

KASA
High School



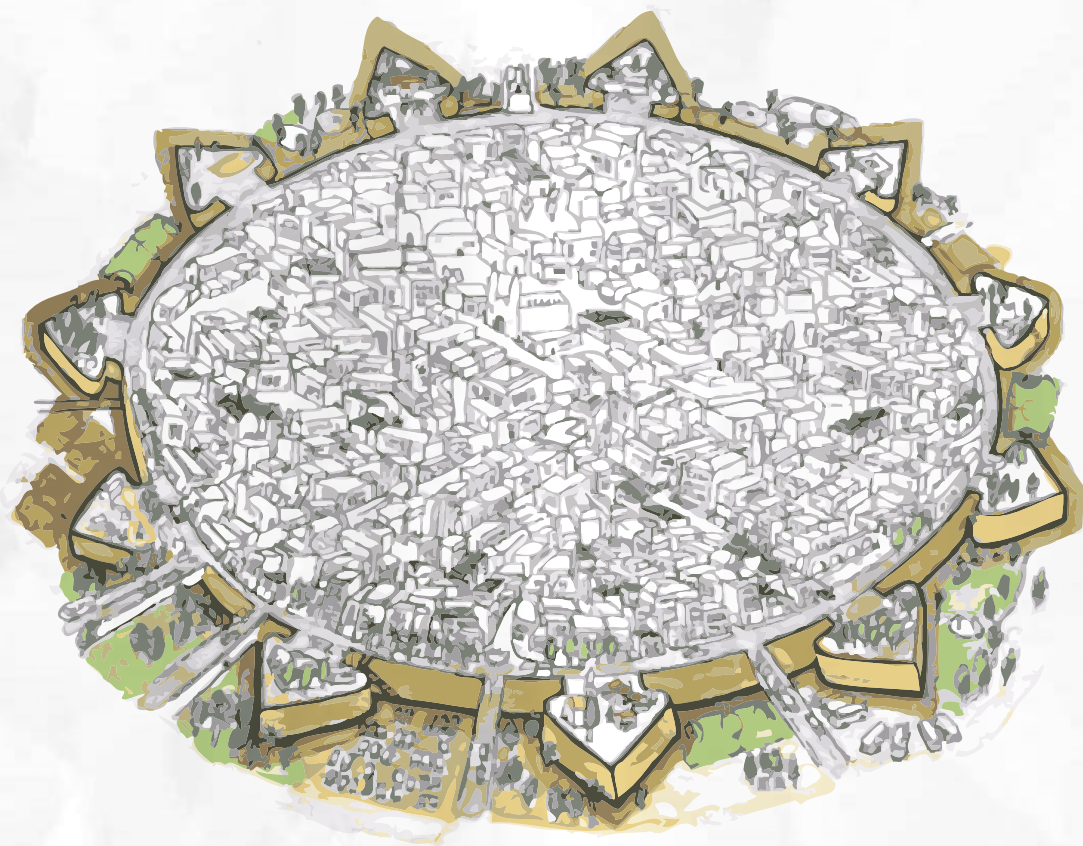
1961

PROSPECTUS
2019 - 2020

Your Dreams
Our Aim



PROSPECTUS
2019 - 2020



NICOSIA, CYPRUS



CONTENTS

- 03 **Welcome**
- 04 **About us**
- 05 **Our Mission & Objectives**
- 06 **Living in Cyprus**
 - 06 History & Geography of the Island
 - 07 Culture & Society
 - 09 International Students
- 10 **Studying at KASA High School**
 - 10 Location & Facilities
 - 12 How to Apply
 - 13 Admission Policy & Statements
- 16 **Paths of Study**
 - 16 Hotel Management & Catering Supervision
 - 18 Open Doors
- 20 **Policies & Regulations**
 - 20 Registration
 - 21 Attendance
- 23 **Assessment**
- 24 **Financial Information**
 - 24 Tuition Fees
 - 24 Other Charges
 - 25 Scholarships
- 26 **School Staff**
 - 27 Administrative Staff
 - 27 Teaching Staff
- 28 **School Calendar**



WELCOME



Welcome to KASA High School! I am honoured to serve as the Principal of KHS and to be part of a culture steeped in rich tradition and academic excellence. KHS is accredited by the Ministry of Education and Culture of Cyprus and has been acknowledged to be the first private high school in the Republic of Cyprus established in 1961. We are looking forward to sharing with you our progress towards our campus and student goals.

Our teaching and administrative staff are focused on providing all students with a quality learning experience through the various curricular and extracurricular opportunities available. Our aim as educators is to develop the students' skills and qualities using creative and critical thinking activities in order to help them thrive in this increasingly complex world. We want them to be adventurous beyond the curriculum and inspired to achieve more than they thought possible.

Our highly qualified teaching staff are dedicated to the growth of every student. Students excel because they feel valued, safe and encouraged to take an appropriate level of risk, and challenge themselves to move forward.

As the principal of KASA High School, I believe that it is my responsibility to maintain and continue to build a supportive and collaborative spirit at our School. As a school community, we will continue to build on the traditions of the past and meet the challenges of the future in innovative and exciting ways. We are very proud of our School and we invite you to join us.

Kind Regards,

Maria Yiannoullou
Principal



ABOUT US

KASA High School was established in 1961 in Famagusta and is registered at the Ministry of Education and Culture of Cyprus. It is a four-year upper-secondary school in the category “Different” under “The Private Institutes Law of 1971-2012 article 7 (1)” of the Republic of Cyprus licensed on the 8th of February 1963 with establishment number 7.18.06.01. The syllabus of KASA High School is approved by the Ministry of Education under “The Private Schools’ and Private Institutes’ Law of 1971-2012”.

