

Nazarbayev Intellectual school of Chemistry and Biology in Shymkent

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**І. THE HISTORY OF THE SCHOOL AND GUIDING STATEMENTS**



**SCHOOL GUIDING STATEMENTS**

**MOTTO**

High quality and leadership in education!

**MISSION**

 Keeping the heart and mind equal, we make the world a better place!

**VISION**

The formation of creative, globally thinking, and healthy citizens ready to serve the benefit of society and the country.

**EDUCATIONAL VALUES:**

\* Respect;

\* Transparency;

\* Patriotism and responsibility;

\* Diligence and creativity;

\* Loyalty;

\* Family values and traditions;

\* Health and well-being;

\* Global citizenship;

Since Nazarbayev Intellectual school of Chemistry and Biology in Shymkent seek an international accreditation and has earned Council of International schools (CIS) membership in October, 2015 it puts the following **strategic directions for school** **development:**

1. Guiding statements;
2. Teaching and learning;
3. Governance and leadership;
4. Faculty & support staff;
5. Access to teaching & learning;
6. School culture & partnership for learning;
7. Operational systems

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**THE DEFINITION OF INTERNATIONALISM AND INTERCULTURALISM**

We aim to create an awareness in the students of the political, scientific and cultural interdependence that exists in our world and the ways in which other people and cultures have an impact on our daily lives.

We plan to equip our students with the necessary skills for competing in a global economy.

We will achieve this through:

* Teaching multiple languages
* Teaching subjects through more than one language
* Teachers from different cultures
* ‘International’ events
* Learning about other countries
* Critical thinking lessons using multiple perspectives
* Teaching tolerance of other cultures
* Students take Examinations that are acceptable for University entrance in a number of countries
* Promoting recycling
* Developing student identity and their cultural awareness
* Student recognition and development of universal human values
* Contacts with students from other countries
* TedX
* Model United Nations



**THE HISTORY OF AUTONOMOUS EDUCATIONAL ORGANIZATION “NAZARBAYEV INTELLECTUAL SCHOOL”**

Because of the rapid social and economic development of Kazakhstan in the beginning of XXI century, there is a strong demand for highly qualified, knowledgeable professionals with high levels of technical, managerial and leadership competence. Therefore, a project on the establishment of Intellectual Schools was launched in 2008 at the initiative of the First President of the Republic of Kazakhstan, Leader of Nation Nursultan Nazarbayev.

The “Nazarbayev Intellectual Schools” are intended to act as experimental sites offering innovative educational programs development, monitoring, research, analysis, approbation, introduction and implementation of modern educational program models at several levels of the education system from pre-school through to high school. Existing requirements and standards of education in the Republic of Kazakhstan did not permit to introduce modern forms of management in the field of education, implement innovative educational programs and scientific projects at an adequate level.

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In order to facilitate the introduction of best practices in educational leadership and management and in teaching and learning, the Law of the Republic of Kazakhstan “On Status of Nazarbayev University, Nazarbayev Intellectual Schools and Nazarbayev Fund” was adopted on 19 January 2011. This status implies the right of independent approval of educational academic programs, determination of the requirements to admission exams, current educational progress control, intermediate and final attestation, etc. The principle of academic freedom will permit to accelerate the development and approbation of new programs, modernization of secondary education system.



**THE HISTORY OF NAZARBAYEV INTELLECTUAL SCHOOL**

**OF CHEMISTRY AND BIOLOGY, SHYMKENT”**

**ORGANIZATIO**

The school was officially opened on the 1st of March 2013 with 358 students from grades 7 to 9 and 51 teachers. From September 2013, international teachers started to work at school.

The school operates for full school day starting from 8.00 to 17.00. The educational institution has 66 classrooms for the total number of 826 students.

Nazarbayev Intellectual school of Chemistry and Biology in Shymkent is equipped with modern facilities, smart classes, interactive whiteboards, advanced laboratories for Physics, Chemistry, Biology, Nano and Biotechnology, as well as offices for Robotics, Technical Modeling, Technology and Art, Economics, etc.

