

Guidelines for Partnerships with Schools, Organizations and Individuals

Introduction

International School Moshi (ISM) is keen to develop links and collaborations with schools, organizations and individuals. These partnerships would aim to support our mission:

ISM provides a world-class education through a challenging international curriculum in a dynamic environment. We are committed to developing balanced global citizens who are empowered to act responsibly in a complex world

Partnerships have the potential to create a dynamic learning environment for ISM students and staff, as well as for those involved from the partner group. At the same time, care is needed to avoid partnerships which do not create a dynamic learning environment or which raise ethical concerns.

The guidelines aims to answer the following questions:

1. Which types of partnerships apply to this document?
2. Which type of schools, organizations and individuals is ISM potentially interested in collaborating with?
3. What would be the process for initiating this collaboration?
4. Under what circumstances would payment to ISM be expected?

1. Which types of partnerships apply to this document?

This document applies to partnership requests which involve one or more of the following:

- A. A school in which the students interact with ISM students and/or staff.
- B. A school or organization in which the staff interacts with ISM students and/or staff.
- C. An organization in which the employees or volunteers interact with ISM students and/or staff.
- D. A school or organization that interacts with the ISM parent body.
- E. A school or organization which requests use of ISM facilities such as classrooms, performance area, swimming pool, sports grounds, technology, sound and light resources.

2. Which type of activities is ISM potentially interested in collaborating with?

The following criteria would describe schools, organizations and individuals (ie partners) which ISM would potentially collaborate with:

- A. The activity does not commercially benefit the partner.
- B. The activity adds to the learning experiences of students and/or staff.
- C. The activity is non-political and secular in their purpose for using the campus facilities.
- D. The activity complements the philosophy of the school by recognizing that learning is a life-long process nurtured through an education that is inspirational in nature, holistic in perspective, global in context and responsible in practice.
- E. There is a mutual benefit to the school and partner.
- F. No individual or group within the school would gain financially or similar as a result of the partnership.
- G. No or minimal costs incurred on the school.
- H. No disruptions to school programmes and events.

3. What would be the process for initiating this collaboration?

- A. A formal letter of request from ISM or the partner would initiate discussion of possible collaboration. Although casual conversations may arise beforehand, the letter formalizes the request.

- B. Depending on the nature of the collaboration, a decision to proceed or otherwise with the partnerships would be taken by the Senior or Campus Management Teams. This decision would be made when either ISM has received a positive response from a prospective partner or when ISM has received a request from an interested organization, school or individual.
- C. A formal response by ISM would be made to the organization, school or individual. This would clarify, if applicable, the timeline, the expectations and responsibilities of ISM and the partner, payments, staffing and liaisons with security.
- D. All members of the ISM and wider community are encouraged to initiate partnerships. The request, with details of the nature of the partnership and how it meets the criteria, would be brought to the attention of the appropriate supervisor, who in turn will bring it to the attention of the appropriate decision-making group.
- E. An agreement in writing would be made and signed by the school and partner clarifying the conditions of the partnership.

4. Under what circumstances would ISM partner with a for-profit group or individual?

In special circumstances, a for-profit school, organization or individual may have a partnership with ISM. For this to occur, the following criteria would be considered:

- A. The for-profit partner offers a service which adds to the learning experiences of ISM students or staff. This might include offering an optional CCA, an additional activity after class, or conducting a workshop for staff and/or students.
- B. The for-profit partner offers a service to the wider community, including staff and/or students of ISM, which supports the mission of the school.
- C. The for-profit partner offers a service to the wider community, including staff and/or students of ISM, which forges worthwhile links with the local community.
- D. The for-profit partner offers a service to the wider community, including staff and/or students of ISM, which supports our commitment to community and service.
- E. The for-profit partner offers a service which enhances the school's reputation or its relationship with that partner.

5. Payments

In such partnerships, as outlined above, ISM will normally charge the partner for the costs (such as staffing, utilities, equipment and materials) of using ISM facilities. In certain situations, it might be appropriate for ISM to charge an additional fee for the use of its facilities. This situation may arise when a partner receives a financial benefit through use of ISM facilities. The final decision in regard to such a partnership, including the fees demanded, would be made by the Director.

6. With what groups, and under what circumstances, would ISM accept sponsorship?

Donations from individuals and groups may benefit ISM. The following criteria describe who we would accept or solicit donations from:

- A. The donor supports the mission of ISM.
- B. The mission or aims of the donor, or the terms of the donation, are not seen to be detrimental to the mission or success of ISM.

The final decision lies with the Director.

Advertising

The individual or group may be given permission to advertise in an area within the school. The decision to allow advertising (eg through a plaque), and the form it would take, would be made by the Director.