



**SECONDARY HANDBOOK  
2024-2025**

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# **Part One: Academic Life**

## **Welcome to UWC East Africa**

Welcome to Tanzania,

We hope that you find this handbook to be informative and useful in preparing yourself for your time here and that it starts to give you a picture of our campus and community. While our community of students, parents, staff and others represent a wide background of different nationalities, cultures and experiences; they have a strong connection to the school, and this is felt as you spend time here.

While we are a hub within the Moshi and Arusha communities, it is also important that you take advantage of the opportunities the school provides to get out of the school and experience wider Tanzania. Please use this document as a guide to learn more about these opportunities and please ask questions of the staff to help you better understand the school and campus.

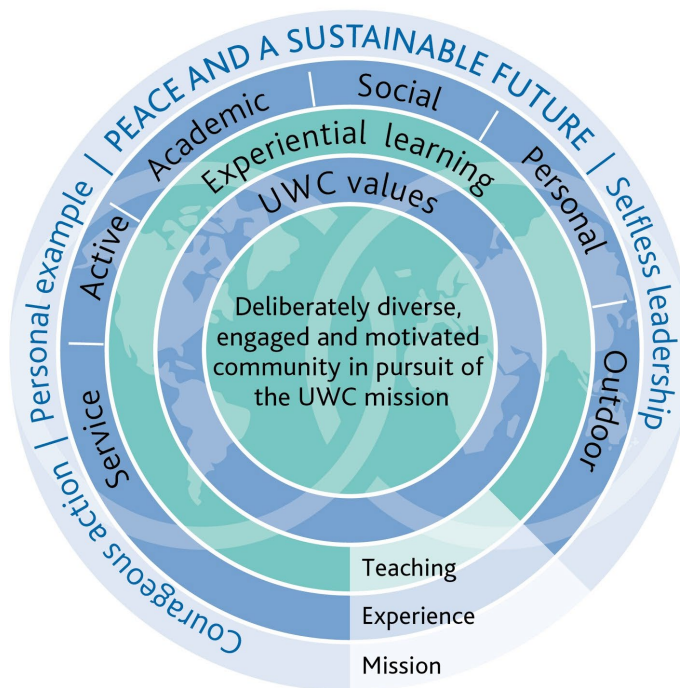
This handbook is revised each year and covers all aspects of Secondary life for both residential and day students.

Coming to UWC East Africa and living in Tanzania is an opportunity not to be missed. It is our honor to welcome you to our community.

Bob Cofer  
Head of UWC East Africa, Moshi

Phil Bowen  
Head of UWC East Africa, Arusha

## UWC East Africa Guiding Statements



### UWC Mission

UWC makes education a force to unite people,  
nations and cultures for peace and a sustainable future

### UWC Values

International and intercultural understanding | The celebration of difference  
Personal responsibility and integrity | Mutual responsibility and respect  
Compassion and service | Respect for the environment  
A sense of idealism | Personal challenge | Action and personal example

## UWC Student Code of Conduct

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Pursuing the UWC mission – to make education a force to unite people, nations, and cultures for peace and a sustainable future – requires a commitment to the following values: international and intercultural understanding, celebration of difference, personal responsibility and integrity, mutual responsibility and respect, compassion and service, respect for the environment, a sense of idealism, personal challenge, action and personal example.

At the heart of the UWC ethos is respect for self and others in all our actions and words in all circumstances, including online. This means that we must think about the common good and be able to rise above our individual desires and needs in order to create fully integrated communities. In short, our ideals require good-heartedness from all members of the UWC community and a recognition that cultural norms are diverse.

The common Code of Conduct is required to make expectations clear. Students who accept a position at a UWC school or college commit to the pursuit of a healthy lifestyle, one that avoids potential harm to self and to others. Therefore, the following are not acceptable:

- Consumption, possession and/or distribution of
  - drugs for recreational or other non-medically prescribed purposes
  - tobacco, vaping and other related products
  - alcohol on school property and school sponsored activities
- Sexual activity in student rooms and any other shared or public spaces
- Violence of any kind including hazing, bullying, harassment or any other form of abuse
- Assault, including but not limited to verbal, physical and sexual
- Stealing or “borrowing without permission”

Each school or college will have clear expectations regarding:

- Attendance (at all classes and activities)
- Academic integrity
- Respect for curfew and/or quiet times
- Alcohol ‘off campus’

Individual UWC schools and colleges may have additional standards on these issues that reflect the laws, cultural norms and circumstances of the country in which they are located. The expectation is that the UWC Common Code of Conduct will be followed both in action and spirit. Those who breach the Code may lose the right to remain in their UWC school or college.

Adopted by the UWC International Board as “UWC Common Code of Conduct” on 17 October 2010  
Accepted and reviewed by the Heads Committee in March 2019 as “UWC Student Code of Conduct”  
and by the UWC International Board in July 2019

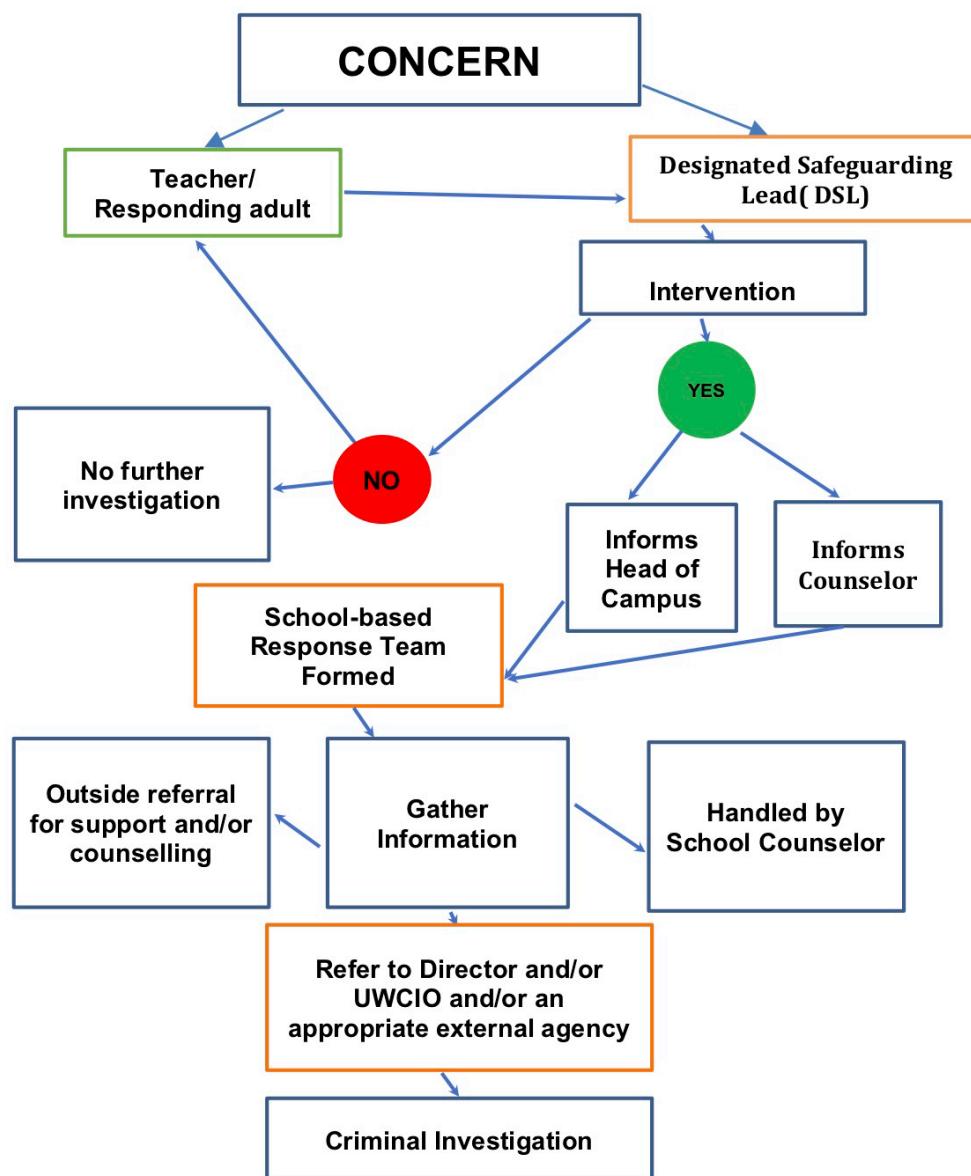
## Safeguarding

UWC East Africa is committed to providing a safe, collaborative and caring environment.

Our highest priority is protecting the students in our care. We demonstrate this through the operations of each campus, the recruitment of all adults working with/around the students in our care and the physical environment of each campus.

If a student has a concern, they are encouraged to confide in one of the Designated Deputy Safeguarding Leads (DDSL). Details regarding the DDSLs are posted around the school. All information about child safeguarding at UWC East Africa is contained in the Child Protection Handbook which is available in both campus receptions.

Steps to follow if you wish to raise a safeguarding concern




Updated March 2021



## IB Learner Profile

UWC East Africa motivates all members of our learning community to be:




# IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

<b>INQUIRERS</b> We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.	<b>OPEN-MINDED</b> We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
<b>KNOWLEDGEABLE</b> We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.	<b>CARING</b> We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
<b>THINKERS</b> We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.	<b>RISK-TAKERS</b> We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
<b>COMMUNICATORS</b> We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.	<b>BALANCED</b> We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
<b>PRINCIPLED</b> We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.	<b>REFLECTIVE</b> We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

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## Legal Document Requirements for Tanzania

Students must ensure that the school is provided with at least one of the following:

- Tanzanian birth certificate
- Valid Tanzanian student pass

Information regarding the process which applies to the individual student will be provided upon admission.

