



N.I.C.E. International School

The Association for Negombo International Children's Education
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“N.I.C.E.” - A truly International School

The *Association for Negombo International Children's Education (N.I.C.E)* was established in September 1988 and incorporated in March 1993.

N.I.C.E. is a small school, which provides English-medium internationally oriented education for children from Pre-school classes (2 years) to Year 13 (“A” levels – Age of 18 years). Its aim is to provide for each individual child all the possible opportunities and guidance to develop his or her potential.

N.I.C.E. is a *Guarantee Limited Company (non-profit organization)*. All income from fees, donations or property is spent solely for school purposes, to ensure the highest educational quality.

The curriculum is based on the *British English National Curriculum* towards taking the Edexcel International General Certificate of Secondary Education (**IGCSE**) Certificates, as well as the Edexcel International Advanced Subsidiary Level and Advance Level (**IAL**). This will give the children the necessary educational background to enter quality educational institutions in any country, worldwide. The teaching faculty of N.I.C.E. which includes both foreign and local teachers is well qualified and experienced.

The Association of N.I.C.E. welcomes and expects parental participation.

At present, the facilities of **N.I.C.E.** cater to the following groups of children.

<u>GROUP</u>	<u>AGE (Years)</u>	<u>SCHEDULE</u>	<u>HOURS</u>
Pre-School (•Crèche)	2	Monday to Friday	7:45/9.00 a.m. to 12:00 p.m.
Kindergarten 1 (•Early Years)	3	Monday to Friday	7:45/8.00 a.m. to 12:00 p.m.
Kindergarten 2 (•Reception)	4	Monday to Friday	7:45/8.00 a.m. to 12:00 p.m.
Year 1-9 (•KG – G8)	5 – 13	Monday to Friday	7:45 a.m. to 2:00 p.m. (2:00p.m. - 2:45p.m. Clubs as per the arrangements in each term)
Year 10-11 (O-level) (•G9–G10)	14 - 15	Monday to Friday	7:45 a.m. to 2:00 p.m. (2:00p.m. - 2:45p.m. Clubs as per the arrangements in each term)
Year 12-13 (A-level) (•G11-G12)	16 - 18	Monday to Friday	7:45 a.m. to 2:00 p.m. (2:00p.m. - 2:45p.m. Clubs as per the arrangements in each term)

● British System

▪ American System

Note: *Children in Pre-School should be potty trained.*

KEY STAGE GROUPS

Key Stage 1	Year 1 / 2	Key Stage 3	Year 7 / 8 / 9
Key Stage 2	Year 3 / 4 / 5 / 6	Key Stage 4	Year 10 / 11

All children have a morning break and Years 1 to 13 have a lunch break.

PROCESS FOR NEW ADMISSIONS

Enrolment and Placement (Also refer to STUDENT – PARENT HANDBOOK - page 4) Students are accepted throughout the year but will be placed in a grade or class according to the determination made by the Principal based on student's previous educational experience, age and placement test results.

Below are the procedure/steps to follow to complete the full process of admission for a new student.

1. Submission of dully filled application form for school admission along with required documents informed by the school office. These documents will include
 - i. Parents N.I.C. / Passport Copies and Visa Pages
 - ii. Student(s)' N.I.C./Passport Copy(ies) and visa page(s).
 - iii. Four (4) Passport Size Colour Photos of the Student(s).
 - iv. Copy of birth certificate (valid translation if it is in other than English language)
 - v. Copy of Previous School's last term report
 - vi. Copy of IGCSE/GCSE/IAS examination results sheet whichever relevant
 - vii. Leaving certificate from previous school
2. Placement test will be conducted by school admin office for student(s)' age appropriate class. This depends on the class which student has completed so far at his/her previous school as well as parents' consent.
3. Placement test results will be checked and marked by the relevant subject teachers at NICE and passed on to Principal along with their respective assessment notices.
4. Principal will have a formal meeting with the parents to discuss about the results of the placement test, the direction for development of the child, etc. during this formal discussion, Principal will confirm the parents about the class their child/children will have to attend.
5. School admin office arrange the school uniforms, book lists, stationery list and guide the student(s) to their respective classrooms.

Once the admission is confirmed, parents shall pay the **Admission Fee, School Development Fee and Term Fee in full at the enrollment of the child/children.**

MID-TERM ADMISSIONS

(Also refer to STUDENT – PARENT HANDBOOK – Clause 17 page 7

If a child joins NICE in the middle of a term, and in addition to the *Admission fee* and *School Development fee*, the computation for the applicable school term fees will be based on the school term fee divided by **the number of days for the term**. The *dividend* is the amount in Sri Lankan Rupees to be multiplied by the number of remaining school days in that particular term (prorated). The *product* is the amount to be paid for the remainder of the said term.