1. **LABOUR REGULATIONS SCHOOL NORMS AND RULES**



In accordance with the labor code of the Republic of Kazakhstan, as well as the employment contract and the internal labor regulations, the duration of a working day is not more than 40 hours per week.



**THE DAILY SCHOOL ROUTINE**

The following timetable is set for school staff members :

* the duration of the working day from 08.15 to 17.15, including 1 hours for rest and lunch.

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|  |  |  |  |  |  |  | **BELL SHEDULE** |  |  |
|  |  |  |  |  |  |  | **7-11-12** **Grades** |  |  |
| **08.00-08.25** |  |  |  | **MORNING MEETINGS** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **08.30-08.45** |  |  |  | **BREAKFAST** |  |  |
| **08.45-09.25** | **1** |  |  |  |  |  |  |
|  |  |  |  | **2** |  |  |  |  |  |  |
| **09.30-10.10** |  |  |  |  |  |  |  |
| **10.15-10.55** | **3** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **11.00-11.40** |  | **4** |  |  |  |  |  |  |
| **11.45-12.25** |  |  |  | **5** |  |  |
|  |  |  |  |  | **LUNCH** |  |  |
|  | **12.25-12.45** |  |  |  |  |  |
| **12.45-13.05** |  | **BREAK TIME** |  |  |  |  |  |
|  |  |  |  | **6** |  |  |  |  |  |  |
| **13.05-13.45** |  |  |  |  |  |  |  |
| **13.50-14.30** | **7** |  |  |  |  |  |  |
|  |  |  |  | **8** |  |  |  |  |  |  |
| **14.35-15.15** |  |  |  |  |  |  |  |
| **15.15-15.30** |  |  |  | **SNACK** |  |  |
|  |  |  |  |  | **EXTRA CURRICULUM** |  |  |
|  | **15.30-17.00** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **8-9-10 grades** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | **08.00-08.25** |  |  |  | **MORNING MEETINGS** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **08.30-09.10** |  |  |  | **1** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **09.10-09.25** |  |  |  | **BREAKFAST** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | **09.30-10.10** |  |  |  | **2** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **10.15-10.55** |  |  | **3** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | **11.00-11.40** |  |  |  | **4** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  | **11.45-12.25** |  |  |  | **5** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | **12.30-13.10** |  |  |  | **6** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **13.10-13.30** |  |  |  | **LUNCH** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | **13.30-13.50** |  |  |  |  | **BREAK TIME** |  |  |  |  |  |
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|  |  | **13.50-14.35** |  |  |  | **7** |  |  |  |  |  |  |
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|  |  | **14.35-15.15** |  |  |  | **8** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **15.20-16.00** |  |  |  | **SNACK** |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **16.50-17.00** |  |  |  | **EXTRA CURRICULUM** |  |  |  |
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**DRESS CODE STANDARDS**

The employees of Nazarbayev Intellectual schools are required to adhere to the business style. Jeans, shorts, short skirts, plunging necklines, brightly colored blouses and sports clothing are not appropriate.

Appearances are to be neat and tidy, and shoes must be clean.



**COMMUNICATION RULES**

The relationship between all employees of the school is that of equal. The attitudes of the team affect the mood of employees. Their willingness to work in many ways determines the results of that work. By creating and maintaining a pleasant working environment, employees abide by the following rules and regulations of business etiquette:

* treat each other in a respectful manner;
* in the working time do not do things which are not related to the performance of official duties;
* do not show a bad mood to colleagues
* do not abuse anyone, show aggression or show lack of restraint
* always apologize for inappropriate behavior
* be polite and tactful;
* be attentive to the opinions of others.

Creating constructive professional relations between management and staff is necessary for effective daily work.



**CONFIDIENTIALITY AND MEANS OF COMMUNICATION**

School staff adheres to the requirements of the code of ethics developed by governing Board, which specified that any confidential information which the employees of the school have, are kept in secret. Employees with access to confidential information shall not disclose it to others who do not have access to such information, as well as any third parties. Confidential information should not be taken outside without appropriate administrative instruction.

With the purpose of not disclosing the information concerning the activities of Autonomous Educational Organization and School the employees of the branch shall confine themselves to using corporate email for the exchange of information.



