



Green Hills Academy

"Towards Excellence"

Handbook for IGCSE Students

(and their parents!)

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UNIVERSITY of CAMBRIDGE
International Examinations



1. Welcome and Introduction

Welcome to grades 9 and 10, and to the IGCSE programme at Green Hills Academy. In the Secondary School, we are offering an integrated programme that runs from grade 7 to grade 12, and that is designed to prepare students for a successful further educational career at university. Some of the choices you will be making at this stage, what you are learning in these two years, and the way you are learning, will affect what kind of choices you can make in the future.

In case you are wondering, what is IGCSE? “IGCSE” stands for “International General Certificate of Secondary Education”, and it is a bit like the old British O-level exams, (but not like the Rwandan O-level exams at the end of Senior 3!) There are different examination boards, but at Green Hills Academy we offer the Cambridge IGCSE, administered by Cambridge University in the UK.

We feel that the IGCSE programme is well-suited to our students because .

1. it provides a good challenge to the best students, but at the same time it can be tailored to cater for students who may be finding it difficult.
2. it allows students to either follow a general programme, or to start to specialise if they already have a clear idea of their future career.
3. it teaches students how to think for themselves and develops the ability to work independently.
4. it is taught in English at Green Hills Academy, but francophone students can take a French course intended for native speakers.
5. it is a well-known international programme, with all the final assessment taking place in the UK, and accepted throughout the world.
6. it is a good preparation for the International Baccalaureate (IB) programme, which our students go on to in grades 11 and 12, and which is an excellent qualification for university entry anywhere in the world.

A student's final grade in each IGCSE subject is determined by their performance on exams at the end of the two-year course. But in order for a student to be able to do well in the end, they must make a consistent effort from the start – there is just too much to learn to catch up later. But if one studies regularly throughout, one should be able to do well, and to enjoy the learning.

Our philosophy

At Green Hills Academy we have a clear idea of the kind of person we hope our students will become. We are committed to excellence in education, by providing opportunities for students to reach their full potential as life-long learners, and by enabling them to play an active and responsible role as global citizens in a multi-cultural world.

In fact our educational philosophy is aligned with that of the International Baccalaureate, and we feel that the IB Learner Profile expresses values that are relevant throughout the Secondary School, not just in grades 11 and 12.

The IB [and IGCSE] 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.

IB learners strive to be:

Inquirers They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicators They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

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

Caring They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

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

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

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

Don't worry if the language of the Learner Profile appears a bit complicated for now – over the next few years you will learn to read this kind of text easily. Even now you could try to think of examples of how these different characteristics might apply to you. For instance, as a Risk-taker you might choose a subject that you have not found easy but that you have enjoyed. And if you have made up your mind that you will never cheat, then you are Principled.

Academic Honesty

This last point is really, really important, and it does not just apply in tests and exams. Now that you are working towards an international qualification, all the work that you claim is yours must be yours, completely. Not your friend's, or your father's or mother's, or something you found on the internet or in a book, but yours. That does not mean that other people cannot help you to understand; your teachers are helping you to understand things all the time. But when you hand in any work, whether it is a small assignment or an exam, it must be yours and yours only.

If an idea that you express, or a sentence or phrase that you use, is not your own, then you must say so, and you must state where it comes from. This is called “acknowledging one's sources” and “giving a reference”. We will teach you how to do this properly.

By the way, all this will apply for the rest of your life: in some countries there are people who used to be government ministers, but who lost their position, because it was found out that when they were at university, they had handed in work that was not theirs! So please look at, and follow, the Academic Honesty Policy that is attached.

Round Square

We want you to study hard and do well on tests and exams, but we also want you to become a well-rounded person, who does not think only about studying. Even many universities don't just look at your grades, but want you to be 'an interesting person'.

Green Hills Academy has become a member of a worldwide organisation of schools that have similar values to ours. This organisation is called Round Square, and the schools share six main values, the 'pillars' of Round Square, that spell an important word: IDEALS. Some teachers and students have already taken part in Round Square conferences in Nairobi and South Africa, and we will have more links and opportunities in future.

I Internationalism

D Democracy

E Environment

A Adventure

L Leadership

S Service

To find out more, go to www.roundsquare.org.

Further information

To find a lot of detailed and up-to-date information about what is going on at the school, such as special events, meetings and even exam timetables, please visit our

website, www.greenhillsacademy.rw.

Once a month we send out an electronic newsletter for the Secondary School, which is for parents as well as for students. Please look out for it.

