

*Excellence Global mindset Respect*

# HIGH SCHOOL BACK TO SCHOOL GUIDE

26-27





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# 1. HEAD OF HIGH SCHOOL'S WELCOME

*Dear High Schoolers*

Welcome to a new school year at ISCS.

Whether you are joining us for the first time or returning to continue your journey, I hope you will make the most of every opportunity that lies ahead. Secondary school is about much more than academic success. It is a time to discover your strengths, challenge yourself, build meaningful friendships and develop the confidence to shape your own future. Our community brings together students from many different countries, cultures and backgrounds. I encourage you to embrace this diversity with curiosity and respect. Learn from one another, value different perspectives and continue developing the communication skills and languages that will help you thrive in an increasingly connected world.



As you move through the year, remember that the way you treat others matters just as much as your achievements. Show kindness, integrity and respect in everything you do. Be responsible for your actions, support those around you and play your part in making our school a place where everyone feels valued and included.

Aim high and never be afraid to challenge yourself. Excellence is not about being perfect; it is about giving your best, learning from setbacks and continuing to grow. Some of your greatest lessons will come from the moments that do not go to plan, so approach every challenge with resilience, determination and an open mind.

Most importantly, remember that you are surrounded by people who want to see you succeed. Your teachers, support staff and classmates are all part of a community that believes in helping one another. Make the most of that support, contribute positively to those around you and enjoy everything this year has to offer.

**Together we are better. Welcome to the 2026-2027 academic year at ISCS!**

*Ms Pike*

Head of Secondary





## 2. OUR TEACHING STAFF



Our faculty and staff chose to become part of the International School of Central Switzerland team because they all share a vision for education at its very best.

All of our teachers are fully qualified in their field and have been selected for their passion and commitment to international pedagogy.

**Bonnie Pike**

Head of Secondary and Maths  
bonnie.pike@iscs-zug.ch

**Mark Evison**

KS3 Coord and Science  
mark.evison@iscs-zug.ch

**Justin Collins**

KS\$ Coord, Careers and English  
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**Ryan Hopton**

KS5 Coord and History  
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**Ulrike Sauer**

Head of German  
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Exams Officer and Science  
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**David Álvarez**

Head of Innovat and Tech, Computer Science  
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Integration Coord and English  
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**Gordon Brown**

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**Fariha Reza**

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**Rachael Robson**

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rachael.robson@iscs-zug.ch

**Matthew Ellison**

Drama and Music  
matthew.ellison@iscs-zug.ch

**Sarina Haasbroek**

Computer Science and Mathematics  
sarina.haasbroek@iscs-zug.ch

**Olivia Benko**

Psychology  
olivia.benko@iscs-zug.ch

You can find the **school staff list and read more about our team** at the following link on our website:

**<https://iscs-zug.ch/en/our-team/>**





## 3. WHO TO CONTACT AT SCHOOL



### ACADEMICS



#### Tutors

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

#### Subject Teachers

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

#### Head of High School

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

#### School Director

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

**Always copy your tutor into emails regarding academic issues**, and he / she will follow the communication process depending on the nature of the issue.

### GENERAL INFORMATION



#### Reception Office

All subject related to daily matters in school. Bus route information, timetables, extracurricular, ClicEdu, uniforms, etc.

#### Administration Office

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

#### School Director

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

For administration issues or general information, remember that you can only come to school by appointment, so you can contact the school by email at **school.office@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.

#### DIRECTOR

francisco.soto@iscs-zug.ch

#### HEAD OF HIGH SCHOOL

ryan.hopton@iscs-zug.ch

#### GENERAL INFORMATION

school.office@iscs-zug.ch

#### SCHOOL ADMINISTRATION

administration@iscs-zug.ch

#### MARKETING DEPARTMENT

marketing@iscs-zug.ch

#### ADMISSIONS

admissions@iscs-zug.ch

#### FINANCE

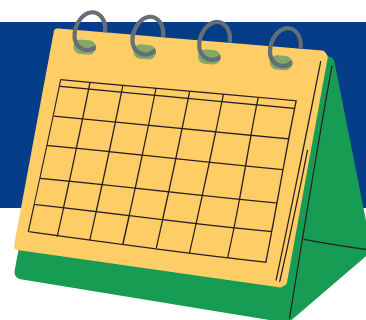
finance.office@iscs-zug.ch

#### IT DEPARTMENT

itsupport@iscs-zug.ch



## 4. SCHOOL CALENDAR



You can find the **online calendar** at the following link on our website (you should check it regularly as it may be subject to change):

