

International School of Paris

# Primary School Handbook 2017-18



[reception@isparis.edu](mailto:reception@isparis.edu) | [www.isparis.edu](http://www.isparis.edu)

6, rue Beethoven, 75016 Paris, France | T: +33 (0)1 42 24 09 54 | F: +33 (0)1 45 27 15 93

## Contents

<b>Part 1: General Primary School information .....</b>	<b>3</b>
The IB Learner Profile	3
Vision, Mission & Guiding Statements	4
Guiding Statements	4
Primary School organizational structure	5
The school calendar	6
School Day	6
Registration procedure	7
Lunch break & drinks	7
Recreation	8
Materials and supplies	8
Student diary	8
Valuables and lost & found items	8
Information technology (IT) and digital learning resources at ISP	9
Child Protection Policy	12
Dress code	12
PE clothing	12
Swimming	13
Dangerous items	13
Electronic devices (phones, MP3 players, game consoles)	13
Road safety: bicycles and scooters	13
Emergency procedures	13
Student Council	14
Field trip guidelines	14
Communication	14
Personal information	15
The Curriculum	16
Mother tongue language studies	16
Parent volunteers	16
Library	17
Campus security	17
Extended Curriculum Activities (ECA)	18
Parent Teacher Association (PTA)	18
Buses	18
<b>Part 2: Student wellbeing .....</b>	<b>19</b>
Collaborative Care Conversation (CCC)	20
LEAF – peer mediation program	22
Responsibilities and rights	24
General Primary School agreements	25
Health and safety	25
Field trips	25
French law	25
On a Primary School trip	25
<b>Part 3: Parental agreement, consent and the electronic signature.....</b>	<b>26</b>
Glossary of terms used at ISP	27
Primary School staff directory	28

## Part 1: General Primary School information

### The IB Learner Profile

The IB Learner Profile represents ten attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities. (IB, 2013)

<i>Disposition</i>	<i>Description</i>
<i>Inquirers</i>	<b>We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.</b>
<i>Knowledgeable</i>	<b>We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.</b>
<i>Thinkers</i>	<b>We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.</b>
<i>Communicators</i>	<b>We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.</b>
<i>Principled</i>	<b>We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.</b>
<i>Open-minded</i>	<b>We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.</b>
<i>Caring</i>	<b>We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.</b>
<i>Risk-takers</i>	<b>We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.</b>
<i>Balanced</i>	<b>We understand the importance of balancing different aspects of our lives — intellectual, physical, and emotional — to achieve wellbeing for ourselves and others. We recognize our interdependence with other people and with the world in which we live.</b>
<i>Reflective</i>	<b>We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.</b>

## Vision, Mission & Guiding Statements

### Our Vision:

Educating *for* Complexity

### Our Mission:

As the leading International Baccalaureate World School in France, we prepare our students to engage with and succeed in a complex world.

## Guiding Statements

### *Learning for Complexity*

We are committed to the goals, values and standards of the IB Programmes.

We prepare our students to recognize and respond to the challenges and uncertainties of a complex world.

As a school, we adapt and evolve to remain relevant and authentic in the context of a highly interconnected world.

### *Inquiry, Innovation and Learning*

We recognize the importance of inspiring inquiry and innovation.

Each member of our school community is engaged as an active learner.

Learning is not a journey to a destination, it is a mindset. We encourage unlimited personal development in our students.

We seek to equip our students with values, strategies and skills to navigate a constantly evolving landscape of information, resources and ideas.

We encourage students to use creativity and imagination in their learning.

The school participates actively in understanding and contributing to the development of innovative and influential educational practices.

Research should be embedded in student learning and professional practice.

### *Global Citizenship*

We investigate the changing landscape of identity.

We place a social value on learning and understand the relationship between rights and duties.

We seek to understand the interdependence of sustainable human living in social, economic, environmental and political structures.

### *Language Learning*

We recognize that international education requires exceptional language learning through which students are able to communicate effectively, develop their cognitive abilities, discover their own identity and share that of others.

### *Learning to Be Well*

Student wellbeing is critical.

We aim to develop in young people the resources, agility and imagination needed to live productively and sustainably.

By embracing change our students will see challenges and setbacks as exciting learning opportunities.

### *Experiential and Service Learning*

Students should discover what you learn from doing.

We provide opportunities for our students to contribute, to collaborate and to learn that they can make a difference.

Students have access to the unique learning that comes from a strong programme of service to others.

### *Embracing Diversity*

Engaging with cultural difference is a powerful learning experience.

We recognize that performance cannot be measured solely by academic achievement. People have a multiplicity of talents and skills which should be encouraged and celebrated.

