TIS RECORD

P: +233 303305134 | E: info@tis.edu.gh| W: www.tis.edu.gh

At TIS,

we believe adequate sleep each night will enable students to feel rested in the morning and ready to function at their best to tackle their challenges for the day and tick off plenty of boxes along the way. Without adequate rest, we know it will affect their performance, health, appetite, attitude and behaviour.

Contents

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Key Dates

- 12/1/25: Secondary students return to hostels.
- 13/1/25: Lessons commence for second semester at each campus.
- 13-19/1/25: TIS Alumni Homecoming Week.
- 18/1/25: TIS Athletics Championships.

Thought for the Week

Today is the most important day of our lives.

- Thich Nhat Hanh



Happy New Year

Happy New Year to all members of the TIS family and supporters. May all targets and goals be fulfilled in 2025, especially for our G10 and 12 students.

We look forward to the safe return of secondary students to hostels on Sunday, 12 January.

Primary and secondary classes commence on Monday, 13 January.

School Accounts

A reminder that outstanding fees must be paid before students return to hostels, unless arrangements have been made with Kobina Quansah, Financial Controller. Accounts for second semester were emailed in mid-December. Please contact Mr Quansah if not received (after checking your spam/junk folders).



"My definition of integrity is a set of beliefs, values, and actions that others can depend on."

-Steve Bollar

Accounts

- When paying an amount in our school's account, always ensure you use the student's family name and student ID as the payment reference.
- Please email payment advices to: finance@tis.edu.gh

Visiting: Must Do

- Do not bring too much food! Take home what is not consumed.
- 2. **Park at the Main Entrance,** (not at the Hostel Gate entrance).
- 3. Cancel your booking early, if you are not coming.
- 4. Only book once for a weekend.

Reminders

- For visits until December 2024, parents will be required to book their visit online.
 Please go to: https://www.schoolinterviews.com.au/code/q8q3x
- Exeats are limited to a maximum of 8 per semester. Weekend exeats must be received by the preceding Wednesday.
 Online exeats can be found at: https://www.tis.edu.gh/exeat-form

Identification Labelling

Students are required to have their belongings appropriately labelled for identification purposes. Too many students are careless about leaving their belongings in the wrong place (not their lockers) and then not remembering where they left them. Often, items left around the school, especially power cables and chargers, are claimed by students who think an item belongs to them.

To assist students in the identification of lost and found items, parents are requested to ensure all items are clearly labelled when school resumes for second semester.

Anti-Virus Software

Students must have a working Anti-Virus before they can access the TIS domain.