At the end of every year we publish a yearbook, put together by a group of students, with the help of some teachers. You will find many pictures and stories to remember the year.

In case you, as a parent, have any question, or a comment or suggestion, please do not hesitate to contact us and arrange a meeting. (The contact details are listed on page 13, but can also be found on the website.)

On your first day at school

There will be an orientation for all students, but especially the new students, on the first day of the new term from 08.30 – 09.30. It is really important that all students attend school from the first day. Students arriving late in grade 10 sit limited IGCSE courses depending on past academic history.

2. IGCSE Courses

In grades 7 and 8 already you could make some choice: each year, you chose which Option to take. But from now on you will be able to choose some of your subjects, so it is important to know what is on offer. You will study each option subject for 4 or 3 lessons each week. At Green Hills Academy we offer a wide range of Cambridge IGCSE courses, but there are only 32 lessons in a week, so some of them have to be taught at the same time, and you have to select one of them. That is a pity, but cannot be helped; sorry.

Below is some information about each course, its content and the way it is taught and examined, to help you choose. To see which combinations of subjects can be chosen, please look at the Subject Choice Form that is attached at the end. We expect students to start by studying 8 courses, but if someone is really struggling, then they may reduce the number after the first term of the second year, so that they can concentrate on their remaining subjects. This is something that we always discuss with parents, of course.

About the courses

First language: English/Literature, French or Kinyarwanda

This is not always the language that you speak best or that you learnt first, but should be the language in which you can express yourself and write best. As well as improving your English or French, you will study how the language is used. You will learn how to express yourself well when you talk, how to read and understand different kinds of texts, and how to write for different purposes, such as a diary, a letter, an e-mail or a newspaper article. You will also learn how to write different kinds of essay, such as descriptive, argumentative or narrative.

Literature: Students will read, interpret and evaluate texts, and develop an understanding of literal and implicit meaning, relevant contexts and the deeper themes or attitudes that may be expressed in a text. They will learn to recognise and appreciate the ways in which writers use English to achieve a range of effects, and to present an informed, personal response to materials they have studied. And they will explore wider and universal issues, and so gain a better understanding of themselves and of the world around them. English language and Literature is a combined course. All first language English students take both examinations. Second Language English students take only the language examination.

Kinyarwanda: Due to popular demand for Kinyarwanda in the higher classes, the school has decided to offer Kinyarwanda even after grade 8. Students in grade 9 are able to choose Kinyarwanda as an option. The content of this course will include imivugo, indirimbo, amazina y'inka, ibihozo, udukinamico, imyandiko, and many more that depict the richness of the Kinyarwanda language and culture. Let our young people build on their mother tongue to learn other languages and cultures. This subject is internally assessed.

Kinyarwanda: *Dukurikije ibyifuzo by'abanyeshuri, ikigo cyasanze ari ngombwa ko gishyiraho amasomo y'ikinyarwanda na nyuma y'umwaka wa kabiri w'amashuri yisumbuye (g8). Kubera izo*

mpamvu, abanyeshuri bifuza kukiga umwaka utaha bahawe ikaze. Hazatangwa amasomo anyuranye, atuma abana bamenya amateka ndetse n'umuco wacu. Imivugo, indirimbo, amazina y'inka, ibihozo, udukinamico, imyandiko ndetse n'ibindi byinshi birateguye. Mureke duhe amahirwe abana bacu bamenye ururimi rwabo, bityo, bizaborohere kumenya indimi z'amahanga n'imico yaho.

Second language: English, French or German

Your second language is a language that you have learnt rather than having grown up with it. Of course this cannot be the same as your first language.

The emphasis of the course is on communication skills – how to manage when you are in a country where they only speak that language. In the exams you need to show that you can understand simple written texts, that you can write short letters, e-mails and so on, and that you can have a basic conversation, about topics such as your hobbies, your family, your school or your country.

Our German language programme, running from Primary School to the IB, is very special: Green Hills Academy is the only school in the country that is part of the PaSch-scheme of the German government, and every year two students in grade 10 can get a full scholarship for a 3-week language course in Germany.

Humanities:

Geography: Students will study both physical and human geography, and develop the ability to understand and use geographical data and information, such as maps. They will develop a sense of place and an understanding of relative location on a local, regional and global scale. They will gain an understanding of communities and cultures around the world and how they are affected and constrained by different environments. At the same time they will improve their general skills of enquiry and of problem solving.

