



Kindergarten and Primary School Handbook

2024–25

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Introduction

Dear Parents/Guardians and Students,

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: Mrs Anna Clow - aclow@islyon.org
G1/2: Ms Vaia Tsitsari - vtsitsari@islyon.org
G2: Ms Kate Murdoch - kmurdoch@islyon.org
G3: Mr Erich Ostrowski - eostrowski@islyon.org
G3/4: Mr Ryan King - rking@islyon.org
G4: Ms. Susannah Butler - sbutler@islyon.org/Ms. Lisa Cooper lcooper@islyon.org
G5: Ms Sarah-Jane Court - scourt@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,

Mr. McManus, Primary Principal, vmcmanus@islyon.org
Mrs. Clow, PYP Coordinator, aclow@islyon.org
David Johnson, Director, djohnson@islyon.org

SCHOOL DAY 2024 - 2025

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

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

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 childcare for ISL students. The sessions are on Monday, Tuesday, Thursday 15.35 - 17.30h and Friday 14.55 - 17.00h. This provision is at an additional cost and places should be booked through the school office.

Allergies: If your child suffers from allergies, please ensure that you have clearly stated these on the online medical authorisation form. Please include an official medical certificate and the necessary medication e.g. epipen in case of emergency. This should be in a clear plastic bag with your child's name on it and should include an up-to-date doctor's prescription and written step-by-step instructions explaining when and how to administer the medication.

Arrival and Departure: The main gates will be opened at 08.00h. Kindergarten students and parents should wait under the covered area until they are met by the homeroom teacher.

Grades 1 - 5 enter the premises unaccompanied and wait on the playground until the bell rings. They should not play on the structures at this time.

At 08:18h, students enter the school and go to their shoe station where they will be met by their homeroom teacher. Grades 3 - 5 go directly to their homeroom.

Students are expected to stay in school for the whole school day unless there is an exceptional reason for them to be absent (e.g. illness, medical appointments, administrative appointments).

Classes finish at 15.35h on Mondays, Tuesdays and Thursdays; 12:05h on Wednesdays and 14.55h on Fridays.

At the end of the day, parents must wait until a member of staff opens the main gate. Kindergarten parents access the covered area and collect their child and all other parents should wait outside the main gate.

Grades 1 and 2 will be taken to the gate by a member of staff where they should be collected by their parents. Grades 3-4 will go to the pedestrian gate by themselves and await pick up. If there is no one there to collect them, they should wait with the staff member at the gate. If the parent does not arrive, they will then go to the school office and parents can collect them from childcare.

N.B. Parents may be billed for extra childcare if their children have to spend time with the group because of the parent's late arrival. Grade 4 and 5 students can leave independently with parental permission.

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 homeroom 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 whenever 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. Please note that French law requires school attendance for all students of school age.

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

If a student is sick and has been signed off by a doctor, there is no expectation for the teacher to provide work for the student. In some exceptional cases, this can be reviewed.

The school is unable to provide a trimester report for any student absent for 12 school days or more in a trimester. Discretion can be given only in cases of serious medical conditions.

Behaviour: At the beginning of the academic year homeroom teachers will establish expectations/agreements with the students regarding behaviour. These will be continually reinforced, using the IB Learner Profile to support the ongoing development of social and self-management skills.

Age-appropriate consequences will also be established; for example, in the Kindergarten this could be time-out from play-based learning; in Grades 1 & 2 losing a set amount of the daily Free Choice 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 stickers/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 a day’s suspension.

A student who shows no sign of improvement in behaviour, despite the support measures put in place, may be referred to the Director. A Disciplinary Council meeting will take place to address the problem in more depth, and the student may ultimately be expelled from school, based upon the decision of the Disciplinary Council.

Birthdays: Birthday invitations should not be distributed at school unless all students in the class are invited. For health and safety reasons, it is not allowed 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).

Chewing gum: Chewing gum is strictly forbidden in school and on school excursions and trips.

Child safeguarding and Protection: ISL takes issues of child safeguarding very seriously. All staff are trained in this area and will take the necessary steps to protect its students from physical, emotional or sexual harm, as well as neglect. This includes reporting to the designated child protection team in school and any appropriate outside bodies. If you have concerns pertaining to a child's safety, please contact Mr. Johnson djohnson@islyon.org or Mr. McManus vmcmanus@islyon.org.

Classes: Students stay with their classroom teacher for most of the day. From Grade 1 students may move to a different area for French, ESOL, library, music and art. Students are thus provided with the expertise of specialised teachers.

Clothing: There is no school uniform at 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.
- No skin in the midriff area should be exposed when the student sits, stands or when arms are raised to shoulder height
- No hats, caps or hoods should be worn indoors
- No offensive T-shirts
- Modest necklines, no strapless or backless tops and no "spaghetti straps"
- No torn/ripped jeans.

All students are required to wear a pair of indoor shoes whilst inside the building. As students 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 Kindergarten, outdoor play is a key part of the children's physical and social development, and they are asked to bring a pair of rubber boots which will be kept in school.

