



THE KOÇ SCHOOL GUIDELINES FOR FREQUENTLY ASKED QUESTIONS

How does The Koç School enroll students?

There are four different ways to enter The Koç School:

1. Kindergarten and Grade 1: by lottery
2. Grades 3 and 5: by a transfer exam prepared and applied by MoNE
3. High School Prep: by the nation-wide High School Entrance Examination (LGS)
4. Grade 9: (if there is vacancy in Grade 9) through the combination of a TOEFL grade and a Turkish Language and Expression exam

What time do classes start and end at the Koç School?

Our students arrive at the school around 7:30 am. In the primary school, classes start at 8:30 am and end at 3:05 pm, with school buses leaving the school at 3:10 pm. In the middle school, classes start at 8:05 am and end at 3:35 pm, with school buses leaving the school at 3:45 pm. And in the high school, classes start at 8:20 am and end at 3:50 pm, with school buses leaving the school at 4:00 pm.

The schedule may change as needed.

What other foreign languages are taught besides English?

As of Grade 5, students choose either Spanish, French or German and continue studying the language of their choice throughout their education at the Koç School.

The number of course hours vary for each level according to the course schedules determined by the Ministry of National Education (MoNE) for a given academic year.

What accent do Koç School students speak English with?

We have teachers from a wide range of countries at our school, from primary to high school. Our students do not speak English with a particular accent thanks to the multicultural learning environment provided, but can easily understand different accents and adapt to those spoken in the countries they visit, will study and/or live in the future.

Do you offer Cambridge English exams?

These exams are not offered in our school. However, we do publish a letter to parents on our webpage containing information about the exams, and their dates and fees. It is the responsibility of parents to follow the exam schedule and make sure the students present themselves at the exam venue.

Do you offer a separate classroom for gifted students or students demonstrating academic excellence?

We do not offer special classrooms for our students under certain titles. Our students are distributed to four sections in the Kindergarten. In Grades 1 and 3, classrooms are mixed and students are distributed to new sections. In middle school, classrooms are mixed at the end of each year. This way, all students get to know each other by the end of middle school.

What grade do the school sports team tryouts begin?

Tryouts are held in Grade 5.

Do you offer athletic scholarships?

We do not offer athletic scholarships.

Are there scholarships to support successful students?

There are no merit based scholarships for primary and middle school students. A special budget is earmarked for students to register to the high school prep class on a scholarship.

What is your discipline policy based on?

Our school adopts a positive discipline philosophy with a student-centered approach.

Discipline rules and sanctions are applied in accordance with the Regulation on Preschool, Primary School, Middle School and Secondary Education Institutions of the Ministry of National Education.

How do you decide what to serve for breakfast, lunch and afternoon snacks?

Menus are decided and announced at the monthly meetings of the Food Committee consisting of a dietician and representatives of the PTA, school cafeteria, students and teachers. Breakfast, lunch and afternoon snacks are served to students at our school.

Food is prepared using the trusted products of registered trademarks.

The school provides buses to which districts and what time do buses arrive?



Destinations of school buses are planned in the most optimal way considering the addresses of the students registered that year. Arrival times may vary according to routes and congestion in traffic.

How about the school's health services?

Health services at The Koç School are provided by the staff of the Med American Medical Center. There are 2 infirmaries, 2 doctors, 9 nurses (3 on night shift) and a coordinator to provide healthcare services to our employees and students round the clock.

Students who come to the infirmary undergo a medical assessment followed by the necessary intervention(s). Parents are called for their approval if an oral medication is indicated. Parents are called and informed about how to monitor students after school hours and the tests that may be required in such cases as trauma, although not for every health issue.

An ambulance is always available at the school premises for emergencies. In case of an emergency, the student's family is contacted and the student is transferred to the healthcare center of the family's choice.

What is Moodle? And how is it used?

Moodle is a virtual environment for learning and information exchange.

All levels and branches in the primary and middle school have their own page in the Moodle environment. Moodle pages composed by our teachers include weekly topics of the relevant course, homework assignments, newsletters to parents, and holiday suggestions. The regular follow up on the Moodle pages is recommended. The use of Moodle in high school depends on the requirements of the course, and there are also different platforms used for this purpose in high school (such as Google Classroom, Manage Bac, Kognity etc.).

