CISA Parents' Workshop on Essential Services

Academic Year 2025/2026

Saturday, 13 September 2025

10:00 – 12:00 | CISA campus

Workshop Agenda

- 1. Academic Calendar.

- 2. SAP Period.

- 3. Result Analysis.

- 4. Support Programs and CCC.

- 5. Financial Policy.

- 6. Communication Channels & Parents' Meetings.

- 7. Pedagogic Options & Certificates, CUPP.

- 8. Assessment & Weighted Subjects (100/50/25)

- 9. CISA Clubs.

- 10. CISA Bracelet

- 11. Registration Dates for Next School Years.

- 12. Rules and Regulations.

1. Academic Calendar

September

Mo	Tu	We	Th	Fr	Sa	Su
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

13. Parents workshop 15. First school day
17. Heroes Day
21. World Peace Day
30. End of Assessment period

October

Mo	Tu	We	Th	Fr	Sa	Su
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1. International Music Day
4. International Animal Day
5. International Teacher Day
25. Food Festival

November

Mo	Tu	We	Th	Fr	Sa	Su
				01		02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2. All Souls Day
11. Angolan Independent Day
11-22 Angola-Lebanon Days
20. Universal Children's Day

December

Mo	Tu	We	Th	Fr	Sa	Su
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

15,16,17,18,19 1st Trim. Assessment
10. Human Rights Day   25. Christmas
22/12- 5/01 Christmas vacation

January

Mo	Tu	We	Th	Fr	Sa	Su
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1. New Year 2026
5. School Restart Day

February

Mo	Tu	We	Th	Fr	Sa	Su
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

4 National Liberty Day
21. Mother Language Day
28. CISA carnaval

March

Mo	Tu	We	Th	Fr	Sa	Su
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

6. CISA Internal EXPO 3,4, National Carnaval
8. Intl.Women Day   22. World Water Day
23. Sounthern African Liberation Day
2nd Trim. Assessment 23,24,25,26,27

April

Mo	Tu	We	Th	Fr	Sa	Su
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4. Angolan Peace Day.   5. Easter
6. School Restart Day
21. Creativity & Innovation Day
22. Earth Day

May

Mo	Tu	We	Th	Fr	Sa	Su
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1, International Labour Day
18. International Museum Day
21. Diversity Day
25. Africa Day.   30. CISA EXPO

June

Mo	Tu	We	Th	Fr	Sa	Su
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1. Inter. Children's Day 5. World Environment Day
13. Graduation Day   19. Last PYP school day
Final Assessment 22,23,24,25,26
26. Last School Day.

July / Summer Classes

Mo	Tu	We	Th	Fr	Sa	Su
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

13. Summer School Starting Day

August / Summer Classes

Mo	Tu	We	Th	Fr	Sa	Su
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

28. End of Summer School

Legend

- Official Holiday
- Bridge Day
- School Events Days
- Staff / Teacher Working Days
- School Vacation
- Sart/Restarting studying days

2. SAP Period —
September Assessment Period

Definition and purpose:

The SAP is a beginning of year assessment used to identify the level of every student, old or new, in each subject, showing where they are and where they must be.

It always takes place from the middle of September until the end of September.

3. Result Analysis

Class Assessment & Analysis Table

Teacher's Name: Class MYP: G

Total Student's Number: Students A&B Number & %:   Students C Number & %:

Levels Classification: A   B   C 1   C2   C3

| Academic Year: |
| Sep. Assessment Period   ☐ |
| Assessment Trimester: |
| 1st ☐   2nd ☐   3rd ☐ |

No.	STUDENT'S NAME	ENGISH	POR	ADD	HIST	GEO	MATH	G. SC	DESIGN	INFO.	MUSIC	ART	PE
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													

Date: Signature

4. CISA Support Programs

CISA Support Program – C1, C2, C3

At Cedars International School of Angola (CISA), our Support Program provides three levels of academic and personal assistance to ensure that every student can succeed:

- **C1 – Mild Support**
    - For students who need occasional, light assistance with specific concepts or skills.
    - Support can be handled within the classroom, during regular school time by the subject teacher.

- **C2 – Moderate Support**
    - For students with deep difficulty in certain subjects, requiring a special plan.
    - Solutions may include:
        - In-class support by support staff.
        - Parallel classes in small groups for targeted teaching.
        - Reinforcement classes during extended elective periods.
    - This level combines flexibility with structured intervention, ensuring learning continuity inside and outside the main class schedule.