**COMPLIANCE WITH THE SCHOOL INTERNAL REGULATIONS**

Internal regulations of the Branch of "Nazarbayev Intellectual School of Chemistry and Biology" in Shymkent were approved by the Branch Director’s via order №13 from 25 of February, 2013. Internal regulations are the basic documents regulating labor relations at the School. Rules are developed in accordance with the Law of the Republic of Kazakhstan

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"On the status of "Nazarbayev University", "Nazarbayev Intellectual Schools" and "Nazarbayev Fund", the Strategy of the Autonomous Organization of Education" Nazarbayev Intellectual Schools ", the Labor Code and the Regulations on the Branch of "Nazarbayev Intellectual School of Chemistry and Biology" in Shymkent and other normative legal acts regulating labor relations in the educational institutions of the Republic of Kazakhstan. The rules are designed to:

* to consolidate labor discipline, education of the members of staff conscientious attitude to work;
* ensure the proper order in the schools.

Regulations have the status of an internal regulatory document and are mandatory. School violations of the requirements established by this Regulation shall be considered as a gross violation of labor discipline and an employee guilty of such a violation may be subjected to disciplinary action.

Rules fully apply to all the structural units of the School, as well as all categories of employees of the School.

Each employee of the School, regardless of their position, wages and other working conditions, must:

As part of maintaining high-status employees of autonomous educational organization "Nazarbayev Intellectual Schools":

1. work honestly and in a good faith to preserve fidelity to the legitimate interests of the School, to exercise their rights and fulfill their obligations in relation to the School reasonably and in good faith, not to take actions that are prejudicial to its interests and business standing;
2. develop relations of friendly cooperation and mutual understanding, respect the work of other employees of the School;
3. comply with the established public regulations and generally accepted norms of conduct, be polite, behave with dignity, respect the peaceful working environment, refrain from actions that prevent other employees from performing their duties.

**In the framework of labor discipline the school staff must:**

1. conscientiously comply with the terms of the employment contract concluded with them, comply with the rules of internal labor regulations;
2. comply with the labor discipline: be on time, keep to the established working hours, use working time efficiently and effectively;
3. in case of failure to come to work due to illness or other reasons, immediately notify your line manager, in case of absence, notify ;
4. provide the necessary assistance to the administration of the School in the prevention and suppression of violations of labor discipline.

For maintaing the set work pattern by the School, regulations and discipline, the provision of the preservation of the acomodation, facilites and other material values, comply with the fire regulations and labour protection, industrial sanitation and hygiene. This Regulations applies to the employees working at School and the representatives of outsourced organizations, employees of enterprises and organizations, using the school

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premises and facilities on leasehold basis or on other grounds of established by the current legislation, as well as students and visitors to the school.

Labour discipline at school is provided through the creation of the necessary organizational and economic conditions by the School Administration for the compliance of the labor discipline by employees, individual and collective labour, methods of persuasion, incentives for hard work, as well as the application of disciplinary sanctions for committing staff misconduct.

Under current labor legislation, an employee who commits an offense may be subject to one **of the following types of disciplinary actions:**

* admonition;
* reproof;
* strict reprimanded;
* termination of employment at the initiative of the School in the cases stipulated by the labor legislation.

A disciplinary sanction imposed by the publication of an act of by the employer (an

order).

For the application of a disciplinary sanction the school administration is obliged to demand a written explanation from the employee. The refusal of the employee to provide a written explanation cannot preclude the application of a disciplinary sanction. In case of employee’s refusal of giving the specified explanation, a corresponding act will be created.

The order on disciplinary sanction is announced to the employee, who is subjected to it, and undersigned within three working days from the date of its publication. A relevant note is made in case of failure of the employee to confirm the introduction with the order on imposing a disciplinary sanction.



**RESOLUTION OF LABOR DISPUTES AND STAFF CONFLICTS**

A special Ethics Committee was set up in order to monitor the compliance of the code of ethics, code of the professional ethics of teaching staff, to support teaching staff and to consult them in the issue of professional ethics, academic honesty and also resolution of disputes in the school. The teaching staff members must avoid unreasonable conflicts in their relationship. In the case of disagreement they tend to solve them in a constructive manner. All labor disputes are governed by the Laws of the Republic of Kazakhstan.



