



Map of School

Caring, Friendly and Student Centered



Accredited by: Council of International Schools (UK), Middle States Association of Colleges and Schools (USA) & the Advanced Placement (AP)



USA Address: c/o US Embassy, 2200 Khartoum Place, Washington, DC 20521-2200
 International Address: c/o US Embassy, P.O. Box 699, Khartoum, Sudan
 Telephone: +249 15 577 0105 or 0107 Email: kas@krtams.org Web Site: www.krtams.org



General Information

Caring, Friendly and Student Centered

Food & Beverages

Students are encouraged to bring a healthy snack and/or lunch for their breaks. Lunch service is provided daily. Fresh fruits, yoghurt, milk, water, juice, and sandwiches are sold at the KAS Kiosk.

It is recommended that all students have their own water bottle clearly marked with their name.

Personal Appearance

For the personal health and safety of the students, clothing worn should be neat, clean, and in good condition. Any dress or garment that disrupts or threatens to disrupt the educational process is inappropriate. T-shirts with slogans advertising alcoholic beverages or tobacco products, sexual connotations, or obscene language must not be worn.

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Class Time Schedule

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The bell rings at 8:00 a.m. Children need to be at school and ready for class at that time. Students that arrive after the bell rings will be considered tardy.

High School Middle School Periods	Elementary Periods
ADVISORY 8:00 – 8:08	1 8:10 – 9:00
1 8:10 – 9:00	2 9:02 – 9:52
2 9:02 – 9:52	BREAK 9:52 – 10:07
BREAK 9:52 – 10:07	3 10:09 – 10:59
3 10:09 – 10:59	4 11:01 – 11:47
4 11:01 – 12:16	5 11:49 – 12:35
LUNCH 12:16 – 13:06	LUNCH 12:35 – 13:09
5 13:08 – 13:58	6 13:11 – 13:58
6 14:00 – 14:50	7 14:00 – 14:50

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Parent Teacher Association

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PTA stands for Parent Teacher Association. All parents are automatically members. Included in the annual school fees there is a \$10 family fee, which is used to help this association.

The PTA consists of parents who volunteer their time to help make KAS a great school for our children. Our school is continuously on the move towards improvement, and the PTA is the best venue for parents to become active participants in the school.

The activities run by the PTA are designed to be those in which KAS children and their families participate. Funds are raised which are used to purchase "extras" for the school; items that benefit students but do not fall within the regular KAS budget.



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Regarding Grade/Year Placement

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KAS receives students from many different countries and schools and it is important to note that not all school systems label their grades in the same way. The most common difference is between the “American” system used in many American/International schools and the “British” system used in British/International schools or in national school systems (e.g. Sudan, India, Pakistan, etc) established along British lines. The basic system of naming is:

Age of student (by Sept. 30th)	North American System Grade Level (USA, Canada)	British System Grade level (Sudan, India, Pakistan, etc)
3 years	Pre-School (3)	Nursery [Sudan: Kindergarten]
4 years	Pre-Kindergarten (4)	Reception [Sudan: K-Reception; India: Kindergarten]
5 years	Kindergarten	Year 1
6 years	Grade 1	Year 2
7 years	Grade 2	Year 3
8 years	Grade 3	Year 4
9 years	Grade 4	Year 5
10 years	Grade 5	Year 6
11 years	Grade 6	Year 7
12 years	Grade 7	Year 8
13 years	Grade 8	Year 9
14 years	Grade 9	Year 10
15 years	Grade 10	Year 11
16 years	Grade 11	Year 12
17 years	Grade 12	Year 13

Please note that at Khartoum American School, the decision of grade placement for students is made by the KAS administration after a review of student records, placement examinations, interviews, and an assessment of English language proficiency. The above chart only serves as a guide.

Final placement decisions are sometimes at variance with the norm.