## Student Rights and Responsibilities

Students have the right to:	Students have the responsibility to:
<ul style="list-style-type: none"><li>• be treated with respect, courtesy and consideration by teachers, administrators, school personnel and classmates.</li><li>• a clean, safe, respectful environment conducive to learning and access to curricular and extra-curricular learning opportunities.</li><li>• discuss academic matters and voice opinions in a respectful manner to faculty, administrators and school personnel.</li><li>• confidentiality and fair and accurate maintenance of their academic and disciplinary records.</li><li>• well-constructed lessons and activities that contribute to student achievement, corresponding to the UWCEA mission statement.</li><li>• have access to appropriate and necessary equipment to facilitate successful completion of assigned work.</li><li>• be informed of the school rules and procedures by which the school is governed and the process by which discipline will be applied as referenced in the Student Handbook.</li></ul>	<ul style="list-style-type: none"><li>• respect their classmates, teachers and school staff and their views, rights, cultures, property and learning.</li><li>• contribute to the learning environment by:<ul style="list-style-type: none"><li>○ arriving to class on-time, prepared with all appropriate materials</li><li>○ following classroom agreements</li><li>○ complying with all teacher directives</li><li>○ completing all assigned work</li><li>○ fulfilling all extra-curricular commitments</li><li>○ following the dress code.</li></ul></li><li>• use appropriate language and maintain respectful behavior with teachers, school staff and classmates.</li><li>• maintain academic integrity and follow Academic Integrity Policy.</li><li>• participate actively and appropriately in all lessons and strive to achieve optimal success in all courses.</li><li>• treat all school facilities and equipment with respect and contribute to a clean, tidy and safe environment to ensure that all students have equitable access. This includes helping to recycle and acting responsibly with resources.</li><li>• familiarize themselves with all school and classroom expectations and accept consequences for personal behavior with dignity and honesty.</li><li>• model exemplary behavior and values at all times, especially in the context of younger students.</li></ul>

## **UWC East Africa Code of Conduct**

UWC East Africa operates on the assumption that all students will follow the school rules and expectations, UWC Code of Conduct and acting responsibly and ethically. Our commitment to uphold the UWC East Africa Code of Conduct creates an atmosphere of trust and respect.

### **Academic Integrity**

UWC East Africa operates on the assumption that students and staff accept and respect the principle of intellectual integrity. Any form of cheating undermines the integrity of the school's Guiding Statements and may be considered a violation of a major school rule and, as such, may be subject to disciplinary procedures.

All instances of academic dishonesty or cheating will be reported to the respective Head of Campus. The IB regulations regarding academic integrity are very specific. Any deviation from the regulations may result in a student being ineligible to receive IB certification.

As members of the UWC East Africa community, we commit ourselves to ensuring all academic work is produced with integrity and will not incur any infraction of academic honesty, such as:

- plagiarism - taking work, words, ideas, pictures, information or anything that has been produced by someone else or an AI tool and submitting it for assessment as one's own work.
- copying - taking the work of another student, with or without his/her knowledge and submitting it as one's own
- exam cheating - communicating with another candidate during an exam, bringing unauthorised material into an exam room, or consulting such material during an exam in order to gain an unfair advantage
- duplication - submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved
- falsifying data - creating or altering data which have not been collected in an appropriate way
- collusion - helping another student to be academically dishonest
- misrepresentation - misrepresenting other people's ideas by pretending they are one's own

### **Meeting School Expectations and Sanctions**

"At the heart of the UWC ethos is respect for self and others in all our actions and words in all circumstances, including online. This means that we must think about the common good and be able to rise above our individual desires and needs in order to create fully integrated communities." – UWC Code of Conduct

As noted in the Code of Conduct quote above, a community like ours can only run well if everyone agrees to cooperate together. We want our school to be a pleasant environment, which actively promotes learning and wellbeing. To achieve this, we believe that all should behave in a respectful and responsible way. This includes a responsibility for the safety of yourself and for the safety of the community. It also includes respect for ourselves, others in the community and our shared space. Our school expectations are based on these principles of responsibility and respect.

We do not allow nor tolerate:

- cheating, vandalism, theft, violence, or threatening behaviour
- bullying (verbal, emotional, cyber or physical) or other abusive behaviour
- alcoholic drinks on the campus
- being under the influence of alcohol or drugs on campus or during school events and activities
- smoking or bringing tobacco on the campus (includes vaping)
- use or possession of any unauthorised or illegal drugs on campus or during school events and activities
- possession of weapons which includes knives
- any overtly sexual behaviour
- Use of language that may be interpreted as discriminatory, inflammatory and/or offensive.
- Actions that put yourself or others into dangerous situations

An infringement of any of the above will result in a disciplinary hearing and may result in punitive action which includes possible suspension or expulsion from the school.

In the event that the UWCEA Staff and / or residential team suspect the presence of prohibited item(s) on school property, the student will be asked to hand over the item(s). Should the suspicion persist, the school reserves the right to search student rooms, lockers or bags and to confiscate any item that may compromise the safety or welfare of the community.

## **What is Bullying?**

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online – and is linked with aggression. It is usually repeated over a long period of time and can hurt a person both physically and emotionally. Bullying that happens online, using social networks and mobile phones, is called cyber bullying. Other types of bullying include relational bullying, physical bullying, and verbal bullying.

**Possible Indicators of Bullying:**

- Verbal abuse, such as name calling and gossiping
- Non-verbal abuse, such as hand signs or text messages
- Emotional abuse, such as threatening, intimidating or humiliating someone
- Exclusion, such as ignoring or isolating someone
- Undermining, by constant criticism or spreading rumors
- Controlling or manipulating someone
- Racial, cultural, sexual or homophobic derogatory comments
- Physical assaults, such as hitting and pushing
- Online cyber bullying

**What is Cyber Bullying?**

Cyber bullying is becoming increasingly common. Unlike other types of bullying, it can happen anytime anywhere – a child can be bullied when you might think they are safe, such as when they are alone in their bedroom. It can feel like there is no escape. Children may know who is bullying them online or someone using a fake or anonymous account may target them. Cyber bullying negatively impacts children emotionally, psychologically and socially.

**Indicators of Cyber Bullying:**

- Sending threatening or abusive text messages
- Homophobia, racism or sexism
- Making silent, hoax or abusive calls
- Creating and sharing embarrassing images or videos
- 'Trolling' - the sending of menacing or upsetting messages on social networks, chat rooms or online games
- Excluding children from online games, activities or friendship groups
- Setting up hate sites or groups about a particular child
- Encouraging young people to self-harm
- Voting for or against someone in an abusive poll
- Creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name
- Sending explicit messages, also known as sexting
- Pressuring children into sending sexual images or engaging in sexual conversations.

**Consequences for cases of bullying and cyber-bullying may include:**

- Meeting with the Head of Residential Life/Head of Campus
- Parents informed/invited into school
- Report in the student's school record
- Recommendation to see the Counsellor
- Disciplinary hearing which may lead to further actions

In addition, any action which uses school computer equipment or systems in violation of the IT System User agreement will face sanctions as listed in the policy.

## **Discriminatory, Abusive or Foul Language**

We do not tolerate discriminatory or abusive language whether it is targeted at an individual or in general. We also do not accept swearing in any language, either verbal or written. It is neither respectful nor appropriate in any forum at school, in class, after classes, during activities, around the campus, in the residences, or on a school organised trip. We are a full range school; this means you need to think about the music you listen to and the movies you watch in public spaces that may be overheard. Consequences for violation of these rules may include suspension or expulsion.

## **Drug and Alcohol Use**

We acknowledge that around the world laws and norms regarding drug and alcohol use are different. As a community of students and staff, both international and local, UWCEA has its own established norms and expectations, and by enrolling in UWC East Africa you are agreeing to accept those norms.

The legal drinking age in Tanzania is 18, however all people enrolled in a secondary school in Tanzania are considered minors and therefore are not allowed to drink alcohol. The use or possession of drugs, including marijuana, in Tanzania is illegal and anyone found to be in possession of even the smallest amount of any illegal substance is liable to receive a prison sentence. Furthermore, individuals are known to prey on tourists and offer to sell them drugs, particularly marijuana. If someone buys from them, they will then threaten to report unless they pay a hefty fine, often amounting to many thousands of dollars.

That said, Tanzania is a relatively safe country and as such we encourage students to interact with local communities. Our in-school activities will have interactions at many different levels from service to outdoor pursuits. In addition to school-organised activities, older students are able to sign out to explore the country without chaperones. With this in mind, we know that the use of alcohol and drugs impair students' judgment and leave them open to poor decision making which means that they are at a higher risk in the community. Furthermore, teenage brains are still under development and more susceptible to alcohol and drug use. Young people are more at risk to prolonged impact as well as variations in reactions to stimulants and depressants like recreational drugs and alcohol. In order to be able to continue to offer students the opportunity to explore Tanzania independently, the school has strict rules around drug and alcohol use. By enrolling at UWC East Africa, every student is agreeing to adhere to these rules and to accept the sanctions imposed should they decide to break these rules.

### **Alcohol**

No students are allowed to possess or consume alcohol on campus at any time. Students that are intoxicated on or off campus could expect disciplinary action. A student seen with alcohol off-campus can expect to be challenged by a teacher, warned to refrain from imbibing alcohol and can expect to undergo a test for intoxication upon their return to

campus. In these cases, students will have a hearing and disciplinary action as outlined in the Secondary Behavior Procedures. The likely outcome of the hearing will be a recommendation to suspend off campus, which may mean going home for a period of time, with costs borne by the student, even for a first offence.

## **Drug Use**

School policy is very strict on the possession, distribution and even use of illegal drugs. Anyone caught under the influence or in possession of illegal drugs will face a disciplinary hearing. The likely outcome of the hearing will be a recommendation to expel even for a first offense based on the policy. This outcome may be appealed to the governing board.

## **Use of bodas and motorcycle taxis**

As noted above we base our expectations on respect and responsibility to self and community. This includes a responsibility to act sensibly and safely thus not putting yourself or others in a dangerous situation. Based on our experiences as a school and input from doctors at local hospitals, we know that the use of bodas and motorcycle taxis increases the likelihood of being in a road accident and of serious personal injury.

As a result, we will treat the use of these modes of transport as a violation of this responsibility. Initially this will result in a letter home and to the National Committee concerning the incident and, a reminder of the school policy and informing both that if found on a boda or motorcycle taxi again your child will be deemed too unsafe to be at school. The student will also be required to sign an agreement that they understand the risk, that they had violated their responsibility and that a future violation could result in them being sent home as we cannot be assured of their safety while in our care.

## **Disciplinary Hearing**

If there is a serious breach of school rules, Disciplinary Committee hearings are held and may include the Head of Campus, Deputy Head of Campus, Head of Residential Life, Residential Parent, Mentor and the student(s) involved to decide on suitable disciplinary action. On these occasions, a student is allowed to invite a fellow student to observe and support, however, they cannot comment during the proceedings. The Secondary Behaviour Procedures document outlines the process and levels of sanctions.