**THE USE OF DRUGS, ALCOHOL AND PSYCHOTHERAPEUTIC DRUGS**

According to the internal regulations approved by the principal of the branch, , the following things are banned in the school premises:

1. To bring and drink alcohol, alcoholic beverages, be in drunk, narcotic or toxic intoxication, or their alternatives, perform other actions for which the administrative liability is described by the current legislation;

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1. to bring explosive, flammable and toxic substances, firearms, gas and edged weapons (except the cases if there is a permission for its holding with the performance of official duties);
2. to smoke in undesignated places;
3. to use obscene language and implement other anti-social behavior;
4. to break hygiene rules and regulations



**SCHOOL PROPERTY**

In accordance with the internal regulations approved by the Principal of the branch, the following actions are banned in the school premises:

* to damage school property or use it for other purposes, to commit acts that violate hygiene and order;
* to move furniture, equipment and other tangible assets from room to room without the permission of the administration or materially responsible people of the school;
* to take out property of the school from training, reading, dining rooms and other premises without the permission of the administration;

In accordance with the employment contract the employee must not damage the property of the employer and other workers in the process of work and must compensate the damage caused to the employer within the limits that are established by the Labor Code.

**ІІІ. LABOUR RELATIONS**



**CONTRACT OF EMPLOYMENT,**

**A PROBATIONARY PERIOD**

Hiring an employee is made by the act of the employer issued on the basis of the employment contract.

According to the Labor legislation of the Republic of Kazakhstan, an employment contract with an employee is signed:

1. For undefined period
2. On a fixed term of not less than one year

At the expiration of the employment contract parties have the right to extend it for an indefinite or definite term of not less than one year. The number of extensions of the employment contract signed for a definite term of not less than one year cannot be exceeded for two times.

If the employment relations are continued, the employment contract is concluded for an indefinite period;

1. For the period of performing a particular job;
2. For the period of replacement of a temporarily absent employee.

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While signing an employment contract, conditions of probation can be installed in the employment contract in order to verify the conformity of qualifications of the employee to assigned work. The probation period can start from the beginning of the employment contract. The probation period is included into the employee’s standing and cannot be exceed to more than three months.

In the case of a negative result of the work during the probation period, the employer has the right to terminate the employment contract, informing him/her in a written form, indicating the reasons which lead to the termination of the employment contract.

If the probation period expired and none of the parties are informed about the termination of the employment contract, the employer will be considered as passed the probation period.



**TERMINATION OF THE EMPLOYMENT CONTRACT**

The reasons for the termination of the employment contract can be:

1. termination of an employment contract by mutual agreement
2. expiration of the contract period;
3. termination of employment contract by the initiative of the employer;
4. in connection with the transfer of the employee to another employer;
5. termination of an employment contract by the initiative of the employee;
6. circumstances beyond the control of the parties;
7. refusal of the employee to continue the labor relations;
8. shift worker for a chosen position or determination of him or her to the other position, except the opportunity to continue labor relations except the cases foreseen by the Law of the Republic of Kazakhstan.
9. The termination of conditions described in an employment contract

**IV. CURATORS ROLE IN SCHOOL ACTIVITIES**



**MAIN RESPONSIBILITIES OF CURATOR**

The main mission of the curator of the Nazarbayev Intellectual school is the organization of class functions, creation of the necessary conditions for social inheritance by students, the organization of the relations system through a variety of educational activities in class, the creation of conditions for individual self-expression of each child and the implementation of an individual correction process of student’s socialization. The curator of the Nazarbayev Intellectual school bases his/her work on the original educational concepts with consideration for individual psycho-physiological characteristics of each child, the classroom group interests and private interests, and creative abilities.

The curator provides daily systematic observation of an individual child's development, promotes the creation of optimal conditions for the formation of child’s personality in the process of student interaction with the surrounding world: nature, science, art, and the most important - with people.

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**The purposes of curators’ work with the class:**

* maximum development of each child, maintaining his uniqueness, bring out talent and creation to light and creation of conditions for spiritual, mental, physical development, formation of high informational culture;
* the development of leadership, patriots of Kazakhstan, a citizen of a democratic and legislative state who respects human rights and freedom, has high morals.