By exploring controversial topics our students will learn to be at ease with uncertainty.

## International mindedness

At ISP, we are committed to fostering international mindedness and affirming identity. We celebrate who we are on a daily basis in our classrooms but we also hold various events during the year. These include, amongst others:

- Shared lunches, when we ask all members of the community to share food from other cultures.
- Language Day, a day when we celebrate the diversity of languages in our school community.
- International Day, an occasion when we transform the school into a mini world.
- Cross Cultural assemblies and classroom sharing to showcase either religious or cultural celebrations.

We hope that many of you will volunteer to assist with these events.

## Primary School organizational structure

The pedagogical leadership and management of ISP's Primary School is shared by the Primary Leadership Team consisting of the Primary School Principal, the Vice Principal for Organization, the Vice Principal for Wellbeing, the IB Primary Years Programme (PYP) Coordinator and the Student Services Coordinator. The Primary Leadership Team is responsible for implementing the strategic plan and the alignment of mission, guiding statements and practice. The Primary School Leadership Team is responsible to the Head of School.

### Primary School Leadership Team

Primary School Principal	Ms Kate Grant
Vice Principal for Organization	Ms Clodagh Ryan
Vice Principal for Student Wellbeing	Ms Elisabeth Mailhac
PYP Coordinator	Mr Sam Sherratt
Student Services Coordinator	Ms Maria Larragan
Grade Level Team Coordinators	
Early Years (Nursery/Pre-K/Kindergarten, G1)	Ms Michelle Metail
Grade 2 & 3	Ms Emily Ashley
Grade 4 & 5, articulation with Grade 6	Ms Susan Chapman

### Subject Area Leaders

English Language	Ms Michele Helene
French	Ms Louise Elliott
Mathematics	Mr John Hatch
Science	Mr Fiona Symons
Physical Education (PE)	Ms Anna Jeziorowska
Extended Curricular Activities Coordinator	Ms Nina Wilson
Sports Coordinator	Mr Hugo Sintra
Cross-cultural/Mother Tongue Coordinator	Ms Marianne Freire
Yearbook Coordinator – Primary	Ms Nina Wilson
Park Supervisor Coordinator	Ms Estel Camprecios

## The school calendar

The school year runs from September to late June. For the academic year 2017/18, the major dates are as follows:

<b>Monday, September 4</b>	Classes start for students in Grades 1-11 (Nursery, Pre-K and Kindergarten staggered entry, half days)
<b>Thursday, October 26</b>	Toussaint vacation starts after classes
<b>Monday, November 6</b>	School re-opens for students
<b>Friday, November 17</b>	Professional development day for all staff: no school for students
<b>Friday, December 22</b>	Winter vacation starts after classes
<b>Tuesday, January 9</b>	School re-opens
<b>Friday, February 16</b>	Ski break starts after classes
<b>Tuesday, February 27</b>	School re-opens
<b>Monday, April 2</b>	Easter Monday: school closed
<b>Friday, April 14</b>	Spring vacation starts after classes
<b>Wednesday, May 2</b>	School re-opens
<b>Tuesday, May 8</b>	Victory Day – NB: This is a normal school day
<b>Thu &amp; Fri, May 10 &amp; 11</b>	Ascension weekend: school closed
<b>Monday, May 21</b>	Whit Monday: school closed
<b>Thursday, June 28</b>	Summer vacation starts after school (school out at noon)

## School Day

### Nursery

Nursery students can begin their school day between 8:55 and 9:10 when they can be dropped off in their classroom. School finishes for these students at 15:30 when they should be picked up from their classroom. Students will be supervised until 15:45 for those families who need to collect siblings later. Please do not enter the main playground before 15:45 as there may be PE lessons taking place there.

### Pre-K

Pre-K students begin their school day at 9:00 when they are picked up from the Early Years playground by their teacher and teaching assistant. School finishes for these students at 15:30 when they should be picked up from their classroom. Students will be supervised until 15:45 for those families who need to collect siblings later. The Early Years playground is open and supervised from 8:45–9:00 and from 15:30–15:45. Please do not enter the main playground before 15:45 as there may be PE lessons taking place there.

### Kindergarten

Kindergarten students begin their school day at 9:00 when they are picked up from the Early Years playground by their teacher and teaching assistant. School finishes for these students at 15:45 when they should be picked up from the Early Years playground. The Early Years playground is open and supervised from 8:45–9:00.

### Grades 1-5

Students are expected to arrive between 8:30 and 8:55. They are collected from the playground by their teachers at 8:55. Classes begin at 9:00. School finishes at 15:45, at which time students should be picked up from the playground, meet for Extended Curriculum Activities at 15:55 or go to the meeting point for the bus.

