

EYU & Primary School Handbook

Introduction

Dear Parent/Guardian and Student,

In this handbook, you will find all the information needed for this school year. A healthy school community needs guidelines and structures to provide an atmosphere of order and harmony. All students are expected to follow the regulations of ISL and to respect the ISL Vision and Mission Statement, and the IB Learner Profile.

Your first point of contact this year will be your child's class teacher whose role is to help you with your son/daughter's academic and social development.

If you have any questions about your son/daughter's progress, please don't hesitate to contact the class teacher directly:

Pre K & JK : Ms Bruna Grechi Barbosa - bgrechi@islyon.org

SK: Ms Anna Clow - aclow@islyon.org

G1.1: Ms Susannah Butler - sbutler@islyon.org & Ms Lisa Cooper - lcooper@islyon.org

G1.2: Ms Vaia Tsitsari - vtsitsari@islyon.org

G2: Ms Michelle Hypolite - mhypolite@islyon.org

G3: Mr Erich Ostrowski - eostrowski@islyon.org

G3/4: Ms Kate Murdoch - kmurdoch@islyon.org

G4 : Ms Sarah-Jane Court - scourt@islyon.org

G5.1: Mr Ryan King - rking@islyon.org

G5.2: Mr Vincent McManus - vmcmanus@islyon.org

You will be contacted via email or through the Engage system if we have any particular concerns about your child's progress or behaviour. We hope all students will have a happy and successful year at The International School of Lyon.

Best wishes,

Alison Pattinson, Primary Principal & PYP Coordinator, apattinson@islyon.org

David Johnson, Director, djohnson@islyon.org

SCHOOL DAY 2022 - 2023

Time	Monday, Tuesday, Thursday, Friday	Wednesday
8.00	Main gate will be opened by a member of staff. EYU parents can accompany their children to the under the covered area. G1-5 children line up and wait for their class teacher on the playground	
8.10	Teachers join their classes on the playground	
8.18 – 8.23 1st bell 8.18	Registration	Registration
8.25 – 9.05	Period 1	Period 1
9.05 – 9.45	Period 2	Period 2
9.45 – 10.25 10.00 - 10.20	Period 3 EYU outdoor play	Period 3
10.25 – 10.45	Break (morning recess) EYU snack time	
10.45 – 11.25	Period 4	Period 4
11.25-12.05	Period 5	Period 5 End of school day 12h00 for EYU G1&2 12h05 for G3-5
12.05 – 12.50	EYU & Primary lunch	
12.50 – 13.35	Period 7 Pre K nap time	
13.35 – 14.15	Period 8	
14.15 – 14.55	Period 9 End of school day Friday	
14.55 – 15.35	Period 10: End of school day Monday/Tuesday/Thursday 15h30 for EYU G1&2 15h35 for G3-5 The school gate will be opened by a member of staff 5 minutes before the end of the school day so that the EYU parents can enter and wait for their children under the covered area.	

The school day is followed by enrichment activities which children (G1-5) sign up for as individuals.

Our Vision and Mission

BUILDING OUR BEST SELVES

To develop curious, responsible and independent lifelong learners who actively help to shape their diverse communities.

ISL Values and Guiding Principles:

- Providing a safe, supportive and nurturing environment
- Emphasising the values of respect, integrity and compassion
- Encouraging high expectations through individual and collective goal setting
- Developing independent, creative and critical thinkers who communicate effectively in more than one language
- Implementing internationally recognised and transferable English medium curricula which prepare students for higher education world wide
- Using a wide range of proven teaching and learning strategies
- Fostering active involvement in local, host country and international communities
- Working collaboratively with parents, families and other partners
- Promoting global awareness and the need to protect our planet
- Encouraging a balanced and healthy lifestyle

After school child care: The school provides after school child care for ISL Primary Students. The sessions are on Monday, Tuesday, Thursday 15.35 - 17.30 and Friday 14.55 - 17.00. This provision is at an additional cost and places should be booked through the school office.

Allergies: If your child suffers from allergies, please clearly state these on the emergency contact form and return it to school on the first day. Please include an official medical certificate and the necessary medication (eg epi-pen) in case of emergency. This should be in a clear plastic bag with your child's name on it and should include a doctor's prescription and written step-by-step instructions explaining when and how to administer the medication.