<https://iscs-zug.ch/2026-27-iscs-school-calendar/>

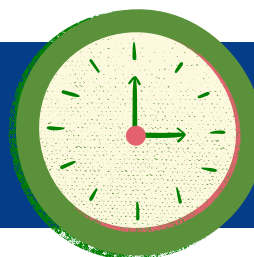


**AUTUMN TERM** 18th August-18th December

**SPRING TERM** 12th January – 19th March

**SUMMER TERM** 6th April – 18th June

## 5. SCHOOL DAY



Our day begins at **08:30** and compulsory classes will finish at **15:30**.

At the beginning and end of the day, students will be with their tutors in class for **registration** and tutor time. These moments are very important for the tutor's coordination with their class, where they will address daily concerns and other important matters.

Class timetables are made up of periods of **55 minutes**. During these periods, students will have all of their academic lessons.

**Extra curricular clubs** run daily from 15:30 to 16:30 and are an excellent way to enrich the curriculum, find your passion, and take part in our school community. We fully recommend that you sign up for at least two per week.

### DAILY SCHEDULE-SECONDARY

|                    |                        |
|--------------------|------------------------|
| <b>8:30-8:40</b>   | <b>AM Registration</b> |
| 8:40-9:35          | Lesson 1               |
| 9:35-10:30         | Lesson 2               |
| <b>10:30-10:55</b> | <b>Break time</b>      |
| 10:55-11:50        | Lesson 3               |
| 11:50-12:45        | Lesson 4               |
| <b>12:45-13:30</b> | <b>Lunch time</b>      |
| 13:30-14:25        | Lesson 5               |
| 14:25-15:20        | Lesson 6               |
| <b>15:20-15:30</b> | <b>PM Registration</b> |
| <b>15:30-16:30</b> | <b>Clubs</b>           |



## 6. CURRICULUM INFORMATION

We provide a **broad and balanced** curriculum which:

- Promotes the **academic, social, cultural, physical and moral development** of students
- Prepares children for adult life and encourages them to **become good citizens** – showing excellence, a global mindset and respect towards others.
- Allows children to become **proficient users of the English and German languages**, whatever their mother tongue is.
- Promotes **high standards of achievement** and allows all children to develop to 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.