History: This course aims to stimulate an interest in and enthusiasm for the past, and to help pupils understand the nature of cause and consequence, continuity and change, and similarity and difference. By the end of the two years, students must show that they can recall, select, organise and deploy knowledge, and that they can interpret, evaluate and use a range of sources as evidence in an historical context. They will also improve their writing and communication skills. The course focuses on international relations since 1919, with at least two countries studied in detail.

History in French: This course is particularly designed for francophone students. It will enable students to gain writing fluency in French and help them to improve and strengthen their writing and communications skills. By the end of the two years, students must show that they can recall, select, organize and deploy knowledge, and that they can interpret, evaluate and use a range of sources as evidence in a historical context. This course will prepare them to gain a strong foundation and be able to choose History in French for IB and be granted an IB Bilingual diploma. The content is the same as the History course in English. It will be internally assessed.

Histoire en Français : Ce cours s'adresse tout particulièrement aux étudiants francophones. Il les aidera à améliorer leur niveau en Français, aussi bien en expression écrite qu'en expression orale. A la fin des deux ans, les élèves seront capables d'analyser, d'organiser et d'interpréter des documents issus de différentes sources et de les analyser dans un contexte historique. Ce cours leur permettra de consolider leurs acquis en histoire et ils pourront ainsi choisir cette matière en Français pour IB, et par là obtenir un Baccalauréat mention bilingue. Ce sera une excellente préparation à l'épreuve de dissertation en Français. Le programme du cours est le même que celui en anglais. Ce cours sera sanctionné par un examen interne à l'école.

Sciences: Biology, Chemistry and Physics

In grades 7 and 8 you were just doing one subject, Science. From now on you will specialise, and you can choose from three science subjects. What you will be studying in these courses will be more precise and more mathematical than what you were learning before. You will also be going to the laboratory regularly to watch and do experiments, and one of your final exams will be a practical.

Mathematics

There are several aims for IGCSE Mathematics. The most notable ones are;

- To develop the students' mathematical knowledge and oral, written and practical skills in a way which encourages confidence and provides satisfaction and enjoyment.
- To gain a feel for numbers, patterns and relationships.
- To learn to apply Mathematics in everyday situations and develop an understanding of the part which mathematics plays in the world around them.
- To develop their abilities to reason logically, to classify, to generalise and to prove.
- To learn to solve problems, present the solutions clearly, to check and interpret the results.

Art and Design

The Cambridge IGCSE Art and Design course aims to encourage a personal response by stimulating imagination, sensitivity, conceptual thinking, powers of observation and analytical ability. Learners gain confidence and enthusiasm as they develop technical skills in two and three dimensional form and composition, and are able to identify and solve problems in visual and tactile forms (drawing, painting, printmaking, 3D design, digital media, graphic).

Business Studies

Students learn about the major groups of business organisations and commercial activities, and how to distinguish facts and opinions, and how to evaluate data and make informed judgement about businesses. They develop an awareness of the importance of innovation, and improve their skills in numeracy and the use of information. There are projects to be done outside the classroom, and in the end students should be able to apply their knowledge in the current business world, no matter what profession they may enter.

ICT (Information and Communication Technology)

The IGCSE Information and Communication Technology syllabus encourages students to develop lifelong skills including:

- the ability to understand and implement new and emerging technologies within a business environment,
- how to analyse, design, implement, test and evaluate Information and Communication Technology (ICT) systems,
- considering the impact which new technologies will have on ways of working and the social, economic and ethical issues associated with them,
- awareness of the ways ICT can help in practical and work-related scenarios.

Physical Education

Don't make a mistake about this course, it is not just playing games as you did in grades 7 and 8. In the two years, you will learn a lot of theory but also practice four different sports, of which three will be team sports and the fourth one something like karate. At the end of the course your teacher will

make videos of you doing these sports, and 60% of your grade will be based on how well you perform. The other 40% will come from a written exam that you will take.

Band / Music:

The school is proud to have Band as an exciting new option, led by an enthusiastic and experienced American teacher. Instruments are available for rent. The Band's performances are always something to look forward to. For further information, please contact the school. For some Grade 9 students, the sessions take place during class time and one afternoon each week. This subject is not examinable at IGCSE level.