## Registration procedure

During registration, records of lateness and absences are entered on our database.

### Late arrival and early dismissal

It is important that students arrive on time for the start of class. If you are dropping off your child after classes have begun at 9:00, please ensure that you accompany them to reception so they can be registered as present and accompanied to their classroom. Students who arrive after 9:10 (with the exception of Nursery) will officially be registered as late.

If a student wishes to be dismissed early from school, an explanatory note should be sent to the homeroom teacher by the parent. The student should also inform reception of their early dismissal in order to update attendance.

### Late pick-ups

School: Students who are late being picked up from school may be placed in the after school care program, and their parents will be charged accordingly for the service.

Extended Curriculum Activities (ECAs): Students who are picked up more than 15 minutes late will officially be registered as late pick-ups.

### Absences

If your child is to be absent, please inform the school reception by telephone before 9:00. If the answering phone is on, please leave your child's name, their class, the reason for absence and the anticipated length of absence. If your child's absence is to be prolonged, the school should be informed in writing. We require a medical certificate for absence of more than two days to be presented at the school reception.

We request that a family's travel plans respect the school calendar. Parents are urged to schedule doctor, dentist and other appointments after school hours or during vacations where possible.

### Afternoon dismissal

If a child is to be picked up by someone other than the normal parent/caregiver, the parent should do the following:

#### Pick-ups

- **Straight after school:** E-mail the Vice Principal for Organization, Ms Clodagh Ryan, at [cryan@isparis.edu](mailto:cryan@isparis.edu) (cc'd to the administrative assistant, [khodgson@isparis.edu](mailto:khodgson@isparis.edu)) to indicate which person will take your child home. Please indicate whether your child normally uses the school bus service.
- **After the end of Extended Curriculum Activities:** Email ECA Coordinator, Ms Nina Wilson-Bury, at [nwilson@isparis.edu](mailto:nwilson@isparis.edu) (cc'd to [cryan@isparis.edu](mailto:cryan@isparis.edu)).
- **For last minute changes of plans or if you are unable to email:** Please make sure you speak directly to one of the vice principals or ECA coordinator in person, or call the school to speak directly to them on 01 42 24 02 34. You can also leave a message at reception.

## Lunch break & drinks

Students have a choice of bringing their own lunch or having a hot lunch supplied (if ordered in advance for the whole term). Information about the hot lunch program will be sent out to parents before the beginning of each term. If you have any questions please contact Katarina Hodgson ([khodgson@isparis.edu](mailto:khodgson@isparis.edu)) at the Primary School Reception.

We encourage our students to eat healthy and balanced lunches that should include fruit or vegetables.

Please also provide your child with a healthy snack for mid-morning (fruit, vegetables, yogurt or cheese). Students should also have a refillable water bottle at all times. Water is available from the drinking fountains. Lunch boxes should be as compact as possible and labeled clearly with the student's name and class.

Please note that microwave ovens are for the hot lunch program use only. All other students should use a thermos to keep their meal warm.

The lunchtime procedure will be decided by the class teacher and be posted in the classroom.

## Recreation

### Nursery/Pre-K and Kindergarten

Pre-Primary classes will use the ISP playground during break times.

### Grades 1-5

Students in these Grades will use the ISP playground and/or Ranelagh Park for break times. A park duty team supervises the children for this time.

We believe that students learn better when they have had regular opportunities to move freely outdoors. Students will have outdoor breaks except in severe weather. Please ensure that your child is suitably dressed for the weather.

## Materials and supplies

Students should bring their belongings to school in a small backpack. Students from Grades 2-5 are requested to have:

- Five A4-size folders with elastic closing;
- A pencil case;
- Pens;
- Pencils and pencil sharpener;
- Eraser;
- Glue stick;
- A set of basic mathematical instruments (ruler, protractor, etc.);
- USB key (Grades 4 and 5).

Please ensure all your child's belongings are clearly labeled with their name and class. Students will be supplied with other necessary classroom materials, including stationery. Additional supply lists may be sent home by individual teachers during the school year.

## Student diary

All students in Grade 2-5 will be given a school diary to record their homework and upcoming activities and events. This diary is also used as a form of communication between home and school. Please sign the diary regularly.

## Valuables and lost & found items

Students are asked not to bring valuables into school. Occasionally, students may wish to bring valuable items into school as part of a project or other piece of school-related work. Under these circumstances, any valuables should be given to the school office for safekeeping. Unless items are deposited with the school office, the school is not responsible for the loss or theft of valuables.

A lost and found box is kept in 96bis reception. We ask that all your child's articles be clearly labeled with their name. At specific times during the school year, any uncollected items are sent to a charitable organization. The school will take no responsibility for lost belongings.

