

PRIMARY SCHOOL

Respect Excellence International Mindedness



A guide for the start of school

MESSAGE FROM THE PRIMARY HEAD

Dear ISCS Primary Families,

Welcome to our 'Go To Guide'. I hope you find this document very helpful and supportive and it will hopefully answer most of the questions that you may have about primary school life.

I am extremely proud of our little primary school. During the last two years, our school has grown little by little and will continue to grow as we continue to make

progress down a very positive path. We have a team of dedicated staff who are enthusiastic and excited to work with your child. Since our classes are small we are able to give your child a lot of attention and support in the classroom.

Students at small schools develop strong relationships with their peers and their teachers in an environment where they are known and appreciated as a whole person, not just a classmate or student. These close peer relationships help students in small schools feel safe and included, regardless of their differences.

Strong student-teacher relationships help students feel comfortable taking risks both academically and socially and can lead to greater social-emotional development.

Every day I witness our INTERNATIONAL vision shining through. I see RESPECT in a variety of forms and our children on a journey towards ACADEMIC EXCELLENCE following the Cambridge Curriculum. Our commitment to our amazing students is our main goal and we aim to ensure that everyone learns through a happy, healthy and stimulating environment.



Mr Hawthorne

OUR PRIMARY SCHOOL STAFF

JOSE ANTONIO PARA - SCHOOL DIRECTOR

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LEE HAWTHORNE - HEAD OF PRIMARY AND YEAR 5 AND 6 TEACHER

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VENISSA BLASER - SCHOOL OFFICE / ENQUIRIES

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Meet the team:



WHO TO CONTACT AT SCHOOL

For academic issues, first contact the class teacher by email and he / she will follow the communication process depending on the nature of the issue.

For administration issues or general information, remember that you can only come to school by appointment, so you can contact the school by email info@iscs-zug.ch or by phone at +41 41 781 44 44 , and you will be redirected to the correct person who will get in touch with you.

ACADEMICS



Subject Teachers

All subject related enquiries , grades, homework and curriculum clarification.

Class Teachers

Group situations, school wide behaviour, school wide performance and tutor group enquiries.

Head of Primary School

Key stage information, grave breaches of the school code, strategic information and other enquiries.

GENERAL INFORMATION



Reception Office

All queries related to daily matters in school. Bus route information, uniforms, school lunch etc

Administrations and operations office

All queries related to school administration. Payment, fees, invoices, enrollments, admissions etc

School Management

General or whole school matters. Strategic school vision queries and financial queries etc

SCHOOL COUNSELLING OFFICE: CHILD SUPPORT SERVICES

My name is Johana Saenz. I have almost a decade of experience as a School Counsellor working in a variety of settings, and with a diverse range of students. Alongside this, I have extensive experience in reiki healing, Ho'oponopono (practice of reconciliation and forgiveness), and bioenergetics.

My aim is to work intuitively and creatively in accompanying you and empowering you to achieve genuine growth with my mind/ body / spirit approach.

The mind and body are intrinsically linked and I have a special interest in working with trauma, body image and self-sabotaging behaviors in teenagers.

Just as each individual is unique, so are the sessions and modalities used, which vary according to each person's needs.

