is an opportunity for parents and the school leadership to develop a better understanding of each other's perspective. The coffee mornings are an opportunity for the Head of School to listen to parent questions and concerns and for the Head of School to share his views on educational and organisational issues. An overview of the issues discussed in the coffee mornings will be shared with teachers and will help us improve the school.

In the Coffee Mornings only general issues will be discussed. Issues related to individual students or teachers cannot be raised in coffee mornings. Parents are encouraged to share their question before the coffee morning to assist the Head of School to give a considered response but issues can also be brought up during the morning.

Parents are also welcome to be involved in the Parent and Teacher Community (PTC). This organization has as its primary goal, the promotion of a strong school community through the organization of parent-led community events.

The Head of School will also start up a Parent Focus group. This group will have permanent members who will discuss specific issues in more depth and support the Head of School in reflecting on specific issues. Occasionally a group may be formed to investigate topics that require specific parent expertise, for example related to Health or to Safety.

Publications

Name	Audience	Purpose	Medium and distribution	Publication date and frequency	Authors	Editor
Facebook page	Closed group including Students, Parents, teachers	Informing the school community of the school and events at the school	Facebook	Continuous, as items come up	All members of the group can publish,	
Website	Anyone interested	Informing any prospective teacher or parent.	www.wat.al		School administration	Head of School
Class Blogs	Primary Parents	Informing parents of what happened in the class during the week, what will happen next week and class routines and events	Blogs	weekly	Class teacher and possibly students	Class teacher
Newsletters	Primary Parents	Inform parents of events coming up and clarifying the school philosophy	Email	Related to events at the school. Approximately 6 times per year	Head of School	Head of School

Daily Routines

School times

Our school gates will open at 8am for students to come inside the campus. Students will wait outside in their designated supervised playgrounds until 8:15am when they will be allowed to enter the school and go to their respective classrooms.

We encourage all parents to drop off their children at approximately 08:15 and ask parents to drop off their children absolutely no later than 8:25. Classes will start at 8:30am sharp but we can only start at 8:30 if students have had time to walk to the class, settle in, have a chat with their class mates and with the teacher and get their materials ready for an 08:30 start.

The school day for primary students will end at **3:10pm**. This is the case for **all** students including those taking Albanian Mother Tongue classes. This year Albanian Language classes are part of the regular schedule. While Albanian Mother Tongue students will be taking a daily 45min class, the other students will have a number of different options, including Albanian as an Additional Language, ESL or homework class.

Parents should notify the school office in the morning when their child is absent. When a child has acquired an infectious disease, a medical certificate must be provided the day your child returns. If a student is repeatedly late, it will be recorded and reflected on the report card.

The office and class teachers should be notified at least one week in advance of any extended absences that are known ahead of time.

Unless your child has an after-school class or activity, we kindly ask parents to pick up their children and leave the school 3:25 at the very latest.

Buses

Parents will be informed of the drop off and pick up point and time for their child and will have access to the driver's cell number. If you need to make a bus change or have any questions about procedures you can contact the info desk anytime from 8:30 until 12:00. The phone number is 0696056123.

Parents must call the information desk directly in the morning regarding lateness and absences for the morning bus and before 12:00 to make any changes for the afternoon bus. Bus lists are completed by 1:00 and any changes after that time are extremely difficult to make. Drivers are not able to change their regular bus routes in order to drop students off at a different location.

Drivers are not able to wait for any child. Students and parents are expected to be ready when the bus arrives.

Safety:

- All buses are equipped with seatbelts. Where needed, baby seats are provided by parents.
- Teachers will remind children to buckle up their seatbelts.
- Each bus will have a co-teacher who accompanies the children.
- Parents are called 5 mins before.
- Parents / caretakers have to stand at the right side of the street where children can access / exit the bus easily without crossing the street.
- No child is to be dropped off at the appointed spot without someone to meet them. In this case the child is brought back to the school. Parents must be punctual at all times for both pick up and drop off.
- Children are expected to be courteous and respectful at all times while riding the bus. They must remain in their seat with seatbelts fastened and refrain from eating or drinking on the bus.