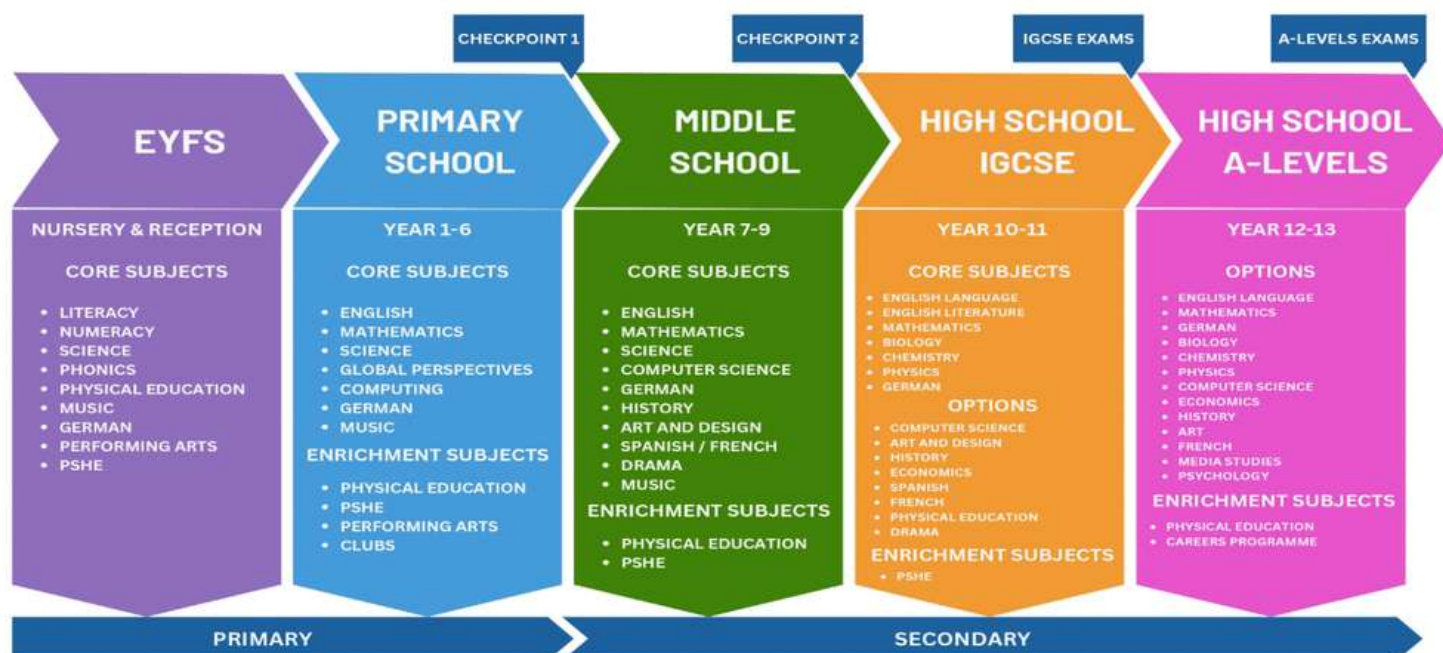
**Class timetables and Year group curriculum overviews will be shared with families once the school has commenced.**



### CURRICULUM 26/27

Cambridge Assessment  
International Education  
Cambridge International School

Pearson  
Edexcel





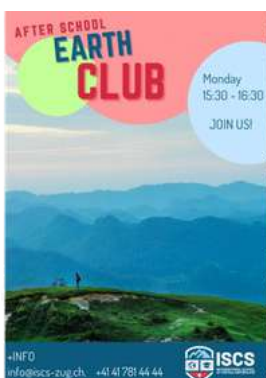
## 7. AFTER SCHOOL ACTIVITIES/CLUBS

We firmly believe that children shouldn't stop learning and having fun when their lessons are over for the day.

All year round, we offered a wide range of clubs and extracurricular activities to allow our students to pursue long-held interests and/or learn new skills.

From sporting activities to artistic or scientific clubs, our activities are designed to build our students' aspirations, teach them valuable, transferable skills, and – most importantly – help them make new friends and have fun.

Please see the club information shared by the school to see the club offer for 26-27 and register your child as you wish.





## 8. SCHOOL TRANSPORT



ISCS offers a **school bus service** that brings pupils from home to school and from school to home.

The bus routes are **organised by a local experienced company**.

Families wishing to book this service should **fill in a form on the website below** or contact the **school office** at [info@iscs-zug.ch](mailto:info@iscs-zug.ch)

**<https://iscs-zug.ch/transportation/>**



## 9. SPECIAL EDUCATIONAL NEEDS DEPARTMENT

### ISCS LEARNING SUPPORT

The International School of Central Switzerland is committed to **diversity, inclusion, passion and understanding**.

ISCS teachers work with Ms Benko, our Special Educational Needs Coordinator, and with families and external services, to develop IEP's (Individual Educational Plans) to support children with additional needs.

These needs may include and is not limited to:  
Autism, Dyslexia, ADHD, Speech and Language Therapy

### IDENTIFICATION PROCESS

Upon student admission, our admissions department will require the most recent school/psychological evaluations of the student to have an **initial understanding of performance and behaviour**. Followed by this step, if needed, our Guidance Counsellor will perform a **variety of internal assessments** to analyse the student's **non-academic** and **academic learning challenges**.