In case of serious or repeated disregard of the school's expectations, a student could be:

- restricted from certain activities,
- suspended from school for a fixed period or,
- expelled from the school.

## UWC East Africa High School Diploma

In addition to the IB Diploma students are eligible for an UWC East Africa High School Diploma. The high school diploma accounts for the last 4 years of school and are the years represented on the UWC East Africa transcript. The academic requirements to obtain the diploma are:

In M4/5

2 credits of “first language” normally English

2 credits of another language

2 credits of Mathematics

2 credits of Science

2 credits of Individuals and Societies

4 credits of Electives

In D1/D2

2 credits of “first language” normally English

2 credits of Mathematics

4 credits of Science, Individuals and Societies or another language

2 credits of Electives

TOTAL=24 CREDITS

- Credit is awarded for **successfully** completing a year of the course. Credits are based on hours per week of class time. In most cases, 1 credit is equivalent to 1 year of study.
- For students who enter the school for Diploma, their previous grades will be used to determine if they meet the requirements.
- In addition, students must have successfully met the requirements for Service as Action in MYP and Creativity, Activity and Service in DP as well as Life Skills in all years. They also must be in good disciplinary and financial standing with the School.
- The Director has the right to award the High School Diploma in exceptional circumstances.

## School Day

### Arusha

Monday to Thursday		Friday	
07:50 – 08:00	Registration	07:50 – 08:00	Registration
08:00 – 09:40	Lessons	08:00 – 09:40	Lessons
09:40 – 10:00	Break (20 mins)	09:40 – 10:00	Break (20 mins)
10:00 – 12.30	Lessons	10:00 – 12.00	Lessons
12:30 – 13.20	Lunch	12:00 – 12.40	Lunch
13:20 – 15:00	Lessons	12:40 – 14:00	Lessons
15:00 – 17:00	Activities		



## Moshi

Monday, Wednesday & Thursday	Tuesday	Friday
07:30 – 10:10 Lessons 10:10 – 10:30 Break 10:30 – 12:40 Lessons 12:10 – 12:55 Lunch A 12:40 – 13:25 Lunch B 13:25 – 15:05 Lessons 15:05 – 18:00 Activities	07:30 – 10:10 Lessons 10:10 – 10:30 Break 10:30 – 12:40 Lessons 12:10 – 12:55 Lunch A 12:40 – 13:25 Lunch B 13:25 – 14:15 Lessons 15:00 – 18:00 Activities	07:30 – 09:40 Lessons 09:40 – 10:00 Break 10:00 – 12:30 Lessons 12:30 – 13:20 Lunch

## Classroom Resources

**Students should bring the following to each and every class:**

- Textbooks (if issued by teacher)
- Stationery (exercise books/folder as issued by teacher)
- Pen, pencils, ruler, eraser, pencil sharpener
- All M3-D2 students require a laptop as stipulated in the Technology Use Policy
- M1-M2 may use a laptop in class (discretionary based on conversation with MYP Coordinator)

**For certain classes, students will also need:**

- Coloured pencils
- Mathematical instruments
- M1 to M5: simple calculator
- M5, D1, D2: graphic calculator (*TI-84 calculator available to purchase from school – these may be cheaper in your home country*)

## Dress Code

UWC East Africa has a dress code created in conjunction with the students to convey a message of respectability to our community and reflect our standards. We are a school in Tanzania and should be aware of community and cultural expectations regarding student dress both when attending classes and when going off campus. In Tanzania, most people would expect clothes to cover from shoulders to knees at a minimum.

Students are expected to adhere to the following:

- No sagging shorts or trousers,
- Shorts, skirts or dresses should reach mid-thigh,

- Shirts or dresses can be sleeveless but should cover the torso,
- Hoods or hats may not be worn during classes,
- Wear shoes appropriate for your day (e.g. trainers for P.E. classes and closed toe shoes for Sciences and Design), and footwear should be worn at all times in public spaces.

Clothes, jewellery, makeup or hairstyles, which may give offense in the community, should not be worn. In particular clothes or accessories that advertise alcohol, drugs or cigarettes, or contain offensive language or pictures are not appropriate.

#### Dress Code for Sports:

- Students should wear athletic shorts or athletic yoga/leggings.
- Students should wear a House T-shirt or UWC East Africa Sport T-shirt.
- Students should wear appropriate Athletic Trainers/Tennis Shoes to participate. For competitive field sports it is recommended that students have football/rugby boots/cleats.
- Students should have protective wear for certain sports, such as shin pads for football and a gum shield for hockey.
- Students should wear a hat.
- A water bottle is also needed for P.E. classes.
- Females should wear a one-piece swimsuit and males should wear swimming shorts. Competitive swimwear is recommended.
- For swimming lessons, you need a towel and should have goggles and flip flops.

Students who are inappropriately dressed may be given alternative clothing to wear or asked to change. If a student is unable to take part in P.E. for medical reasons, then they must bring a note from their parent/guardian or school nurse. Students must bring a doctor's note for long-term medical issues. Non-participants are required to coach in their P.E. kits.

Exemptions to any aspect of the Dress Code can be made on religious or cultural grounds. Final decisions regarding appropriateness of clothing rests with the school.

## Activities

Activities outside of the class are an integral part of the learning programme at UWC East Africa. Students are expected to choose a range of activities that include creative, service and physical elements.

The Activity Coordinator has a full list of activities available and can support students in making choices.

MYP students work together in each mentor group to organise a collaborative Service as Action activity. This is an essential element of the MYP and should be a sustainable

project that is contributed to by the whole mentor group. MYP students need to write up their activities in their reflections via the LMS.

Diploma students have a CAS portfolio via the learning management system. The reflections are a requirement of the IB and should be completed periodically and once an activity is completed.

Once you have chosen an activity, you are expected to attend every week punctually, prepared, and committed.

## **Fundraising Guidelines**

Any students/groups wishing to fund-raise for a cause of their choice need follow the process outlined in the fundraising guidelines. The school reserves the right to deny a request if they feel there are not enough details or the date clashes with other events.

## **Music Lessons**

Individual music lessons can be arranged for certain instruments. Students will need to ask parents/guardians to pay an additional charge. Arrangements for these lessons can be made with the Music department. Students can study for external music exams through this programme but this is not compulsory. Students can hire instruments from the Music department for a monthly fee.

## **Outdoor Pursuits Programme**

UWC East Africa offers a varied programme of biking, flatland walking, mountain hiking and water-based trips. These take advantage of the natural environment of Tanzania and include nearby National Parks, Mt. Kilimanjaro, Mt. Meru and other locations around the country. Each trip is graded according to difficulty. Each student has the opportunity to join the programme, starting with biking, camping or low-level overnight mountain trip. Charges are made for transport, official guides and food. Every student is encouraged to take full advantage of the OP Programme, whatever their level of fitness or experience. All new students will be offered a complimentary introductory OP trip as part of the school experience. If you need to borrow equipment from the OP store, then a refundable deposit of TZS 10,000 is required.

Students should see the appendix regarding packing for a list of OP equipment that is needed and is recommended to bring.

## **The IT Centre and Internet Use**

The IT Centre will generally be open each school day. Access to the internet is available through the IT Centre but should be limited to school related activities. Students are welcome work in there when there are no classes, activities or workshops taking place.

Students must sign and agree to the school Technology Use Agreement. All students are required to get parental permission to use the internet unsupervised. Students who violate these rules will be subject to disciplinary measures, which may include the right to Internet or computer use being withdrawn.

## **Facilities**

The *library* is open Monday to Friday and other select times. Times will be posted outside the library. Students may read or work quietly and can borrow books to take out. If a book is lost, then a replacement fee (including shipping costs if applicable) will be issued and students will not be able to borrow a book until this is paid.

The *swimming pool* is open for student use when not being used for sports teams and a lifeguard is on duty. Times will be posted outside the pool. Before being allowed to use the pool without an adult, students will be asked to take a swimming test. Students need to be aware that select members of the wider community also use this facility at certain times.

All students can use the *changing rooms* for their sports. Please be respectful of other people changing there. Students should not leave their belongings in the changing room, they are tidied up once a week and any items found will go to lost property at reception.

Students can use the *courts*, the *pitches* or *facilities* for their own sports on campus if they are not being used for a school organised activity. Equipment can be borrowed from the PE Department.

## **Mentor Group**

Each student is assigned to a mentor group. Each week, there will be periods scheduled for students to be with their mentor group. This may include personal and educational counselling, administrative matters and group activities, as well as assemblies.

## **Home Learning**

Students will be assigned work to complete on a regular basis outside of class, which we consider an important part of learning. The nature of the work will depend on the course. Students are expected to complete assignments on time and should organise their time accordingly.

- M1-M2 students should have no more than 1 hour of work a day.
- M3 students should have no more than 1.5 hours of work a day.
- M4 students should have no more than 2 hours of work a day.
- M5 and Diploma students work on assignments as designated.

## Home Learning Expectations

All secondary students are expected to:

- Put in a concentrated time each afternoon/evening. Time spent finding pencils, getting organised, chatting on the Internet etc. does not count.
- Be *accomplished* on all assignments. Teachers may ask students to spend longer on assignments if the work does not reach the expected standard.
- Keep *balanced*. If students have honestly spent (productively) the time allotted for home learning but have not finished, they should stop and talk to the teacher the next day.
- Plan how to avoid difficulties. Flimsy excuses (“I forgot”) and technical difficulties (“the power went out”) are not acceptable. Students must figure out how to solve problems, printing must be done before class, backup copies of work should be kept on different computers etc.
- Be *committed* to complete and hand in assignments on time. This helps with organisation, mental well-being, and learning. Repeatedly late or missing assignments indicate that effective learning is not happening.

Students who have incomplete or missing assignments may be issued a warning or required to attend a supervised study time.

## Late Work Appeal Procedure

All assignments should be completed by the deadline set by the teacher, administrator, school or IB Organisation. This means that, unless other arrangements have been made, students must be prepared to submit assessments or make presentations at the beginning of the class on the day the assignment is due, or at the stated submission time. Missing a major assignment or assessment because of an absence is not considered a valid reason. Students should not bring important assignments on memory sticks or disks and expect to print/submit them on the deadline day.