KASA High School aspires to be acknowledged as an experienced provider of quality education at an affordable cost. It is our theory that knowledge and education is a privilege for everybody. We strive to inspire students to achieve excellence by providing an independent, cross-cultural, private, and advantageously small-scale learning environment.

The high school serves a highly unique and culturally diverse student body and endorses both academic advancements and personal growth among its students. We take pride in fulfilling the needs of each individual and the countries they originate from.





OUR MISSION & OBJECTIVES

The mission of KASA High School is to create and maintain a learning environment that fosters students' ability to make good choices; to develop the capability to respond and adapt to changing circumstances; to gain an appreciation for learning as a lifelong process; and to gain the skills and knowledge necessary for a diverse, ever-changing world.

KASA High School will provide the fundamentals of literacy, communication, and mathematical applications for students to succeed in their later studies and/or career. The School staff will work towards maximising resources necessary to provide students with quality education in a supportive and positive climate. Students will develop global awareness, civic responsibility and critical thinking, as well as the necessary skills to respond and adapt to the changes of today's world.

KASA High School provides students with opportunities to acquire necessary knowledge, skills and attitudes for their mental, social, moral, physical and spiritual development. This further leads to the enhancement of understanding, acceptance and respect for social, racial, religious and cultural diversity that characterise modern society. The ultimate purpose of the School is to create responsible and well-adjusted individuals with broadened horizons and open minds that hold a constant thirst and curiosity for lifelong learning.

Therefore, at KASA High School, we value the development of the key skills of literacy and numeracy, enquiry and information analysis, but also, we embrace the growth of critical thinking, problem-solving, and rational judgment skills. In this way, students gain confidence in their communication while their self-esteem and self-worth are boosted. Apart from theory and guided practice, students are encouraged to nurture their talents, creativity and healthy lifestyle that add to physical and mental well-being. All in all, KASA High School aims to constitute a pleasant environment where students enjoy acquiring knowledge.

LIVING IN CYPRUS

HISTORY & GEOGRAPHY OF THE ISLAND

Cyprus is an island with a rich history. Being at the crossroads of three continents, it has endured a multitude of invasions, each one leaving behind an element of its culture. Cyprus was once amongst the richest nations in the world (owing to its copper resources), not to mention the priceless history which has been enriched by its Greek heritage. For these reasons, Cyprus is today a true multicultural European country that has nothing to be jealous of its bigger counterparts.

The main economy of southern Cyprus is dominated by the service sector, with tourism, financial services and real estate being the most important sectors. In recent years, Cyprus has also witnessed an increase in the manufacturing industry including food and beverage processing, chemicals, pharmaceuticals, wood, paper, stone and clay products. In addition, due to the favourable climate, agriculture has always been a big part of the island's economy with potatoes, citrus, grapes, livestock and many more benefiting

from its fruitful soil. What is more, because of its convenient location, Cyprus supplies Europe and the Middle East with many of its products including vegetables, cigarettes and clothing.

In the last few years, the population of Cyprus has increased due to its accession into the European Union. For this reason, today you can find a food market for every culture, from Bulgarian to Pakistani, not to mention a nightlife that caters to every individual's preferences. The old city has become very picturesque with its graphic pedestrian brick road lined with many restaurants, cafeterias, bars and clubs. In addition, if you fancy a walk along the beach, the nearest seaside is just a thirty-minute drive away from the furthest point on the island. What is more, weekend breaks to other European capitals are feasible with many airlines flying in and out of Cyprus, not to mention the hundreds of hotels along the island's shore lines (many of which are blue flag beaches) and mountain tops.





This big influx of foreign people to the island has also seen an increase in the number of religions represented by their house of worship. In addition to the local Greek-Orthodox churches, Cyprus boasts many mosques, as well as Russian churches, churches for Catholics, Armenians, Maronites, Jehovah's Witness, and places of worship for Buddhists, Born-Again Christians, Sikh and many more.



Every city's infrastructure has been upgraded recently, with the addition of bicycle lanes, parks, shops and many more amenities. There are designated dog parks and parks that have been serving as a reference meeting point for Indian, Pakistani, Sri Lankan and many more ethnicities.

Sports in Cyprus—especially football—have achieved a level of professionalism in the last years comparable to big European clubs. Local clubs have earned their way into the Champion's League 32 finalists, bringing giants of the trade, like FC Barcelona and Real Madrid, to the island. Basketball, volleyball, cricket, tennis, cycling and many more have also been on the rise.

The quality and imagination of little boutiques and stores draw visitors from all over the city and beyond. Again, the diverse and ever-changing population of Cyprus played a primary role in this.

In general, life on the island is characterised by convenience afforded by its small-scale kindness, generated by the people's inherent up-bringing and cosmopolitan lifestyle. This is due to its increase in demographics and recently discovered natural gas and oil which have brought investors from all over the world. You can start your day by going to class, then grab a coffee on your way, before heading to Aphrodite's birth place to see the sunset. Then, head back home for dinner before going to the theatre, or the cinema, or your local sports bar to watch the game. It seems that on this island there is something for everyone and someone for everything!