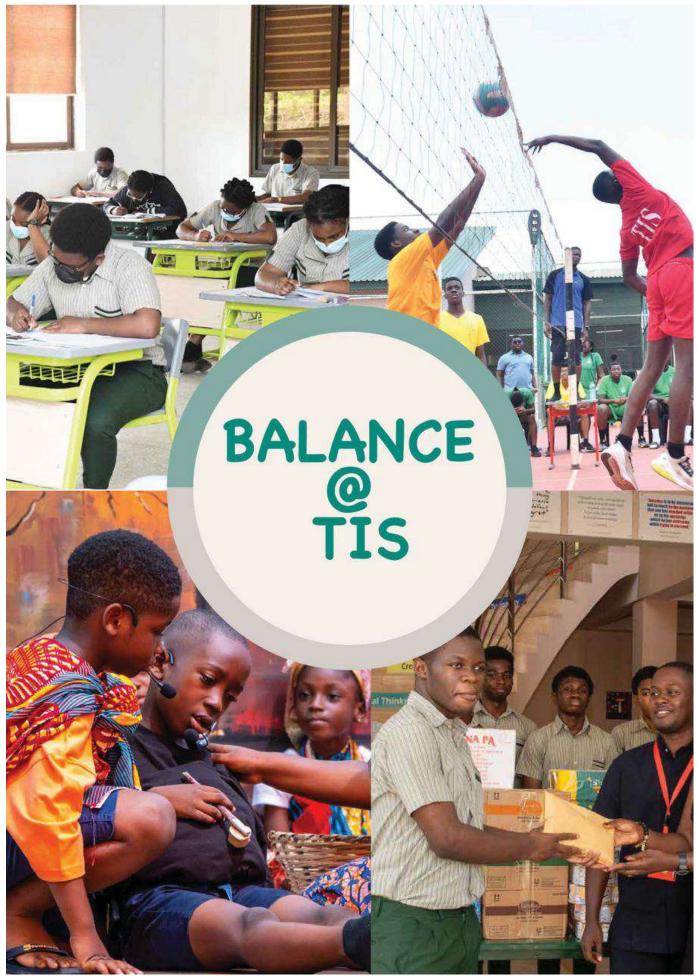
Student Medications

Any student medication must be sent to the Infirmary, along with medication instructions. Please note that any time a student is kept at the infirmary for observation, a record is maintained on MB and parents will receive an email alerting them about this record.

I appreciate your support

Dr Ken Darvall (Principal) principal@tis.edu.gh





Main Campus Information



Exeats

Exeats for secondary school students cover passport and visa matters, family events, as well as medical, dental, optical and medical appointments.

Students are allowed a maximum of 8 days per semester. Note: A weekend exeat that commences on Friday and ends on Sunday counts as three days.

For a weekend exeat, students must return by 5.00pm on the Sunday.

All exeat requests must be completed online and submitted with at least 48 hours' notice, with the exception of urgent medical issues. Weekend exeat requests must be received by the preceding Wednesday. Any requests after this deadline will not be approved.

The integrity of an exeat request is critical.

No exeats will be granted if a student has outstanding work.

No exeats will be granted during the last week before a semester break.

Parents/Drivers must show the approved exeat from their phone to security to enter.

(NO SHOW. NO GO.)

Access the general exeat form from here: https://www.tis.edu.gh/exeat-form/

Families should plan their exeat requests carefully to avoid any disappointment.

Visiting

For visits until June 2025, parents will be required to book their visit online.

Please go to: https://www.schoolinterviews.com.au/code/q8q3x

Complete your details and click next to select your day and time.

Then click next to receive a confirmation of your booking.

If you do not receive confirmation of the date and time, then you have not completed your booking.

Weekend times will usually go from 2.00 - 5.00pm on Saturdays, Sundays and public holidays.

Sessions are 60 minutes.

Only one booking per family per weekend.

There are restrictions on food and/or drink that may be consumed during a visit. Book early to avoid disappointment.

6 - 12 - 2024

TIS 2024/25 School Calendar

	August 2024								
Su	Мо	Tu	We	Th	Fr	Sa			
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	September 2024								
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29	30								

	October 2024								
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November 2024								
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	December 2024								
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January 2025								
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February 2025								
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	March 2025								
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30	31								

	April 2025								
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May 2025								
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	June 2025								
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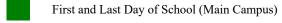
	July 2025								
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20	21	22	23	24	25	26			
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COLOUR KEY

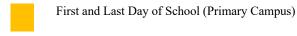
School Closed/ Holidays

Teacher in-Service Day (no school for students)

Main Campus Event



Primary Campus Event



NOTE: All dates/activities are current as of the date of publication and may be subject to change.