If a student has a concern about meeting a deadline, this should be addressed with the teacher as early as possible before the deadline. This may lead to an alternate due date. Initial cases of late submissions will be handled by the teacher in all cases. Subsequent cases will follow the following procedure:

### M1 and M2

For students in M1 and M2, the development of organisational skills is still one of their major learning objectives. In order to facilitate the development of these skills, late graded assignments will be dealt with by the classroom teachers. Teachers will inform the MYP Coordinator on repeat occurrences.

### M3 to D2

If a student fails to submit an assessment at the specified deadline, the assessment will initially be ineligible for credit. An absence on the day of an assessment does not automatically qualify for an exception. Students who are absent on the day of an

assessment must present a note immediately upon their return to school. In any case, an assignment will be accepted for the purposes of providing guidance or feedback.

## **The Appeal**

Any student who hands work in after a stated deadline must email the teacher and the DP or MYP coordinator. The student should attach all supporting documentation (e.g. notes from parents) and explain their situation thoroughly. The Coordinator with the teacher will make a determination as to whether the work will be accepted.

## **Note to Students**

Information concerning late submissions are kept by the school. Frequent applications for extensions of deadlines are a clear indication, not only to UWC East Africa, but also to future schools and universities to which they may apply, that a student's commitment to their studies is insufficient. A history of unmet deadlines could adversely affect a student's school record and detrimentally impact future applications to other educational institutions. Maintaining an assignment agenda, tracking work and meeting deadlines is the best way to ensure that students will leave UWC East Africa with a complete and positive record of success.

## **Learning Management System**

Each campus uses a learning management system (LMS). Teachers issue assignments, provide documents and record grades in the system. Students and parents can use the system to access the assignments and grades.

### **Expectations for Secondary Students:**

- Check the LMS daily to confirm what work has been assigned
- If a student has more than 2 summative assessments on a given day, they should talk to the teacher that issued the third assessment about alternative times within 24 hours of the assessment being posted.
- If a student knows that they will not be in school (excused absence) the day a summative assessment is due, they will let the teacher know within 24 hours of the assessment being posted. If the student finds out about the absence after the day the assignment is posted, they will let the teacher know within 24 hours of finding out.
- Submit written assignments via the LMS to reduce printing and improve sustainability.

### **Expectations for Secondary Teachers:**

- Attendance is recorded for classes and mentor times.
- Home learning assignments should be posted the same day, or before they are assigned in class.
- In-class summative assessment (test) details are posted at least 1 week prior to the testing date.

- Longer term summative assessments (papers, investigations, lab reports) should be posted the same day, or before, they are assigned in class and list the due date.
- Grade and return assessments, with appropriate feedback, within 2 weeks, at which point the grades will be posted on the LMS.

## **Report Cards**

Student report cards are available electronically with comments on a semester basis. UWC East Africa operates 2 semesters that are then divided into quarters. Full report cards can be expected at the end of each semester. In the second year of the Diploma Program, students will receive the second full report in March.

## **Parent-Teacher Consultations**

These are opportunities for parents to meet all subject teachers throughout the year. The conference days are listed in the school's calendar and will be communicated in the newsletters. Additionally, times can be arranged for other meetings for visiting parents. Please contact the coordinators to arrange these meetings.

## **Student Government**

Representatives from the student body are elected members of the Student Government. The Student Government meets regularly to discuss student ideas, address student queries and plan events. The student government has a role in Campus and interacts with the campus management as well as other committees on campus.

## **House System**

The school has three houses representing the local peaks of Kibo (blue), Mawenzi (green) and Meru (yellow). On specified dates, all students are expected to participate in a variety of events and Spirit Days.

## **Special Events**

Through the course of the year there are special events here at UWC East Africa. Our UWC Day takes place on 21st September every year. UWC Day is a moment to celebrate the strength and diversity of the UWC movement and our mission of acting as a force for peace and a sustainable future. It is an opportunity to connect and mobilise the UWC family globally. But it is also an opportunity to challenge and reflect on what we do as a movement, and to spread the word about UWC and the UWC values. Other events include the team based 24-Hour Run; International Festival with students representing their country through traditional dress, flags or specific color clothing; Sports Weekend that involves nearly 1000 students from around Tanzania.

## **Inclusion, English as an Additional Language (EAL), and Accommodations**

UWC East Africa does not discriminate against qualified applicants or students on the basis of disabilities that may be reasonably accommodated. In line with our Admissions Policy, the school will discuss with families of applicants with known disabilities whether the school will be able to offer their children the appropriate accommodations to help them be successful at UWC East Africa.

For external examinations appropriate documentation will be required to apply to the examining body for any accommodations.

The School has a detailed Inclusion policy. A full copy of this policy is available from the Inclusion department. The Inclusion department supports students and teachers in providing the best possible support for language and learning needs.

The purpose of the policy is to increase the likelihood that children with language and learning needs will make progress and grow in confidence in their own abilities, helping them become independent, motivated and life-long learners.

## **University Counselling**

UWC East Africa aims to guide students in finding the best intellectual, academic and social match for higher education while empowering students to be thoughtful and deliberate agents in their pursuit of higher education. Staff are available to provide professional guidance throughout a student's time at UWC East Africa by engaging in one-to-one meetings, hosting workshops and open forums, as well as hosting college visits and interviews. In addition, the school will provide supporting electronic and print resources.

## **Personal, Social and Emotional Support**

If a student has problems with work or in any classes or activities, it is best to discuss these with the appropriate teacher first. However, Mentors are there to help students and they should see them if they are finding it difficult to resolve a problem. For residential students please refer to 'Residential Supervision and Student Care' in Part Two of this handbook.

Sometimes you may have a problem that you do not wish to discuss with any of the above, but you still need help. In such cases, you should go to the counsellor or any teacher who you feel comfortable talking to and they will do their best to help you and give you advice.



## **Confidentiality**

Members of the school community commit themselves to maintaining appropriate professional tact and discretion with regard to confidential information they receive. However, confidential information may be disclosed to the Director, appropriate administrators, outside professionals, law enforcement officers, parents/guardians and others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when students or others are in imminent danger of harm); when there is concern about an individual's ability to function academically, emotionally, physically and/or mentally within the school environment; or when legal requirements demand that confidential information be revealed.

## **Attendance**

UWC East Africa values attendance and punctuality. Students are expected to attend all days of school and arrive promptly for all lessons, activities and events. We do understand that certain medical and other events do impact attendance, in these cases when a student misses school, we request prompt communication.

Day students who expect to miss classes for any reason other than illness (e.g. to attend a family or religious ceremony) should make sure parents/guardians contact the Deputy Head of Campus well in advance seeking permission.

Residential students should see their Residential Parent who will advise about what to do. Students may not miss classes or activities unless they have the Deputy Head of Campus' permission to do so.

If a student is late to school, they should go to their assigned room for that class and check in with the teacher. Missed classes will be followed up on by the Coordinators.

Repeated late arrival will result in a disciplinary action.

In order to meet the attendance requirements to progress satisfactory to the next grade a student must attend 90% of all scheduled school days in that grade.

## **Sickness**

Day students: If a student is unable to come to classes or any activities due to sickness, they should send a note through the school LMS. Alternatively, parents can call the school to inform them about the absence.

Residential students: If a student feels ill before school, they must tell the Residential Parent who will issue a slip to take to the school nurse, who will then advise on treatment

and whether or not the student should attend classes or activities. If they cannot attend class they will stay in the health center.

Day students: If Nurse advises that a student cannot attend class and needs to go home, they need to sign out in the office before leaving.

Residential and Day students: If a student feels ill during class time, they must get a medical slip from their teacher, or Deputy Head of Campus, and visit the school nurse.

Missing classes due to sickness counts towards the attendance policy for graduation. Students not well enough to attend classes should not attend other school activities that day.

## **Excessive Displays of Wealth**

As a student body you represent a wide range of socio-economic backgrounds to ensure that our diversity does not just cover national, cultural and religious differences. Given this intentional diversity, we seek to promote the original UWC practice of seeking to live within collectively determined economic limits. The process of self-determining these limits can in itself be an illuminating learning experience. Examples of community-driven decisions could include ideas like restructuring student fundraising events so they are accessible to all.

Ultimately, no value is attached to having possessions or not having them, and all members of the community are celebrated for who they are and what they contribute. To ensure this, there should be a strong sensitivity from all community members around EDW (excessive displays of wealth). If it is within your means, you are asked to be considerate to everyone on campus and think hard whether it is necessary or appropriate to bring objects of high monetary value.

## **Belongings**

Day-students may have a locker in which to keep their books. Students are discouraged from carrying unnecessary materials in their backpacks, especially valuable items.

## **Lost Property**

Students are responsible for looking after their own belongings and the school cannot be held responsible if they are lost, damaged or stolen. If a student finds any items that somebody else has lost, please hand them in to reception.

## **Mobile Phones and Other Electronic Devices**

Mobile phones must be switched off or on 'silent' during tuition times. This includes in between lessons or on the way to a lesson. After this, they may only be used in places where they will not disturb others or by residential students in their residential houses at certain times.

Parents/Guardians who wish to contact their students during the school day may do so via the school's office.

On occasion, students may be given permission by a teacher to use their device as a tool for learning, however, students who use iPods, MP3 players or other electronic devices or headphones in classrooms without a teacher's permission, may have them confiscated and handed to the Deputy Head of Campus. These electronic devices should not be worn during activities.

Students should not walk around the school 'plugged in', this is anti-social behaviour and a health and safety risk. If a teacher sees a student with headphones in their ears or hanging round their neck, they may confiscate them.

## **Visitors to Campus**

Students may invite friends and relatives to spend a day in school, or use the school facilities, but only with prior approval (one week's notice generally required). Approval should be obtained from the Deputy Head of Campus ahead of time.

## **Meals and Snacks**

Both campuses operate dining facilities which strive to cater for all dietary needs. UWC East Africa is committed to supporting a healthy lifestyle through nutrition. Students are expected to make responsible decisions with regard to food choices, consumption and waste in a shared environment.

All residential students are eligible for three meals a day in the school's dining facilities. In addition, students can bring their own food to school to eat during break and lunch times. There are also options for students to purchase food and drinks on campus and healthy choices are encouraged and promoted. All food should be eaten in the designated eating spaces. Hours of operation for the dining facilities are posted in the canteen area.

Food should not be eaten in classrooms, the library, the sports facilities or on the fields. Dishes should not be removed from the dining areas.

Students are discouraged from using electronic equipment, such as phones/ipods/tablets, in the designated eating spaces as we encourage them to step out of the cyber-bubble and socialise at meal/snack times.