INTERNATIONAL STUDENTS



Studying overseas is a fabulous opportunity to branch out and experience life, thus creating your own story. However, you cannot do it alone. At our institution, the staff offers you support during your studies, while the Admissions & Enrolment Office and the Student Affairs & Welfare Office guide you through the application process, advise you on the equivalence of

qualifications, and assist you with visas and travel arrangements. Also, we are pleased to assist students with accommodation, banking and cultural issues. Furthermore, we have created a warm and friendly learning environment for our students, in an effort to bridge the gap between your home country and Cyprus, your new home.

STUDYING AT KASA HIGH SCHOOL

LOCATION & FACILITIES

Premises

The institution runs out of two locations. Campus A, where the School is housed, is centrally located and is only a two-minute walk from the main bus terminal. Campus A, holds the kitchen and restaurant labs, as well as a fully equipped computer lab, a library and classrooms. Campus B is once again centrally located, only a ten-minute walk from Campus A. The Administration Offices are located in Campus B.

Both campuses are spacious and functional. All classrooms and communal areas are fully air-conditioned and adequately lit. WiFi access is free in all areas of the School. In addition, classrooms have built-in projectors for more interactive lessons.

Parking

Parking is available on both campuses as indicated by the policies of the Ministry of Education.

Accommodation

KASA High School assists students in finding adequate accommodation during their studies at our institution. Due to the central location of both campuses, there is a wide array of accommodation available for every need, within a reasonable distance and budget. The typical student accommodation is two-, three- or four-bedroom, fully-furnished flats to share. The typical rent is approximately €70 to €200 per person per month.



Sports Facilities

Our institution has a long-standing partnership with the Cyprus Sports Organisation. Their facilities are considered the best in Cyprus. Please visit their website at www.cyprussports.org for further information. We are very proud of this collaboration and we encourage our students to participate in various sports by offering scholarships and other benefits where applicable. Students also have the opportunity to become members in various sports teams such as cricket, which has a local league running here. Please visit their website at www.cypruscricket.com for further information. In addition, students can join gyms at a discounted price.



Library

The Library of the School fosters independent study in a pleasant environment, suitable for learning. The Library is equipped with an excellent collection of publications and scientific journals. It also contains recreational readings from all over the world. In addition, embracing the new age of technology, many subjects offer e-books which can be readily downloaded.



There, you can find:

- at least one copy of the recommended textbook for every subject,
 - a wide range of social science reading materials,
 - textbooks on study skills,
 - copies or online access to quality newspapers, periodicals and scientific journals,
 - advice for any enquiries and loan facility, and
 - security of books by the administration.
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Computer Facilities

The School campus (Campus A) boasts a modern, fully equipped computer lab with the latest technology. Students have the opportunity to use the lab either as part of their studies to complete assignments and acquire information from the internet, or for leisure.



Hospitality Facilities

The institution prides itself in the facilities it has to offer the Hotel Management & Catering Supervision students. The School is equipped with a fully functional and professional kitchen, as well as a dining/restaurant-type area much like those found in hotels. Our students utilise the kitchen for their practical cooking sessions, as well as for the food-and-beverage subjects, providing them with the opportunity to practise their newly acquired skills in a real-life setting.

HOW TO APPLY

The easiest way to apply is online. The Application Form, along with the additional information required for admission and entry, can be downloaded online from www.kasahighschool.ac.cy. Alternatively, students can contact the Director of Admissions & Enrolment at +357 22 681882 or by email at admissions@kasahighschool.ac.cy.

When to Apply

As indicated in the School Calendar of KASA High School, classes begin in September. Application deadlines are determined by the Migration Authorities.

European Union Countries: Submit your application at least one month before the beginning of the school year.

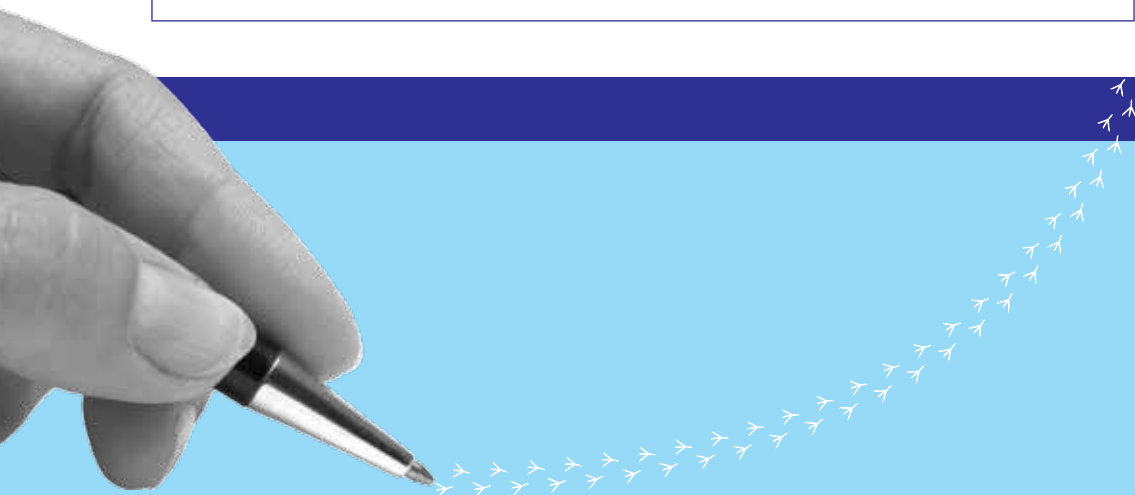
Non-European Countries: Due to the fact that international deadlines are controlled by the Ministry of Education, interested applicants should contact the Director of Admissions & Enrolment, at +357 22 681882 or by email at admissions@kasahighschool.ac.cy.