## Information technology (IT) and digital learning resources at ISP

The school aims to foster appropriate use of digital technologies and to establish attitudes and behavior that will protect the students, the ISP community and the school's IT resources.

Our policy is in two parts:

1. Acceptable use of IT at ISP: Specific agreements relating to use of the school's IT systems and resources
2. Guidelines for the use of digital technologies: General advice relating to the use of all digital technology, including social media, both within and outside the school environment

The technologies and resources covered include but are not restricted to:

- Shared classroom technology;
- Local and wireless network resources;
- Cloud based systems and resources provided by ISP;
- Use of other digital resources;
- Data protection and security;
- Privacy and e-safety.

All students and parents should read the Acceptable Use Policy for Information Technology at ISP, below. Parents, please discuss the policy agreements with your child to ensure they understand them thoroughly.

### Acceptable use of IT policy at ISP

ISP's information technology resources, including internet access, are provided primarily for educational purposes. Students are responsible for good behavior in this digital environment just as they are in the physical school environment.

Please remember that access to ISP IT resources is a privilege, not a right, and that access requires responsibility. Individual users of the school's resources are responsible for their behavior, actions and communications.

### Shared classroom technology

The school provides a wide range of classroom technology resources including, laptops, workstations, mobile devices, interactive whiteboards and specialist hardware to support all subjects in our IB curriculum.

Students are expected to treat these resources with care and respect. Damage to any equipment should be reported, as soon as it is detected, to the class teacher.

Procedures for the loan and return of shared resources should be strictly followed.

Students must not change physical connections, or alter in any way the configuration of the classroom technology, without the express permission of the teacher and then only on the clear understanding that it will be returned to the original settings after use.

### Local and wireless network resources

Access to the local network and the wireless network is permitted through both personal and generic accounts. In either case, accessing the network implies that students have read and understood our Acceptable use of IT policy.

This policy is in place to protect our students and our network. Any attempt to bypass the access permissions set by the school to internal or external locations will be considered a serious breach of this policy.

Under no circumstances should any student install, or attempt to install, any software or change or adjust any of the security permissions for any device.

### Cloud-based systems and resources provided by ISP

ISP provides a wide and constantly evolving collection of online systems and resources many of which require users to login with personal account names and passwords.

Such account details should be carefully protected and should not be divulged to, or shared with, any other person except teachers and parents.

It is extremely important to ensure that you are properly logged out from any secure system that you access through a shared ISP device.

If you do discover another user has left a personal account open, please close the account immediately or, inform a teacher or the IT support team ([itsupport@isparis.edu](mailto:itsupport@isparis.edu))

Sending an inappropriate message from another user's email account is considered a serious breach of the Acceptable use of IT policy.

Please do not synchronize personal data from an online system on an ISP shared device.

Should you have any reason to suspect that one of your personal accounts may have been compromised please inform the IT Team immediately.

### Use of other digital resources

The following points relate specifically to use of the Internet and social media and are intended to cover the areas where there might be serious, and possibly legal, implications for the student and/or the school.

Students should:

- Respect the minimum age limits for accessing social network sites, (usually 13 years old).
- Not intentionally access, transmit, copy, or create material that would be considered inappropriate. This includes but is not limited to, messages or materials that are pornographic, threatening, rude, discriminatory, or meant to harass.
- Respect and protect the intellectual property of others. Not infringe upon copyright or intellectual property rights. This includes, but is not limited to making and/or distributing illegal copies of music, games, or movies.
- Not use the resources to further any acts that are criminal.
- Not to use the resources to send spam, chain letters, or other unsolicited mass mailings.
- Not buy, sell, advertise, or otherwise conduct business through ISP resources or systems, unless approved as a school project.
- Not plagiarize. Always give full acknowledgement of the sources for any materials or ideas submitted as course work or assignments.

### Data protection and security

Students should:

- Use only assigned accounts to access ISP systems or resources.
- Not attempt to view, use, or copy passwords, data, or networks to which they are not authorized.
- Never attempt to install unauthorized software.
- Report any suspected violations or vulnerabilities immediately to the IT Team.
- Observe all network security practices, as posted.
- Not delete, edit or move data or other resources that do not belong to them.

## Privacy and e-safety

Good e-citizenship and e-safety are topics that are covered in PSE classes. These points are listed here for emphasis.

Students should

- Communicate with ISP Staff only through their assigned Google apps email addresses, ManageBac or other approved channels.
- Respect and protect the privacy of others. Do not post online or otherwise distribute private information about others or themselves.
- Report immediately to a teacher any incident which gives them any cause to feel threatened or uncomfortable.