How can students benefit from boarding?

Boarding may be preferred at the high school level.

Students may choose to stay for 5 or 7 days on campus where the dormitories for male and female students are separate and furnished with all facilities.

Is Religion and Ethics a compulsory course?

As of Grade 4, students must take 2 periods of Religion and Ethics course as per the decision of the Ministry of National Education (MoNE).

If the declared religion on a student's identity card is one other than "Islam" they would be exempt from this course. If the declared religion on a student's identity card is blank they have to take the course in accordance with the MoNE regulations.

Since the new ID cards do not contain a section for religion, students are asked to provide a certified copy of their identity register.

Can students get a discount on their tuition?

Discounts and rates applicable to the tuition fees at the Koç School are as follows:

- Advance Payment Discount: Advance payment discount is granted to parents who choose to pay the full tuition and/or boarding fee until June 30th for the existing students, and at the time of registration for newly registered students. The advance payment discount rate is determined each year and announced in May along with tuition and boarding fees.
- Sibling Discount: For two siblings who are studying at the school, the sibling with the higher tuition enjoys a 10% discount. If there are more than 2 siblings registered in the same term, each sibling, except the one paying the lowest tuition, enjoys a 10% discount on their tuition.
- Alumni discount: Children of the alumni of The Koç School who have gained the right to attend the Primary, Middle, or High School can enjoy a 10% alumni discount. If alumni have more than one child registered in the same term, each of their children can enjoy the alumni discount.
- Koç Group Employee Discount: A 10% employee discount is applicable to each child of the Group's staff on payroll.

Is it possible to freeze registration during the school year?

It is possible to freeze registration providing that this process is in compliance with our School's registration freeze policy.

PRIMARY SCHOOL

How many students register in the Kindergarten? How is the admission process?

40 female 40 male students are admitted by lot drawn under the supervision of a notary public. The birth months of children who can apply are announced on our website.

The parents of student candidates file their applications using the online system before the lot.

The numbers for the draw are sent to prospective parents after the system closes. Principal and reserve students are determined by lot, drawn before the notary public, in April or March of each year using a draw machine (results of the lot will be determined by the draw machine).

Principal students gain an indelible right to register. For each principal student that does not register, a student on the reserve list will gain the right to register in the order with which his/her name was drawn.

Can students join the lots to be drawn for both the Kindergarten and Grade 1 at the same time?

Students cannot join the lots to be drawn for both the Kindergarten and Grade 1 at the same time.



Parents of student candidates decide which level to apply to by the age criteria.

Do twin siblings get privileged treatment in the Kindergarten lot?

No privileged treatment is given to twin siblings.

Do students get “pre-assessed” before the Kindergarten lot is drawn?

No pre-assessment is made. To gain a better understanding of the students who register after the lot, various academic, social-emotional and cognitive activities are conducted with them.

What is the content of English courses?

The Primary School English program is designed to improve the reading, writing, listening and speaking skills of our students who learn English as a Foreign Language (EFL). Our courses are conducted with teachers of different nationalities in order to provide a multicultural experience. Some courses are held with all of the students in a class, while in some others, the class is split into two courses taught with the support of “co-teachers” (a second English teacher).

Respecting individual differences, we create environments that motivate our students, where they feel safe and can communicate easily. We encourage our students to ask questions and inquire, and we support their curiosity and novel ideas. In this age group where play is essential, we create opportunities for them to enjoy learning through fun activities. We enrich their learning journey by using materials produced for EFL as well as materials with our unique content.

What level do exams start?

There are no exams from Kindergarten through Grade 3. Exams start in Grade 4, when they are legally required by the Ministry of National Education.

How are assessments performed in levels where there are no exams?

Beyond an evaluation of the level of knowledge of our students, our assessment and evaluation efforts are focused on how students make sense of the knowledge gained, whether they take the responsibility of their own learning and how much they learn through experiencing. We assess their readiness, make observations, fill in interview forms, conduct subject introductory activities; and we make formative and summative assessments through open-ended questions, rubrics, concept maps, exit cards, weekly assessments, self and peer assessments, and group assessments. Formative observations and assessments are conducted from Kindergarten through Grade 3 to ensure that all students acknowledge and develop their potential.