Kindergarten students should bring in a change of clothes to be kept at school 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

Crutches: Students with injuries and compromised mobility may come to school on crutches. However, any student using crutches must be mobile and be able to navigate the stairs, move between classrooms and go to the toilet independently. If a student is unable to do so, they must stay at home. Teachers will provide work for immobile students for the duration of their injury.

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 and are reviewed by the teacher with the students.

Enrichment activities: The teaching staff provide enrichment activities for students in Grade 1 upwards. At the start of the year students can sign up to activities, depending upon availability. The sessions run weekly and finish at 16:15h.

Equipment: To save valuable class time, please ensure that your child comes to school with all of their stationery supplies labelled with their name and grade. Students should also have a bottle of drinking water that can be refilled at the water fountain. Please invest in a reusable water bottle and ensure that it is properly cleaned at least every other day.

Field Trips: There will be a number of school-sponsored field trips throughout the year. Parents/guardians are asked to sign a general permission trip form allowing their child to leave the school, 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. No further response will be needed unless the parent wishes to withhold permission for the specified activity. Students cannot participate in field trips unless their parents have completed the online general permission trip form.

Homework: It is suggested that all students read or be read to at home daily. Students are encouraged to read in English and/or their home language.

G1 - G5 will also be set tasks/challenges in their '**Learning Logs**' relevant to ongoing class work. They might also be set tasks for Maths and English and 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 accidents at school: Should a student become ill or have an accident in school, there are first aid facilities available. 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 or attending trips or outings. Parents should ensure that they provide emergency contact details on Engage that will enable the school to contact a third party or family doctor if necessary.

Parents are asked to complete the online medical authorisation form before their child joins the school and to keep the school informed of any medical problems.

Lateness: It is essential that students are on time for school. Frequent lateness demonstrates a lack of respect for classmates and teachers. It also has a detrimental effect on the learning, as the start of the school day contains important teaching and routines. 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 class 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, and a refundable deposit of €350 is required.

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 trimester.

The school cannot accept responsibility for the loss or theft of personal belongings.

Lunch: The lunch break is from 12:05 to 12:50h. Students are required to bring their lunch from home in a labelled, insulated lunch bag/box. Students from Grades 3 to 5 may purchase their lunch from the vending machine in the school lunchroom. Details of this service are communicated to parents via Engage. Waste-free lunches are strongly encouraged. Please ensure your child brings the necessary cutlery every day. Lunches should be balanced and varied to cater for the students' needs. Sweets are not allowed as part of lunch and only still or sparkling water, or fruit juice is permitted as a drink. Soft drinks such as Fanta, Coca-Cola and power drinks (e.g. Red Bull, Prime,

Monster) are expressly prohibited. ***To prevent issues with allergies, students should not bring nuts to school.***

Medication: The school office must be informed of any medication taken by students. School staff are not authorised to administer any medication to students. If a student needs to take medication exceptionally during the day, it must be stored in the office and the student should go to the office to take it. A copy of the prescription must be provided. If a student needs emergency medication such as epipens, one must be given to the office at the beginning of the school year, and where necessary replaced each year.

Mobile Phones and Personal Belongings: Students are not permitted to bring expensive personal items to school such as mobile phones, computers, ipads, smart watches, portable gaming consoles or money. If mobile phones are brought onto the school campus, they must be handed to their teacher for safekeeping; 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 three times a year. Additional meetings can be scheduled at the request of the parents or the teacher if a 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. Please ensure your child is wearing appropriate clothing and footwear on PE days.

Playground: For safety reasons the amphitheatre is for secondary students only. The small play structure is suitable only for students aged 2-6 and the large one for students 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 students are collected by their parents at pick-up time, they are entirely under the supervision and responsibility of their parents/guardians and must respect school rules.

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 students to read/share a book for at least 20 minutes per night. This could be a school book, library book or book in their home language tongue.

Residentials: G1-5 usually 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 term and conditions. If parents have concerns about their child attending the residential trip, 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. Snacks should not be eaten on the green pitch. Junk foods are not permitted and waste-free snacks are strongly encouraged. ***To prevent issues with allergies, students should not bring nuts to school.***

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

The International School of Lyon policy regarding drop-off and pick-up demands that children in Primary (up to Grade 3 included) must be under the responsibility of an adult at all times.

This implies that in the morning, parents, guardians or delegated adults are expected to bring the students to the gate until they can be supervised by their teacher or a member of staff. After school or after enrichment activities, students can leave on condition that their parents or guardians are present to pick them up.

Older siblings can pick up primary school students with parental permission.

If students are being picked up by another adult other than the parent(s), the school needs to be informed by email.

Students in Grade 4 and Grade 5 can be given parental permission to leave school on their own.

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: As students progress through primary, they will be expected to take 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. No smart/connected watches are allowed. If students are found to be wearing one the same rule will apply as mobile phones.