Things to keep in mind

Some of the choices you make at the beginning of the programme will affect what subjects you can study when you go on to the IB in grades 11 and 12, and therefore what courses you can do at university. Here are some points to help you decide:

1. In the IB, courses are taken either at Higher or at Standard Level. To take a HL course, you need to have at least a grade C in that subject in the IGCSE exams, and for HL Mathematics you must have a grade A or B in Mathematics.
2. Some subjects, such as Physics, you cannot start in the IB, at least not at HL, you must have done them at IGCSE level, and done well enough.
3. If you want to study Medicine at university, you will usually need to have done two sciences in the IB, one of which should be Chemistry, so choose your IGCSE subjects accordingly. You also need to have done VERY well.
4. For Engineering at university you should have done well in Mathematics and Physics and/or Chemistry in the IB.
5. To be able to study in Germany, (where universities charge no tuition fees!) you must have a science or Mathematics at HL in the IB.

Of course, when students make their subject choices before starting their grade 9, the Careers Counselor and other experienced staff will be available to give advice to students and their parents.

Textbook lending

At Green Hills Academy you are given the books you need for your courses – but we only lend you the books, and you are responsible for them. When you receive a book, the teacher will write down the number, and at the end of the year, or at the end of the course, you will have to return the same book, in a good state. If you don't, we will charge the cost of a new book to your parents, so that we can buy a copy to lend to another student next year. A book deposit is paid by every student until she/he leaves school.

The stationary you need, such as pens and notebooks, as well as items of school clothing, can be bought at the shop on the school grounds.

The grading system

In grades 9 and 10 we use the IGCSE grading system.

1. In each subject you will gain a grade from A* to G, with A* being the highest of course. For a very weak performance you can get a U (= “unclassified”).
2. The percentages needed in the final exams for each grade are not always the same, but within the school, you need to get 80% or above for a grade A, and at least 50% for a grade D, which is like a “pass”.
3. In some subjects there are two levels of difficulty in the final exams, Core and Extended. The Core exam is easier, and the syllabus slightly smaller, but the top grade is a grade C – even if you get everything right. To get an A*, an A or a B, you have to take the Extended exam.

You don't have to worry about Core and Extended at the beginning: we will advise students and parents before we make the registrations, around the middle of the second year, based on how you have performed until then.

4. The school motto is “Towards Excellence”, so it is appropriate that we honour the students who perform particularly well, by publishing an Honour Roll at the end of each term of the students who have achieved the highest average grades in their year.
5. Note: Your grades matter, from the start. Most universities require a transcript when you apply, which lists your grades in the last four years of secondary school, *i.e.* from the first term of grade 9.

3. Life at School

In some ways things will be similar to how they were in grades 7 and 8, but you will have to get used to having more assignments and to doing more work independently. Because different students can choose different combinations of subjects, you will no longer be together with the same group all the time, and you will have to know in which rooms all your classes will be taking place. If your next lesson is in a different room, be sure to move quickly from one class to another.

The schedule for a day

We expect you to be in school every day, except if there is a very good reason, which your parents must tell us about, or if you are sick. We have an Attendance Policy, which you should check on-line.

07.30 – 07.35 (arrive by 07.25)	Homeroom time: the homeroom teacher takes attendance and makes announcements.
07.35 – 08.30	Lesson 1
08.30 – 09.25	Lesson 2
09.25 – 10.20	Lesson 3
10.20 – 10.45	Break in the Dining Hall
10.45 – 11.40	Lesson 4
11.40 – 12.35	Lesson 5
12.35 – 12.50	Silent Reading in homerooms: You can bring your own book, or choose from the ones provided by the school, but it should not be a book that you read for one of your courses.
12.50 – 13.40	Lunch in the Dining Hall. On Wednesdays school ends at 12.50 and students go home.
11.40 – 11.35	Lesson 6
14.35 – 15.30	Lesson 7
15.45 – 17.00	Afternoon activities: Green Hills Academy has a varied programme of extra-curricular activities. (See below.) If you are taking part in an activity, you should be there by 15.45 and stay with it until 17.00. Other students: If you are not taking part in an organised activity, you should go home at 15.30, or be in the waiting shed.
after school	Homework: As a rough guide, you will probably need close to two hours each day to complete your assignments and do some preparation that will help you in the next lessons.
Sometimes we will tell you to come to school outside normal lesson time, for instance to get more practice with science experiments before the exams, or to have a speaking exam in a language. (Unless we tell you otherwise, you do not need to come in school uniform.)	

Leaving early: If you have to leave school early for any reason, your parents have to come to the Office to collect you, or you need to bring a written note from your parents to the Office. If you are not feeling well at school, or there is some other problem, we will call your parents and ask them to pick you up.