**The objectives of curators in the realization of the purposes are:**

* Conducting the direct observation of student’s individual development.
* Assistance in the creation of the optimal conditions for the development of each individual.
* Organization of the interaction of all participants of the educational process(teachers, family, society).
* The realization of the educational process correction, which encourages full and free development of the pupils’ abilities and needs.
* Organization of students’ collective and individual creative activity.
* Creation of classroom members as an educational subsystem, which provides socialization of each child.



**WORK WITH PARENTS**

An important component of educational process optimization is the cooperation with the parents’ community. This purpose is maintained through the work of Parents Committee of levels, class and school.

The work with parents is directly carried out by curators of classes through conducting parent meetings, organization of individual meetings with subject teachers. The curators should communicate with parents and students in a respectful and friendly manner. The curator advises parents on academic affairs of students. The curator keeps confidential students’ views about their parents or the parents’ opinions about their children.

It is strictly forbidden for curators to accept gifts and money from parents or students.



**CRITERIA FOR MEASURING CURATORS’ WORK EFFICIENCY**

The school administration is guided by the following criteria for measuring the efficiency of curator`s work:

* moral-psychological climate in the classroom
* social security of each member of the team, comfort;\
* implementation of good upbringing and good manners;
* positive dynamics of team-building spirit among all students in the class;
* dynamic increase of students` academic achievements or its high stability;
* the lack of violations among students according to the School Charter and student behavior regulations;

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* Being active and using a creative approach while fulfilling any task;
* Active participation in experimental and research work;
* Parents involvement into school life;
* Pedagogical guidance of newcomers adaptation

**The curator’s efficiency is assessed according to the following criteria:**

* analysis of pastoral work plans;
* analysis of the survey questionnaire conducted at the end of the year;
* analysis of the materials of interview with curators at the end of the term and year;
* analysis of observation-protocols of pastoral events;
* analysis of the results of participation of curators in departmental work;
* analysis of curator’s major professional abilities and skills;
* analysis of the participation of class communities in school life, the level of students education and their behavior.



**THE DUTIES OF CURATORS**

1. Daily responsibilities.

**The list of daily responsibilities of a curator:**

* + the work with late coming students on the matter of finding out the reasons of being late and absent;
	+ organizing students for meals;
	+ managing the students on duty in classrooms;
	+ individual work with students based on daily needs and problems;
	+ collaboration with vice-Principal for the organization of educational processes on the issues of efficient organization of the learning process (teacher substitution, etc.);
	+ pedagogical assistance to the class self-regulatory council;
	+ control over the students appearance( uniform and tidiness)and availability of extra shoes;
	+ conducting “5 minutes” reflection time in order to discuss the results of the day.
	+ accompanying the students to the changing rooms and outside of the school premises.
1. Weekly events and responsibilities.
* Filling in students electronic register, conducting rates for a week, term, etc.;
* Monitoring students’ academic achievements based on the electronic register;
* Conducting planned extracurricular events ;
* Conducting curator`s hours/lessons;
* Cooperation with subject-teachers (if required);
* Individual work with parents (Wednesday consultations if required);
* Meetings with the school consultants and medical personnel;
* Making the list of absence according to the number of missed lessons;

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3. Monthly events and responsibilities.

**The list of monthly responsibilities and events of a curator:**

* + lesson observations in his/her class;
	+ food organization, public transport cards etc.;
	+ active participation in parents committee;
	+ consultations with school psychologist, medical personnel and social workers;
	+ providing whole class participation in the school life;
	+ assisting student council in terms of organizing and summarizing class team-work functioning;
	+ giving instructions on safety, carrying out the necessary documentation
	+ monitoring the participation of students in extracurricular activities, especially those who require special pedagogical attention.
1. Termly responsibilities.
	* finalizing of the paper register according to the results of the term, report for vice-Principal on the organization of academic and educational process;
	* curator`s seminar;
	* organization of small scale pedagogical council (psychological and pedagogical consultation) on the questions of educational process(if required)
	* analysis of the results of accomplishment the termly action plan; the editing of the action plan on pastoral work for the next term;
	* conducting parents` meetings;
	* to be on duty during school meetings and other events according to the duty schedule;
	* the organization of students for whole school cleaning measures (on Saturdays)
2. Annual responsibilities:
	* conducting public events;
	* documentation of students personal profiles;
* finalizing the paper register according to the results of the year;
* participation in a collaborative analysis of general issues concerning upbringing;
* participation in a collaborative planning for the next year;
* conducting an analysis and designing a plan on pastoral work for the next year;
* annual report;
* collaboration with the library staff (to control receiving and submitting new books)