Arrival and Departure: (current arrangements)

The main gates will be opened at 08.00 a.m. EYU students and parents should wait under the covered area until they are invited to join their class teacher.

Grades 1 - 5 enter unaccompanied and should line up in the designated area in the playground where their class teacher will meet them and accompany them to class. They should not play on the structures or the astroturf at this time.

The class teachers will join their classes on the playground at 08.10 a.m.

Classes normally finish at 15.35 pm, except Wednesdays (12:05pm) and Fridays (14.55pm).

A member of staff will open the main gate to EYU parents to allow them to access the covered area and collect their child. All other parents should wait outside the main gate

Grades 3- 5 exit via the main gate. If there is no-one there to collect them they should wait with the teacher at the gate and will then go to the school office from where they will be taken to child care.

N.B. Parents may be billed for extra child care if their children have to spend time with the group because of their late arrival.

Please ensure that your child is able to carry all belongings (school bag etc.) independently and change his/her own shoes.

Attendance (see also Illness): Regular and punctual attendance is essential for successful learning and the development of each student. Students are expected to be on time for all classes and school activities. The school strongly discourages any absences for reasons other than illness.

If you know that your son/daughter is going to be late or absent on a particular day, you must inform the class teacher and the school office by email.

Planned absences for medical reasons should be notified ahead of time in writing (email to the class teacher), although all appointments (medical, etc.) should be made outside school time where possible so as to minimise absences from classes. Planned absences for any other reason must be put in writing to the Director to obtain permission. The Director will decide if the absence can be counted as "authorised". The school expects students to be in school the day before and the day following school holidays.

Absences of longer than 3 consecutive days must be accompanied by a doctor's certificate.

The school is unable to provide a Semester Report for any student absent for 12 school day or more days in any reporting period. Discretion can be given only in cases of serious medical conditions.

Behaviour: At the beginning of the academic year class teachers will establish expectations / agreements with the students regarding behaviour. These will be continually reinforced using the Learner Profile and support the ongoing development of social and self management skills. Age appropriate consequences will also be established for example in the Early Years this could be time out from play based learning; in Grades 1&2 losing a set amount of the daily Golden Time and in upper primary internal detentions i.e. missing playtime. If there is a recurrence of misbehaviour parents will be consulted and systems of support put in place to positively reinforce the desired behaviour for example sticker / behaviour charts.

In exceptional cases, students may be referred to the Primary Principal for further support. Working collaboratively with individual students and their parents specific targets and consequences may be set which could include 'community service work' for a period of 40 minutes after school or ultimately a day's suspension.

Birthdays: Birthday invitations should not be distributed at school unless all students in the class are invited. For health and safety reasons, it is at present unauthorised for teachers to distribute treats (cakes, sweets etc.) at school, even when individually wrapped.

Breakfast: Please encourage your child to eat a healthy breakfast to ensure adequate energy levels to last them all morning (see also 'Snack time' below).

Child safeguarding and Protection: ISL takes issues of child safeguarding very seriously. All staff are trained in this area and will take all necessary steps to protect its students from physical, emotional or sexual harm, as well as neglect. This includes reporting to the designated child protection officer in school and any appropriate outside bodies.

Classes: Students stay with their classroom teacher for most of the day but will move to a different area for French, ESOL, library, music, PE and Art. Students are thus provided with the expertise of specialised teachers, but retain the class cohesiveness of a primary school environment.

Clothing: There is no school uniform in ISL but students should wear clothing suitable for indoor and outdoor play and activities. Clothing should be age-appropriate and parents will be contacted to collect their child or bring adequate clothes if they arrive at school wearing clothes that are unsuitable.

Secondary students and staff are required to adhere to a dress code which we ask Primary students to respect as they mature and develop:

- Undergarments must be covered at all times; nothing should show, even by transparency;
- No exposed midriffs. No skin should be exposed between upper and lower garment in the midriff area, no skin should be exposed when the student sits, stands or when arms are raised to shoulder height;
- No hats, caps or hoods worn indoors;
- No offensive T-shirts;
- Modest necklines, no strapless or backless tops and no "spaghetti straps";
- No torn/ripped jeans.

Children also require a pair of indoor shoes to be worn whilst in the building. As children will be expected to have year-round outside play, a labelled raincoat and a warm jacket are essential during the rainy season and in the winter months. In the Early Years, outdoor play is a key part of the children's physical and social development so they are asked to bring a pair of waterproof, rubber boots which will be kept in school.