Play dates & parties

Parents may celebrate their child's birthday at school with a healthy snack if they arrange it with the class teacher at least 2 days in advance. Parents are requested to bring or send in everything required, including plates, napkins, etc.

If you are planning on inviting children to a birthday party you must invite all the children in the class. If you prefer to only invite a select few you need to phone the parents, send invitations via post or email or directly speak to parents unless you wish to . invite all the children in the class, in which case it is acceptable to distribute invitations in school. Please do not ask teachers to distribute invitations.

If you are organizing a party out of school, please make sure that your invitations clearly say that for all children going home in a different way than usual (i.e. Not taking the regular school bus), each parent must contact the information desk with a written note or a phone call (0696056123) or email info@wat.al before 12:00.

No children may leave the school without parental permission. If the information desk does not receive confirmation, children will be sent home in their usual manner.

Procedures related to visitors

1. All visitors to the school should report to the security post at the gate.
2. The security guard will then
 - a. contact the information desk by telephone
 - b. issue a visitor badge
 - c. request the visitor to sign in

3. One staff member from the information desk will then walk out onto the steps in front of the school, establish who the visitor is, wait on the steps and greet the visitor as they enter the school and escort them to the right place in the building.
4. Upon departure, the visitor has to stop at the security post to hand in the visitor badge.
5. The following groups do not need to wear badges: students, staff, parents, catering staff
6. The following groups have to wear badges: prospective parents, suppliers, contractors, other visitors.

Pick up, drop off

- School buses will pick up and drop off students inside the campus on the road next to the school building
- Parents or caretakers can pick up or drop off their children inside the campus on the roundabout immediately behind the gate
- Parents and caretakers of Kindergarten students are encouraged to drop off their children at the classroom door.
- Students who are picked up by parents or caretakers after school will wait in the waiting area next to the roundabout inside the campus.
- Primary students are only allowed to leave the campus with their parent or carer.
- Parents who pick up their children at the classroom door may enter the corridors no earlier than 3:05. If they arrive at school before 3:05, they may wait in the reception area or in the Bistro.
- If a parent wants their child to be picked up by someone else, they should write a note or an email to the information desk.
- Secondary students may leave the campus alone if their parents have given permission in writing
- Parents are always welcome to wait in the Bistro if they are waiting to pick up their children who are involved in after-school activities.

Car Parking

The school has a car park inside the campus which is accessible for staff and visitors.

Health and Safety

WAT is a smoke-free area. Smoking on school grounds by students, visitors, parents and faculty is not permitted.

Emergency details - During registration parents are asked to fill out a form with emergency details. Please inform the information office when these details change.

Accidents - Minor accidents are reported to the office and treated by the school nurse or staff member with knowledge of first aid. The nurse will write a note to the family explaining what happened. The principals will be informed. If a child is seriously injured or ill, he/she will be taken to the nearest or preferred hospital accompanied by a staff member who speaks Albanian. Parents are notified immediately and told to meet at the hospital.

Illness - Please do not send your child to school when they are ill. If a child arrives at school ill or becomes sick during the school day, parents will be phoned to come and collect their child.

Infectious Disease – As a child with an infectious disease may affect other people at the school, we ask you to be vigilant for any sign of an infectious disease with your child. In the case of serious infectious diseases, the school may request medical documentation that the child has recovered before returning the child to the class. If your child has an infectious disease, please notify the info office as soon as possible so parents of the other members of the class can be informed, can recognize symptoms of the disease quicker and take appropriate measures.

Administering Medicine – The nurse will only administer medication in exceptional, urgent cases and with prior written consent of the parent. Please contact the nurse in such cases.

Keeping Children Indoors - If a child is well enough to return to school, he/she should be able to play outdoors.