SECONDARY SCHOOL CAMPUS

Public Holidays 4/8/24 Founders' Day 21/9/24 Kwame Nkrumah Memorial Day 6/12/24 Farmers' Day 7/1/25 Constitution Day 6/3/25 Independence Day 31/3/25 Eid Al Fitr (TBC) 18/4/25 Good Friday 20/4/25 Easter Monday 1/5/25 Labour Day S1 Internal Dates: Main Campus 1/8/24 2024 MYP Results Released; 2024 MYP Enquiries Upon Results Open 1/8/24 Senior management staff resume 6/8/24 Teachers resume; review of school policies Student Council executives return 12/8/24 14/8/24 Newbies arrive 16/8/24 Personal Project: Criterion B draft due 18/8/24 Continuing students resume 19/8/24 Secondary School classes commence; G9&11 Subject Selection 23/8/24 TIS Junior Soccer Championships 24/8/24 SAT 25/8/24 School Performance auditions TIS Senior Soccer Championships 30/8/24 Thanksgiving Service (11.00am) NO EXEATS 1/9/24 7/9/24 TIS Tennis Championships/TIS Badminton Championships; HIBS Africa. 13/9/24 PP Criterion B final due 14/9/24 ACT; MYP & DP Parents Information sessions. NO EXEATS (Until after these sessions) 20/9/24 DP Geography Excursion 21/9/24 TIS Sporty Family. NO EXEATS (Until after midday) 24-25/9/24 DP Evaluation Visit 28/9/24 TIS Handball Championships 29/9-6/10/24 21st Anniversary TIS Spirit Week. NO EXEATS 3/10/24 TIS Founders' Day. Main Campus admissions open for 2025/2026 5/10/24 21st Anniversary Thanksgiving Service. NO EXEATS until after 1.00pm) 6/10/24 6-8/10/24 Dukies Camp (Bronze, Silver and Gold). Departs 7.00am Mid-semester break 7-11/10/24 TIS MUN 10-12/10/24 ISSAG Football 12/10/24 13/10/24 Students return to hostels 14/10/24 G9/G11 Changes to Subject Selections close; DP Geography Data Excursion ISSAG Football, Handball, Tennis and Badminton. 19/10/24 20/10/24 PP: Criterion C draft due Student Council (SC) shadowing process commences; SEC Universities Fair (2.00-4.00pm) 21/10/24 22/10/24 G12 EE Café Girls Volleyball Championships (during ASA) 23/10/24 24/10/24 Boys Volleyball Championships (during ASA) 26/10/24 ACT: PSAT 27/10/24 TIS swimming championships (3.00 - 5.00 pm)2/11/24 4/11/24 DP Business Management Excursion 9/11/24 **Annual Production NO EXEATS** 12-13/11/24 Collaborative Sciences Project – G12; 16/11/24 ISSAG Volleyball, Swimming and Table Tennis 20-26/11/24 G10 end of semester eAssessments (Reports due 9/12/24) No exeats for G10 G11-12 end of semester exams (Reports due 10/12/24) No exeats for G11-12 20-29/11/24 29/11/24 PP Criterion C completion; 1/12/24 SC applications open for 2024 elections 2/12/24 Christmas Lunch 4/12/24 Last day for the first semester: Students may depart after 3-Way interviews. 1012/24 PP Final Report due: photo evidence & bibliography upload 11/12/24 Last day for teachers

<i>S2</i>	
9-10/1/25	Staff training days
12/1/25	Students return to hostels; applications for 2024 SC positions close
13/1/25	Second semester commences.
13-19/1/25	Alumni Homecoming Week TIS Athletics Championships NO EVEATS DEFORE 1 000M
18/1/25	TIS Athletics Championships. NO EXEATS BEFORE 1.00PM
19/1/25	Alumni Thanksgiving Service
20/1/25	SC Manifesto Readings
22/1/25	2025 Student Council elections by voting (7.00am-4.00pm)
25/1/25	ISSAG Basketball and Hockey.
29-31/1/25	IDU Days; G12 EE; G11 EE, 11/12 CAS Dukies Reflection Day
1/2/25	SC Leadership Camp NO EXEATS FOR SCHOOL LEADERS; ISSAG Basketball Day 2
2/2/25	Student Leadership Induction Ceremony NO EXEATS
8/2/25	TIS STEM Fair. NO EXEATS
10-14/2/25	MYP Mock eAssessments NO G10 EXEATS
13/2/25	G11 TOK Exhibition. NO G11 EXEATS
14-15/2/25	TIS Squash Championships;
15/2/25	Chocolate Friendship Day
17-28/2/25	DP Mocks. NO G12 EXEATS
22/2/25	ISSAG Athletics
26/2/25	PP standardisation and moderation (teachers)
1/3/25	MYP Projects (Personal & Community) NO EXEATS (until after this session)
7/3/25	Pi Day; PYP/MYP Info Day at Main Campus
15/3/25	Expression Day NO EXEATS (until after the event)
19/3/25	Three-way interviews: Students may depart for the break AFTER interviews
20-21/3/25	DP Geography Field Trip
20-31/3/25	Mid-semester break
21/3/25	PP:Academic Honesty First Record
23-25/3/25	Dukies Bronze & Silver expedition camp
31/3/25	PP Criterion A draft due; Draft 2025/2026 Calendar Overview Released
5/4/25	ACT
7/4/25	G12 Grad photos (All day). NO G12 EXEATS
13/4/25	Exam Candidates' Service NO EXEATS
17-21/4/25	Easter break
21/4/25	MYP5->DP1info session; PP Criterion A draft due
23/4-16/5/25	DP Final Exams
3/5/25	SAT
5/5/25	PP Criterion A final due
5 - 16/5/25	MYP eAssessments
17/5/25	Leavers' Dinner
19-30/5/25	G11 semester exams; G10 classes resume (compulsory attendance).
23-29/5/25	G9 eAssessments
30/5/25	MYP4 (2025/2026) subject selections
7/6/25	2025 Annual Achievement and Graduation Ceremony; Last day for Secondary Classes
13/6/25	Last day for teachers; S2 reports published.
9-12/6/25	Dukies' (Bronze, Silver and Gold Levels) Expedition Camp
14/6/25	ACT
21/6/25	France/Spain trips commence
12/7/25	France/Spain trips end
26/7/25	PP: Final Product (Photo evidence upload)