After-school activities

To balance the academic curriculum, and for students to have fun at school as well, we offer a wide-range of extra-curricular activities. The programme runs from 15.45 to 17.00 every afternoon, except on Wednesdays. Each activity has a teacher to supervise and coach the students. Some activities may not be suitable for all ages, and admission is on a first-come-first-served basis.

Note that if you are not involved in an organised activity you should have left the school by 15.45 pm; and if you stay, we hope that you will be collected promptly at the end of the afternoon.

Below is a list of activities, but not every activity may run in every term; please check on the school website for an up-to-date list.

Sports	Curriculum support	Cultural / Other
American Football	Creative Writing	Art/Design
Badminton	Debate	Ballet
Basketball	Drama	Chess/Scrabble
Darts	Science	Gospel
Football (Soccer)	Public Speaking	Modern Dance
Table Tennis		Music/Band
Volleyball		Traditional Dance
		Aerobics
		Yoga
		Japanese Language

Transport

Green Hills Academy operates a number of clearly marked buses that pick up students near their homes in the morning and drop them off in the afternoon; the buses leave the school at 15.45 and at 17.20, except on Wednesdays, when they leave only at 12.00. It is your responsibility to be on time at the place where you take the bus, in the morning and in the afternoon, otherwise the bus will leave without you. More details, such as the cost, are available at school.

There are two places where you can be dropped off and picked up by car: in front of the Secondary School and below the Nursery. In both places there is a covered area (a waiting shed) in case of rain. Please make sure you arrive in good time in the morning, so that you can be in your homeroom by 7.30.

The schedule for the two years

Each academic year, from mid-August to the end of May, is divided into three terms, with short breaks between them. There are also two longer holidays, three weeks for Christmas and New Year in December and January, and one week for Genocide Memorial Week in April. (You can see the calendar for the year, as well as dates and details of exams and other events, on our website, www.greenhillsacademy.rw.)

At the end of each term, except the first term of the two years, you will have a two hour exam in each subject. That way you, your parents and the school can see how you are doing, and also you get to practice taking exams. A few days later, at Open House, you will get a report about your performance during the term and in the exams. We think it is very important that you and your parents use this opportunity to discuss your progress with your teachers, so we hope that you will always attend.

Around the middle of the second year we have to register you for the IGCSE exams, so at that time we will need to discuss, with you and your parents, which exams you should be taking. So you need to have made a good effort in your end-of-term exams, so that we can advise you well.

The final exams are in May and can last until early June. But two months before, you will have 'Mock-exams', which are just like the real exams but are marked by your teachers. That way you know what to expect, and how to make the best use of the remaining time of intensive revision.

Houses

For some school events, such as sports competitions, general knowledge quizzes or spelling bees, students are divided into four Houses. Each House is named after an important fighter for freedom, and has an associated colour. When you wear sports uniform at school, you should be wearing your House T-shirt.

The Houses and their colours:

Ghandi	- Blue	Mandela	-Yellow
Gisa	- Green	Martin Luther King	- Red

Who's who / Contacts

Teachers at the Secondary School have a lot of experience with the IGCSE programme. These are some of the people you will come across:

1. The Principal, Alan Shanks also teaches Theory of Knowledge. E-mail address: principalsec@greenhillsacademy.rw.
2. A Vice-Principal, Tr Anna Bagabe, who is an English teacher and the IB Coordinator. All her children have been at Green Hills Academy, so she understands what it is like to be the parent of a student. She gives guidance to students and parents. E-mail address: annabagabe@gmail.com.
3. The other Vice-Principal, Tr Angela Lutalo, who is a History teacher and the IGCSE Coordinator. She gives guidance to students and parents on IGCSE. Email address: alutalo@gmail.com.
4. The Four Deans: Tr Jacky Uwimana (Humanities), who is particularly involved with students in Grades 7 and 8, Tr Alexis Nsengiyumva (Mathematics), who is involved in supervision and behaviour management in the Secondary School, Tr Mathias Ndinya (Economics), who is also involved in coordinating CALS programmes for older students and Tr. Joseph Lyada (History) who is involved with security.
5. The School Secretary, Diane Umubyeyi, who is the first person to get in touch with when you have questions or want to arrange to see your child's teachers or a member of the admin team. E-mail address: udiane27@gmail.com. Phone number: 07884 84960.

And just in case you are not feeling well or get injured, we have a nurse who is at the school during school hours. Let's hope you never have to go to see her.