Emergency Evacuation Drills

Emergency Evacuation Drills are held several times a year. Students walk in file and in silence out of the building when they hear one long continuous ring.

Food

Each meal is nutritious and balanced and is served in the designated areas. Students receive a mid-morning snack and lunch is served in the lunchroom which offers a full course meal with, soup, vegetables, protein, and cereals. Parents may celebrate their child's birthday at school with a healthy snack, or drinks, if they arrange it with the class teacher at least 2 days in advance.

The school office must be informed immediately of any type of **communicable diseases** so that parents of other children in the class may be notified and appropriate measures taken. The following information on the period of communicability will help parents determine how long the child should be kept at home.

Conjunctivitis (sore, red eyes)	As long as eyes are reddish.
Chicken Pox	One day before appearance of rash until all scabs have gone (about seven days or more after eruption).
German Measles	From seven days before to four days after appearance of the rash.
Impetigo and other skin infections	As long as the lesions are active.
Fungal infections of the skin	24 hours after application of the medicine.
Influenza	As per your physician's advice.
Mumps	24 hours before glandular enlargement until the swelling subsides.
Typhoid Fever	For as long as topical bacilli are present in the excreta, usually after the first week of convalescence
Head lice infections	If live lice are found on a student's head, the student will be sent home for treatment. The next day, after treatment, the student may return to school. Upon return the student will be re-checked by the school nurse.

Admissions and class placement

Admission is open to students of all nationalities, gender and ethnic, linguistic and religious background. New students are admitted throughout the year, provided there are places available and applicants have submitted a complete application file together with the mandatory and non-refundable application fee of €200 per child.

The enrolment process will include an interview between the admissions officer and parents to help get to know the family and to introduce them to the school. The family will also have an interview with the Head of Administration and the relevant Principal of the school.

All new families must bring previous report cards that will be copied and will become part of the student's record. Whenever possible, we would like to meet the child before making a final enrollment decision. In specific cases, we may require an entry assessment, carried out by the school.

Once the child has been accepted to WAT, parents will pay a reservation fee of €1000 which will be deducted from the tuition fee.

Once a place has been offered it will be held for one month. Entry into a 'year' group is based on the child's age as of December 31st and thus students are placed with their peer groups.

WAT appreciates a diverse community but is not equipped to accommodate students with significant learning needs and may not be able to accommodate students with certain physical disabilities. Parents are expected to report all relevant information related to learning needs or physical disabilities allowing the school to make an informed decision and supporting the school in providing the best possible environment for the students. The school reserves the right to terminate enrollment if parents have not provided full information on their child to the school during the admission process.

WAT aims to create heterogeneous groups for each class. The school makes every effort to maintain a balanced student body. A class that is balanced by gender, academic and language abilities facilitates appreciation of diversity, positive social interchanges, and cooperative learning. At the end of each academic year, teachers will meet to decide student class placement for the following year. The Head of School will assign classes to teachers. Parents are asked not to express a preference for teachers.

If there is a question as to a child's placement for the subsequent year, parents will be informed no later than the beginning of the spring term of that calendar year.

Withdrawing and transferring from the school

Enrollment is for a full academic year, September – June, unless alternative dates have been agreed upon with the administration. If the child is withdrawing from the school, notice must be

given three months prior to the date, otherwise the family will be responsible for the full year's fees.

Financial obligations

School fees are payable with one of the different payment schemes, giving parents the chance to choose the most suitable: yearly or by the term. If a family is transferred during the school year, the school must be notified 3 months beforehand; otherwise the family is responsible for the full year's fees.

Curriculum

Resources

In line with the IB approach, the school utilises a wide range of resources and experiences rather than one specific textbook. Children read a wide range of fiction and nonfiction texts from different sources, acquire information through different media such as written texts, visual texts, guest speakers and artifacts and engage in meaningful learning experiences, including hands -on activities, which may include working with maths manipulatives, conducting experiments and participating in fieldtrips.