- **C3 – Intensive Support**
    - For students with special educational needs and/or psychological issues.
    - Requires personalized education plans, continuous monitoring, and in some cases, collaboration with external specialists.
    - Parents are actively engaged, and progress is reviewed regularly with the CCC.

4. CISA Support Programs

CCC (CISA Care Center)

Role of the CISA Care Center (CCC)

The **CCC (CISA Care Center)** is the central unit responsible for:
- **Assessing** students' academic, behavioral, and emotional **needs**.
- **Designing individualized support** plans and following up on their progress.
- **Providing** psychological **guidance** and ensuring inclusion of all students.
- **Acting as the link** between teachers, families, and external personal specialists.

5. Financial Policy

The financial policy of CISA is designed to provide international quality education at reasonable fees, making it accessible and suitable for more families.

Fees [2025-2026]

New Families:

Entrance Fee*	:	500.000 AOA per family.
Campus Fee*	:	500.000 AOA per family.
Registration Fee*	:	300.000 AOA per student.
KG class material	:	300.000 AOA per student.
CISA Bracelet*	:	200.000 AOA per student.

* one-time fee

Current Families:

Confirmation Fee	:	200.000 AOA per student.
CISA Bracelet renewal fee	:	100.000 AOA per student.
KG class material	:	300.000 AOA per student.

Tuition Fees:

	Base Fees			
	Kindergarten	**G 1,2,3,4,5**	**G 6,7,8,9,10**	**G 11,12**
Year	4.000.000	4.500.000	5.000.000	6.000.000
Trimester **x3**	1.333.334	1.500.000	1.666.667	2.000.000
Month+10% **x10**	440.000	495.000	550.000	660.000
Increase % from last year	10%	6.67%	10%	10%

All amounts are in Angolan Kwanza AOA

- **Education Support Fees (parallel or after class support, C2 program):** Estimated upon student evaluation and added to the base fee (charged on base annual fees).
- **CISA Care Centre Fees (additional support and intervention for students with learning difficulties, C3 programs):** Estimated upon student evaluation and added to the base fee (charged on base annual fees).

- Invoices are sent by email, make sure your email is updated, it is the parents' responsibility to communicate with the billing office if no invoices are received.
- Proof of payments must be submitted within the invoice deadline to avoid any academic disturbances.
- Payment's deadline: check invoice.
- Overdue fees are subjected to 10% late fee.
- Students with due fee will have their CISA bracelet disactivated which will prevent their access to school and will loose access to the CISA account.
- CISA bracelet reactivation fee: 50.000 AOA, reactivation time: up to 48h.
- All above fees are not reimbursable in the event of student's expulsion, absence including due to suspension or withdrawal from the school.

Based on the presidential decree approving a 19.11% increase on the tuition fee, the board approved an increase of an average of 9% over last year fees.

All prices and regulation were approved by the board as of June 2025 and are subject to changes without prior notice.

6. Communication Channels & Parents' Meetings

- **WhatsApp** – the primary tool for quick updates, reminders, and announcements.
- **Direct Calls** – parents may call the school directly to book meetings, with the support of the reception team.
- **Email Communication** – for official notices, reports, and documentation.
- **CISA Digital Cloud* Platform** – parents have secure access to follow students' actions, classwork, results, and school updates in real time.

Parents' Meetings:

- **Continuous access:** parents can request meetings with teachers, coordinators, or administration at any point during the academic year.
- **Scheduled meetings:** formal parents' meetings are organized regularly to review student progress, assessments, and school developments.
- 📌 **In short:** CISA provides open, multi-channel communication through WhatsApp, direct calls, email, and the Digital Platform, complemented by continuous and scheduled meetings across the year.

7. CUPP –
CISA University Preparation Program

The CISA University Preparation Program (CUPP) is a specialized academic and guidance track designed to prepare high school students for university admission worldwide.

Main Features:

1. **University Guidance:** Support in career orientation, subject choices, and application strategies.
2. **Academic Preparation:** Focus on advanced courses aligned with international standards (IB, American, College Board SAT & AP)
3. **Exams & Certifications:** Preparation for SAT, AP, and other international requirements.
4. **Counseling:** Individual and group sessions on career paths, study skills, and personal goals.
5. **Global Readiness:** Development of skills needed for success in international higher education.