When exams become a legal requirement as of the Grade 4, evaluations are made by a range of different exams and questions covering the scope of the course.

Who prepares the school admission exams? How do they decide on the content of the exams?

Exams are prepared by the General Directorate for Assessment-Evaluation and Examination Services of the Ministry of National Education (MoNE). The content of the exams consists of questions prepared in line with the grade-level objectives defined in MoNE’s curriculum. The date of the examination is also declared by MoNE.

Based on the exam date declared by MoNE, the content of the exams are prepared by the General Directorate for Assessment-Evaluation and Examination Services in line with the objectives of MoNE. There are twenty questions each from life science, mathematics, and Turkish subjects in the Grade 3 admission exam and the duration of the exam is 80 minutes. There are twenty questions each from life science, mathematics, English and Turkish subjects in the Grade 5 admission exam, which takes 120 minutes.

How is the day of the exam organized?

The day of the exam is organized by the employees and teachers of MoNE.

How is the exam assessment process carried out?

Assessments are made by the General Directorate for Assessment-Evaluation and Examination Services of MoNE.

What is the number of students/school quota for students who register between terms?

The numbers vary each year, and the quota is determined according to the number of students who are currently registered at the relevant levels.

When students from other schools are admitted by an exam, do they get installed in existing classes?

New classes are formed containing all students by mixing the existing students with the newcomers.

What do you do to address the difference in the level of English proficiency of students who are admitted by an exam at the primary school level?

The information folder presented at registration contains recommended exercises and activities to improve their English.

Students who need support are identified at the beginning of the year, following observations and evaluations in the class. These students participate in English support activities organized during school hours until they attain the expected level.



Is there an orientation program for new students?

We have orientation programs specific to the grade level before and during the opening of the school year. To facilitate students' adaptation and ensure that they make a happy start to school, Kindergarten students come to school with their parents the day before the opening date to get acquainted with their teachers and the school and to experience the classroom environment. In order to ensure that our students are emotionally ready to move on to the next grade and to improve their ability to cope with the changes they will face in life, activities are conducted to address their needs with the cooperation of our homeroom and counseling teachers. With the aim to support our new students in emotional processes, the Second Step program, is applied more intensively.

For students who recently registered in the Kindergarten and Grade 1, the orientation process is determined by taking into account their adaptation needs and continues until the process is completed. In addition, students are given an "Orientation Booklet" as part of their orientation to Grade 3 before school starts. This booklet contains important information including an introduction of the school's departments and description of a day in school.

How long does the orientation process take?

Orientation programs are scheduled to take place each year at the last quarter of the current grade level of our students, and the first quarter of the next grade level.

How many homeroom teachers are there in primary school?

In the primary school there is one homeroom teacher per each classroom, while in the Kindergarten there is a homeroom teacher and a co-teacher per each classroom.

Are there study halls in primary school?

Study halls are held during the day with the help of our teachers in primary school. In middle school, study halls are held during school hours as are the activities of the after-school Academic Support Program.

Are there any after school activities?

There are no after school activities in primary school.

What is the scope of the club activities in primary school?

It is a fundamental part of our educational practices that our students grow through various social activities catering to their interests and abilities. Scheduled extracurricular activities and experiences gained at school in addition to classroom activities are very important in the holistic development of children. These experiences consist of different activities in science, arts, sports, technology and social responsibility offered in the form of clubs to support our students' cognitive, socio-emotional and physical development.

What is the homework policy in primary school?

Students are given various structured and age-appropriate homework assignments designed as part of the learning process for them to feel that they are learners outside the classroom as well.

The purpose of these assignments is to hone students' self-discipline abilities (such as responsibility, time management, good study habits) and provide opportunities for family interaction. Our students are also given various responsibilities addressing their individual needs.

- 'Practice homework assignments' to reinforce and support new learning, objectives and skills,
- 'Preparatory homework assignments' for students to gather basic knowledge before embarking on a new subject or unit,
- 'Growth homework assignments' for students to apply their current knowledge and skills to create new projects, and to make the most of their potential,
- 'Creative homework assignments' and 'research assignments' for students to combine what they have learned to create new and original works and to encourage their natural curiosity.