Homework

At WAT we consider playtime an important part of childhood and encourage children to actively participate in opportunities to play and be involved in other activities outside of school. At the same time we understand that children should dedicate some of the time they spend at home to their studies (in the form of homework) because of the added benefits it can make to learning. We believe that homework should not be seen as an additional burden by students or parents, rather it should be seen as an extension of what is being taught in the class.

Hence the school sets homework:

- as a means of consolidating on the skills, knowledge, concepts and attitudes taught in class
- to encourage students to develop effective study skills and take responsibility for their part in the education process
- to give parents a chance to see what is being taught and learned in school
- to give students the opportunity to prepare materials or research for the future lessons
- to ensure that students are able to catch up on class work when they have not been working to the best of their ability during school time
- to provide opportunities for parents and students to cooperate in such activities like projects, and creative writing

Grade level	Number of minutes per day
Kindergarten	0
Grade 1	10
Grade 2	20
Grade 3	30
Grade 4	40
Grade 5	50

*Reading assignments are not included in the specified minutes for each Grade

** Albanian homework is included in the specified minutes for each Grade

Parents can help find the best time after school for homework. They can assist by providing a quiet, well-lit work area where the television is off, the telephone is off limits and iPads, Game Boys etc are put away. Parents may explain, where necessary, but then should promote independence in their child by allowing him or her to complete their own homework. Parents could remind their children that they might have assignments to complete. It helps to show an interest in your child's assignments. If he/she is having any difficulty with the task, please do not do it yourself but send a note to the teacher explaining the problem. If your child cannot complete the amount of homework in the given time, please ask your child to stop and explain the situation to the teacher through the home communication book. This information is helpful for the teacher when planning homework.

There is a need for balance in our students' lives. Homework should not be an unnecessary burden or unduly interfere with family life and other important activities and pastimes in their lives.

It is not the homeroom teacher's responsibility to provide homework for students who are away during school time.

Reporting and parent conferences

Calendar of Reporting for PYP (see assessment policy)

- October - Parent/Teacher Conferences and Progress Report
- December - Semester 1 Report Cards
- April - Student Led Conferences
- June - Semester 2 Report Cards

What are Student Portfolios?

A portfolio is a collection of student work that is designed to demonstrate successes, growth, creativity and reflection. The teacher and student will select work for the portfolio throughout the year, giving them the opportunity to reflect on their learning and select work based on different criteria. The age of students will determine how portfolios are developed and used. The portfolio provides evidence of academic growth and the PYP in practice.

End of Unit Celebration: This is organized by your classroom teacher in the fall and sometime in the spring. Parents are invited to attend these celebrations at the end of one of the 6 Units of Inquiry from the PYP. This is an opportunity to witness, in action, your child's learning with concrete examples of students' work which may include exhibitions, classroom posters, performances and individual portfolios.

Parent-Teacher Conferences: These conferences will be held on Wednesday, October 28 and Thursday, October 29. This will be a time for parents to discuss their child's progress directly with the classroom teacher.

ISA / ACER standardized tests - Students will participate in the annual ISA tests, administered in the spring. The school recognises that standardized assessments results have limited reliability and validity as have all other assessment results but we value having one other source of data to compare with our own results and allow for triangulation. <http://www.acer.edu.au/isa>.

Student led conferences: In a student led conference, students lead parents through a discussion of their work and establish academic and social goals, referring to the Student Portfolio.

Field trips

There will be opportunities to visit many sites of interest in Tirana, such as the zoo, botanical garden, National park, museum and theaters. All field trips require parental permission and some trips may require a minimal fee (entry fees, etc).

Student Behaviour

The IB Learner Profile assists us in describing behaviour that helps to create a better and more peaceful world. We work with students to develop these attributes and reflect on appropriate behaviour. The IB Learner Profile applies to all learners in the school. Specific behavioural expectations are the result of our interpretation of the IB Learner Profile.