PRIMARY SCHOOL CAMPUS

Public Holidays

4/8/24	Founders' Day
21/9/24	Kwame Nkrumah Memorial Day
7/12/24	Farmers' Day
7/1/25	Constitution Day
6/3/25	Independence Day
31/3/25	Eid Al Fitr (TBC)
18/4/25	Good Friday
20/4/25	Easter Monday
1/5/25	Labour Day

S1 Internal Dates (Primary School Campus)

7/8/24	Staff prep commences
16/8/24	Meet the teacher session (1.30pm)
19/8/24	First semester commences
7/9/24	Parents Training Session
20/9/24	Sign Language Day
20/9/24	End of UOI #1 3WI
7-11/10/24	Mid-semester break
1/11/24	End of UOI #2 Celebrations
11/11/24	Book Day
22/11/24	G3&5 excursion
29/11/24	End of UOI #3 3WI
3/12/24	Last day for students and teachers

S2

~-	
9-10/1/25	Staff Training Days
13/1/25	Second semester commences.
14/2/25	End of UOI #4 3WI
14/2/25	Celebrating Additional Languages
7/3/25	PYP/MYP Info Day at Main Campus
14/3/25	Mother Tongue Day (Celebrating Culture)
14/3/25	End of UOI #5 Celebrations
19-31/3/25	Mid-semester break
26/4/25	Spelling Bee
16/5/25	PYP Exhibition (Sports Picnic)
23/5/25	End of UOI #6 3WI
31/5/25	2024 Achievers and Graduation Ceremony/VAX
6/6/25	Last day for teachers; S2 reports published

V010125

CAS-SA Corner Semester 2 ASA Updates



Welcome back to school and to a brand-new semester! We hope you had a restful and joyful holiday season. As you return on **Sunday**, **12 January**, we look forward to an exciting semester filled with opportunities for growth, learning, and new experiences.

To help you settle in smoothly, the first week will be dedicated to organising your schedule, participating in Alumni Week activities, labelling personal items, and adjusting to the campus routine. The sports complex will be open daily after school from 4:30 to 5:30 PM for your use during this period.

Look out for the ASA (After School Activities) timetable on **ManageBac**. We encourage you to review it and select activities that align with your interests while challenging yourself to step out of your comfort zone. Participation in ASAs is an excellent way to develop new skills, connect with peers, and meet the CAS programme requirements.

Important ASA Dates:

- ASA Sign-Up: Monday, 20 January, at 4:30 PM at the Project Centre.
- **ASA Activities Begin:** Tuesday, 21 January, from 4:30 to 5:30 PM (Monday to Friday).
- Weekend Activities: Check the timetable for specific activities and timings on Saturdays and Sundays.

We are delighted to have you back and cannot wait to see the enthusiasm and energy you bring to the new semester!



Join the IB Class of 2026 New Year Charity Drive!

New Year Charity Drive: Bringing Hope to the Mandela Settlement

Previously planned as our **Christmas Charity Drive**, we were unable to carry out this initiative during the festive season due to unforeseen circumstances. However, we are determined to make a



positive impact as we begin the new year. Let's come together as a school community to extend kindness and hope to families in need.