**V. INTELLECTUAL SCHOOL PROJECTS**



**MORNING MEETINGS**

The description of a project: The morning meetings are conducted in different formats for different year levels. Morning meetings cover all the 7 direction of the educational work

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of the Intellectual Schools. In junior classes, primary focus is the development of the first and second language competency, culture of reading through the project ‘’100 books’’. In high school, morning meetings` format is focused on the increasing English language competency and promoting global thinking.

The major goal of the morning meetings is upbringing and formation of the person, who is fluent in three languages, with a broad outlook and a high level of critical thinking. Morning meetings are conducted with students cohort from grade 7 up to grade 12. The morning meetings start at 8.00 and continue up to 8.25.



**FLASH MOB**

On the eve of festive events, in spring and autumn, students dance for 15-20 minutes and take dynamic breaks. The active participation of students is monitored.

The goal is to relieve fatigue in students, increase physical activity, flexibility in dancing, refresh, and develop leadership qualities.



**READING TIME**

The description of a project: Every Tuesday and Thursday during the flash mob time all students and school staff read their favorite books.

The goals of the project are: to develop students and teachers’ critical thinking and reading skills through incorporating the culture of reading among students and staff members; to contribute to the development of leadership qualities with the help of books.



**BOOKCROSSING**

The description of a project: students, teachers and employees share various books, textbooks, dictionaries and other literature. After reading the shared books they exchange the views with their students (peers) and teachers.

The goal of the project is to spread the culture of reading from students.



**TUGAN YELGE TAGZYM**

The description of a project: The research expedition is implemented in 3 routes and lasts 10 days.During this time, children get acquainted with the flora and fauna of the region, natural landscapes, national parks and reserves, historic sites and architectural monuments, the largest industrial facilities, research centers, cultural institutions, the famous and illustrious people of the region, music, songs, legends, tales, originality population. After expedition, students work on the project work. A feature of the educational travel is the exchange of routes between Nazarbayev Intellectual Schools to get some information and conduct research in the regions of Kazakhstan. The expedition from each

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school involves the best “shanyrak” selected for their high performance in academic, creative, sport activities.

The goal of the project are: to increase students' interest to their homeland, to strengthen sense of patriotism, to promote friendly and collaborative relations among Intellectual schools students.



**SCHOOL COMMUNITY “SHANYRAK”**

The description of a project: Shanyrak is a small community at school, which allows students to feel team spirit. The community "Shanyrak" unite two different age levels. Each community, i.e. "Shanyrak" has its own distinctive logo signs, motto, name and is to be coordinated by the curator. The basic idea of the community is the implementation of friendly relationships among students of different age levels, in which the students of high school take care and support students from junior school.

The goal of the project is to raise the team spirit among the school students.



 **«** **NIS TALKS » PROJECT**

The description of a project: Nazarbayev Intellectual Schools with public fund WikiBilim organises clubs called "Club TEDx NIS”. As part of the club, students have a unique opportunity to listen to 15 minute lectures of scientists and world-class inventors. Since 1984, the conference is taking place in California, the United States, collecting on the one stage scientists, politicians, entrepreneurs, artists, musicians, engineers, and many others. It's called TED Technology, Entertainment, Design. The slogan of the conference is "Ideas worth to spread ". Its main idea is to share interesting ideas to the greatest number of people.

The goal of the project is to develop students' research skills, abilities to work in a team, presentation skills, and the formation of a respectful attitude to different views and opinions.