If required, an Individualised Educational Plan (IEP) will be created, based on the student's needs, that will provide relevant learning opportunities for him/her. **If significant learning support or regular counselling sessions are required, this may come at an additional cost**. The student progress will be monitored during the school year with formal and informal assessments. Parents will receive an overview of the student's progress at least two times per school year.





## 10. APPEARANCE AND DRESS CODE

At ISCS, we expect all students to display a **high standard of personal appearance**. This applies to days in school, PE sessions and to the Cambridge examinations.

Anyone **arriving at school in non-uniform clothing may be asked to change**, receive a sanction in line with policy or sent home to get changed. Inappropriate items may be **confiscated**.

Please find our detailed dress code and rules regarding appearance on our **website** or by clicking the **link below**.

<https://iscs-zug.ch/en/downloads-and-policies/>



## 11. SCHOOL UNIFORM



Formal uniform from Early Years to Year 11 (both included):

- **White** short and long sleeved **polo shirts** (while it is mandatory to wear one of the options, families have the choice of which one to purchase. Additionally, they may opt to buy both if they wish)
- **Blue** V-neck jumper (compulsory)
- **Navy** male trousers (compulsory for boys)
- **Navy** female trousers and **navy** skirt (For girls, it is required to wear one of the options, but the choice of which one to purchase is left to the family. They also have the option to buy both if desired.)



Formal uniform in Years 12 and 13:

- **Dark red** KS5 polo shirt (compulsory).
- **Dark red** KS5 hoodie (compulsory)

Uniform can be purchased from our provider:

<https://uniqueuniforms.ch/iscs/>





## 12. SCHOOL LUNCH AND SNACKS



### LUNCH

We prepare our meals from local fresh produce, dairy, and meats, and they are designed to meet the likes and needs of children. They adhere to high Swiss standards in terms of nutritional value and balance and strictly avoid the use of artificial colours and additives, preservatives, and glutamate in the preparation process.

The hot lunch service is available every day and is served in the school dining room. Meals include a salad buffet and a main course, followed by fruit or dessert. Water is served to drink. Parents who wish to sign up their children for the school lunch should contact us at [school.office@iscs-zug.ch](mailto:school.office@iscs-zug.ch).



Children are required to bring a nutritious snack each day, for their morning break time.



## 13. HEALTH



**Designated first aid leaders** are on hand to deal with any immediate first aid issues, and to tend to students who are unwell, or need medication dispensed.

**All medication** to be administered on school premises, requires a **consent form** to be completed by **parent/guardians** and given directly to the **class tutor**.

**No medicine can be kept in a student's bag** and all medicine will be administered **ONLY** by the school first aid leaders. If a student has been seen by the school first aid leaders during the day, either they or the class tutor will inform the parents.

We remind you that if your child has a **food intolerance or any other medical issue** that the school should be aware of, you must provide the **relevant reports**.

If a child is **absent due to illness**, parents/guardians should **email the class tutor**, stating the reason for absence.

Prolonged or illness of **over three days duration** must be supported by a **doctor's note**.



## 14. CLASS TUTOR AND PARENT TEACHER CONFERENCES

Tutors have a special responsibility for the students in their group, to monitor overall **progress, behaviour**, and to generally **advise** students. They will always be families **first point of contact** and there to liaise between families and teaching staff.

Your child will be appointed a tutor at the beginning of each year. For Middle School there will be **three assigned Parent/ Teacher conferences** where you can meet with the tutor to discuss your child. If you need an **additional meeting** throughout the term you need to arrange the meeting via email through the **Clickedu Platform**.

## 15. PERSONAL, SOCIAL, HEALTH AND ECONOMIC (PSHE)

ISCS has 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 integrated 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.

## 16. BEHAVIOUR

**The values and ethos of ISCS underpin the community.** Therefore, we expect students and staff to actively care for other members of the school community and to contribute to their well-being and success.