**Please remember:**

- To dispose of all rubbish in bins provided
- Chewing gum is not allowed on campus

**Going Off Campus During Academic Hours**

Once a student has arrived in the morning, they are not expected to leave the school until the end of the day. If a student needs to leave for a special reason, they must first obtain permission from the Deputy/Head of Campus.

Before leaving, students must sign out at the main reception.

Day students may leave campus in between class and afternoon activities (but not during class time), provided they have their parent's/guardian's permission to do so.

**Staying on Campus After Academic Hours**

All day students are expected to leave campus by the posted time.

On certain occasions, school organised events, such as a school dance, sports event or dinner, may be organised. On these occasions, day students may stay on campus after the posted time and join the event. They must have permission from their parents in advance.

At other times, day students are welcome to visit residential houses when invited to do so by a residential student. Students will need to have permission from the residential parent on duty.

At weekends, day students are welcome to use school facilities and are invited to join in activities. When on campus to use facilities, or visit residential students, day students should help to contribute towards the programme as appropriate, and should remember that they are expected to follow all school and residential rules, and the requests of teachers or residential parents.

**Bicycles on Campus**

Students are welcome to ride a bicycle to school but please park bicycles in the designated bicycle stands. Bicycles should be locked.

People are not allowed to ride bicycles or using skateboards throughout the designated academic areas.

## **Driving to School**

Day students must obtain permission from the Head of Campus before driving themselves or other students to school. This will normally be given if you bring a letter from your parent/guardian and can show that you have a valid and legal Tanzanian driving licence. Vehicles brought to school should be parked in the main car park and may not be driven around the school.

Students may not travel in a vehicle driven by a day student unless they have specific written permission to do so from their parents/guardians and this permission must name the students who are allowed to drive them.

No motor bikes may be brought on to the school campus by any student. Motorized vehicles driven to school by students and parked outside the main campus are done so at the student's own risk.

## **Bus Behaviour Expectations (to/from school and school trips)**

When students travel on the bus, whether to and from school or on school trips, they are representing the school, so normal school behaviour is expected.

Students who violate these rules may be prohibited from travelling on the bus and may face disciplinary consequences.

Students on the bus will:

- put seat belts on and leave their seat belt on for the whole journey
- clean up rubbish and not leave it on the bus
- stay seated at all times
- not extend any part of the body (or any objects) outside of the bus
- enter and exit the bus only through the door
- listen to supervisors and bus driver
- wear personal earphones if choosing to listen to music
- not disturb the driver at any point in the journey
- be mindful that there are often younger students on the bus also

Teachers/Supervisors will:

- ensure all students are wearing seatbelts and remain seated at all times
- report any students who misbehave on the journey
- ensure the driver is not disturbed whilst driving
- make sure that the students clear all their rubbish before anyone gets off
- ensure students are not misbehaving/acting inappropriately
- act on any misbehaviour with consequence
- agree that they will not take any vehicle on a trip if there are not enough working seatbelts for the number of students on the bus (school buses or hired buses)
- read/remind the students of the bus agreement at the beginning of each trip

## **Part Two: Residential Life**

### **Travel Documentation**

It is the responsibility of each family to ensure the appropriate travel documentation is in place prior to travel. Please advise us well in advance if you anticipate any difficulties with passports or visas needed for travel. The following list of documents will be needed by the student's family in the application and visa process. The first three should be carried with the student when they travel:

- Student's passport
- Student's birth certificate copy
- Yellow fever vaccination certificate
- Copies of parents' passports (or official identification document e.g. driving license, public health insurance card or birth certificate)
- Parental consent form
- Legal custodianship document copy (if applicable)

### **Traveling to Tanzania**

Incoming first year Diploma students are expected to arrive approximately 7 days before the school opens with the exact date in the acceptance packet. Students will take part in an Orientation Week in order to get acquainted to their peers, new residential life and surroundings.

A travel form will need to be completed and sent to the school by the designated date. All flights need to be into Kilimanjaro Airport (JRO) as their final. Each student will be picked up by school transport and brought to the appropriate campus.

### **Residence Permits**

There are required visas to enter the country for most people and there are student passes required to stay and study. For Visas, the process of the application can be completed online by the family. For new arrivals in Tanzania, you are advised to acquire an ordinary entry visa on first arrival then the school will subsequently help you convert the visa into a residence permit after arrival. Please start the process as soon as indicated to prevent delays. The visitor's visa is \$50 for most non-East-African nationalities, and \$100 for American citizens.

The Student Pass process is also online and once obtained is valid for 2 years. It is a legal requirement for foreign students studying in Tanzania. The school has a guide to obtaining the pass and this is updated as systems change. This will be emailed to all new foreign families so they can start the process. We will support the process locally and ensure the document gets endorsed into passports for residential students.

## **Student ID Cards**

Students will be issued with a school ID as soon as their picture is taken. This ID is valid for use on domestic air travels. Should a student lose their ID a new one will be issued after paying a fee of TZS 10,000.

## **Residential Supervision and Student Care**

Residential Supervision and Student Care is here to support your mental, physical, emotional wellbeing while here at UWC East Africa. Each campus has a Head of Residential Life and Pastoral Care that oversees and has responsibility for all aspects of residential life.

Supporting the Heads of Residential Life are Residential Parents and Assistant Residential Parents who manage the day-to-day requirements of each residence. These are the people students should address for information about maintenance requests, room assignments, sanctions, signing permission slips, checking parental consent forms, following up medical issues, and all other tasks related to daily well-being.

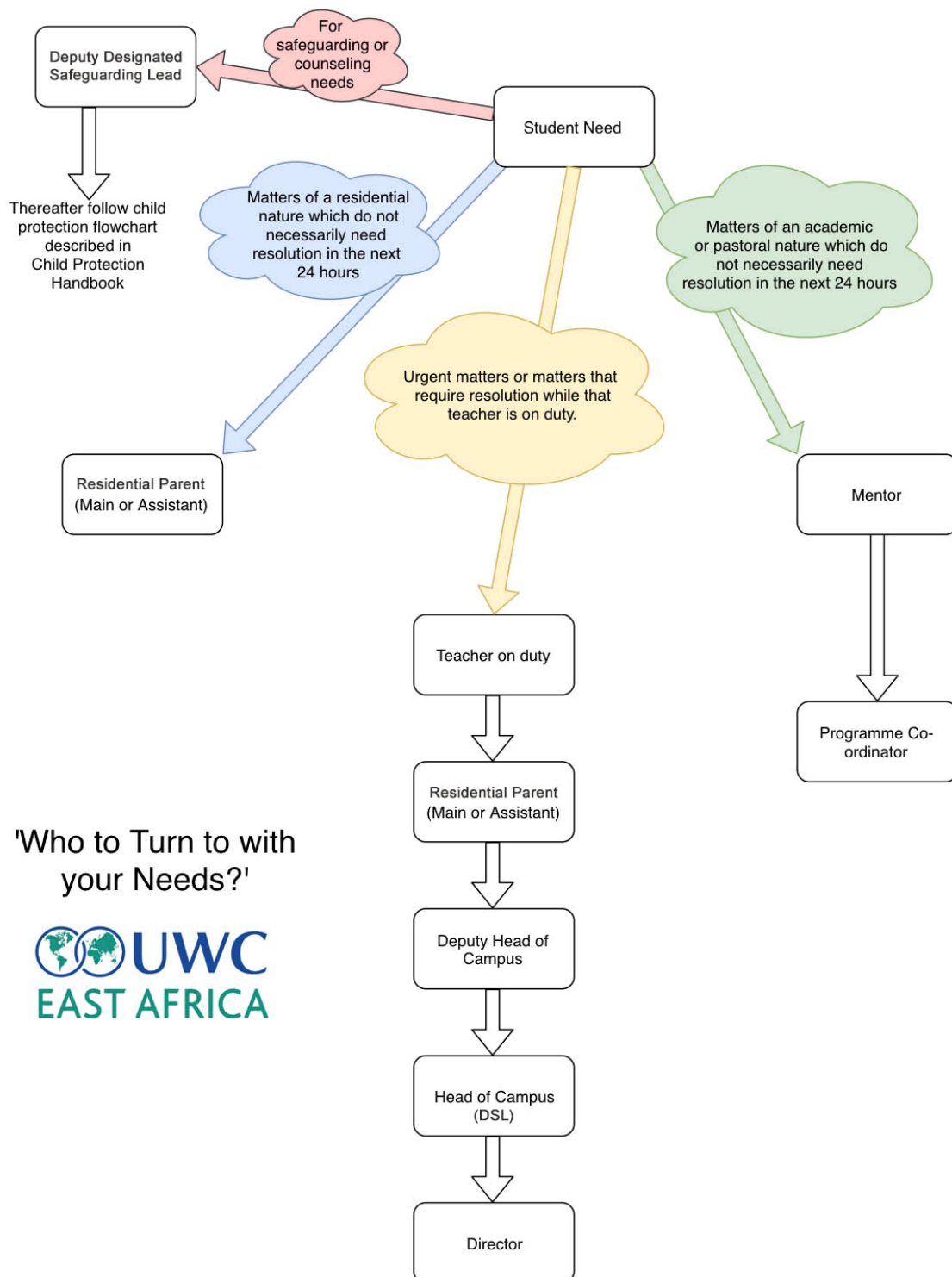
When residential parents are not on duty, other members of staff will work in assigned houses after school until curfew. Students go to them for signout slips, home learning help and immediate concerns or issues. In addition to the personnel described above, a member of Senior Management is always available for issues of urgency.

## **Duty Schedules**

The adult in charge is indicated on the duty schedule for each residence. Duty schedules are prepared by the Head of Residential Life, displayed in the residences, and communicated electronically. This helps students know who to contact at any time.

## **Who To Turn To?**

The flowchart found on the next page informs students who to contact when in socio-emotional need. It is important to follow the hierarchy described in the flow chart. For academic need, students should see the teacher first, then the Coordinator.





## **Residential Facilities and Equipment**

Each residential house has its own common room furnished with easy chairs, and tables suitable for board games and shared meals. The house also has a kettle, a toaster, a cooker, conventional oven, microwave oven and refrigerator. The school supplies fruits, coffee, tea, sugar, milk, margarine, honey, jam, peanut butter, salt and pepper to residents, as well as cups and cutlery (students are encouraged to bring/buy their own mugs if they are regular coffee/tea drinkers).