Children in the EYU are also asked to bring in a change of clothes in case of 'accidents'. Parents need to renew these clothes as the season changes and the child grows.

For safety reasons, please ensure your child does not wear jewellery to school

Emergency procedures: Throughout the year, emergency evacuation drills take place in order to familiarise students with procedures, as well as "lockdown" and confinement procedures. Instructions for emergency evacuation procedures are posted in each classroom.

Enrichment activities: The teaching staff provide enrichment activities for students in Grade 1 upwards. At the start of the year students sign up for trial sessions and after a two week period can then seek to join a club (depending upon availability). The sessions run weekly and finish at 16h15 or 16h30 depending upon the activity.

Equipment: To save valuable class time, please ensure that your child comes to school with all of his/her stationery supplies labelled with name and grade. Children should also have a bottle of drinking water that can be filled up at the water fountain. Please invest in a reusable water bottle and ensure that it is properly cleaned at least every other day. Plastic bottles create a lot of extra waste in the school and can become full of bacteria, potentially causing your child to become sick.

Field Trips: Hopefully, there will be a number of school-sponsored field trips throughout the year. Parents/guardians are asked to sign and return a general permission slip allowing their child to leave the school campus, on foot, to participate in neighbourhood activities or projects relevant to a particular topic being studied. This permission also covers day trips in the region using public transportation or school buses. Parents/guardians will be informed in advance of all day trips planned. No further response will be needed unless the parent wishes to withhold permission for the specified activity. Students cannot participate in field trips unless they have this written general permission from their parent/guardian.

Homework: It is suggested that all children read or be read to at home daily. Children are encouraged to read in English and/or the language used at home. If appropriate they might also bring home books in the language of the host country (French) to share.

G1 - G5 will also be set tasks/ challenges in their '**Learning Logs**' relevant to ongoing class work.

From Grade 1 onwards the children will also have spellings to learn on a regular basis. They might also be set assignments by the Art, Music and French teachers. In addition Grades 4 and 5 are expected to be increasingly aware of current affairs.

Please monitor your child's homework and report any concerns to your child's class teacher.

Illness or accident at school: Should a student become ill or have an accident in school, there are first aid facilities and an infirmary for students. In more serious cases, every effort will be made to contact parents and in the case of an emergency, students will be taken by emergency services to the appropriate hospital.

All ISL students are insured by the school whilst present in school or attending trips or outings organised by the school. Parents are requested to complete an emergency contact form that will enable the school to contact a third party or family doctor if necessary.

Parents are asked to complete the relevant medical forms before their children join the school and to keep the school informed of any medical problems.

Anti-COVID19 protocol will be shared and followed where necessary.

Lateness: It is essential that children be on time for school. Frequent lateness demonstrates a lack of respect for classmates and teachers. It also has a detrimental effect on the learning of the child arriving late, as the start of the school day contains important teaching and routines, allowing for optimal learning and accurate assessment. Any child arriving after 8:18 must report to the member of staff on door duty or to the office. For security reasons, parents are respectfully reminded that they should not escort their child to the classroom: this will be done by one of the office staff.

Library: Students visit the library every week to borrow books and to participate in other activities. Library days will be communicated to you through the classroom newsletter. Please ensure that library books are kept in a waterproof bag. Children should be taught to take care of books: this includes turning pages, transportation to and from school, keeping books away from food, drinks, younger siblings and pets. Parents are responsible for any loss or damage to library books therefore a returnable deposit of €100 is requested.

Lost Items: Remember to label all of your child's school items, including school bags, lunch boxes and all clothing. Named items are easily returned to their owners.

If an item is missing, a systematic search is a good first step to recovery. To recover an item, students should check their hook, the lost and found box in the entrance hall and then inform a teacher.

Unclaimed lost and found items will be donated to charity at the end of each term.

Lunch: The lunch break extends from 12:05 to 12:50. Students are required to bring their lunch from home in a labelled, insulated lunch bag/ box. Waste-free lunches are strongly encouraged. Please ensure your child brings the necessary cutlery every day. Please do not include soft drinks, sodas or other junk foods. Unfinished lunches will be sent home.

Medication: The school office must be informed of any medication regularly taken by students at home. School staff are not authorised to administer any medication to students and no medication should be carried in school. If a student needs to take medication exceptionally during the day, parents must come into school to administer it. It may be stored in the office and the student should go to the office to take it. A copy of the prescription should be provided.