Many at the Mandela Settlement in Ashaiman face the daily challenge of securing even one meal due to the high cost of food and unemployment. This initiative is proudly led by *Sedinam*, *Oforiwaa*, *Sharon*, *Matthew*, *Angel*, *Ann*, *Maame Akosua*, *Rachael-Louise*, *Eliana*, *and Rayna* (Grade 11), who are passionate about making a difference.

We invite you to support this cause through donations in cash or kind:

Cash Donations

MoMo: Abigail Ahiadorme – 0244-0597621047

Reference: New Year Charity Drive

Donations in Kind

Non-perishable food items such as rice, tinned tomatoes, cooking oil, spices, salt, chocolate drinks, canned foods, and toiletries.

Kindly drop items at the CAS office, addressed to New Year Charity Drive.

Distribution Date

Items will be distributed to families on Friday, 31 January 2025.

Your contribution, no matter the size, will help alleviate the struggles of others and embody the true spirit of giving as we start the year.

For more information, don't hesitate to get in touch with our CAS Coordinator, Mrs. Surama King, at surama.king@tis.edu.gh or +233 244615255.

Thank you for your support!

New Year Charity Drive Team IB Class of 2026

Celebrating Growth and Leadership: CAS Updates for DP1 and DP2 Students





The CAS (Creativity, Activity, and Service) programme continues to be an exciting and impactful journey for our Diploma Programme (DP) students, fostering growth, creativity, and a commitment to service. Here's an update on the progress and expectations for the DP1 and DP2 cohorts.

DP2 Students (IB Class of 2025)

Today, Friday, 10 January, marks a significant milestone for the DP2 students as they submit their CAS Completion. This final reflection culminates their 18-month journey in the CAS programme, with students given the flexibility to choose a format that best captures their experiences. Options such as essays, collages, videos, questionnaires, or poetry allowed for inclusivity, enabling students to express themselves in ways that reflect their strengths and creativity.

The CAS Completion allows students to reflect

deeply on their journey: what they accomplished, what they learned, the impact they made, and how they will carry these lessons forward. The CAS Advisors and CAS Coordinator will assess each student's CAS Portfolio to ensure all programme requirements are met.

We commend the DP2 students for their **creativity**, **resilience**, **and legacy**. Their innovative initiatives, personal growth, and dedication to the programme have set a remarkable example for the school community.

DP1 Students (IB Class of 2026)

Our DP1 students continue actively engaging in diverse CAS experiences and projects. This term, their focus includes the **EducAid Initiative** and the **New Year Charity Drive**, both aiming to create meaningful impacts within and beyond the school community.

Additionally, DP1 students are encouraged to participate actively in school events while meeting the CAS programme requirements. Key expectations for the term include:



• Leadership Opportunities: Students are encouraged to take on leadership roles in school events such as Chocolate Friendship Day, Expression 2025, assemblies, and Red Cross First Aid training.

- Commitment to Co-Curricular Activities: Students should sign up for at least two After-School Activities (ASA), engage meaningfully in a CAS Project, and actively participate in school events to maintain a balanced CAS experience.
- **Duke of Edinburgh's International Award (Dukies):** Those pursuing the Award are reminded to keep updating their Online Record Book (ORB).
- Upcoming CAS Expedition Camp in March: Stay tuned for registration details for this unique opportunity to collaborate, reflect, challenge yourself and grow.

We are proud of the DP1 cohort's **dedication and enthusiasm** and look forward to seeing their CAS experiences evolve. As they continue exploring meaningful ways to contribute to their communities, they are building the skills and values needed for lifelong growth and service.

The CAS programme remains a vibrant and enriching aspect of our students' education, fostering a sense of responsibility, creativity, and leadership that will serve them well in the years ahead.





10 January 2025

EducAid Mante Initiative Class of 2026 Project for Impact



What is the EducAid Mante Initiative?

The EducAid Mante Initiative is a CAS (Creativity, Activity, Service) project launched by the IB Class of 2026, dedicated to supporting the Mante School of Excellence in Afienya East. This school has been a vital educational pillar for underserved communities for over 25 years, but it currently faces significant challenges that impact the

quality of education and the well-being of its students.