All houses have shower facilities with both hot and cold water. The room interiors can be decorated with posters, pictures and photographs of the student's choice (the fronts of doors are common domain and are not to be personalized). We only ask that there are no pictures that may cause offence to fellow students or visitors. If in doubt, your Residential Parent will advise you as to what is acceptable. Many students also bring their own rugs and/or floor mats to help brighten up their rooms. Each student is issued a key to their room. If, however, the key is misplaced, they will be billed for a replacement. Bed sheets and pillowcases, insect sprays, and toilet rolls are also provided. We aim to make residents feel at home in their houses on campus.

## Residential Schedules

### Quiet Times

	<b>Sunday to Thursday</b>	<b>Friday &amp; Saturday</b>
<b>M1 to M2</b>	7pm to 8:15pm	There are no official quiet times on these days, but we strive to maintain a respectful atmosphere for those that wish to study.
<b>M3 to M5</b>	7pm to 8:45pm	
<b>Diploma</b>	7pm to 9:15pm (Moshi) 7pm to 9:00pm (Arusha) Noise should not be excessive after 9:00/15	

### Curfew and Lights Out

	<b>Sunday to Thursday</b>	<b>Friday &amp; Saturday</b>
<b>M1 to M2</b>	9pm – In Room	10pm – In Room
	9:30pm – Lights Out	10:30pm – Lights Out
<b>M3 to M5</b>	9:30pm – In Room	10:30pm – In Room
	9:45pm – Lights Out	10:45pm – Lights Out
<b>Diploma</b>	10pm – In House	11pm – In House
	11pm – In Room	12am – In Room

## General Communication

Parents/Guardians are encouraged to communicate with their children as much as possible. We support all students in getting a Tanzanian cell phone number and they will have a school email address. This is the easiest way for students and parents/guardians to communicate with each other.

## **UWC East Africa Newsletters**

Each campus sends out a school newsletter on a weekly basis. This is sent to all parents/guardians in the school and updates them on what is happening. This includes sporting events, school productions, service activities, and events that are taking place. We encourage everyone to read our school newsletter in order to stay informed with what is happening within the school community.

## **Visitors to the Residences**

Visitors are always welcome at the school, but we ask that, where possible, visiting during class times or quiet times is avoided. After checking in and getting a guest pass, all visitors must then be introduced to the residential staff member on duty and are not allowed to enter any dorm without permission from the Residential Parent. Any visitor who has come to see a student for the day, should leave the campus by 6pm, unless the Residential Parent has allowed them to stay longer.

In the interest of student safety, we try to remain vigilant at all times, checking on any strangers who are on or around campus. Parents/Guardians are most welcome to speak with the residential staff, the Head of Residential Life, the Head of Campus or any member of the teaching staff at any time should they be available. The Head of Residential Life and/or Head of Campus will arrange any interviews requested. It is helpful, however, to make an appointment in advance if you wish to ensure the individual(s) you would like to see are available.

When visiting UWC East Africa, parents/guardians are more than welcome to join us for meals. We are also willing to help organize accommodation in the campus area. Day students are welcome to visit residential students outside of class times and join in certain residential activities with the permission of the Residential Parent but should not visit during quiet time and should normally leave campus before 6pm. When on campus, day students are expected to adhere to all residential regulations.

## **Visiting Each Other**

MYP residential students can visit their friends on the verandas outside the houses. Diploma students may visit other diploma common rooms. Residential students in the diploma houses are not allowed to enter the MYP houses, or vice versa, without permission from the residential parent first. In Moshi Diploma students are not permitted to invite any member of another gender into a bedroom. In Arusha Diploma students are not permitted to invite any member of any gender into a bedroom.

## **Leaving Campus**

### **Parental Consent Form (PC form)**

Before being admitted into residential living, a Parental Consent Form must be completed and submitted by each student's parents. The Parental Consent Form enables parents to determine the privileges students will be allowed while living at UWC East Africa. It also aids the residential life team in making informed decisions with respect to students. At all times, we try to take into consideration the safety aspect of any request. For example, walking from school to Moshi town can be a hazardous journey as there are no sidewalks on sections of the road and drivers drive fast and often without due care and attention. We do not allow our MYP or PYP students to walk to town. In Arusha, students can walk to the closest supermarket or coffee shop (Sable Square) thanks to a private path from school. However, due to safety reasons, students will have to take school authorized transportation to go to town. Nevertheless, the Parental Consent Form is an opportunity for parents to determine what opportunities and privileges they wish to allow students for the duration of their stay at UWC East Africa. We have attempted to make the parental consent form as clear as possible but, should you be unsure of the context of any question, please consult the residential team when you come to register or write to the Head of Residential Life for clarification. Residents without a completed PC form will not be allowed to go off campus at any time. Also, new PC forms must be completed at the start of every year.

### **Invitations Off Campus for the Weekend**

Some students return home for the weekends. Parents/Guardians may give their child permission to do so - without being regularly consulted - on the PC form. Students may also be given an invitation to spend the weekend with a friend and their family. This is something that we encourage as it can give a much-needed break from the routine of residential life.

Before a student can leave for the weekend, the host family must contact the Residential Parent by email or in person so that they can verify the invitation is genuine. The request must be placed in the online system (life) and include a contact phone number for the host family, where the student will be staying, who they will be with, and transportation details. This may be confirmed by email, message or phone as well. The timing of this must be inline with the rules of the campus per that agegroup. The supervision of students during their visit needs to be of a similar degree to that offered by the school so that our commitment to the parents of those students is still upheld.

The school reserves the right to withdraw permission for a student to accept weekend invitations if we feel that adequate supervision will not be provided. Furthermore, when signing out for the weekend, whether to a friend or to home, it is expected that students

will return to campus by 6pm on Sunday evening to be present for dinner, family time and important meetings, such as house meetings.

## **Going Off Campus During the Day**

### **Moshi**

M1-M4 students are not allowed to sign out at all unless they are signed out by parents. There will be specific times during the week when students in M5-D2 will be able to go off campus to approved locations. When leaving campus, the student must first complete the online sign-out form and get it signed by a member of the residential staff. The form lists where they are going and whom they are going with and when they will return. If granted permission to leave campus they must register their name, the place they are visiting and their expected time of return in the sign-out book at the gate as they leave and sign in when they return.

Students must have at least one member of the group with an active mobile phone on with them. By following this procedure, we hope to ensure safety and be able to locate someone easily in the event of an emergency. Students should be aware that unauthorized absence from the campus will be regarded as a serious matter. When leaving campus, students must be in groups of three or more. Students are allowed short sign-outs (1 hour) daily and longer sign-outs on weekends and up to twice from Monday to Thursday based on the PC form.

Students are also allowed off campus for service activities in addition to normal sign out procedures. In these cases, the student needs to be participating in a service activity with a recognized school partner and will need to sign out with the Coordinator, Deputy Head of Campus or Head of Campus. These activities must be completed before 6pm and all other rules of signing out apply except the rule for a group of three. Communication procedures are in place to check in on these activities.

There are certain nearby shops that students are allowed to visit if permission is given; however, there are also several local establishments that we do not allow students to frequent. A list of these places is posted in the houses and is reviewed during Orientation Week.

### **Arusha**

When leaving campus, students must be in groups of three or more. Students are allowed short sign-outs (1 hour) daily and longer sign-outs on weekends and up to twice from Monday to Thursday based on the PC form.

Town trips are limited during the week, however there is a shopping complex with a gym, coffee shop, restaurant, and supermarket that kids are allowed to frequent after school whenever they would like. All of these visits require approval from the boarding parent on duty. Students must have at least one member of the group with an active mobile phone with them. By following this procedure, we hope to ensure safety and be able to locate someone easily in the event of an emergency. Students should be aware that

unauthorized absence from the campus will be regarded as a serious matter. Consequences can range from a warning to losing weekend privileges.

### **Dinner trips**

Some students may get invited to host families or friend's families for dinner during the week. In these cases we need 24 hours' notice so that the dining facility is aware of changes in number and the adult on duty is aware of the plans. These would be communicated through the main residential parent.

### **Town Trips**

The school usually organizes trips to town once a week, either on Friday or Saturday, which may vary according to holiday schedule. The M1-M4 students are supervised by a residential parent on duty and are not allowed to go anywhere on their own. M5-D2 students are dropped at a specific point in town and are picked up after one and a half hours from the same spot. They are not supervised but are required to walk around in groups of 3 or more. The residential parent on duty keeps a register of those who go to town. Students will only be allowed to go for a town trip if their PC form allows them to.

### **Religious Services**

Students are encouraged to practice their own religions. Transport for groups of students is available to places of worship in town. For new students arriving who have no contact with people from their own religion, the school can help in making any such contacts. The key is communication. Communicate your religious needs to us and we will strive to accommodate you. Your Residential Parent should be your first point of contact. They will convey your needs to the Head of Residential Life.

### **School Trips Beyond 20 Minutes**

As part of the parental consent form, parents/guardian are requested to give permission for students to join school-organized trips within or outside Tanzania. These could include sports or cultural trips. It is common on some trips for students to be accommodated with the families of the host students where a member of the UWC East Africa teaching staff will not directly supervise them. Of course, teachers always accompany such trips and are responsible for the students in their care. When students take part in school trips, the Residential Parent signs the following consent statement on the parent's/guardian's behalf:

*"I hereby give my permission for this student to go on the school trip to \_\_\_\_\_ . I understand that while every effort will be made to ensure the safety and health of students during the trip, the School cannot accept responsibility for injury or ill-health either during or after the trip. I understand that it may be necessary for the accompanying staff to administer first aid or basic medication to my child in the event of illness or severe discomfort or to seek medical assistance from a professionally qualified*

*person. I undertake to inform the staff member leading the trip of any illness which my child may suffer from before the trip or of any dietary restrictions or of any reason which may affect my child's ability to participate in certain activities during the trip. I will advise the trip leader of any medication that my child will take with them and the prescribed dosage. I understand that the School cannot be held responsible for any loss of or damage to my child's property during the trip and that insurance in the event of any illness, injury, loss or damage to property is my own responsibility."*

## **Lost Property**

Students need to ensure that their personal items are stored in a safe and secure place at all times (all items should be named). The Head of Residential Life on each campus will have a safe where items can be stored (passports, large sums of money, etc).

## Moshi Campus Facilities

The Moshi Campus has extensive, attractive grounds which are alive with birdlife and wildlife, including monkeys and bushbabies.