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ACADEMIC YEAR 2022 - 2023

August 10, 2022

First day of school

October 7-15, 2022

Fall break

December 16, 2022 -January 7, 2023

Winter break

March 10-18, 2023

Spring break

April 7-9, 2023

Catholic Easter - Long weekend

April 14-17, 2023

Coptic/Orthodox Easter- Long weekend

April 21-25, 2023

Eid Elfitr

May 26, 2023

Graduation

May 31, 2023

Last day of school

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Our Mission/Vision "The 4 C's"

Caring, Friendly and Student Centered

Khartoum American School provides an outstanding learning environment to promote an open, inclusive and student centered program. We are devoted to fostering educational growth and development for our internationally diverse student body.

The Mission is supported through the KAS 4 C's of:

Character:

By helping students develop self-discipline and a positive self-image, Khartoum American School encourages students to explore their potential and to develop a rich and broad understanding of today's world. Khartoum American School fosters in student a strong sense of personal commitment and dedication to their own learning.

Curriculum:

Khartoum American School follows an American Curriculum based around internationally recognized standards. Our student-centered program offers a technology-rich and inquiry-based approach. Khartoum American School offers a program of study that allows all students to reach their full potential.

Community:

Khartoum American School actively pursues a sense of community characterized by students who are cooperative, communicative, productive and responsible. Students are encouraged to view themselves and their school as integral parts of the local and global community. Our community is a partnership of stakeholders who are actively engaged in the school and collectively shape its direction and ethos.

Citizenship:

We promote global citizenship and the expectation of our students is to reflect upon their own world and the world around them and to develop the skills required to make positive changes worldwide. We encourage students to embrace the diversity present at Khartoum American School and to celebrate the fact that it makes us a richer school community.

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KAS Enrollment Procedure and Checklist

In an attempt to follow COVID safety precautions and to simplify the admissions process for parents, we have digitized our application process completely. Parents/Guardians wishing to enroll their children at KAS may now do so completely from the comfort of their home or office by visiting our online application platform:

<https://krtams.openapply.com/>

Please go ahead and submit an inquiry, schedule a tour or complete an application. (If assistance with the process is required, please contact our admissions office at : admissions@krtams.org)

Please note the following items must be submitted in full to complete the application, so it is advisable to have electronic copies of images on your computer. All forms are available online for you to complete.

Eligibility for enrollment cannot be assessed until all items are received.

Online forms:

- *Application form*
- *Medical Information and Health History Form*
- *Confidential Recommendation Form* (completed by teacher/headmaster/counselor at student's previous school)
- *Parental Swimming Authorization form*
- *Completed and signed Computer Lab/ iPad User agreement/Laptop Acceptable Use Policy form* (as applicable to student's grade)

Electronic copies of the following items will be required:

- *Vaccination records/immunization card*
- *Student's recent photo*
- *Student's valid passport*
- *Copies of academic records from each school attended during the past 24 months; translated into English if necessary*

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- Individual Education Plans (IEPs) and/or EAL testing results if applicable; and
- Any educational psychology report or similar
- Any other standardized testing information from the current school e.g. MAP, ISA

Once the above forms and electronic documents have been received and reviewed, an Application Fee Invoice will be issued.

Parents pay the application-processing fee of \$500 USD at the Accountant's Office or through transfer to the school's US bank account.

The Admission Test will be administered (MAP – Reading and Math and/or WIDA for all English Language Learning Students)

The Admissions Committee members review all applications.

The Superintendent finalizes all enrollment decisions.

N.B All enrollments are considered conditional.

- *Application fee is \$500, and is non-refundable and should be made at least a day before testing.*
- *It does not guarantee admission into KAS.*
- *The receipt of payment must be presented to the Admissions Director in order for the admissions process to continue or for the testing to begin.*

For students applying to Grade 9-12:

Prior to students start date you might be asked to submit hard copies of the student's Official High School Transcripts from his/her most recent school; stamped and sealed.

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TUITION COLLECTION:

1. All students are considered USD payers (except those stipulated an item in number two)

Payments maybe made as follows:

- a. USD check from a US based checking account
- b. Transfer to the school's account in Washington, DC
- c. USD Cash

2. All fees should be in U.S. Dollars. Either cash or bank transfer to the school's account in the US. However, up to 10% of the total fees can be paid in Sudanese Pounds (SDG) at the Central Bank of Sudan's commercial rate. Administration fee could be applied depending on the situation in July 2022.