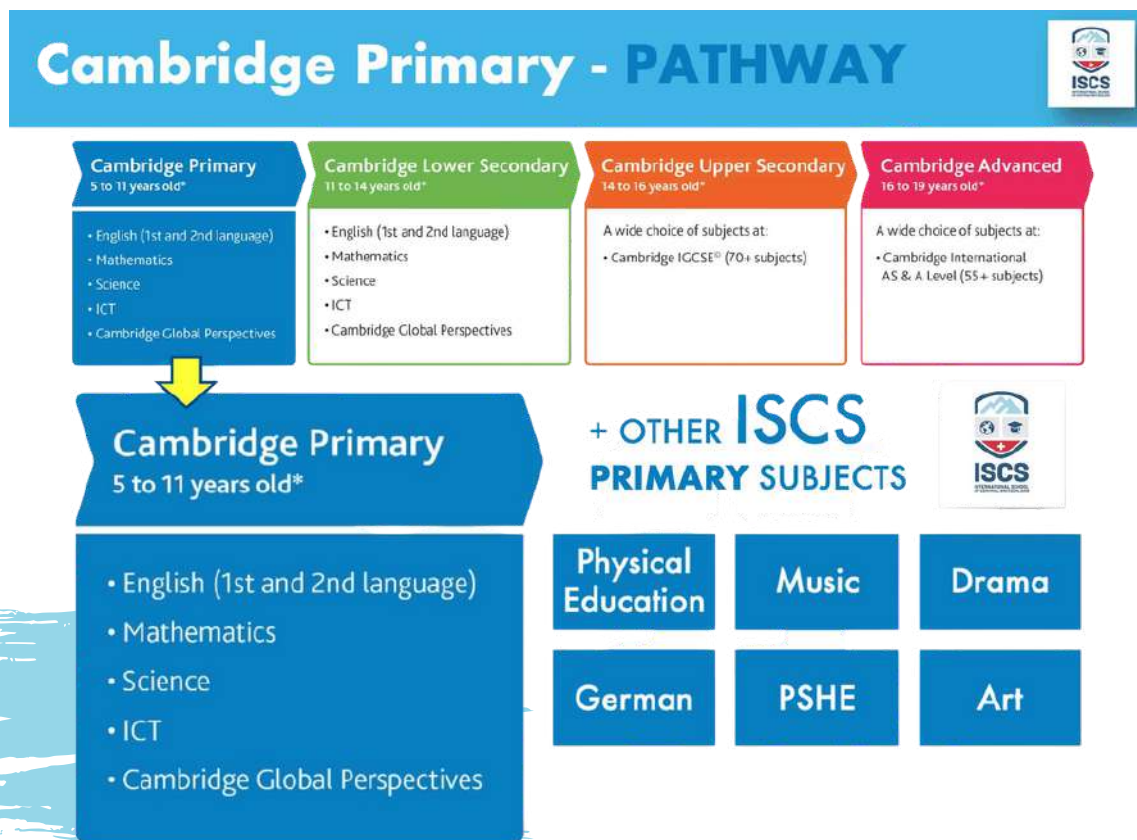


CURRICULUM INFORMATION

We provide a broad and balanced curriculum which:

- Promotes the academic, spiritual, cultural, physical and moral development of students;
- Prepares children for adult life and encourages them to become good citizens - showing excellence, internationality and respect towards others.
- Allows children to become fluent and proficient users of the English and German languages, whatever their mother tongue is.
- Promotes high standards of achievement and allows all children to develop the best of their ability, both personally and academically.
- Generates high levels of student engagement and enthusiasm and allows students to become confident, secure and independent learners.

CLASS TIMETABLES WILL BE SHARED WITH YOU. IF YOU HAVE NOT RECEIVED ONE THEN PLEASE REQUEST ONE FROM THE CLASS TEACHER. THE TIMETABLE MAY CHANGE DURING THE COURSE OF THE YEAR DUE TO LOGISTICS AND ROOM AVAILABILITY ETC

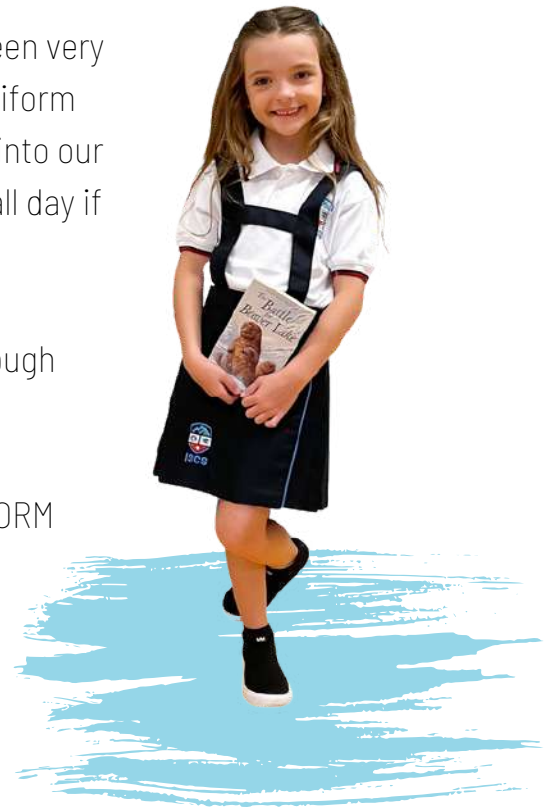


APPEARANCE AND DRESS CODE

School uniform is now compulsory in our school and has been very well received by students and parents. There is a school uniform policy on the website which will give you a detailed insight into our expectations. On PE days, children can wear their PE kits all day if you wish or change back into their more formal uniform.