As well as the regular classroom spaces, the campus has five science laboratories, two art rooms and a design studio which is equipped with power tools for wood and metal working activities.

In Moshi, we have accommodation for approximately 210 secondary students in 8 residential houses, which can be found in three different areas around the school. Each house is supervised by a Residential Parent with an assistant who are responsible to the Head of Residential Life and Pastoral Care, and the Head of Campus. Each house also has three to four Mentors that work with students and have regular duties at that house.

**Kivuli** (*Shade*) Accommodates students in double/triple self-contained rooms, plus 4 students in single rooms.

**Kiota** (*Nest*) Accommodates students in double rooms with shared bathroom facilities and quad self-contained rooms.

**Kiongozi** (*Leader*) Each accommodates students in double/quad rooms with shared bathroom facilities.

**Kijana** (*Youth*) Accommodates students in self-contained rooms. Rooms accommodate between two and four students.

**Kilele** (*Peak*) and **Kipepeo** (*Butterfly*) Each accommodates 16 students in four 4-person rooms with shared bathroom facilities.

**Kisiwa** (*Island*) Accommodates students in fifteen self-contained rooms. Rooms accommodate between two and four students.

**Kichala** (*Bunch*) Accommodates younger students in a small house setting.

There are many facilities available to students:

- The swimming pool - open every afternoon and on weekends
- Two tennis courts - open at all times but sometimes booked for tennis coaching
- Basketball courts - again available when not booked for coaching
- A 2km cross country hiking/running track surrounds the complex
- Volleyball courts
- Football/Rugby pitches
- The indoor sports hall - Karibu Hall
- Fitness center & outdoor fitness space
- Playground



- Music practice rooms (with arrangement)
- Games areas (table tennis, pool, air hockey, foosball)
- Cycling (must have helmets)
- Social Center
- Library
- Computer center

Sports equipment may be signed out from the Physical Education (PE) storeroom.

## **Arusha Campus Facilities**

Arusha Campus has three co-educational boarding houses, Acacia, Baobab and Jacaranda, each of 40 students. Each house is supported by two residential teacher houses which are within a few meters of the residential house. The residential house comprises 10 student units each sleeping 4 students. The students within these units share a common bathroom facility of one toilet, one shower and a wash basin. Each student is provided with a bed and study desk and power points (both three-pin and USB) of 240v.

The 40 residents in each house share a central pavilion in which there are cooking facilities, microwave oven, fridge, kettle, toaster. Self-service laundry facilities are also available at the pavilion.

The Campus is dominated by a 400-seater restaurant which apart from comprehensive catering facilities also boasts a leisure lounge with pool table, table football, table tennis and board games. Hot meals are served for breakfast, lunch and dinner.

A two-kilometer bush walking/running track surrounds the boarding complex. The school has a 25m, 6-lane swimming pool which is serviced by its own state of the art changing room facility. A full-sized football/rugby pitch also has its own changing rooms. There are two additional 7-a-side football pitches. A hardcourt area contains a covered basketball court and this is adjacent to two further outdoor courts. One of these courts also doubles as a tennis court.

An indoor performance area accommodates an audience of up to 300 people.

The Arusha Campus has extensive, attractive grounds which are alive with birdlife in groves of indigenous trees.

The classrooms in Arusha are spacious, light and airy. As well as the regular classroom spaces, the campus has four purpose-built science laboratories, an art room and a design studio which is equipped with power tools for woodworking activities.

## **If You Are Sick - Residential**

If you are not well enough to be in classes or activities, you must go to the school nurse and not remain in the residential house. If you feel unwell during tuition time, tell your subject teacher, the school secretary, or an administrator, to get a pass to the nurse.

## **Medical Care in Moshi**

There is a school nurse that lives on campus and supervises the Health Centre. Someone is on call for medical help twenty-four hours a day. There is a school doctor who is available on call when required and runs two clinics a week. More serious medical problems may be dealt with through one of the local clinics or hospitals, Jaffery Clinic, Kilimanjaro Christian Medical Centre, or Kilimanjaro Hospital. There is a limited dental service in Moshi but travel to Arusha or elsewhere may sometimes be necessary. We have an optical service available in Moshi, where spectacles can be repaired and lenses can be manufactured. There is no service locally that can deal with contact lenses. Students who wear glasses are advised to bring a spare set if possible and also to bring their prescription.

## **Medical Care in Arusha**

There is a school nurse that lives on campus and supervises the Health Centre. Someone is on call for medical help twenty-four hours a day. More serious medical problems may be dealt with through one of the local clinics or hospitals, Arusha Lutheran Medical Centre or Aga Khan Hospital. There is a dental service in Arusha. We have an opticians service available in Arusha, where spectacles can be repaired and lenses can be manufactured. There is no service locally that can deal with contact lenses. Students who wear glasses are advised to bring a spare set if possible and also to bring their prescription.

## **On Both Campuses**

Students are not allowed to have medicines or malarial prophylactics in their rooms and must give any medication to their Residential Parent. In special cases, such as diabetics, when students are experienced in the treatment process they may, after discussion with the school nurse, retain a suitable quantity of medication in their room. We request detailed instructions from parents/guardians on how to deal with any special medical problems. If necessary, we can supply the students with malarial prophylactics. The school uses an electronic system to catalogue visits to the school nurse. The Head of Residential Life and Head of Campus are informed of each visit.

A medical form must be completed for each student giving as much detail as possible. The original is kept in the health center and electronic access is available for those that need the information, like a student's Residential Parent.

In the event of a serious medical emergency, we will do everything in our power to contact parents/guardians. In the event that we are unable to contact them or a secondary contact, we will seek medical advice and accept treatment for your child as needed. Residential fees include the cost of treatment by the school nurse or school doctor, but parents/guardians are advised to take health insurance to cover any additional medical costs.

## **Insurance**

It is recommended that students obtain medical insurance from their home countries which will cover them during their time at UWC East Africa including travel to and from the school, school sponsored trips and individual travel in the region. Please contact us for more information.

## **Finances**

The campuses will provide a safe storage system for large amounts of money. Diploma Programme residents are expected to manage their own finances and will be encouraged to control their own fund storage but secure locations are provided for each student's valuables.

## **Tanzanian Currency and Exchange Rates**

The School publishes a monthly rate of exchange to the US Dollar on the website each month. In the last two years, the rate has been around USD 1.00 = TZS 2,500. Transactions in Tanzania can only rarely be done with a card: it is normally in cash or mobile money. Exchange of currency is not quick and needs to be done at a bank. Residents can hold a debit or a credit card from their country of origin with which they will be able to withdraw Tanzanian shillings (TZS) from the Automated Telling Machines (ATMs). Access to ATMs varies by location and is easier in Arusha than Moshi. Also, each ATM has a different fee related to withdrawals, varying from TZS 8,000 to TZS 15,400. The maximum withdrawal amount at a time is between TZS 300,000 to TZS 400,000, with often a maximum daily limit of TZS 900,000.

## **Banks and Mobile Phones**

Other than keeping large amounts of money in a bank account or in cash, the residents can use the Airtel/Vodacom Money systems (e.g. M-Pesa) which is a practical way of storing money, paying fees, buying internet and phone bundles, and other advantages. Each Diploma Programme resident will be provided with a SIM card on arrival.

## **Suggested Budget Per Week**

In alignment with the UWC Movement philosophy and the cost of living in Tanzania, although it remains at the convenience of each individual, we advise the residents to budget TZS 20,000 to TZS 30,000 per week. This should cover extra expenses such as leisure activities, extra transport and food outside the campus.

# **APPENDICES**

## **Appendix 1: Clothing and Equipment**

The weather is different on both campuses and throughout the year, so a range of cooler and warmer clothes are needed. There are two rainy seasons of which one can be rather heavy, so rain gear is suggested. In Moshi during the summer days the highs can reach 35°C and during the winter nights the low can fall to 14°C. In Arusha it is slightly cooler so the summer days the high can reach 33°C and during the winter nights the low can fall to 12°C.

It is advisable to bring comfortable walking shoes for different activities and open sandals are very common for the hot and rainy seasons. For reasons of safety and hygiene, students are required to wear suitable footwear on campus.

There is no heating in classrooms or residences, therefore students should think about sweatshirts, sweatpants and other warm clothing. Do not bring or purchase electric blankets or heaters because they overload the electrical supply in the residences

Students are encouraged to bring one smart outfit and a national dress outfit for International Day and Flag if possible.

**This list was created by the school with help from students**

### **Essential**

- Underwear
- Socks (It can get dusty, so dark ones hide the dust better)
- T-shirts
- Trousers/Jeans
- Dress/Skirts (helpful for certain events outside of school)
- Shorts (and some for sports)
- Jumper or sweatshirt/sweater
- Light Jacket
- Rain Coat is very helpful
- Swimming suit (a one piece is needed for water OP trips)
- A formal set of clothes
- Training shoes
- Open sandals/Flip flops (More than one pair is good)
- Formal footwear
- Toiletries (if you have your favourite brands take them)
- Towels (quick dry are very good for the wet season and OP)
- Padlocks (you might like to lock your things in the wardrobe when you leave for longer: breaks, trips etc.)