Phases of the Project: The initiative is structured in phases to ensure we can address the school's most pressing needs without overwhelming any single group of students:

1. Phase 1: Sanitation Facilities

- The current priority is to build safe and hygienic toilet facilities for students and staff.
 The school's existing latrine system is inadequate and poses serious health risks, especially for girls.
- o Our goal for this phase is to raise GHC 150,000, ensuring a clean and safe environment conducive to learning.





Phase 2: Classroom Renovation

Once the sanitation facilities are in place, we will move on to refurbishing classrooms with improved roofing, ventilation, and essential repairs to create a more comfortable and safe learning environment.

2. Phase 3: Canteen and Additional Facilities.

The final phase will focus on enhancing the canteen and other areas that contribute to the

students' overall well-being and educational experience.

How You Can Help: Supporting the EducAid Mante Initiative can be done in various ways:

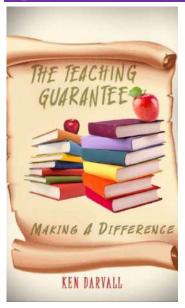
- Attend the School Play: All proceeds from ticket sales for Secret of an Ancient Well will be directed towards Phase 1 of the project.
- **Direct Donations:** Contributions can be made via Mobile Money (MoMo) to Ms. Abigail Ahiadorme at 0597621047, using the reference: *EducAid Your Name or Name of Ward*.
- **Spread the Word:** Help us raise awareness by sharing information about the initiative with friends and family.

By contributing to the EducAid Mante Initiative, you are directly impacting the students of Mante School, helping to create an environment where they can learn, grow, and thrive.

Thank you for your continued support as we work together to uphold the spirit of service and make a difference in our community.



Update on The Teaching Guarantee: Making a Difference



Dear TIS Community,

We are thrilled to announce the release of Dr. Ken Darvall's latest book, *The Teaching Guarantee: Making a Difference*. This inspiring guide is more than a must-read for aspiring school leaders—it's a call to action for everyone who believes in the power of education to create change.

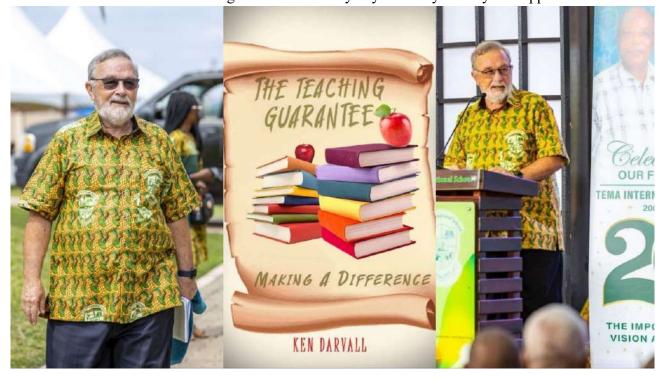
In keeping with the TIS spirit of service and impact, *The Teaching Guarantee: Making a Difference* will serve a dual purpose: Every book purchased directly supports the EducAid Mante Initiative, which is dedicated to refurbishing and enhancing the Mante School in Afienya East as part of our IB Class of 2026 Community Project. We have a community goal of raising GHC 150,000 to make this vision a reality, and your support will help us reach it!

How to Purchase Your Copy and Contribute:

- 1. **Place Your Order**: Contact us via the TIS WhatsApp. Mention your donation amount and specify the number of copies you want to order.
- 2. **Payment**: Payments can be made in two ways:
 - o **Mobile Money (MOMO)**: Send payment to Abigail Ahiadorme at 0597621047. Use "TGMABook" as the reference.
 - o Cash: Pay directly at the CASSA office.

Donations begin at GHC 200 per copy, with all funds going to the **EducAid Mante Initiative**.

This is a limited opportunity, so grab your copy while stocks last! Together, let's support the future of Mante School and continue making a difference every day. Thank you for your support!



Staff Professional Development: A Collaborative Kickoff



This week, we concluded a successful three-day Staff Professional Development programme, which began with a **Wellbeing Retreat at Safari Valley**. The retreat focused on fostering well-being, strengthening collaboration, and building a positive school culture, providing an inspiring start to the programme.