Inquirers: They are naturally interested in other backgrounds and appreciate both working alone and inquiring as part of a group. Learners show independence in learning and actively enjoy learning.

Knowledgeable: They are knowledgeable about the variety of backgrounds of other learners. They aim to increase their own knowledge and are therefore punctual and prepared for lessons.

Thinkers: They critically and creatively recognise and approach complex social problems and make reasoned, ethical decisions.

Communicators: They express their feelings, needs and wants clearly and confidently in a variety of social situations and for a variety of audiences. They consider the perspectives of others when communicating, refrain from language or gestures that could be considered offensive, express gratitude (thank you), apologise when necessary (sorry), request politely (please) and request attention (excuse me) when appropriate.

Principled: They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities (students, teachers, parents and support staff) whether inside the school, on the playground or on fieldtrips. They take responsibility for their own actions and the consequences that accompany them. Students respect other people's belongings and displays and refrain from touching them without permission. Students return school gym and play equipment to the appropriate place. They hand in their own work and hand it in on time.

Open minded: They understand and appreciate their own cultures and personal histories, and are open to perspectives values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from experience.

Caring: They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service and act to make a positive difference. We encourage students to behave courteously (e.g. hold doors open for people coming behind). Students consider their own and each other's safety, belongings and interests and refrain from pushing, shoving, rough play or fighting and share play equipment fairly. Students place their belongings in the designated areas in an organised fashion (coats in lockers or on hooks, shoes

neatly stored) and keep the classroom neat and tidy. In corridors and in classes, students walk and talk in a calm and quiet manner.

Risk takers: They approach unfamiliar situations and uncertainty with forethought and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced: They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and for others.

Reflective: They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

Dress Code

There is no school uniform. Students should wear neat clothing which is practical and, above all, seasonally appropriate. T-shirts and sweatshirts may not display any inappropriate words, pictures or slogans. Sports shoes and clothing are required for P.E. days.

Facilities

Library

WAT's library is expanding. We are regularly increasing our book supply with the aim of providing stimulus, enjoyment and entertainment for students, teachers and parents. The library offers a wide variety of fiction ranging from picture books for Primary years to novels for the Middle School. We also have reference books, teacher resource books, and a good selection of non-fiction books. We welcome used books should they be offered. Students spend one lesson a week in the library learning a variety of library skills and choosing books that foster research. Lost or damaged books must be paid for.

Lost and found

All lost items are kept in school office in the lost and found box. If an item is not found, the concerned student is requested to ask his/her class teacher for assistance. The lost items will be kept in the box for two weeks. Then they will be stored until the end of term. If the items remain unclaimed by the end of term, they will be given to relief organizations in Tirana.

Bistro

The Bistro, between the school offices and the cafeteria, is open for Parents throughout the day. The bistro sells high quality drinks and snacks.

Nurse's office

The school nurse's office is open during school hours. A qualified nurse is present at all times. The school administers medication only in urgent situations and only after parents have provided written permission.

Playgrounds

The school has a playground for primary students and a multi sports court for upper primary and secondary students. In addition, the school may use the lawn in front of the building for recreational purposes.

Cafeteria

The school has a cafeteria where all KG – Grade 11 students have lunch.

Extra Curricular Programme

After-School Activities

Every year a range of after-school activities is offered at an extra charge, such as piano lessons, German and Italian classes, etc. Other activities may be offered to parent requests.

Additional Documents

In addition to the parent – student guide, the following documents contain practical information for parents and are available on the School Management System:

1. Mission and Philosophy
2. Organisational Structure
3. Lines of Communication
4. Staff List with assignments
5. School Calendar
6. Class schedules
7. Master Timetable
8. School Campus: parking regulations
9. Network and Internet Use Policy

The following documents provide curriculum information and are available on the School Management System:

10. PYP Curriculum Guide
11. Programme of Inquiry
12. Language Scope and Sequence
13. Mathematics Scope and Sequence
14. Assessment Policy
15. Language Policy