Should you wish to purchase a uniform you can do this through the school office.

WE STRONGLY RECOMMEND THAT YOU NAME EVERY UNIFORM PART TO AVOID CONFUSIONS OR LOSSES.



Sports Uniform



More detailed information regarding the uniform can be found here:



SCHOOL LUNCH & SNACKS

If you decide that you would like your child to have a lunch provided by the school, then this will cost 12 chf per school day. Menus are decided weekly and parents are invoiced in August and then again in January. If your child is bringing their own lunch to school they are able to reheat their lunch in one of the microwaves provided. We encourage children to eat healthy and to have a balanced diet.

SNACKS

Children should bring in a snack for the morning break and also for the discrete mid afternoon break. It is also important that your child brings in a water bottle so that they keep hydrated throughout the day. If your child stays for an after school club or after school care may also consider sending a snack in for this since it can be a long day for them.



SCHOOL TRANSPORT



The school offers a bus transportation service for local routes within the canton of Zug. Details of the routes we offer can be obtained from the school office. New routes may be opened if the minimum number of students is met for that route.

EQUIPMENT LIST

Please note that it is essential that all students have their own sets of equipment and always bring them to school. The school will provide our students with exercise books throughout the year and all school work should be completed in these books. Other educational resources will be purchased by the school and used by students during the school year. Please ensure that the equipment is labelled with the child's name.

We would like to inform you that during the school year, additional equipment or resources may be requested by the subject teacher or tutor. Students should bring their own:

- Rubber
- Pair of scissors
- Glue stick
- Pencil sharpener
- Ruler (clear 30cm)
- Highlighter pens
- Pencil case
- Handwriting pen (if they are allowed to write in pen)
- HB pencils
- Colouring pencils
- Felt tip pens
- Paint apron

OUTDOOR CLOTHES

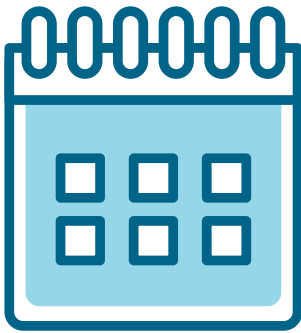


Sometimes it can be a little wet when we go outside and so for this reason we recommend that the children bring indoor and outdoor shoes. We also recommend that for the younger children especially, that splash pants and rain boots are sent in since they like to jump in puddles.

MOBILE PHONES & VALUABLES

Mobile phones and smart watches must not be used in school (building or premises) at any time of the school day. All valuable items remain the student's responsibility and should be locked away when not in use. However, we strongly recommend that students do not bring any unnecessary items of value to school. The school does not accept responsibility for the loss or theft or breakage of any items of value.

TERM DATES



These are our term dates:

AUTUMN TERM : August 24th - December 17th

SPRING TERM : January 10th - April 8th

SUMMER TERM : 25th April - June 24th

A school calendar can be found on our website:

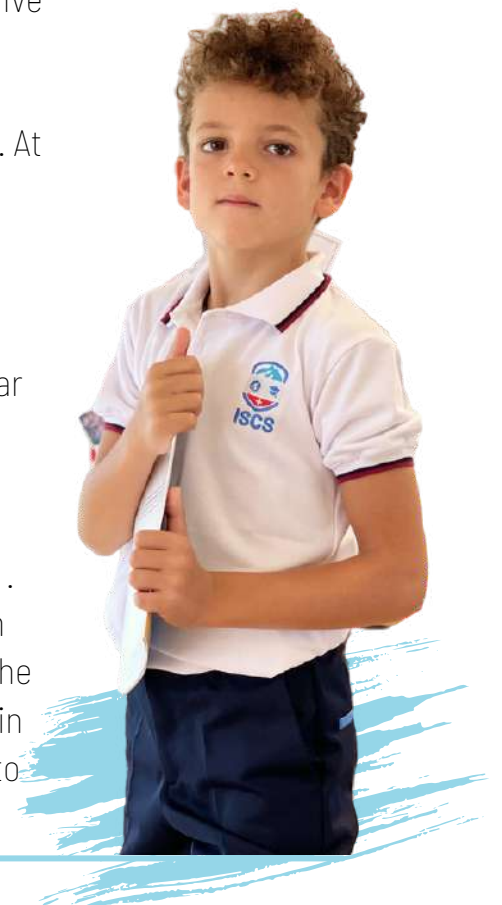


SCHOOL DAY

The students can arrive in school at 8.15am where they are involved in activities which may be child initiated or may involve something more academic like silent reading. At 8.30am we register the students and so it is important that the students arrive on time since formal lessons start at this time also.