The Secondary Behavior Policy is being reviewed and will be shared with families in August when starting the school year.

## 17. HOUSE SYSTEM



House point systems are a common and traditional feature in schools to encourage healthy competition and group loyalty among pupils.

Each pupil is allocated to a house when they join the school. Pupils earn house points during their participation in different school inter-house activities, events and competitions.

Siblings are allocated the same house.



## 18. HIGH SCHOOL ASSESSMENT

**Ongoing formative assessment occurs regularly within all subjects.** Summative assessments occur at the end of each unit and at the **end of each half term** students will have a **cumulative assessment** on all units taught so far.

Mock exams take place for Years 11, 12 and 13 before the winter break and take place in the same exam conditions as IGCSE and A Levels. These are reported in their February snapshot report.

**Summative assessment results will be published on the school platform of ClickEdu** where parents/guardians can monitor their child's ongoing progress. Final grades are a combination of both formative and summative assessment.

All students will receive a midterm report, at October half term break and February half term break to communicate a snapshot of their progress. Final grades, targets and teachers' comments are accumulated into student's **individual reports**, that are sent home electronically at before the Winter, Spring and Summer holidays.

## 19. EQUIPMENT

Excluding the following materials and textbooks, the school will provide all the educational resources that students will use during the year, as well as the booklets, but it is essential that all students have their own school materials and always bring them to school labelled with their name.

☐ Pencil Case

☐ Led Pencils

☐ Pens - blue and black

☐ Eraser

☐ Scissors

☐ Glue stick

☐ Pencil Sharpener

☐ Calculator (Casio classwiz)

☐ Ruler, compass and protractor

☐ Highlighter Pens





## 20. BOOK LISTS

Students will not need to bring textbooks on the first day of the school year and will be expected to thereafter in line with their timetable, which will be issued on day one, and also by the class tutor some days earlier.

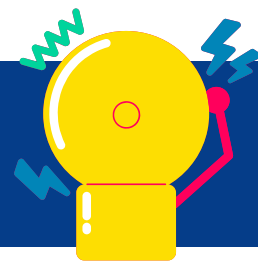
Subject textbooks are indicated by the school, offering families the option to buy the books for them. Families will later be invoiced by the school.

This process, together with the book list specific for each child was already shared by the school with each family. If you have any questions about this process, please contact the school at [school.office@iscs-zug.ch](mailto:school.office@iscs-zug.ch).





## 21. ATTENDANCE AND PUNCTUALITY



It is paramount that students arrive at school **on time**. If they are late they must enter through the **main reception and be registered as LATE** by the school office staff and then will be escorted to class. If a child is repeatedly late, the school will contact the family. Apart from medical or health related absences all absences must be approved by the Key Stage Coordinator. Applications with appropriate documentation one week beforehand will be required in these cases. **All other absences will be recorded as unauthorised**. In any case it is the student and parents responsibility to catch up on the work so it does not impact the students' progress.

## 22. MOBILE PHONES AND VALUABLE ITEMS



Mobile phones are not to be used in school (building or premises) at any time of the day-including before or after school. At the beginning of each day, mobile phones are collected by a member of the leadership team and can be collected again by students at the end of the 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, including large amounts of money, to school. The school does not accept responsibility for the loss or theft or breakage of any items of value.

## 23. COMMUNICATION PLATFORM

[clickedu]



Clickedu is our school platform that includes academic, administrative, and digital content tools. The platform also provides a secure environment for communication with families, and it is accessible from computers and mobile devices to teachers, students, parents, management, and staff.



### In Clickedu you can:

- See all attendance and subject grades
- See behaviour consequences in real time
- Contact teachers and school leaders
- Receive official school communications

## 24. POLICIES AND PROCEDURES

It is important to be aware of the school policies, as they indicate the main protocols at school. All the children who are enrolled at ISCS and their families, as well as the staff members, accept the ISCS policies when deciding to be a member of our school community. These policies can be seen on the school website clicking on the link below:

<https://iscs-zug.ch/downloads-and-policies/>



Excellence Respect Global mindset



Shaping the future!