**KAZAKH SONGS**

The description of a project: This project is focused on the devotion of time for singing the most beautiful and popular Kazakh songs of Kazakh composers. In addition, students learn origin of the songs, stories related to lyrics, biographies of the authors and composers in details. Within the framework of the project concerts with the participation of students, school staff and parents are organized.

The goal of the project: to support and promote the cultural musical heritage of the country.



**100 BOOKS**

The description of a project: In cooperation with the Public Fund “WikiBilim”, a list of 100 books is prepared, per which all the books must be read by students of all Intellectual

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Schools. The list includes 60 famous works of classics of the Kazakh and 40 masterpieces of world literature. Students prepare their drawings, illustrations and booktrailers on the works they have read.

The goal of the project:to instill a love of books, reading through a variety of activities.



**SUMMER SCHOOL**

Summer School is an annual event aimed at learning interdisciplinary subjects and to recreation by the way of organizing summer camp for students of our school. Each year the Summer School program is designed to develop different academic and language skills, as well as students' personal qualities.

Summer school includes a variety of thematic and practical trainings, the special importance of which is given to the profiles, such as natural sciences, mental arithmetic, medicine, IT design, robotics, design and critical thinking, leadership.

The event is held for 2 weeks in June for the students cohort from grade 7 up to grade 11. It is a comfortable placement, where educational and project work is conducted. The main part of the day is dedicated to workshops conducted by teachers, leading local and foreign scientists and project work.

In addition to the educational program of the summer school there are cultural, recreational activities like trips to the museum or cinema, fieldwork, concerts and games organized by students and wellness centers.

**VI. PROFESSIONAL DEVELOPMENT AND ATTESTATION OF THE CURATOR**



**PROFESSIONAL DEVELOPMENT**

All employees have a right to professional development regardless of their positions and level of education.

The process of continuous learning and continuous improvement of professional and business skills are in line with the requirements of the time and the successful performance of official duties are carried out in accordance with Professional Development Regulations of employees of Autonomous Educational Organization “Nazarbayev Intellectual schools”

**Principles of Advanced Training are:**

1. Systemacy and complexity
2. Continuity, succession and consistency
3. Efficiency
4. Transparency
5. Priority

Improving the skills of workers is carried out in educational institutions implementing educational training programs of additional education, scientific organizations, institutions for professional development, foreign educational institutions, including the international scholarship Bolashak.

Improving the skills of workers is carried out in the following areas:

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1. The development of competence and skills in line with the scope of duties
2. The development of management skills
3. The development of information and communication competencies

Further training is carried out in the following forms:

Workshops;

Trainings;

Online seminars;

Master classes;

Coaching;

Classes in educational modules;

Internships.



**ATTESTATION**

Employee rating certification of teachers and personnel equated to them in the Intellectual Schools is held in order to determine the development of the teaching staff, their professional achievements in educational activities focused on the development needs of the modern educational system of Intellectual schools. The main objectives of certification are:

* implementation of the Mission of the Intellectual Schools by encouraging the professional growth of teachers and persons equated to them;
* improving the efficiency and quality of pedagogical work;
* revealing of the prospects for the use of the potential of teachers and personnel equated to them;
* encouraging continuing education, self-education, professional development of teachers and personnel equated to them in the framework of the educational activities;
	+ assignment or confirmation of the level of pedagogical skills;
* provision of a differentiated approach to the remuneration of teachers and personnel equated to them;
* certification of and personnel equated to them, the procedure which is carried out periodically for the assignment or confirmation of the levels of pedagogical skills.

Two levels of pedagogical skill "baseline" and "Level 1" are established for teachers and personnel equated to them**.**

**VІІ.RENUMERATION AND MOTIVATION SYSTEM OF EMPLOYEES**



**PAYROLL PROCEDURE**

Employee shall be calculated a monthly salary for performing his/her employment duties, in accordance with Regulations of the renumeration of the employee labour of the branch (Intellectual School of Autonomous Educational Organization “Nazarbayev

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Intellectual schools”. Salary is paid on a monthly basis, not later than the tenth day, the month following the reporting period. When there is a coincidence of the day of payment with the weekends and holidays, payment will be made the day before holidays.

Payment of wages (salary) is made by transfer of money to the payment card (s) of the employee.