Each lesson is 45 minutes long and there are 7 lessons each day. At 9.50 am each morning the students have a snack break before going out onto the playground for an outdoor break at 10.00am. This outdoor break lasts 25 minutes and is a time when they can talk with friends across the whole school or be involved in team games e.g football, basketball. Intermittently, throughout the year we have tournaments which create a competitive atmosphere such as the badminton tournament held in September.

At 11.50 am the children have a lunch break which lasts one hour . The children have their lunch first and then go outside to play on the playground for half an hour. The children have 3 lessons in the afternoon but we recognise how tiring it can be and so we build in a short break mid afternoon so that the children have a chance to run around and have some fresh air.



AFTER SCHOOL ACTIVITIES AND CLUBS / WORKSHOPS

At 3.30pm our school day ends. However, Monday to Thursday there are a variety of clubs that the children can attend. A range of activities will give the opportunity to the students to enrich their curriculum and to develop skills in a range of areas. These can be found below. Please note that these clubs may change throughout the year and you can always request an updated list.

We are able to also source independent tutors should you wish your child to develop skills in more specific areas such as piano tuition, French lessons. For more information on Academy please contact Miss Predouli at the following email address:
academy@iscs-zug.ch

Monday	Tuesday	Wednesday	Thursday	Friday
Dramarama / Dancarama <i>Miss Macmillan</i> PRIMARY	Mindfulness and Relaxation <i>Miss McVeigh</i> ALL YEARS	Fun with German <i>Miss Belfort</i> PRIMARY	Computer Club <i>Mrs Eggenberg</i> PRIMARY	NO CLUBS
Youth Theatre <i>Mr Jackson</i> YEAR 4 - YEAR 7	German Accelerator A1 level <i>Ms Lepore</i> YEAR 6 +	German Accelerator A1 level <i>Ms Lepore</i> YEAR 6 +	Crazy about craft <i>Ms Knight</i> PRIMARY	
Chess <i>Miss Villalobos</i> YEAR 4 +		NGO <i>Mr Boelle</i> YEAR 6 +		
German Accelerator A1 level <i>Ms Lepore</i> YEAR 6 +				

AFTERSCHOOL CHILDCARE

If you wish, we can offer your child after school childcare until 6pm. The school office has more information about this. This service is provided at a cost.

PSHE / PERSONAL AND SOCIAL HEALTH EDUCATION

ISCS has a strong belief and foundation in Values Education. This is a whole school approach that aims to teach, model, embed and promote positive values that better equip children to succeed at school and throughout their lives. The explicit and embedded teaching of values creates a strong learning environment that develops children's social and emotional well-being and relationship skills, whilst enhancing academic attainment. All staff at ISCS strive to consistently implement positive values through continued modelling. We recognise that values education is a process and the impact may not be immediate, but seen over time. Values will be taught specifically in PSHE lessons.



SPORTS AT ISCS

It is important that your child stays active to keep healthy. We deliver various sports throughout the year, through both the curriculum and through after school clubs. The children also have the opportunity to enter inter school sports competitions and to represent the 'ISCS Wolves'. Additionally, this allows them to experience a sense of community through access to sports. Through engagement in sport, they learn leadership, teamwork, problem-solving, responsibility, self-discipline, and a sense of initiative.



PARENT / TEACHER CONFERENCES

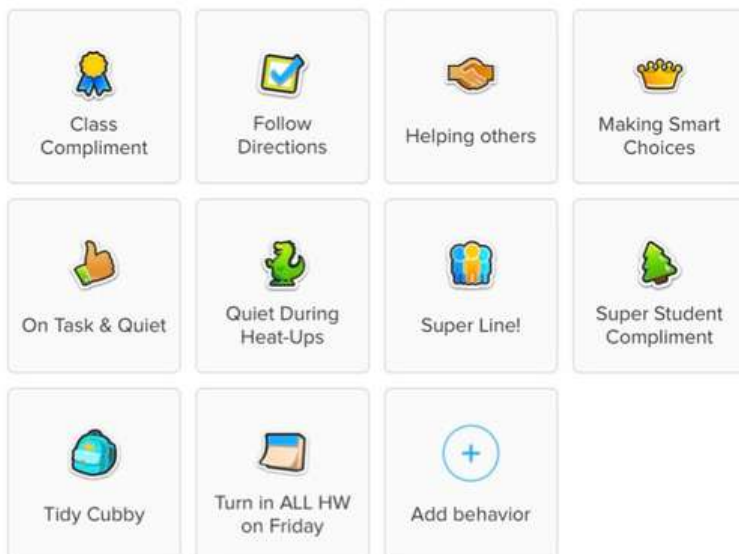
Parent/Teacher conferences are held termly after sending the reports home. Parents can book to see the necessary teachers via email prior to the date. If you need to meet with a teacher outside of these conferences, you can contact the subject teacher or tutor directly via email.