Step-by-Step Instructions

- Download the Application Form from our website www.kasahighschool.ac.cy.
- Print and fill-in all sections, including the student signature.
- Scan the application and email it to admissions@kasahighschool.ac.cy.
- Attach all necessary documents to the email.

* Please do not attach large-size files.
Preferred file size: 300Kb-500Kb each.

Each email sent must contain information and documents referring ONLY TO ONE STUDENT each time.



ADMISSION POLICY & STATEMENTS

KASA High School follows a non-discrimination admissions policy, and actively seeks to recruit and enrol students of different backgrounds, interests, talents and cultures, in order to create and sustain a multicultural environment. Therefore, the student population of our institution consists of diverse and multicultural groups blending their different backgrounds, interests and heritage to create a truly global learning environment.

The School's admission policy relies on each applicant's past records—primarily high school grades—and grants admission under several categories depending on each applicant's qualifications and educational objectives. All candidates should possess a High School Leaving Certificate until Year 10 (for Hotel Management & Catering Supervision).

ADMISSION REQUIREMENTS

Local & European Union Applicants

1. Application Form

- It must be completed and signed by the applicant.
- It must be accompanied by a receipt of fees payment including the non-refundable application fee of 180€.

2. Academic Records

- Applicants must present an English-translated High School Leaving Certificate, certifying that the student has completed Year 10.

The certificate must be attested by the Ministry of Foreign Affairs and the Consulate/Embassy at the student's country or Apostille.

3. Passport/ID Card Copy

- Local and European Union students must submit a passport copy with at least a two-year validity.
- Local students must submit a valid ID card.

4. Police Clearance

- European Union students must submit a copy of a Police Clearance

Certificate, confirming that the applicant has no criminal record. The validity of this certificate should not exceed six months and must be in English.

5. Photographs

- Students must submit six recent passport-size photographs.

Upon receipt of all necessary documents, the Admissions & Enrolment Office will consider the application and, if successful, a conditional offer letter will be issued and mailed to the student, along with information regarding registration dates, orientation and commencement of classes. Accepted local and European Union students need to pay tuition and other fees.

Please note that although European Union citizens do not require a visa to study in Cyprus, they are still required to submit an application for Issue of Residence Permit to the Migration Department. This application must be submitted within three months of the student's entry to Cyprus.

Non-European Union Applicants

The following documents are required by all Non-European Union students:

1. Application Form

- It must be completed and signed by the new student. It includes the rules and regulations of the School.
- It must be accompanied by a receipt of fees payment including the non-refundable application fee (and migration fee) of 180€ collectively.

2. Academic Records

- Applicants need to present an English-translated High School Leaving Certificate, certifying that the student has completed Year 10.

The certificate must be attested by the Ministry of Foreign Affairs and the Consulate of Cyprus in the country of origin.

3. Passport Copy

- Non-European Union students must submit a passport copy with at least a two-year validity and attested by the Ministry of Foreign Affairs, a Notary Public and the Consulate of Cyprus in the country of origin.

4. Police Clearance

- Non-European Union students must submit a copy of a Police Clearance Certificate attested by the Ministry of Foreign Affairs and the Consulate of Cyprus in the country of origin, confirming that the applicant has no criminal record. The validity of this certificate should not exceed six months and must be in English.

5. Bank Letter of Financial Support

- Non-European Union students must submit an English-translated bank letter confirming that the student or the student's guardian, sponsor or parents have the ability to finance the applicant's studies.

This letter should clearly state the

applicant's name and his/her relationship with the sponsor.

It must be attested by a Notary Public and the Cyprus Embassy or Consulate in their country and its validity should not exceed six months.

6. Medical Certificates

- Non-European Union students must submit an English-translated copy of a blood test and chest x-ray attested by the Ministry of Health (Nepal), or Ministry of Foreign Affairs (Pakistan) and the Cyprus Embassy or Consulate. For students from India, medical certificates must be issued by government hospitals and must be attested with an Apostille stamp.

These tests should confirm that the applicant is not infected with:

- HIV 1 & 2 = AIDS
- Hepatitis A & B
- VDRL = Syphilis
- Tuberculosis

The validity of these medical tests should not exceed four months.

7. Photographs

- Six recent passport-size photographs must be submitted with your application.
- All countries which signed the Hague Convention must attest the documents with an Apostille stamp.

** Please note that incomplete applications will not be processed by the Admissions & Enrolment Office and will not be sent to the Ministry of Education and Culture or the Migration Authorities.*

International students from countries which are not members of the European Union require a visa in order to study in Cyprus. For this reason, upon receipt of the necessary documents, the Admissions & Enrolment Office will consider the application and, if successful, a conditional offer letter will

be issued and mailed to the candidate. After that, a prospective student must have all his/her documents attested before his/her final enrolment. Then, the applicant's file will be sent to the Migration Authorities in Cyprus by the School in order to check the authenticity of the applicant's documents. Upon approval of the candidate's documents, the entry permit visa is granted with a deadline to enter Cyprus. The Admissions & Enrolment Office will notify students when their entry visa is approved and mail it to them. Following the visa approval, the applicant must pay the tuition and other fees to the School.

** Please note that if a student fails to show all necessary documents, (s)he will not be permitted to enter Cyprus upon arrival.*

Also, student's temporary visa will be converted into a student visa with a maximum of one-year validity and will be renewed annually for the duration of his/her studies.