3. No local banks U.S. dollar checks will be accepted.

4. All new Embassies and NGO students have 10 working days processing period from date of enrollment. Late fee applies if payment is not received after the processing period.

5. New students enrolling after the third quarter ends will pay pro-rated fees equal to the remaining scheduled days for the year. This does not include the cost of the required computer.

TUITION FINANCING:

- All families are required to complete and sign a Tuition Fee Payment Fee agreement indicating how they wish to pay tuition fees. Students will only be enrolled once the school has received payment.

PAYMENT OPTIONS:

There are three payment options for parents. These are the only options available for payment during 2022-2023 school year. Please note that payment plans are subject to approval by the Superintendent. Payment history will be taken into account when making decisions about approval of quarterly and semester plans.

1. Annual payment: Fees for the full school year will be invoiced by 25th May, or earlier, and will be 100% payable on or before 10 August 2022 or within 30 days of invoice date or prior to commencements of classes.
Early Payment Discount: Students returning on an Annual payment schedule, and

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whose fees are received by the school or overseas bank account in full prior to 25 July 2022 may deduct an early payment discount of 2% from the invoiced fee, provided the payment is receipted by KAS on or before 25 July 2022.

2. Semester payment: Fees for each semester are due before the first day of the semester
3. Quarterly plan: Fees for each quarter are due before the first day of each quarter.
4. Any student who starts in Quarter 2 onwards can agree a payment plan with the Superintendent with the same stipulations as other parents.

QUARTERLY PLAN

- 35 % payable on or before 1 August '22 including Capital Fees + All other fees
- 30 % by start of Q2
- 20 % by start of Q3
- 15 % by start of Q4

In acknowledgment of the risk and extra burden taken by KAS, 2% of the total amount will be charged for the quarterly plan.

PROPOSED TERMS AND CONDITIONS

- Late payment
- Penalty on delayed payments
- Consequences for late payment

LATE PAYMENT AND COMMUNICATION

- Invoices will be sent by e-mail or collected from the Finance Office. It is the parent's responsibility to ensure they have received a copy of the invoice and to notify the Finance Office immediately if there appears to have been a delay. The school cannot be held responsible for non-receipt of invoices in a timely fashion.
- "Payable By" means that KAS must have receipted the payment on or prior to the date specified – payments processed by the parent/payer but not received by the school by the above due dates will be deemed to be late. Invoices may be sent out earlier than the date specified depending on school public holidays etc. and parents will need to ensure that they take holidays school closure into account when making payment

PENALTY ON DELAYED PAYMENTS:

- Tuition fee payments must be receipted by the school prior to the due date for payment, clearly specified on the invoice. If the payment has been delayed for any reason, then a penalty will be charged for each day that the payment is delayed at the rate of \$10 per day.

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CONSEQUENCES FOR LATE PAYMENTS:

- All fees are payable in advance. Any student whose fees have not been paid for the next quarter may not receive education in classrooms. The process is as follows:
 1. Penalties: Statements will be sent out three weeks before the due date. If the fees due in the previous month have not been paid, parents will be advised that late payment penalty of \$10 per day has started to accrue and will be levied at the end of that month.
 2. Report Cards and Transcripts: report cards and year-end transcripts will not be issued and access to the IT portals will be withheld until the Finance Office has signed off that all fees due at that time have been paid.
 3. Education outside classrooms: If any outstanding payments have not been settled by the start of the quarter or the relevant payment due date.

REFUNDS:

The policy regarding refunds after the beginning of the school year (only on Tuition Fees) can be found below:

Withdrawal during the first quarter: 70% of annual tuition will be returned.

Withdrawal during the second quarter: 40% of the annual tuition will be returned.

Withdrawal during the third quarter: 15% of the annual tuition will be returned.

Withdrawal during the fourth quarter: No tuition will be returned.

SIBLING DISCOUNT POLICY:

First Child	No Discount
Second Child	No Discount
Third Child	25% Discount
Fourth, Fifth & Sixth Child	50% Discount
7th Child and thereafter, NO more discounts	

CAPITAL FEE:

The annual capital fee is payable by all enrollees. This fee funds ongoing facility and program improvements.

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