CLASS DOJO

Class Dojo connects primary school teachers, students and families through communication features, such as a feed for photos and videos from the school day, and messaging that can be translated into more than 35 languages.



POSITIVE REINFORCEMENT



Each class has its own set of class rules that have been created in partnership with your child. In primary, we always encourage the children to make the right choices. This is positively reinforced through tools such as Class Dojo and our 'House' system where the children are rewarded points for positive behaviour. If your child opts instead to make less positive choices we will work in partnership with you to find a solution, through other strategies that encourage positive behaviour from your child. If you feel your child is a victim of bullying please speak to their class teacher initially.

ASSESSMENT

Ongoing formative assessment occurs regularly within all subjects. Summative assessments occur at the end of each unit and/or term. Final grades are a combination of both formative and summative assessment. Final grades, targets and teachers' comments are accumulated into student's individual reports that are sent home electronically at the end of each trimester.



HOUSE POINTS SYSTEM



House point systems are a common and traditional feature in schools to encourage healthy competition and group loyalty among pupils. It works as follows: each pupil is allocated to a house when they join the school. Pupils earn house points for good work, behaviour or participation, for example. There are 4 houses: red, yellow, green and blue. Siblings are always put in the same house.

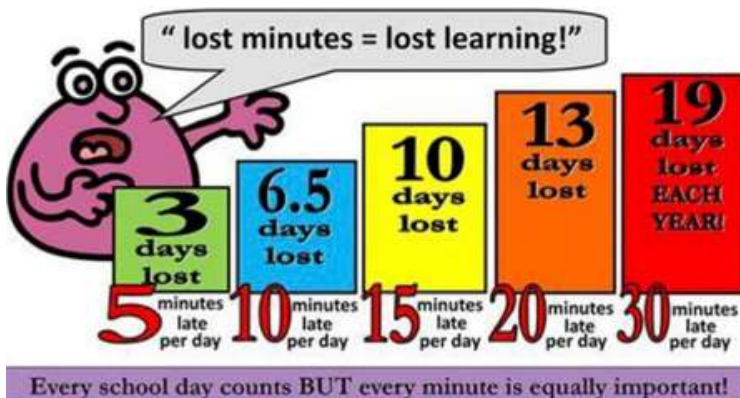
HEALTH & ABSENCE

Ongoing formative assessment occurs regularly within all subjects. Summative assessments occur at the end of each unit and/or term. Final grades are a combination of both formative and summative assessment. Final grades, targets and teachers' comments are accumulated into student's individual reports that are sent home electronically at the end of each trimester.

Attendance ladder

100% Attendance	0 Days Missed	Excellent
95% Attendance	9 Days Absence 1 week & 4 days of learning missed	Satisfactory
90% Attendance	19 Days Absence 3 weeks & 4 days of learning missed	Poor
85% Attendance	28 Days Absence 5 weeks & 3 days of learning missed	Very Poor
80% Attendance	38 Days Absence 7 weeks & 3 days of learning missed	Unacceptable
75% Attendance	46 Days Absence 9 weeks & 1 day of learning missed	Unacceptable

LATENESS



It is important that children arrive in school between 8.15 am and 8.30 am. If a child is late it can mean that they miss the beginning of the lesson and so are ill prepared for the independent task. It may also be embarrassing for the child to enter a class when the lesson has already started.

ISCS SOCIAL MEDIA

We have pages that you can follow on Instagram and Facebook. On these pages we celebrate all the positive actions of the ISCS community. These sites give you an overview of the whole school. One major parental benefit of schools using social media is that it can increase communication between parents and the school. You can keep up to date with what your child is learning at school or what they may have achieved during the day, keeping you involved in the classroom activities and school life.



@iscs.zug



@iscs-zug