Pedagogic Options & Certificates

"International education is not about a school's name or simply applying a foreign curriculum. It is about the real opportunities a school provides through internationally recognized certificates. Families, students, and the school—as advisor—share the responsibility of choosing the right pathway, carefully considering the possibilities, qualifications, and timelines." **Dr. Imad Taha**

At CISA, we provide our students with **various certificate options** that open doors to universities worldwide:

1. CISA High School Certificate (Basic Option) (School regular enrollment timing).

- Fully aligned with the american curiculum by COGNIA and IB framework, recognized by the **Ministry of Education of Angola**.
- Represents the **basic CISA program**.

2. CISA High School Certificate + College Board Support*

In addition to the CISA High School Certificate, students can strengthen their profiles with **College Board international credentials**:

- **SAT International Exam*** (Available from **G10**), accepted by most universities worldwide.
- **Advanced Placement (AP) Courses*** (Available from **G11**) in subjects chosen by students, providing university-level preparation and strengthening admission prospects. This pathway **facilitates access to top universities globally**.

3. IB Diploma Programme (IBDP)* (Available only for G11 through 2 academic years)

- Offered through CISA's **official candidacy with the International Baccalaureate (IB)**, in partnership with **Eastwood College**.
- A prestigious program recognized by universities worldwide.

4. Double Certificate (UK Pathway)* (Available for G12)

- Alongside the G12 in CISA, students are **enrolled in St. Andrews College (Cambridge)**, to obtain additional "**University Foundation Certificate***, recognized by most British universities.

  This pathway provides a direct bridge into higher education in the UK and Europe.

Important Note: All options marked with * require **additional fees**, which vary depending on each student's chosen pathway, all programs details are available by: **CUPP (CISA UNVERSITY PREPARATION PROGRAM)**

8. Assessment & Weighted Subjects (100/50/25)

Assessment & Weighted Subjects at CISA

At CISA, not all subjects carry the same weight. To ensure balance between core, complementary, and support subjects, the school applies a weighted marks system:

- 100 Marks Subjects (Core)
  - Example: English, Mathematics, Sciences,
  - Must be achieved across all 3 trimesters
  - Represent the foundation of academic success
- 50 Marks Subjects (Complementary)
  - Example: Humanities, ICT, Social Studies
  - Must be achieved in at least 2 trimesters
  - Provide depth and connection to real-world knowledge
- 25 Marks Subjects (Support & Enrichment)
  - Example: Arts, Music, Physical Education, Clubs
  - Must be achieved in at least 1 trimester
  - Ensure holistic development of students

- 📌 **Final Result** = Arithmetic sum of trimester averages, considering subject weight (100/50/25).

9. CISA Clubs

- **Red Cross Club** – Community service, first aid, social responsibility.

- **Arts & Music Club** – Painting, crafts, creative expression.

- **Robotics Club** – Coding, robotics, science projects, innovation challenges.

- **Sports Clubs** – Football Practice

- **Languages & Culture Club** – French, Arabic, Portuguese

- **Environmental Club** – Sustainability, recycling projects, green campus initiatives.

- **Drama & Debate Club** – Acting, Public Speaking.

10. CISA Bracelet Services & Attendance

The CISA Bracelet is an electronic wristband provided to all students that serves as a multi-purpose school tool.

Main Functions:

- **Attendance**: Records entry and exit automatically for safety and monitoring.
- **Payments**: Works as a digital wallet for cafeteria, school shop, and services (cashless system).
- **Access & Security**: Identifies students inside the school premises and helps track movement.
- **Health & Nutrition**: Can block purchases of restricted foods (allergies, dietary rules).

10. CISA Bracelet

Setting CISA Bracelet up,

1. Scan the corresponding QR code to download the Spare App:

10. CISA Bracelet

2. Once downloaded, follow the onscreen steps to create an account,

Enter your mobile number

We will send you a verification code

| +2 ⌄ | Phone Number |

Next

Verify your mobile number

We just sent a code to +244940414001.

| | | | | | | | | | | | |

Didn't receive anything?