Upon Arrival in Cyprus

Accepted students must notify the Admissions & Enrolment Office as soon as they make their travel arrangements. The following documents must be presented to Immigration Officials at the airport:

- a copy of the entry visa,
- a copy of the tuition and other fees receipt, and
- at least 2000€ cash.

NO STUDENT SHOULD TRAVEL TO CYPRUS WITHOUT A COPY OF HIS/HER ENTRY VISA.

ADMISSION REQUIREMENTS



Enrolment

When a student enrolls, (s)he completes and signs the Student Regulations Form that constitutes a contract between the student and KASA High School. By signing this form, the student agrees to abide with the rules and regulations of the School.



Re-registration

If a student's registration expires and the student wishes to continue his/her studies at the School, (s)he must complete a Re-registration Form.

If a student chooses to seize his/her studies—either for academic or personal reasons—and later wishes to **re-join** the School, (s)he must complete a new Application Form for consideration. Students from non-European countries wishing to re-apply must also follow the procedures for an entry visa as if they were applying for the first time.

PATHS OF STUDY

HOTEL MANAGEMENT & CATERING SUPERVISION



For the first year (Year 9), students must attend twenty-five (25) periods of classes per week. Twelve (12) periods of Compulsory Subjects, seven (7) periods of English Language and six (6) periods of Technology and Lab Subjects of Specialty. Each teaching period is forty-five (45) minutes.

For the second year (Year 10), students must attend twenty-seven (27) periods of classes per week. Thirteen (13) periods of Compulsory Subjects, five (5) periods of English Language, two (2) periods of German Language (elective) and seven (7) periods of Technology and Lab Subjects of Specialty.

For the third year (Year 11), nineteen periods (19) of Compulsory Subjects are taught, five (5) periods of English Language and four (4) periods of Elective Subjects to choose from (German, Marketing Principles, Chemistry and Biology). Students will

also attend fifteen (15) periods of Technology and Lab Subjects of Specialty. The total teaching periods for Year 11 are forty-three (43).

The final year (Year 12) consists of 44 teaching periods. Nineteen (19) out of 44 (forty-four) periods are given to Compulsory Subjects while five (5) periods are given to the English Language. Similarly, students will be spending sixteen (16) periods per week on Technology and Lab Subjects of Specialty, and must also choose two (2) Elective Subjects from the elective subjects list (German, Marketing Principles, Chemistry and Biology).

After the successful completion of the final school year, students will receive the High School Leaving Certificate. Therefore, students will be able to continue their studies in higher education, in colleges and universities in Cyprus and abroad.

SUBJECTS	Year 9	Year 10	Year 11	Year 12
Compulsory Subjects				
History	2	2	2	2
Greek Language as a Second Language	-	-	6	6
Greek Language for Native Speakers	6	6	6	6
Information Communications Technology	-	3	3	3
Economics	2	-	-	-
Mathematics	2	2	2	2
Related Subjects				
English Language	7	5	5	5
Elective Subjects of General Knowledge (Select 2 subjects)				
German Language	-	2	2	2
Marketing Principles	-	-	2	2
Chemistry	-	-	2	2
Biology	-	-	2	2
Technology and Lab Subjects of Specialty				
Accounting Principles	3	3	-	-
Principles of Hotel Management	-	2	-	-
Food Hygiene and Nutrition	-	2	2	-
Tourism and Economy	-	-	2	-
Front Office	-	-	2	2
Food and Beverage Costing	-	-	-	2
Hotel Technology and Culinary Arts	-	-	3	4
Table Service	-	-	2	2
Oenology and Other Types of Beverages (Bar)	-	-	2	2
Hotel Administration and Business Management	-	-	-	2
Typing in ICT	3			
Public Relations	-	-	2	2

OPEN DOORS

KASA High School supports the social integration of refugees and asylum seekers through education with the slogan “Education empowers you” and “Education is everyone’s privilege”. For KHS, which has been operating since 1961, the process of supporting refugees comes naturally, given the displacement experience that the founder of the School and his family went through themselves because of the Turkish invasion in Cyprus in 1974.

‘Open Doors’ is an innovative secondary-education programme introduced by KASA High School and supported by UNHCR and the organisation “Hope for Children”. The Memorandum of Understanding which was signed on Thursday, the 8th of March 2018, between the UNHCR and KASA High School, ensures the protection of refugees in Cyprus and offers them access to quality learning, education and skill-building opportunities.

The High School offers a three-year school programme, from Year 10 to Year 12. After the successful completion of Year 12, students can receive a High School Leaving Certificate which is accredited by the Ministry of Education of Cyprus, and they can, therefore, pursue their studies in a college or university in Cyprus or abroad.

Due to the fact that most refugees do not have any school documents certifying previous education, KASA High School has been granted special permission from the Ministry of Education of Cyprus to accept students after successfully passing a placement test in Mathematics, English, Computer Literacy and History.

KASA High School, recognising the significance of education and considering it a basic human right, has offered twenty (20) scholarships to refugees and asylum seekers for the school year 2018-2019.

The syllabus of the Open Doors programme is approved by the Ministry of Education and Culture of Cyprus and it is designed to address current issues that refugees and asylum seekers experience all over the world, such as social anthropology, post-traumatic stress disorder, victimology, civic orientation, and personal, social and health education.