## Supervision and monitoring of IT resources

School and network administrators monitor the use of IT resources to help ensure that use is secure and conforms to the school's mission. The school reserves the right to examine, use and disclose any data found on the school's networks or information systems in order to further the health, safety, discipline or security of any student or other person, or to protect property.

The school can monitor user accounts and Internet access and keep logs of inappropriate activities. Please use our IT resources thoughtfully and responsibly.

They may also use this information in disciplinary actions, and will, where appropriate, furnish evidence of crime to law enforcement agencies in line with French and international law.

## Consequences

Consequences will be put in place if these agreements have not been followed.

## Guidelines for use of digital technologies

New digital technologies mean that access to ISP IT resources extends beyond the physical boundaries of the school and that the distinctions between school and home are not as clear cut as they once were.

Please read carefully the following guidelines and notes on the use of digital technologies as they apply to staff, students and the wider ISP community.

### 1. Classroom use of social media

Students are expected to refrain from accessing social network sites during school hours unless expressly asked to do so as part of a class activity. Teachers are required to limit class activities to approved online tools.

### 2. Classroom use of other public online applications

Where online tools are used to share information with students or about the class or school, appropriate care must be taken regarding content and security. Specifically, no photos should include names of the children in the photos and no student/parent names or contact details should be displayed.

### 3. Contributions to wikis, blogs and online forums

When posting messages to ISP forums or blogs, employees should use appropriate etiquette and avoid posts or responses that could be misinterpreted.

### 4. Social media relationships with students, alumni and parents

Staff members are instructed not to initiate or accept social media "friend requests" from current students (of any age) or former students under the age of 18.

Staff members are discouraged from "friending" parents of current or prospective students due to the inherent conflicts of interest that may arise.

### 5. Social networking sites

Social networking sites usually have a minimum age for membership. Staff members who see children under this age using these sites are asked to report the incident to the school leadership.

## 6. Privacy settings

On most sites, privacy settings can be changed at any time to limit searchability and access to profiles. Students should be prudent in allowing access to their online content, consistent with other requirements of this policy.

## 7. Use of ISP email accounts

Messages sent from isparis.net email addresses should not include content that would reflect poorly on the sender or the school.

## 8. Data protection

Make sure that your network account is protected with a strong password. Do not share this password with anyone. Change your password immediately if you have any reasons to believe your account has been or may be compromised (or shared).

## 9. E-safety

All students (and parents) should be sure that they understand all the risks that digital technologies create and have clear strategies in place to minimize the impact of these risks.

E-safety is taken very seriously at ISP. It is incorporated into the PSE syllabus and there are workshops and presentations that parents can attend where they can learn more and discuss these issues with teachers.

## 10. Emerging technologies

As new technologies and technology initiatives emerge, it may be necessary to make changes to this policy. Where such changes are significant these will be communicated directly to students and their parents.

# Child Protection Policy

ISP is committed to maintaining the highest standards in the area of child protection and has a very clear [Child Protection Policy](#) addressing the school's and individuals' responsibilities to protecting the children in our care. If any member of the community has any questions or concerns about child protection or our policy regarding it, they should contact either of the Vice Principals for Student Wellbeing or the relevant Principal.

## Dress code

At ISP, no uniform is required. However, children are required to come to school in comfortable, hardwearing clothing and shoes in which they can move freely and safely. No headwear is allowed to be worn in the school buildings unless for religious or other justified reasons. All students will be asked to remove headgear/jewelry should it be necessary for safety or hygiene reasons.

All students from nursery upwards should be encouraged to put coats, gloves, hats and scarves on independently. From Kindergarten upwards students should be able to dress themselves completely independently in preparation for swimming classes in Grade 1.

## PE clothing

ISP requires students from Kindergarten to Grade 5 to wear the standard school PE kit, which can be purchased before school starts in September by completing a [PE kit order form](#). All enquiries should be directed to the provider, 2CParis, at: [2cparisuniform@gmail.com](mailto:2cparisuniform@gmail.com).

All students will also need a swimming kit for the term when their grade level is scheduled to go swimming for PE.

Students in Grade 2 to 5 will walk to a nearby stadium for some of their lessons. It is important that students are appropriately dressed for the weather and have suitable shoes for outdoor sports.

In addition, Grade 5 students will need shin-pads, gum shield and water shoes (*aqua chaussures*) during the year. The PE staff will communicate more details on appropriate clothing for different aspects of the program. Students who are not dressed appropriately may not be allowed to participate.

For Art, students are asked to bring an adult shirt or oversized T-shirt to protect their clothing. These do not need to be new items. Sleeves and collars can be cut off to fit the child.