There are weekend homework assignments in the Kindergarten, whereas homework assignments are given every day except Wednesday in the primary school levels.

MIDDLE SCHOOL

How is the English program in middle school?

EFL (*English as a Foreign Language*) aims to improve our students' English comprehension through reading, writing, speaking, listening and grammar activities in middle school. We use literature- and inquiry-based learning methods to encourage our students and improve their understanding of the world around them while improving their language skills and guiding them.

How do you decide on the number of students to be admitted by exams between terms?

The middle school has a quota and students are admitted to Grade 5 based on the quota of the year.

Is there an orientation program for students moving from Grade 4 on to 5?

We have orientation programs specific to the grade level which are scheduled at the opening of the school year.



What are the extracurricular activities in middle school?

In the middle school, various clubs meet to carry out activities, and school sports teams train after school. Our students may choose one of the extracurricular school clubs that cater to their interests. School sports teams' trainings are also conducted after school.

Are there study halls in middle school? Which students attend study halls?

Study halls are scheduled during school hours as per the request of students/parents or as deemed necessary by teachers. In addition, the after-school Academic Support Program is organized as per the request of the students, parents, and teachers, in accordance to the needs of the students.

What do you do to address the difference in the level of English proficiency of students who are admitted by an exam at the middle school level? Will accelerated courses be organized for these students before the school opens?

Once the school opens students who have recently registered to Grade 5 may attend study halls and individual support studies as needed until they attain the expected English proficiency for Grade 5. Most of these students will have attained the desired level by the second term of the year.

How many hours of English is taught in the middle school?

The number of hours depends on the changing needs of the different levels of the middle school and the school's English curriculum.

What do counseling activities involve?

Psychological counseling and guidance activities in the middle school aim to ensure that our students lead healthy, happy, self-confident, responsible lives at peace with themselves, and support raising individuals with well-developed decision-making skills, who are self-sufficient with strong emotional and social skills, eloquent, sensitive to the environment and society, keeping abreast of technological developments, capable of solving problems and conflicts, demonstrate heightened awareness sensitive and empathetical students who are open to differences and have professional and career development goals, and who grow up to become global citizens and leaders. We aim to improve these skills and awareness through individual interviews, class and group studies, seminars, tests, various techniques and inventories. We support our students in a structured way that is specific to students and their speed of progress within the framework of developmental guidance.

Bullying takes up an important space in the school policy. When this issue is brought before the school administration and the Counseling Department through different channels, the Psychological Counseling and Guidance Department takes the following actions for all parties involved to better understand the situation and meet the needs;

- One-on-one sessions (for emotional support, conflict resolution and problem-solving skills),
- Group sessions,
- Classroom activities,
- Informing parents and ensuring cooperation,
- and family counseling.

The school administration holds meetings about rules, setting limits, consequences of behaviors, and taking responsibility. Each case is evaluated ad hoc and depending on the repetitiveness of the act, its frequency of occurrence, nature and content, the corresponding rules and sanctions of the school are applied.

The middle school counseling curriculum contains information exchange on bullying, problem solving skills, conflict resolution skills, communication skills, assertiveness, empathy, and being able to say no, as well as preventive activities through experiential exercises and practices.

What is the homework policy in middle school?

Our homework policy is based on course and student requirements and the Ministry of National Education guidelines.

HIGH SCHOOL

What are the conditions for admission to high school?

We admit students only to the high school prep class and if there is vacancy in Grade 9. We do not admit new students to Grades 10, 11 and 12.

Students are admitted to the high school prep class based on their High School Entrance Examination (LGS) scores. Information regarding scores and availability is published on the school website once the registration calendar is finalized by the Ministry of National Education (MEB). Registration period is between the end of June and the first half of July.

Should there be availability in Grade 9, students may be admitted based on their scores in the Turkish and TOEFL exams. Application conditions are announced on the school website. Registration period is the last two weeks of August.

How do you admit students to Grade 9?

Candidates who fulfil only one of the following two conditions may apply to be transferred to Grade 9:

- Students who completed the HIGH SCHOOL PREP CLASS in the 2019-2020 School Year, who are eligible to advance to Grade 9, who have received no disciplinary penalties starting from the beginning of the classes to the end of the school year
- Students who have studied abroad and have obtained an EQUIVALENCE CERTIFICATE proving that they are eligible to attend Grade 9

Applicants who fulfil one of the application conditions may lodge their applications via the school website. Student candidates are expected to sit the Turkish exam held by the school, and submit their TOEFL IBT certificates to prove their English proficiency.