Re-send code in 00:57

Next
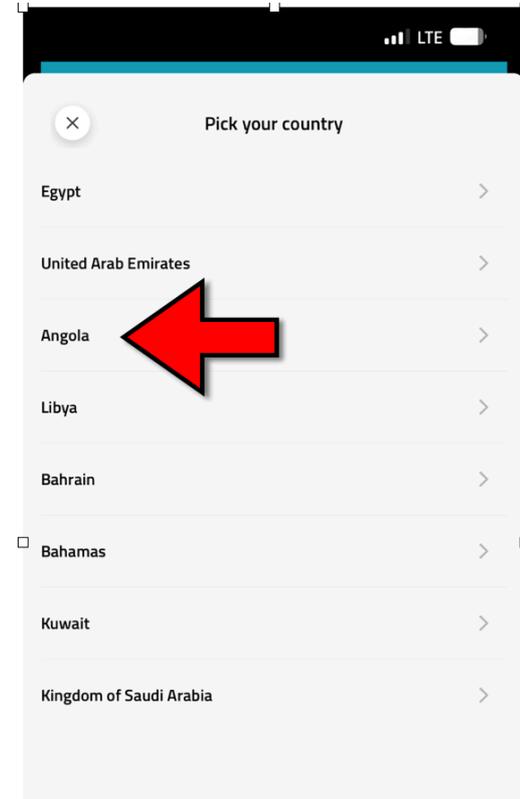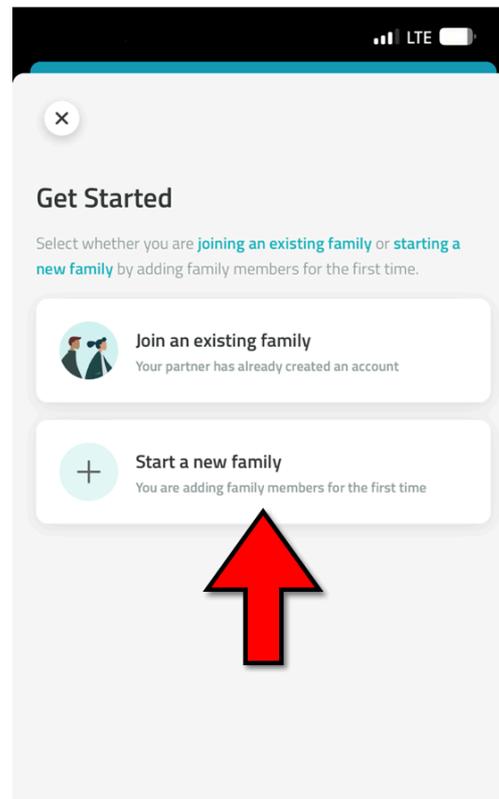
You're almost done

Enter your name and email address.

Full Name

Email
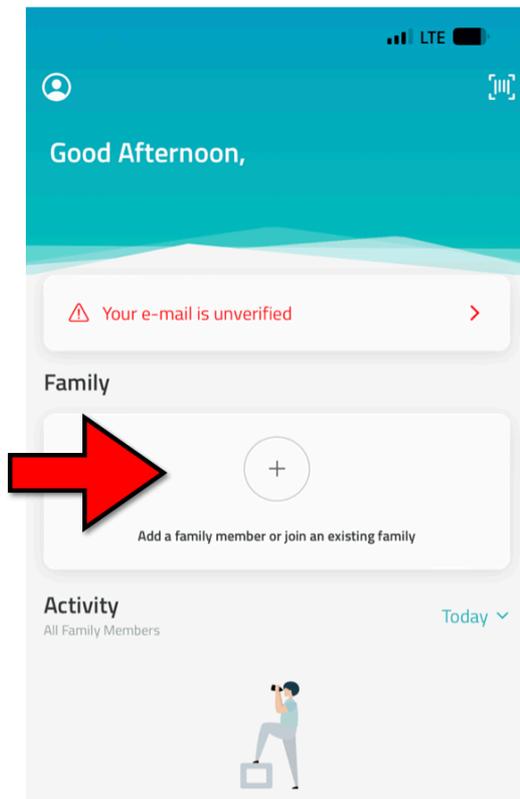
By Tapping 'Create Account' you agree to Spare's Spare Terms of Service and Privacy Policy

Create Account

| 1 | 2 | 3 |

10. CISA Bracelet

3. Adding Family members

Screen 1

Good Afternoon,

⚠ Your e-mail is unverified >

Family

(+)

Add a family member or join an existing family

Activity
All Family Members   Today ⌄

Screen 2

✕

Get Started

Select whether you are **joining an existing family** or **starting a new family** by adding family members for the first time.