Additionally, students have compulsory subjects such as Mathematics, History and Informatics (from beginner to advanced level), as well as Greek as a Foreign Language (four levels). Students gain a basic understanding and knowledge on these subjects which help them to integrate better in society. First-year students have thirty-one (31) teaching periods per week. Twenty (20) periods are given to Compulsory Subjects, two (2) periods to Elective Subjects and nine (9) periods to Technology and Lab Subjects of Specialty. For the second year, seventeen (17) periods per week are given to Compulsory Subjects while students can choose one (1) Elective Subject taught for two (2) teaching periods per week. Students also attend their Technology and Lab Subjects of Specialty for nine (9) periods per week. In total, they must complete twenty-eight (28) teaching periods.

The syllabus of the last two years of Open Doors is the same with regard to the allocation of teaching periods: thirteen (13) periods given to Compulsory Subjects, four (4) periods to Elective Subjects and ten (10) periods to Technology and Lab Subjects of Specialty.



SUBJECTS	Year 9	Year 10	Year 11	Year 12
Compulsory Subjects				
History	2	2	2	2
Greek Language as a Second Language	6	5	6	6
ICT	2	3	3	3
Mathematics	2	2	2	2
Related subjects (Compulsory subjects)				
English Language	6	3	4	4
Music	2	2	2	2
Elective Subjects of General Knowledge (Select one subject)				
German Language	2	2	2	2
Marketing Principles	2	2	2	2
Chemistry	2	2	2	2
Biology	2	2	2	2
Culinary Arts (Lab)	-	2	2	2
Technology and Lab Subjects of Specialty				
Social Anthropology	3	3	2	2
Social Psychology	2	3	1	1
Post-Traumatic Stress Disorder	-	3	3	-
Victimology	3	2	2	1
Personal, Social & Health Education	-	-	2	3
Civic Orientation	1	2	1	1



Your dreams
Our aim

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POLICIES & REGULATIONS

REGISTRATION



Registration is a standard procedure between the Head Registrar and a student which is carried out every year. When a student registers, a timetable is issued with information about the times of classes, the teachers' names and the rooms in which the classes are held. Timetable changes are likely to occur during the first two weeks of classes and are publicised on the notice boards. Students may not be able to register if they have been suspended from the School or if their names are on the Registration Stop List. Students will be stop-listed if they owe money to the School.

Periods of Registration

For purposes of registration, examination, assessment and promotion, the school year is divided into two terms. The first term (Term A) begins in September and finishes by the end of January. The second term (Term B) begins in February and finishes by the end of May. Lessons for the first term begin on the 23rd of September and finish on the 31st of January. Lessons for the second term begin on the 1st of February and finish on the 31st of May.

Students are always admitted in Term A of the corresponding year. Registration takes place before the beginning of lessons.

Late Registration



Students who did not register during the designated registration period will be charged with a late registration fee. The teachers are not obliged to give any make-up lessons, tests or homework to a student who registered after the late registration period.

Re-registration

For the re-registration of a student in the following school year, the following are required:

- a certificate of successful completion of the previous year of study,
- a receipt of the fees payment for the year of study, and
- the student's European Youth Card, which was given to him/her upon registration for the first time.

For the registration of students who have failed in their subjects of the previous school year, the following are required:

- a certificate of failure in their subjects of the previous year,
- a receipt of the fees payment and other charges, and
- the student's European Youth Card, which was given to him/her upon registration for the first time.

ATTENDANCE



Regular attendance at school is one of the basic obligations of the student and his/her most important right. In case his/her attendance is not always regular (for any reason), thus (s)he is absent, (s)he must be aware of the consequences. A student who is absent even for a single teaching period, as soon as (s)he returns to School, and no later than five days long, must present to the Head Teacher, according to the situation: a sick note from the attended physician, a signed declaration from the parents or guardians (a special form issued by the School), or a certificate of attendance in formal external exams, or formal sports, or other events.

Other important regulations about attendance and absences:

- For the student who participates in a School's special mission abroad or locally as decided by the Ministry of Education, or (s)he engages in a School activity that was assigned by the Board of Directors, the absence is not recorded, provided that the student informs the Board of Directors in time. For a student who participates in events organised by the Pancyprrian Students Coordinating Committee, the absence is not recorded.
- Absence as a result of School punishment is regarded as explained.
- Absence that is not accompanied by an explanation is regarded as unexplained. Unexplained absence from School, as well as deliberate or selective absence from classes, constitutes a serious disciplinary

offence, for which the Board of Directors imposes the relevant punishment. Absence in such a case is considered unexplained.

- For any delayed arrival in class, the student needs to receive entry permit from the Head Registrar. Apparently, repeated delay, even less than five minutes, constitutes a disciplinary offence.
- Signature forgery, or alteration or spoiling of an explanatory document, and intervention in the attendance record constitute serious disciplinary and criminal offences that are strictly punished.
- Finally, it is stated that the absence problem is very serious and every possible effort must be made to minimise it to the least possible extent. The student must also take into consideration that for every teaching period that (s)he is absent, this is recorded as one absence.

Number of absences / Repeating the class:

The student is referred to examination in September for the subjects that involve a written examination and any others that the Teachers Board decides upon:

- if (s)he has 42-50 unexplained absences, including the two numbers;
- if (s)he has 152-160 absences from which at least 110 are explained, including the three numbers;
- if (s)he has absences seven times more than the teaching periods per week in a subject or subjects, as they are defined on the timetable; or
- if (s)he has 14 to 17 unexplained absences in the second term, including the two numbers, or the total number of absences is 51 to 54 from which 37 are explained.



In very rare cases, (s)he may be referred to examination in September, if (s)he has a total number of absences not bigger than 275, from which the unexplained ones do not overcome 50, upon suggestion from the Teachers Board and the Ministry's approval.