## Swimming

Equipment: Grades 1-5 will need appropriate swimming equipment, which should include a towel, goggles, swimming hat and a one piece swimming suit for girls and “speedo” style trunks for boys (no shorts please, as they are not permitted in French public swimming pools).

Please dress your child in clothes that enable them to get changed independently. For young children we recommend clothes without buttons or fastenings on these days. Spare swimming kits will be provided to those students who forget their kit on a swimming day.

### Curriculum classes

Each Grade will have one term of swimming as a compulsory component of the PE curriculum and all students must take part. In the case of sickness, please provide a doctor’s certificate for your child to be excused.

### Competitive swimming (Extended Curriculum Activity)

Competitive swimming events usually occur for Grades 4/5 during the second semester. Students that have been placed in the advanced curriculum swimming group in Grades 4 or 5 and are currently actively taking part or in swim club will be invited to attend the first swimming event. Students from upper intermediate swimming will be allowed to take part in subsequent events if deemed appropriately skilled by their curriculum swimming teacher by that time.

## Dangerous items

Students should not come to school in possession of anything that may pose a danger to themselves or others. Specifically, knives or imitation weapons are forbidden.

## Electronic devices (phones, MP3 players, game consoles)

In school, students should not use mobile phones, portable music devices and electronic games unless for educational purposes. Students should keep these in their lockers or in their bags. The school cannot be held responsible for the loss of or damage to valuable electronic equipment.

## Road safety: bicycles and scooters

All members of the ISP community are encouraged to wear helmets when coming to school by bicycle, scooter, etc. Please use the designated area to store your bike or scooter.

## Emergency procedures

Fire drills, evacuation and lockdown exercises are carried out regularly throughout the year. Parents visiting the school should be familiar with the emergency procedures that are clearly posted around the school.

## Student Council

Students in the Primary School are represented by their peers in the Student Council. This body ideally consists of students from Grades Pre-K to G5 and is elected by all of the students in the grade Level. The Student Council is the voice of the students in decision making across the school.

## Field trip guidelines

Field trips are a very important part of the educational program at ISP. All trips are led by teachers but, where appropriate or necessary, external professional guides may also be used to provide specialist skills or knowledge. Parent volunteers may be requested to accompany field trips.

Each class will take several field trips over the course of the school year. These are an integral part of the units of inquiry or specialist subjects. Grades 4 and 5 also undertake a 4 day residential field trip, Grade 5 in October, Grade 4 in April. The cost of field trips is included in the school fees.

Participants in school organized trips are representatives of the school at all times. As such they are expected to abide by school agreements, to follow appropriate standards of behavior and appearance and to demonstrate concern for the wellbeing of others.

### Parent volunteers: role and responsibilities

#### Role

The parent volunteer is part of the whole group and responsible for a designated group of students. As a parent volunteer you are expected to assist with the students' learning. This includes preparing and having questions ready for the students and thinking about/provoking the students' thoughts on what to look out for on the trip.

#### Security

When responsible for a small group, the group should stay together at all times. If one student goes to the toilet, please take the whole group or hand over the rest of the group to the class teacher.

#### Privacy

Please ask permission before taking photos of the children.

#### Role model

We expect all parent volunteers to be positive role models for our students.

#### Residential camps

Grades 4 and 5 will also attend a week long adventure challenge field trip during the year. Specific details of each trip are sent to parents nearer to the time. These trips are a compulsory part of the curriculum.

## Communication

Good communication between home and school is essential. The following information will assist you in identifying where information may be found and with whom you may wish to speak.

The school strives to model sustainable development and this means taking active steps to reduce our carbon footprint. Therefore, we have paperless communication whenever possible, and this can be summarized as follows:

- Emails from "ISP NEWS": The school will email parents with news about specific events, special announcements, field trips, or changes to our normal routine. In addition, all notices about electronic communication, including login details for the ISP Parent Portal (see below), are sent by email, so it is very important that your email address is valid and that you check your email account regularly for

school news. Please note that the sender for most ISP-related regular mass emails will appear as “ISP News” or “IT Support”.

- Weekly newsletter: This is a weekly newsletter with a summary of upcoming school events. In addition, there are links to the latest headlines, as well as various important documents and forms. We strongly recommend that you use this resource to keep-up with school events and activities.
- ISP Parent Portal: ISP provides a resource for parents seeking more detailed information about school activities. Parents are strongly encouraged to login to this secure area of school website called The Parent Portal. It contains an electronic directory of staff contacts, photos of recent events, curricular and school handbooks, learning resources, and much more.
- ISP website: The school website ([www.isparis.edu](http://www.isparis.edu)) provides details of major events, recent news, and up-to-date curricular information.