Over the following days, management, teaching, and non-teaching staff came together to reflect, review our standards and practices, and align our goals with the school's mission. The sessions emphasised the importance of continuous improvement and innovative approaches to education while fostering teamwork and a shared commitment to excellence.

Through engaging discussions and strategic planning, the entire team is now better equipped to inspire and support our students in the semester ahead. This collaborative effort reaffirms our dedication to creating a thriving, inclusive, and supportive school community. Here's to a productive and impactful semester!







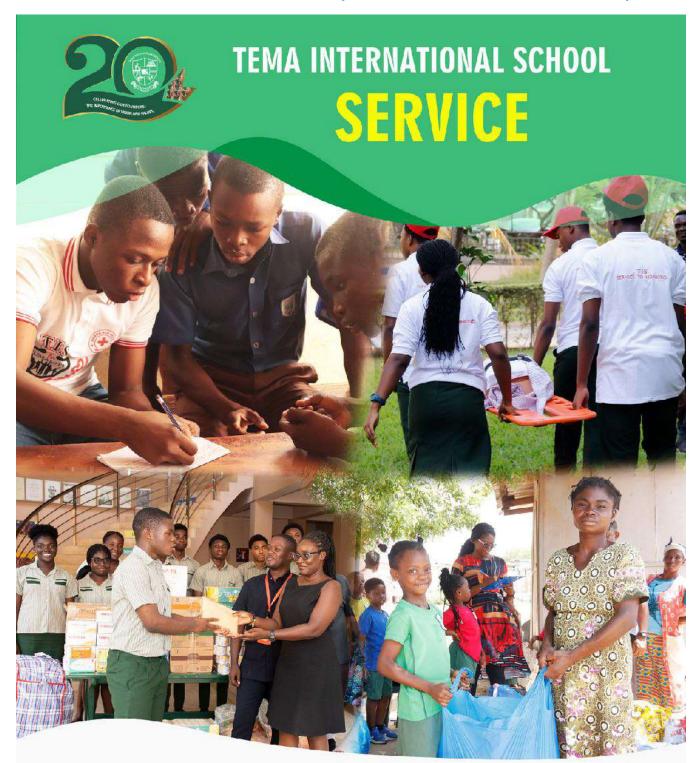












At TIS, we believe that service, as one of the four pillars for student balance and ensuing success, provides a hands-on experience to demostrate how we can make the world a better place through action and an understanding that success comes from helping others grow and becoming empowered.



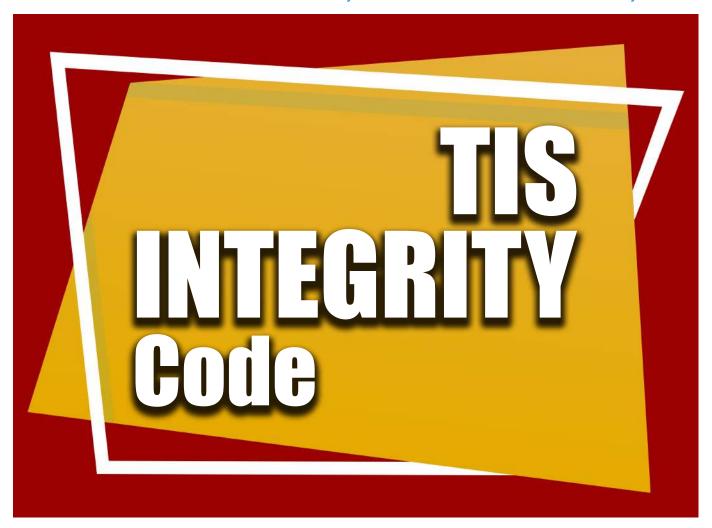
EDUCATION FOR A BETTER WORLD

Change the WOTLO Through Excellence

#Make a Difference







"TIS, as a family school that provides unique experiences, embodies a spirit of integrity and respect for others which are central to the personal, academic and ethical development of each member.

As a TIS family member,

I promise to uphold and demonstrate its values, and protect the reputation of the school.

I make this pledge in the spirit of honour and trust."