Mobile Phones: Students are not permitted to bring expensive personal items to school such as mobile phones, computers, i-pods, smart watches, portable gaming consoles or money. If mobile phones are brought on to the school campus, they are to be switched off at all times and kept in school bags, otherwise they will be confiscated and parents will be asked to collect them. The school is not responsible for damage to or loss of personal belongings.

Naps: Children in Pre K will not go outside to play following lunch but will have a period of quiet relaxation. The school provides small beds for them to rest on and parents should provide a pillow/cushion and comforter (cuddly toy)

Parent Meetings: Parents are invited to attend a meeting to discuss their child's progress in the autumn term. Parents are also invited to the student-led conferences which take place in the spring term. Written reports are sent home twice a year. The precise dates of all these events

will be indicated on the school calendar, in class newsletters and on the website. Additional meetings can be scheduled at the request of the parents or the teacher if a more thorough discussion of a child's progress is necessary.

Pastoral lessons: Children in G1- G5 will have 1 pastoral lesson every week during which they will cover a large range of pastoral and well-being issues.

Physical Education: The PE days will be indicated at the start of the year in September. Please ensure your child is wearing gym equipment on PE days or brings it with them.

Playground: Currently, Grades are assigned designated areas for the morning and lunch recess. This rotates on a daily basis so that all classes have access to age appropriate facilities. For safety reasons the amphitheatre is for secondary students only. The small play structure is suitable only for children aged 2-6 and the large one for children aged 6-12, always under adult supervision. Primary students are not allowed to go behind the school building (towards the science and art departments).

N.B. Once children are handed over to parents at pick up time they are entirely under the supervision and responsibility of their parents/guardians and must respect school rules to the letter.

Reading: Ideally, your child should read on most nights of the week and over the weekend. When your child has reading homework, this should be a worthwhile and enjoyable experience. With beginner readers praise is an important element of the three Ps: Pause, Prompt, Praise. If your child is stuck, allow him/her a moment to reflect, then prompt with a question (such as 'What is the first sound?' or "What would make sense?') followed by praise (e.g. 'Well done, you worked out the first sound'). We would like to see students reading/ sharing a book for at least 20 minutes per night. This could be a school book, library book or book in their mother tongue.

Residentials: G1-5 will hopefully take part in a 3 day, 2 night residential. All children are expected to attend as the trips are often curriculum related, but more importantly provide an opportunity for the development of learner profile attributes and personal skills such as self management. Parents are expected to contribute 50% of the cost as stated in the enrollment form. If parents have concerns about their child attending the full residential, they should contact the class teacher once the dates and venue have been shared. The aim is for a positive away from home experience and the school will work with parents to ensure that this is accessible to all.

Respect for the school environment: ISL is a working and learning environment. Students are expected to cause minimal disruption to others as they move around the building and should respect school grounds. Scooters, skateboards and rollerblades must be carried/pushed whilst on the school premises and must be stored in the designated area. Bicycles are not allowed inside the building. These objects will be confiscated if these rules are not followed. It is forbidden to walk on any flower beds and grass areas.

ISL has a general 'no-waste' policy so students are asked to re-use or recycle whenever possible.

Students and parents are asked to familiarise themselves with the waste disposal systems in place in school and use them appropriately:

- Special containers in front of the office for: batteries, bottle tops, corks, used pens
- Green boxes throughout the school for cardboard and paper (please remove staples, sellotape, sticky tack before disposal)
- Bins in lunchrooms and common areas: YELLOW:plastic bottles, GREEN:cans, BLUE: general waste

Snack time: Please ensure your child has a healthy snack packed for morning break. Both pupils and teachers alike benefit from some form of refreshment at this time - without it pupils can become tired and uncomfortable. Once again junk foods are not permitted and *waste-free snacks are strongly encouraged.*

Student drop-off and collection and car parking: For security reasons, only staff or visitors' cars are allowed on the premises.

Supplies: Throughout the year we require a few supplies for art, inquiry and language activities. Schools are a wonderful place for recycling. For example, we always welcome colour magazines and newspapers. If you have anything which you feel could be useful, please let us know.

Watches: Students will be expected to have more responsibility to be on time for class, after school and lunchtime activities. An inexpensive watch would therefore be a good idea at an appropriate age.