For further information about ISP’s communications systems or to provide feedback or suggestions for improvement, you are welcome to contact our communications team at [communications@isparis.edu](mailto:communications@isparis.edu).

The following information will assist you in identifying with whom you may wish to speak.

In most cases, the class teacher/specialist teacher would be the first point of contact for parents with enquiries about their child’s academic progress. Should you need to speak with one of your child’s teachers, please call the school to schedule an appointment.

- The Student Services Coordinator, Ms Maria Larragan, is responsible for student services.
- The IB PYP Coordinator, Mr Sam Sherratt, is responsible for curriculum.
- The Vice Principal for Student Wellbeing, Ms Elisabeth Mailhac, is responsible for student wellbeing.
- The Vice Principal for Organization, Ms Clodagh Ryan, is responsible for day-to-day organization.
- The Primary School Principal, Ms Kate Grant, is the pedagogical leader and is responsible for the Primary School.
- The Head of School, Mr Simon Murray, has overall responsibility for the operation of the International School of Paris, from Nursery through Grade 12.

All ISP staff members have email addresses and parents can contact them directly about issues which concern their child. The faculty and staff directory can be accessed through the ISP Parent Portal.

## Personal information

It is very important for the school to have complete and up-to-date information about all of the students and people we may need to contact in case of emergency. Please make sure that the school is informed in the case of changes or additions to any of the following details by sending an email to [reception@isparis.edu](mailto:reception@isparis.edu):

- Home address or telephone number
- Parents’ and other contact details, especially mobile phone numbers and email addresses
- Medical information including vaccinations, operations, allergies and anything else of relevance. For reasons of health and safety, parents should inform the school of any medication that their child is taking.

## Medical information

If students become unwell while at school, they must go to the sickroom in Ranelagh 96bis. The school nurse, or a nominated member of staff in the case of her unavailability, will evaluate the student’s medical condition and make a decision about whether the student should go home. The school will notify the student’s parents to come pick up the child. Please note that if a student has a minor complaint, the school nurse—and only the school nurse—may administer medication. The school will notify the student’s parents if a decision is made to send a child home.

In the case of a more serious concern, the school will contact the parents and/or the SAMU (emergency medical service). In the case of an emergency, the school will contact the SAMU and will make medical decisions based on the doctor's recommendations, including surgical intervention. Parents will be systematically informed if the school contacts the SAMU about their child's health, but it may not always be possible to do this before we do so.

Please note that the school provides medical insurance for all students while they are in our care, although depending on circumstance this insurance may not cover all medical costs.

### Parental absence

Please notify the school if you are planning to take a trip out of town for more than a day. The school office will require details of appointed guardians and emergency telephone numbers.

### Permission forms

During the year, the school will have the need to send out parental permission forms for a variety of activities. These forms must be signed by a parent or legal guardian before any student will be allowed to participate in any designated activity.

### School cancellation

Should it be necessary to close school at short notice (for example, due to severe weather, national emergency or transport strike), the school will notify every parent via email and/or SMS. Should you have any concerns please check your email before calling the school office.

### Guest visits to school

Visiting students may make one-day visits with permission of the Primary School Principal. Requests must be made at least a week in advance. Visiting students will need to wear their guest badges at all times, and each will be assigned a student to be responsible for his or her safety if, for example, an emergency evacuation takes place. Parents must fill in an insurance form for their visiting child.

[More information about visiting](#)

## The Curriculum

The International School of Paris offers a holistic education, intended to educate the whole person. We offer all students a broad, balanced range of academic subjects, from Nursery to Grade 5 following the International Baccalaureate Primary Years Programme (IB PYP). Please see the [ISP PYP Curriculum Guide](#) for further curriculum information.

## Mother tongue language studies

The IB encourages all children to study their home languages. At Ranelagh, we support this by assisting families with finding appropriate teachers, putting same language speakers in touch with each other and providing classroom space for the lessons. We do not provide financial support for the lessons. Please email Ms Marianne Freire at [mfreire@isparis.edu](mailto:mfreire@isparis.edu) for more information.

## Parent volunteers

We like to involve our parents in the daily life of the school. Our parent population is extremely rich in experience and culture and we recognize that students benefit greatly from this. We welcome and encourage parents' input. These are just some of the ways in which you can participate:

- Give a presentation on your country;
- Demonstrate your special talent in music or crafts;
- Chaperone field trips and social events;

- Assist with the work of Special Needs, English as an Additional Language, French and other languages;
- Share your career experience or expertise with students;
- Help out in the library.

Opportunities to be involved are not limited to the list above. If you have time to spare and an idea of how you might help, please contact the school.

