



LADY ANDAL SCHOOL

Primary Years Programme

Middle Years Programme

IB

Diploma Programme

Student Guide

Inclusion Policy



About The Student Guide

Purpose of the Guide

This guide serves as an essential pathway and reference point for the entire school community. Its primary purpose is to clearly outline the school's vision, expectations and policies, ensuring all students understand their rights and responsibilities.

This guide provides crucial information on the school's expectation from the students on matters of Inclusion.



School Vision

We aim to create a holistic individual by providing a happy atmosphere for the child with an emphasis on individual academic brilliance and excellence on the field through games and athletics.

We help build cultural and social skills among our learning community which foster an environment that is conducive to the teaching and learning process.

IB Mission Statement

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



1.1 What is Inclusion?

The Lady Andal Way!!

Imagine a puzzle where every piece is a different shape, colour, and size. Inclusion is making sure that every piece fits perfectly to create a complete, and amazing picture.

- Inclusion means respecting people from all backgrounds and cultures.
- It is an ongoing process to remove barriers so everyone can learn and participate fully.
- It aims to create a community where everyone feels valued.



1.2 Your Superpower: The IB Learner Profile & Inclusion

Our Inclusion Policy is all about living the IB Learner Profile. Here is how you can be a superhero for Inclusion:

- **Be Caring:** Stand up for others. Make sure everyone feels seen, heard, and valued.
- **Be Open - Minded:** Celebrate differences! Be curious about other perspectives and cultures.
- **Be Principled:** Be fair. Make sure everyone has the same chance to succeed and participate.
- **Be Balanced:** Look after your own well - being and support the well - being of others.
- **Be Reflective:** Think about your actions. Are you including everyone? How can you do better?

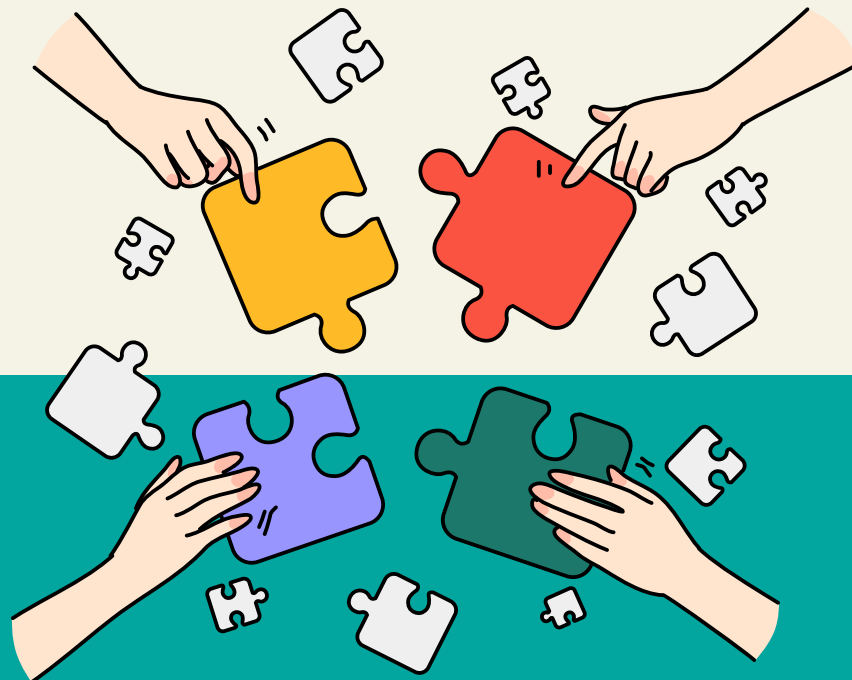
1.2 Let's Talk About Learning Diversity

Some of us learn in different ways, and that is totally okay! It is what makes us unique.

Learning Diversity Support is help that is additional to or different from what most students gets. It is designed to help everyone achieve their goals.