The Turkish exam is held by The Koç School, High School at the end of August. Assessment of whether students' proficiency in comprehension and writing is in line with Grade 9 expectations is made through questions on reading comprehension, interpretation and writing skills. This is a classic exam and takes 80 minutes. A minimum of 70 out of 100 points is required to pass the Turkish exam.

For English proficiency, students must take the TOEFL IBT exam and score a minimum of 65 points. Other exam results are not accepted such as IELTS / General, IELTS / Academic, etc. Our school takes no responsibility for the registration, organization or results of the TOEFL IBT exams. Exam results must be submitted at registration.

The total points scored in the Turkish exam and TOEFL are ranked in order from highest to lowest and students are registered according to the vacant quota.

Do students' portfolios or individual achievements play a role in their registration to Grade 9 as transfer students?

Conditions for admission by transfer to Grade 9 are based on the principles laid out in the Regulation on Higher Education Institutions.

Students' portfolios or individual achievements are not a part of these principles to ensure transparency in the registration process.

Are there scholarships available at high school registration?

We have a budget earmarked for scholarships at the High School prep level, which is available each year. Scholarships are granted to those with the highest achievement and need. The files of the candidates applying for scholarships are evaluated by the High School Registration Scholarship Committee and scholarships are awarded to eligible candidates.

There are no scholarships available for transfer students registering to Grade 9.

How are the classes formed in high school?

In high school there are 5 classes at the prep level and 11 classes at each level from 9 through 12.

The prep classes are formed according to the English competency and proficiency of our students.

Classes from levels 9 through 12 are recomposed each year. The counseling teachers of the previous and subsequent years and deans meet to evaluate the academic, emotional and behavioral status of students before forming classes. Attention is given to the overall average success rates of all classes and the equal distribution of male and female students. Feedback on students from the teachers of the previous academic year is taken into consideration. Classes are formed by taking into account the age level and developmental status of the students as well as the specific needs of the high school.

For students who choose to start the IB Program in Grades 11 and 12, classes are formed according to their course selections.

When and how is the IB program implemented in high school?

Students who wish so may continue the IB program in Grades 11 and 12.

Under the IB program, students take six courses, one from each course group established by the IB. In addition to these courses, students are expected to take the Theory of Knowledge course, perform various social responsibility projects within the scope of CAS (Creativity, Activity, Service) and prepare a graduation project from one of the selected courses. Students who succeed in the exams held at the end of two years in May obtain an IB diploma.

The Ministry of National Education (MoNE) requires students who attend the IB program to continue to take the compulsory courses of the MoNE curriculum for the relevant levels.

When and how must students choose between the MoNE and IB programs?

As of Grade 10, students must choose between the IB or MEB programs.

To assist this process, counseling teachers, deans, Turkish and Overseas Universities Counseling departments organize a range of informative meetings with students and parents. Following these meetings, students and parents can schedule an appointment with the relevant departments to support them in their decision-making process.

What are the extracurricular activities offered in high school?

Extracurricular activities offered in high school include a wide range of clubs, community services, social responsibility projects as well as the trainings of the school sports teams.

Our students choose the extracurricular clubs which cater to their fields of interest.

Do you only prepare your students for the universities abroad?

The Koç School, High School graduates more than 200 students each year. Our graduates enroll in elite universities at home or abroad in line with their goals; and the number of students who pursue their education abroad varies from year to year.

The achievements of our graduates, their placement status and various statistical information can be found on our school website.

Does the school offer student exchange programs?

Our school does not offer student exchange programs.

Information on how to apply to overseas education programs sent to schools by MoNE is shared with our students. Students fulfilling the MoNE requirements can apply for student exchange programs if they so decide.



How many students share a boarding room?

Our boarding students who stay 7 days a week stay in rooms of 4, and those who stay 5 days a week stay in rooms of 2.

Can students residing in Istanbul board on campus?

Students residing in Istanbul can board on the campus, however, priority is given to students who reside out of town.