Considering the above, the student repeats the class:

- if (s)he has more than 50 unexplained absences;
- if (s)he has more than 160 absences (explained or unexplained);
- if during the second term (s)he has more than 17 unexplained absences or more than 54 explained or unexplained absences.

The student must be aware that in case (s)he does not finish a school year because of unsatisfactory attendance, (s)he must repeat the classes only for the corresponding school year.

* Please note that parent's or guardian's (if existent) declarations cannot explain absence for more than two consecutive days and it must not exceed twelve days in total per year.



Explanation of absence

When a student is absent, (s)he has the right and obligation to explain his/her absence with a sick note or with a specific declaration from his/her parent or guardian (in case the student is underage). (S)he must present the note or declaration to the Head Registrar, when (s)he returns to School, and surely no later than five days after the day of absence.



ASSESSMENT

A student's final grade consists of the marks obtained from the six tests that take place during a school year (two announced and one unannounced each term), the oral mark (continuous assessment) of each term, and the final exam mark (students sit the final exam at the end of the school year).

The oral mark consists of the student's attendance (40%), his/her in-class participation (30%), homework and quizzes (30%).

The term mark is calculated as follows:
 $(\text{Test 1} + \text{Test 2} + \text{Test 3} + \text{Oral}) / 4 = \text{Term Mark}$

The final mark for subjects that do not have a final exam is calculated as follows:
 $(\text{Term A} + \text{Term B}) / 2 = \text{Final Mark (no exam)}$

The final mark for subjects that have a final exam is calculated as follows:
 $(\text{Term A} + \text{Term B} + \text{Final Exam}) / 3 = \text{Final Mark (with exam)}$

The assessment of a high school student's performance is based on the following grading scale:

GRADING SYSTEM		
A	19-20	EXCELLENT
B	16-18	VERY GOOD
C	13-15	GOOD
D	10-12	SATISFACTORY
F	1-9	FAIL

The lowest passing grade is 'Satisfactory' 10/20. In case a student is deficient and his/her annual progress is under 10/20 in subjects that do not have a final examination at the end of the school year, (s)he is obliged to take a written examination (referred exam) for these subjects in June.



Final Exams

The subjects for which students take a final examination at the end of the school year are selected according to the existing operational regulations of the School.

- For Year 9, students take examinations at the end of the school year in Greek, Maths, English and their major subjects.
- For Year 10, they take examinations in Greek, Maths, English and their major subjects.
- For Years 11 and 12, they take examinations in Greek, Maths, English and their specialisation subjects.

Tests

The tests can be:

- on the daily lesson, up to 45 minutes long (pop quizzes),
- one teaching period (45 minutes) long, one per day on the daily lesson (students are informed about it in advance), or
- one teaching period (45 minutes) long, on a unit (students are informed about it in advance).

FINANCIAL INFORMATION

TUITION FEES

Year	Tuition	After arrival fees*		
		Europe	Asia	Africa
10	6000€	600€	600€	600€
11	6000€	600€	600€	600€
12	6000€	600€	600€	600€

* After arrival fees apply to students from non-European countries.