- Blanket/Duvet(s) (school provides only bedsheets and pillows)
- Torch/Flashlight (head torch is by far the most comfortable)
- Laptop for M3 to D2 (make sure it works before leaving)
- Adapter (preferably more than one, however you can buy them in town)
- Spare chargers/ spare earphones (especially for iPhone)
- Pencil case (and nice stationary if you use it: highlighters etc.)
- Clothes for exercising
- A school bag (backpack or a bag)
- Sunglasses
- Hat
- Water bottle
- Hair bands and bobby pins (a lot)
- Light scarf (if you are a girl you might need to cover yourself during some events outside campus)

## Useful

- Pillow (one is provided)
- Mosquito net - can be obtained here
- Clothes hangers - can be obtained here, but are expensive
- Rubber boots for the wet season
- Mosquito repellent - can be obtained here
- Sunscreen (+something for burns) - can be obtained here
- Table lamp (hard to find in Tanzania)
- Surge protector and voltage regulator (can be found in Tanzania)
- Nail clipper, Tweezers, Small first aid kit, Small mirror, Sewing kit
- Make-up if you use it
- Umbrella
- Food/snacks from your country (you will miss them)
- Mug (especially when you drink a lot of coffee/tea)
- Room decorations (fairy lights)
- Spare screen protectors if you use them
- Power bank (especially for OP Trips and nights when power goes out)
- Planner if you use it
- Sleeping mask (if your roommate doesn't use the desk lamp mentioned before)
- Kindle if you have one (helpful if you take self-taught)
- Swimming goggles
- Foldable boxes (really useful to store small belongings)
- Binders (for all the extra papers and tests)
- Small extra wallet (so you don't take everything with you and risk it being stolen)
- Extra sports equipment
  - Tennis racquet
  - Bike/helmet
  - Running shoes

**Outdoor Equipment (needed for the Outdoor Pursuit trips)**

(please refer to the OP handbook for what is best brought and what is available to borrow)

Sleeping bag  
Hiking socks (wool) x 2  
Short sleeve t-shirt (synthetic material) x 2  
Long sleeve shirt (synthetic material) x 2  
Shorts (synthetic material) x 2  
Pants/Trousers (synthetic material) x 2  
Warm Fleece jacket (no cotton)  
Windproof jacket  
Rain jacket  
Water bottle  
Rucksack  
Walking Boots  
Gloves  
Synthetic hat

## Appendix 2: Useful Swahili Phrases and Common Vocabulary

### Greetings

How are you? (1 person)	Hujambo?
How are you? (2 or more)	Hamjambo?
I am fine.	Sijambo.
We are fine.	Hatujambo.
How are you?	Habari?
I am fine.	Nzuri.
Hi (to elderly).	Shikamoo
Answer to "Shikamo."	Marahaba
Goodbye.	Kwa heri.
See you later.	Tutaonana baadaye (often shortened to baadaye)

For more casual interactions among peers while walking on the streets, you might also hear the following Swahili greetings:

What's up?	Mambo.
How?	Vipi?
Speak? (or Tell me.)	Sema.

The replies to these greetings can be:

Clean/fine/cool.	Safi.
Cool	Poa.
Fresh	Freshi.

### Saying "thank you" and other courtesies

Thank you	Asante
Thank you	Asanteni (to more than one person)
No thank you	Hapana asante
Thank you very much	Asante sana
Please	Tafadhali
Sorry	Pole
Very Sorry	Pole sana
No worries	Hakuna matata
No problem	Hamna shida
Welcome	Karibu
Welcome (2 ore more)	Karibuni
Excuse me	Samahani
What is your name?	Jina lako nani?
My name is XX	Jina langu ni XX
Nice to meet you	Ninafuraha kukutana nawe

## **Agreements and disagreements**

Ok	Sawa
Yes	Ndiyo
No	Hapana
I understand	Naelewa
I don't understand	Sielewi
I like it	Ninaipenda
I don't like it	Siipendi
Do you like it?	Je unaipenda?

## **Pronouns**

Me	Mimi
You	Wewe
Him/Her	Yeye
Mine	Yangu
Yours	Yako
His/hers	Yake
Ours	Yetu

## **Questions**

What?	Nini?
Where?	Wapi?
Which?	Ipi? (or Gani?)
Who?	Nani?

## **Descriptions**

Big	Kubwa
Small	Kidogo
Short	Fupi
Long	Ndefu
Color	Rangi
Black	Nyeusi
Red	Nyekundu
Blue	Buluu
White	Nyeupe
Green	Kijani

## **Days and months**

Sunday	Jumapili
Monday	Jumatatu
Tuesday	Jumanne
Wednesday	Jumatano
Thursday	Alhamisi
Friday	Ijumaa
Saturday	Jumamosi
January	Januari
February	Februari



March	Marchi
April	Aprili
May	Mei
June	Juni
July	Julai
August	Agosti
September	Septemba
October	Oktoba
November	Novemba
December	Desemba

## **Shopping**

Store/shop	Duka
Price	Bei
Money	Pesa
Cash	Pesa taslimu
How much?	Pesa ngapi?
It is cheap	Ni bei rahisi
It is expensive	Ni bei ghali
Do you give discounts?	Je, Unapunguza bei?
Please reduce the price	Tafadhali punguza bei
How do I pay?	Ninalipaje?

## Appendix 3: Contact Information

**School Website** <http://www.uwcea.org>  
**School Director** Dr Anna Marsden: [annamarsden@uwcea.org](mailto:annamarsden@uwcea.org)

### Moshi Campus

**Physical address** UWC East Africa, Moshi  
P.O. Box 733  
Moshi, Kilimanjaro, Tanzania.

**Phone numbers** +255-27- 275 5004, 275 5005, 275 1850  
**Fax** +255-27-275 2877  
**Email** [school@uwcea.org](mailto:school@uwcea.org)

**Head of Campus** Mr Bob Cofer: [bobcofer@uwcea.org](mailto:bobcofer@uwcea.org)  
**Deputy Head of Campus** Mr Ben Morley: [benmorley@uwcea.org](mailto:benmorley@uwcea.org)  
**Head of Residential Life** Mr Adnan Markovic: [adnanmackovic@uwcea.org](mailto:adnanmackovic@uwcea.org)  
**DP Coordinator** Ms Catherine Dowie: [dp\\_moshi@uwcea.org](mailto:dp_moshi@uwcea.org)  
**MYP Coordinator** Ms Farah Fawaz: [farahfawaz@uwcea.org](mailto:farahfawaz@uwcea.org)  
**Co-PYP Coordinator** Ms Deborah Mills: [deborahmills@uwcea.org](mailto:deborahmills@uwcea.org)  
**Sports & Activities Coordinator** Josh Pickell: [joshpickell@uwcea.org](mailto:joshpickell@uwcea.org)  
**Socio-emotional Counselor** Ms Keziah Kamau: [keziahkamau@uwcea.org](mailto:keziahkamau@uwcea.org)  
**University Counselor** Ms Megan Morris: [counsellor\\_moshi@uwcea.org](mailto:counsellor_moshi@uwcea.org)

### Arusha Campus

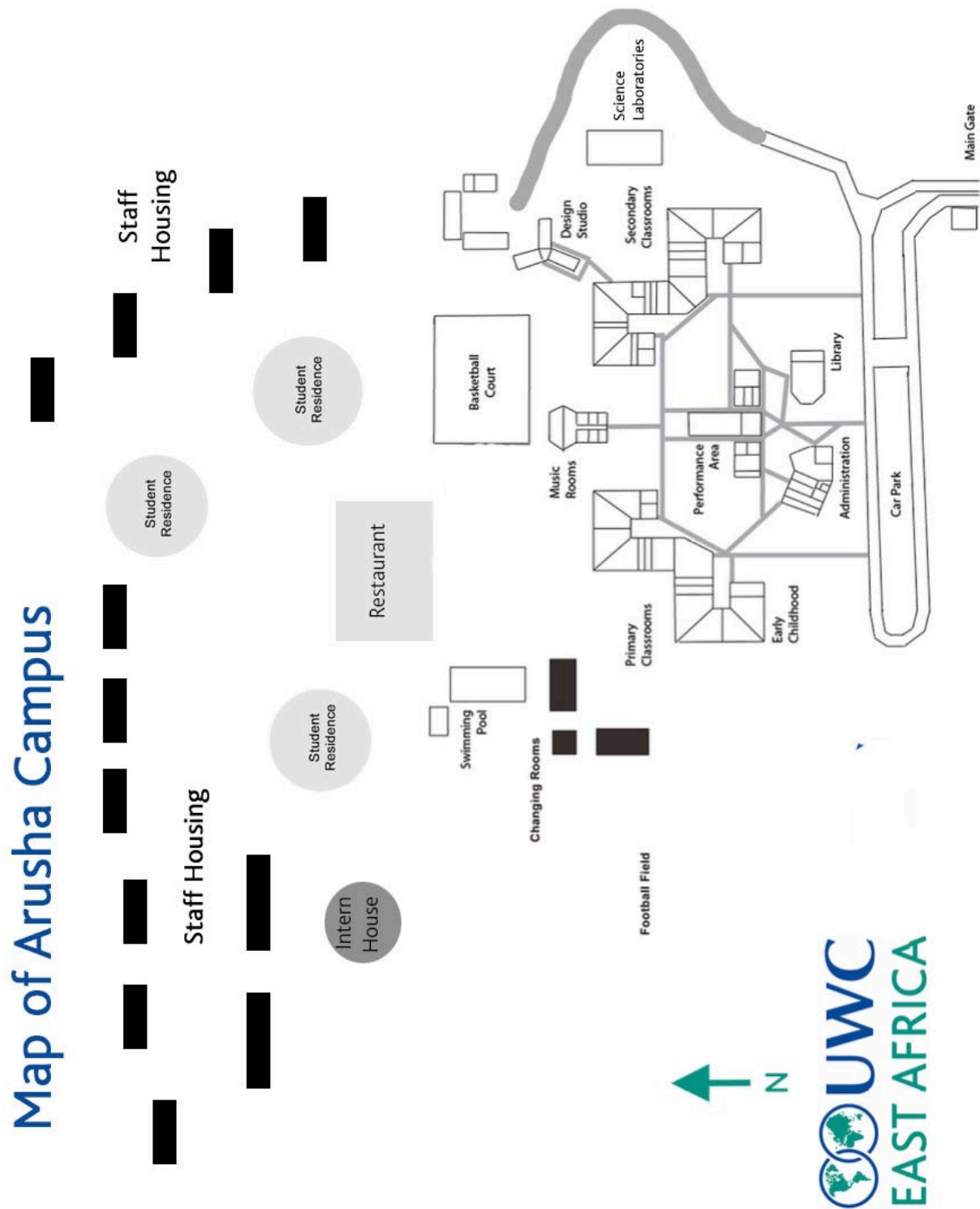
**Physical address** UWC East Africa, Arusha  
Dodoma Road, P.O. Box 2691  
Arusha, Tanzania.

**Phone numbers** +255 27 2505029, 2505030  
**Email address** [adminarusha@uwcea.org](mailto:adminarusha@uwcea.org)

**Head of Campus** Mr Phil Bowen: [philbowen@uwcea.org](mailto:philbowen@uwcea.org)  
**Head of Residential Life** Ms Coralie Bouillaut: [coraliebouillaut@uwcea.org](mailto:coraliebouillaut@uwcea.org)  
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**University Counselor** Mr Adam Kendis: [counsellor\\_arusha@uwcea.org](mailto:counsellor_arusha@uwcea.org)

## Appendix 4: Maps

### Map of Arusha Campus



## Map of Moshi Campus