Join an existing family
Your partner has already created an account

Start a new family
You are adding family members for the first time

Screen 3

✕   Pick your country

Egypt   >

United Arab Emirates   >

Angola   >

Libya   >

Bahrain   >

Bahamas   >

Kuwait   >

Kingdom of Saudi Arabia   >
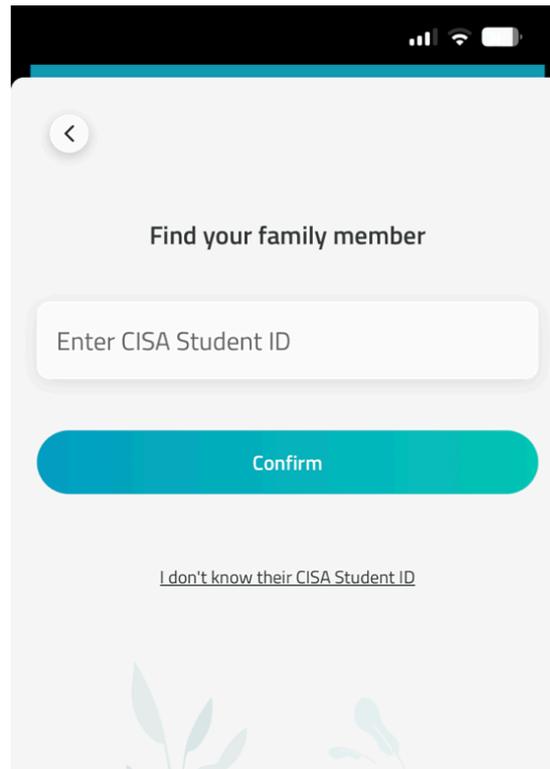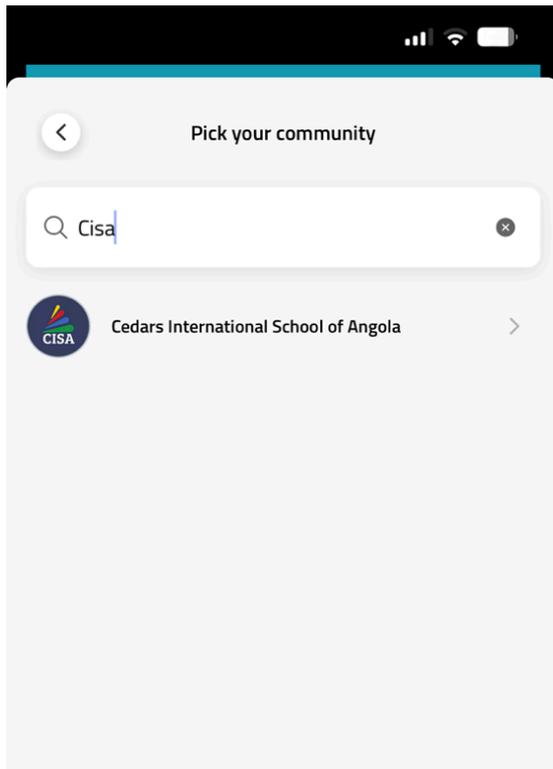
10. CISA Bracelet

3. Adding Family members (Continued)

Proceed by entering the provided individual CISA Student ID

10. CISA Bracelet

Loading up CISA Bracelet,

- Transferring the minimum of 10,000Kz to the following iBan:

MILANK INTERNACIONAL
AO06 0044 0000 7389 7624 1018 5

- Sending the Proof of Payment (Comprovativo) to the following email:
shop@cisaedu.com

Make sure to include in the email the full name of the student(s) and/or their CISA Student ID.

11. Students Re-Enrollment

CISA reminds all parents to be attentive to registration deadlines for upcoming school years.

1. The school cannot guarantee a student's place if registration is not completed within the announced deadlines.

2. The final registration is only confirmed when:
   - Parents receive the official registration invoice by email, and
   - The payment of this invoice is made within the due date.

3. The sending of the registration renewal invoice depends on:
a. The family's financial history with the school,
b. The general conduct of the family in their relationship with CISA, and
c. The evaluation of the CISA Board in cases of student behavior issues.

12. Rules and Regulations

Make sure to be familiar with our Rules and Regulation Handbook