Any amendments in the size of the salary of senior management staff, support and maintenance personnel, excluding the the main industrial personnel can be carried out on the basis of certification, in exceptional cases on the basis of his work for a fixed time (spent in the branch for at least one calendar year). This is based on decisions of Attestation Commission and carried out by the order of the head of branch or his deputy, who is replacing him from the first of the following month, when the results of atttestation come out. The overall results of certification are taken into consideration not more often than once a year (by making appropriate changes and additions to the staff schedule of the branch).

Periods of temporary disability of an employee confirmed by official medical documents, are paid by the employer in accordance with the legislation of the Republic of Kazakhstan.



**LEAVES**

An employee is provided with paid annual leave within calendar days with keeping his job, position and average wage, as well as other types of leave in accordance with the labor legislation of the Republic of Kazakhstan and agreed with the employee labor contracts.

On the basis of a written statement from an employee, the employer gives unpaid leave for up to five calendar days for registration of marriage, birth of a child, death of close relatives, spouse and marriage of children.

By agreement of the parties on the basis of statement, employee may be given unpaid leave. Duration of unpaid leave of absence is determined by the agreement between the employee and the employer.

Pregnant women, women who have a child (children), women (men) who adopted a newborn child (children) are provided with the following leavers in relation to the birth of a child:

Maternity leave;

Vacation for employees who adopted a newborn child (children);



**WORK ON HOLIDAYS**

Work during public holidays initiated by school is allowed on written consent of the employer, except for cases where the written consent of the employee isn't required:

* for prevention of emergency situations, natural disaster or industrial accident or immediate elimination of their consequences;
* for prevention and investigation of accidents, death or damage of property;

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for urgent performance of unexpected work on which school’s functioning depends. Working during holidays is allowed initiated by employee on the basis of permission

given by school administration.

For accrued hours during holiday time the other day off or a payment is given upon the request of an employee. The payment is not less than doubled amount of the regular day (hour) rate of an employee.

The decision on having employees work during public holidays is made one the basis of act of the employer (order).

**VІІІ. HEALTH AND SAFETY**

**HEALH AND SAFETY POLICY**

The policy of school in the field of safety and labor protection provides also continuous improvement of healthy and safe working conditions for the workers. In compliance to Employment policies and procedures the employee while executing his/her functions is obliged to observe requirements for safety and labor protection, fire safety and sanitation on a workplace.

The curator has to spend financial and other resources in a careful and reasonable manner. He/she shouldn't use property of school (rooms, furniture, phone, the computer, copy equipment, other equipment, post services, vehicles, tools and materials), and also the working hours for personal needs. It is forbidden to take any equipment without permission out of school premises.



**SAFE ACCOMPANIMENT OF STUDENTS**

In order to avoid any accidents with students during various events and trips School health ans safety engineer should give instructions. Introductory instruction lessons are to be carried out for students and those who arrived to training or practice.

The doctor of the school confidentially informs teachers on problems with health of students and gives recommendations.

Curators have to report to medical staff about any problem connected with the health of students.

In the case of any accident, the curator or other head of the conducted event has to provide pre-medical first aid treatment to a victim, to send him/her to the center for medical care, and report about the accident to the principal. It is necessary to keep the circumstances of incident, the equipment and stock at the same condition as they were at the time of incident (if it doesn't threaten the life and health of people around or won't lead to accident).

The school provides monitoring of students’ behavior by teaching staff during an extracurricular time, including walking during break time, in canteen, during excursions and so forth.

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**SPORT AND HEALTHY LIFETYLE**

The administration team and the staff of Intellectual schools support a healthy lifestyle. The opportunities are created for staff members to do sports, exercises at gym and participate in various sport competitions. For employees, sports sections work in the following areas: Volleyball, Basketball, mini-football, table tennis.

 Schedule of visits to the sports blog:

* Tuesday-mini-football;
* Wednesday-table tennis;
* Thursday-volleyball or basketball; all games are held from 17.30 to 19.30.

**CONTACT INFORMATION**

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**Requisites**

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"Nazarbayev Intellectual Schools"

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BIN 130241016501

KZ 329260801167045000

BIK KZKOKZKX

AO “Kazkommertsbank”

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