Secondary School facilities

We are pleased to have a good range of facilities in the Secondary School, such as

1. two main buildings with classrooms, all equipped with whiteboards and tackboards,
2. the Dining Hall,
3. the Gym, which has three full-size basketball courts but is also used for other sports,
4. the sports field, with soccer goals,
5. the school shop, for stationary and items of school uniform,
6. the nurses' office: a nurse is always on duty during normal school hours,
7. the Music Room.

All these facilities are connected with covered walkways.

Lockers: Each student is provided with a locker at school to keep their schoolbooks and personal property safe; if you come to school with a phone, you should keep it in your locker from 7.30 to 15.30. Locks and keys are issued at the beginning of the first term, and only the locks issued by the school may be used. If you lose your key, or damage the locker or lock in any way, you/your parents are liable for the cost of repair or replacement. The lock and key have to be returned to the school before the end of the academic year. Please see the Locker Contract for more details.

Note that you may only access your locker in the morning, during break, at lunch time and after school, so plan ahead and always take everything that you will need for the next two or three lessons. Students are not allowed to go to their lockers during lessons.

Behaviour and expectations

As you are growing older, you will have to start to take more responsibility for your actions. For instance, you will no longer have all your lessons in the same classroom, so it is up to you to always be where you should be, at the right time. There are also School Rules (in the Appendix of this Handbook) that you should look at, to know what is expected of students.

Of course you have seen the prefects: prefects are older students who help the teachers in making sure the school runs smoothly and everyone behaves well; but they also represent their fellow students, suggest ideas to the school administration, organise events, and so on. The prefects should be our most responsible students. From grade 10 onwards you may be elected as a prefect. It is a good position, because you can contribute to the life of the school, and people will respect you if you do a good job.

The role of parents

We are proud that you, as parents, have entrusted your child's education to us – we know how dear your son or daughter is to you. But for the greatest success, we cannot work alone. We have found that the more parents are involved in their children's education, the better the children can do and the more they enjoy school.

Here are some areas where your support will be greatly appreciated:

1. Enable them to come to school on time and arrive before 07.25, to avoid a rushed start to the day, and don't let them wait around too long before they are picked up in the afternoon.
2. Arrange for a quiet place, away from distractions like TV and their computer, where they can study regularly, a place which is theirs.
3. Try to establish a routine, where they go to bed early enough to be ready for school the next morning: if a child is tired, they will find school 'boring' and they will not learn much.
4. Talk with him or her about school, about things that they have learnt but also about subjects that they may be worried about, and help them take decisions, such as what subjects to take.
5. Take some interest in their personal life, who their friends are, and so on.
6. Students in grades 9 and 10 are expected to do close to two hours of homework or preparation each day; so when you ask your child: "Do you have any work to do?" don't take: "No." for an answer. They will for instance need a lot of time to revise.
7. Support your son or daughter when we have special events; they may ask for a small sum of money or they may need a ride to and from school on a Saturday.
8. Come to the Open House at the end of each term, with your son or daughter, to meet his or her teachers and to discuss small problems before they become big problems. And if you are concerned about anything, don't hesitate to call and make an appointment.

These points of course apply in particular when exams are coming up, especially the final exams, when some students can get quite stressed.

We are looking forward to working with you. You can be sure that, like you, we want the best for your child.

Fees

School fees are payable in full for each term before the first day of the term. The upto-date fee schedule and the school's bank connections are attached, but can also be found on our website.

Green Hills Academy – IGCSE Subject Choices for 2015–2017

Students take one subject from each of seven blocks, (with no subject taken twice of course.) Please understand that because of timetable constraints certain combinations are not possible.

Before making a choice, please read the course descriptions and the 'Things to bear in mind' in section 2 above.

Some courses have a limit on the number of students. In that case the places will be given on a first-come-first-served basis.

Name of Student: _____

Class: _____ (if presently at Green Hills Academy)

<i>Block 1</i>	<i>Block 2</i>	<i>Block 3</i>	<i>Block 4</i>	<i>Block 5</i>	<i>Block 6</i>	<i>Block 7</i>
First language: English/ Literature French	Second language: English French German	Business Studies Geography History Physics	Biology	Business Studies Chemistry Geography History	Mathematics	Art Band History in French ICT Kinyarwanda Physical Education

Students should have discussed their subject choice with their parents. Please feel free to contact the IGCSE Coordinator for advice.

Date: _____

Parent's signature: _____