The cut-off date to establish a grade for a new enrolment is **30th September**.

EARLY WITHDRAWALS (STUDENT – PARENT HANDBOOK Clause 16 page7)

Notice of a child' withdrawal from school should be given one (1) month before the date of leaving. Please refer the Student – Parent Handbook for more details.

The school year consists of **three (3) terms**:

First Term: Starts September (or late August) until mid of December
 Second Term: Starts 1st week of January until mid of April
 Third Term: Starts in end of April until mid of July

Special Rules (Concessions) for School Development Fee

Short term admissions only: (for Visiting/ exchange students)	Admission Fee is applicable at the enrollment. No School Development Fee is applicable but need to pay one and half times of the pro-rated term fee during the period enrolled as a short term admission. If the parents decide to continue after the period of one calendar year School Development Fee needs to be settled at the point of confirmation as a long term admission.
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Special Rules (Concessions) tables Continues;

International Advance Level:	Admission Fee is applicable at the enrollment. 50% discount on School Development Fee is applicable for admission to Advanced Level classes. (Year 12 and 13)
International General Certificate of Secondary Education (IGCSE):	Admission Fee is applicable at the enrollment. 25% discount on School Development Fee is applicable for admission to Ordinary Level classes. (Year 10 and 11)
Former Student return:	Admission Fee is Applicable at the enrollment. NO School Development Fee is applicable if the fee had been paid previously and the child/children are re-joining within the period of three (3) calendar years since their last withdrawal from N.I.C.E. If the re-joining happens after a period of three (3) calendar years since last withdrawal from N.I.C.E., the school development fee will apply under normal enrollment procedures.

PAYMENT TERMS

Due to security reasons, payments should be made by cheque or you can pay to the Current Account of the school as follows.

Account Name: *The Association for Negombo International Children's Education*

Account No: *1130001541*

Bank: *Commercial Bank Negombo (Branch 1)*

IMPORTANT NOTE: Please provide a copy of the payment slip to the Accountant/School Admin with the name of your child/children on/before their first day at school for proper accounting. If it's a funds transfer, name of your child/children needs to be mentioned as reference in your transaction. Please note that cash cannot be accepted.

PROCEDURE FOR PAYMENT OF SCHOOL FEES:

1. A "payment notice/invoice" will be sent out from the School Accountant at the end of the preceding term, for the next term.
2. **The Due date for the payment of term fees is 7 calendar days** (Inclusive of the opening day) **before the term starts** and 1st reminder will be sent 7 days before the due date. The 2nd reminder will be sent 1 day before the due date.
3. The due date for the school fees will be **within the first two days of the start of the school term**, i.e., 2 school days (inclusive of the opening day) after the school term starts.
4. All payments made after the due date from the 3rd day in to the school term will carry a **5% surcharge**. The Admin Office will at this time inform the concerned parents that fees are overdue and they have up to the 10th calendar day to pay.
5. If payment is not made by **the 7th calendar day of the term**, the concerned parents will be informed by the School Accountant that the relevant children will not be allowed to continue unless fees are paid by 14th calendar day. An **additional 5% surcharge** will be imposed (total 10% penalty on top of the term). The concerned parents will have to meet the school Accountant before the child/ren can be admitted to the classroom.
6. If fees are still not paid by the **20th calendar day**, the relevant child/ren will not be allowed to attend school. A **penalty of 20%** will be imposed on the current school fees payable.

SCHOOL UNIFORMS:

- T-shirts are available at NICE to be selected according to your child's t-shirt size. (Open Collar T-shirts should be bought for Physical Education Sessions)
- Navy blue shorts are available in different sizes at the office to be purchased as per the requirement.
- If any child prefers trousers, he/she needs to approach the tailor for the school since he has the school material. His contact details can be obtained from school office.
- Socks also can be bought from NICE as per the size.
- You may buy comfortable shoes for the child and running shoes for playground activities.
- Parents need to provide suitable swim suit for your child to be used during swimming sessions.
- Uniforms cannot be returned after purchasing. Parents should make sure to bring their child/children for fit-on at the time of purchasing uniforms.

SCHOOL BOOKS:

Text Books will be provided by the school free of charge up to Year 8. Students must return these books to the class teacher at the end of the school year.

Work Books are provided from the school upon payment receipt.

Respective class teachers will issue all the text books and work books on the commencement date.

SCHOOL CONTACTS

If you require further information, please contact any of below personnel:

- Mrs. Chrishanthi Pereira– Principal
Email: principal@nicelk.com Tel: +94 (31) 2231020 | +94 771118595
- Mrs. Chandima Kalyani – Accountant
Email: accountant@nicelk.com Tel: +94(31) 2234512
- Mrs. Thushari Fernando – Administration Executive
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