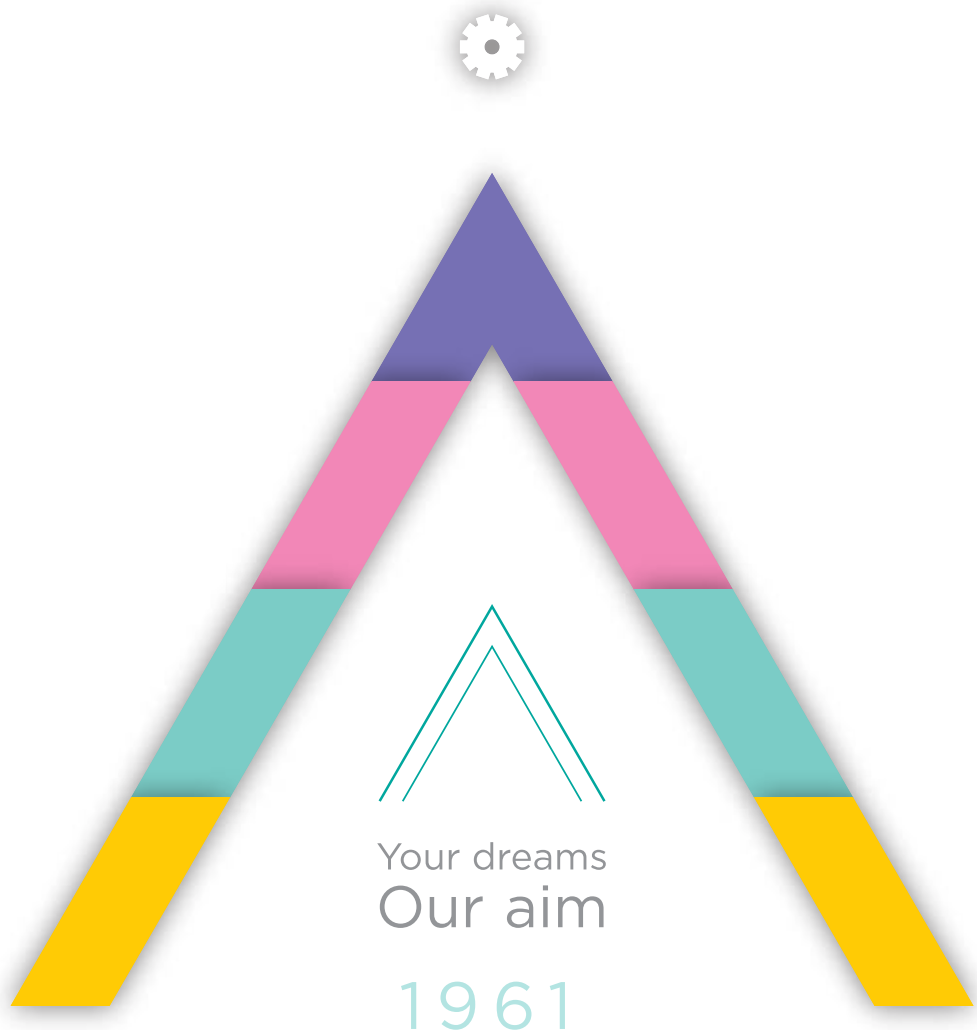
OTHER CHARGES

Charge	Fee
Registration Fee (payable in full on registration)	50€
Application Fee (payable once in full with application)	180€
Late Registration Fee (payable in full on registration)	50€
Issue of High School Leaving Certificate (payable in full upon receiving the document)	100€
Annual Insurance Fee (payable in full upon receiving the document)	170€
Subject Outline/School Curriculum Fee (payable in full upon receiving the document)	50€
Make-up Exam Fee (payable in full on the date of the exam)	150€
Retake Exam Fee (payable in full on the date of the exam)	30€
Issue of School certificates and true copies (payable in full upon receiving the document)	10€
Fee for Uniforms (Food Preparation, Nursing, etc.)	50€
Medical Fee for Blood Test and X-Ray (payable in full upon student's first registration)	60€
Fee for evaluation of documents/certificates/degrees	50€

SCHOLARSHIPS

KASA High School offers students awards and scholarships according to their school performance during their studies, their family and social situation, and their individual or family income. The aim of these awards and scholarships is to praise exceptional effort, morality and performance, and to support financially the students who stand out in adverse conditions.

For scholarship applications, please complete the Scholarship Application Form.



SCHOOL STAFF



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ADMINISTRATIVE STAFF

PRINCIPAL

Maria Yiannoullou

COUNSELLOR

Yiannis Saveriades

DIRECTOR OF FINANCES & ECONOMICS

Giorgos Kyprianides

DIRECTOR OF ADMISSIONS & ENROLMENT

Christiana Leontiadou

DIRECTOR OF STUDENT AFFAIRS & WELFARE

Michalis Michaelides

IT MANAGER

Michel Hadjicharalambous

DATA PROTECTION OFFICER

Athena Toumbouri

HEAD REGISTRAR

Dorota Jedryka

DIRECTOR OF MARKETING & COMMUNICATIONS

Michalis Michaelides

EDITOR-IN-CHIEF

Melanie Satraki-Artemi

KITCHEN LABORATORY & RESTAURANT COORDINATOR

Chrysoulla Trisvei

MIGRATION OFFICER

Inna Afonina

REGISTRAR

Vania Makridou

RECEPTIONIST

Andrie Makridou

LIBRARIAN

Tina Maria Photiou

TEACHING STAFF

HOSPITALITY DEPARTMENT

Andreas Kassinos (Head)

Agathoklis Christodoulou

Chrysostomos Eliades

Andriani Themistokleous

ENGLISH LANGUAGE DEPARTMENT

Marianna Kyriakou (Head)

Melanie Satraki-Artemi

Katerina Farmakidou

GREEK LANGUAGE DEPARTMENT

Evi Kalatha (Head)

Kyrillos Nikolaou

HISTORY DEPARTMENT

Kyrillos Nikolaou (Head)

Evi Kalatha

ICT DEPARTMENT

Athena Toumbouri (Head)

MATHEMATICS DEPARTMENT

Paraskevi Avramidou

MARKETING & PUBLIC RELATIONS DEPARTMENT

Kyrillos Nikolaou

GERMAN LANGUAGE DEPARTMENT

Panayiotis Zorpides



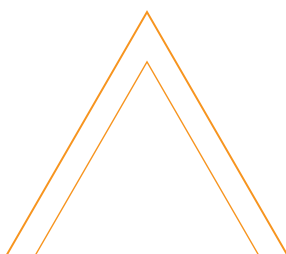
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SCHOOL CALENDAR 2019 - 2020

	TERM A	TERM B
Placement tests	16 – 20 September 2019	
Commencement of classes	23 September 2019	03 February 2020
Last day of classes	31 January 2020	29 May 2020
Final Exams period	01 – 05 June 2020	
Announcement of results of Final Exams	12 June 2020	
Retake Exams period	17 – 19 June 2020	
Announcement of results of Retake Exams	24 June 2020	
HOLIDAYS		
Cyprus Independence Day	01 October 2019	
OCHI Day	28 October 2019	
Christmas holiday	23 December 2019 – 06 January 2020	
Green Monday	02 March 2020	
Greek Independence Day	25 March 2020	
EOKA Day	01 April 2020	
Easter holiday	13 – 26 April 2020	
May Day	01 May 2020	
Pentecost (Kataklysmos)	08 June 2020	
Ramazan / Kurban Bayram / Diwali (1-3 days)		
Chinese New Year (1-2 days)		



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PROSPECTUS 2019 - 2020
SCHOOL YEAR 2019 - 2020

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Website: www.kasahighschool.ac.cy



KASA High School is a four-year upper-secondary school in the category "Different" under "The Private Institutes Law of 1971-2012 article 7 (1)" of the Republic of Cyprus licensed on the 8th of February 1963 with established number 7.18.06.01.



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