This support can be for students with:

- Specific Learning Differences like dyslexia, dyscalculia, or ADHD.
- Communication or speech delays.
- Social, emotional, or behavioural needs.
- Physical or sensory impairments.



How does the School help?

Teachers, our Learning Diversity Educator, and our Counsellor work together to create plans (like an Individualized Learning Plan - ILP) that might include:

- Different ways of learning methods.
- Extra time or a quiet space for texts.
- Using tech like Speech-to-Text software.
- Help from a teacher or assistant.

Your Role: If you learn differently, it is okay to ask for help! If you see a friend struggling, be a good buddy and offer your support.

Inclusion in IB Assessments



Type of Support	What it is	Available in MYP?	Available in DP?	Key Notes
Extra Time	More time to complete exams.			Time required depends on need. (May require authorization)
Rest Breaks	Pausing the clock during an exam for a break.			You cannot work on the exam during the break
Separate Room	Taking an exam in a room by yourself or a small group.			No authorization needed.
Word Processor	Typing responses instead of handwriting.			Requires authorization. Must be used in a separate room
Reader	A person who read the exam questions to you.			Requires authorization. The reader cannot be your teacher
Use of Technology	E.g., Text - to - speech, speech - to - text, reading pens, talking calculator	Some		No authorization needed. They cannot help with answers, only with focus

If you would like more information on the list of Inclusive access arrangements, click [here](#)

2.1 Standing Up to Bullying

Our Zero - Tolerance Promise

Bullying in NEVER okay at Lady Andal School. We are a Bully - Free Zone.

What is Bullying?

Bullying is repeated, intentional behaviour meant to hurt, scare, or exclude someone. It is not a one - time argument; it is a pattern of mean actions.

It can look like:

- **Physical:** Hitting, pushing, stealing or breaking someone's stuff.
- **Verbal:** Name - calling, threats, teasing about how someone looks, talks, or learns.
- **Social:** Spreading rumours, excluding someone from a group on purpose.
- **Cyberbullying:** Using technology (phones, social media, games) to hurt or embarrass someone.

What Should You Do?

If you are being bullied:

1. **It is NOT your fault.**
2. **Tell an adult you trust immediately:** Your homeroom teacher, any teacher, the counsellor, or a member of the Anti - Bullying Committee (ABC).
3. **Save the evidence:** Keep messages, posts, or notes.
4. **Stay safe:** Avoid being alone in places where bullying happens.



2.1 Standing Up to Bullying



If you see someone being bullied:

1. **Do not just be a bystander!**
2. **Speak up:** If it is safe, tell the bully to stop.
3. **Be a friend:** Walk away with the person being bullied and include them in your group.
4. **Report it:** Always tell a teacher or adult. Telling is not snitching; it is protecting someone.

Our School's Action:

We have an Anti - Bullying Committee (ABC) made of teachers, coordinators, and student representatives. They work to prevent bullying and take action when it happens, which can include counselling and other consequences.





1.4 Our Responsibilities: We are in This Together

Your Role as a Student:

- **Be Proactive:** Ask for help if you need it.
- **Participate:** Get involved in class and school activities.
- **Be Responsible:** Follow school policies and respect everyone's rights.
- **Use Your Voice:** Share your ideas on how to make our school even better.

The Teachers' Role:

Teachers are here to enable cooperative learning.

They will:

- Create fun group activities so everyone can participate.
- Help set up buddy systems.
- Use different ways to assess what you know.
- Keep your parents updated on your progress.

Your Parents' Role

- Partner with the school for your success.
- Share important information your needs.
- Follow through on plans made with teachers.





Need to Talk? We are Here for You.

Remember, you are never alone. If you have any questions, concerns, or just need someone to talk to about inclusion, diversity, or bullying, reach out to:

- Your Homeroom Teacher
- Any Subject Teacher you trust
- Your IB Coordinator
- The School Counsellor
- The Learning Diversity Educator
- A member of the Anti - Bullying Committee (ABC)

Together, Let us make Lady Andal School a place where everyone thrives.