## Library

The Primary School library has a collection comprising more than 11,000 volumes of English, French and home language books, and provides the community with books to read for pleasure as well as books to use for classroom inquiry in subject areas or units of inquiry. Parents are welcome to come and volunteer in the library. Please feel free to stop in and get an introduction to the library or the librarians or visit the library website. Please contact Ms Assil Charara at [acharara@isparis.edu](mailto:acharara@isparis.edu) to schedule a library orientation. During the year, we will be asking parents who speak different languages to come to special coffee mornings to help us increase the variety of languages we provide for.

## Campus security

All visitors to the campus are required to report to the security guard at the school gate, where their identity will be checked before admission. They will then be directed to the reception area where they will receive a Visitor's Badge, to be displayed at all times.

It is important to close the entrance gates behind you at all times to ensure the security of the school.

Students and parents should not open doors to visitors. They will be allowed in by security guards or administrative assistants who have access to video surveillance.

The school gate will be opened at 8:30 each morning. Before this time, there will be no teachers on duty and the children will not be allowed to enter the school property for their own safety. Please do not leave young children unattended in front of the school.

Parents are requested to drop off their children at the main gate (gate 2) in the morning. Only the parents of Nursery students accompany their children to the classroom. Teachers collect their classes at their meeting point at 8:55 and accompany them to their classes.

At the end of the day parents are welcome to enter the playground at 15:45 to collect their children. PE lessons continue until 15:45. The gates will not be opened before this time as the playground is generally being used for PE classes.

Nursery and Pre-kindergarten students may be collected by their parents at 15:30 and exit by gate 1.

Your child should be picked up on time every day; if you know you are going to be late, please inform the school in advance by calling 01 42 24 43 40.

Children who need to go home unaccompanied will only be allowed to do so if you have completed a permission form. Please see the administrative assistant at reception in order to do this. Students will then be provided with a badge to show to the teachers on dismissal duty.

Children will meet Extended Curriculum Activity (ECA) teachers at allocated meeting points at 15:55 for ECA.

After ECAs, the supervising teachers will accompany the children to the front gate where parents can pick them up at the allocated time.

The Ranelagh Park is a lovely place for children and parents to meet up after school. If you are not sure where it is, please ask any member of staff for directions.

These guidelines are very important for the safety of all students; your cooperation is greatly appreciated.

## Extended Curriculum Activities (ECA)

The school provides a range of Extended Curriculum Activities for students in Kindergarten to Grade 5. An information booklet of the selection of activities is sent by email before the beginning of each term. After-school child care runs from 16:00 to 17:30 daily (daycare N-G1, homework club G2-G5). Childcare is provided on a year-long fee-paying basis.

## Parent Teacher Association (PTA)

The International School of Paris Parent Teacher Association (PTA) is a registered non-profit organization.

Purposes of the PTA:

- Provide support to parents and faculty members
- Support school goals through volunteer service, fundraising activities, and enhanced educational opportunities for students
- Provide a channel of communication between parents and the school
- At the discretion of the PTA Executive Committee, provide a forum for discussion of important issues and, where appropriate, inform the School administration and Board of Trustees of the opinions of the members of the association

*How can you be part of the PTA?*

All parents of students enrolled at the International School of Paris are members of the PTA. At the beginning of each school year, you will receive a PTA annual contribution form. Remember that the PTA can thrive only through the contribution of each and every one of you! Checks should be made payable to "The ISP Parents and Teachers Association."

*How can you participate?*

The PTA welcomes your participation. Parents are encouraged to contribute in any way they can. Your children benefit from your involvement. You will find more information about how to volunteer in the PTA section of the school's newsletter and on the Parent Portal.

### Class contact numbers

A list of class contact numbers for parents will be collected and distributed by the PTA at the beginning of each academic year.

## Buses

Bus services are available for Primary School students only with stops in the northern part of the 16th arrondissement and some adjacent areas. Application for the bus service should be made at the time of registration or before the beginning of the school year. However, if space is available, families may apply for this service during the school year. Bus routes are not published for security reasons. Practice of emergency evacuation is undertaken throughout the year.

Traffic in Paris is very heavy and often congested. There may be times when the buses will not be on time for this reason. Please be patient and wait with your child in the morning until the bus arrives and wait at the bus stop to greet your child after school.

Children wishing to have an occasional ride with the bus (i.e. to visit a friend after school) may do so if space is available and permission has been granted ahead of time. A written request should be made to [bus@isparis.edu](mailto:bus@isparis.edu) at least one day in advance.

Bus guidelines:

- Students should be on time for pick-up in order to respect the school schedule and the other bus riders.
- Students should be in the company of an adult while waiting for the morning bus.
- Students must be met at the bus stop in the afternoon by a parent/guardian.
- In the event that the parent/guardian is not at the bus stop in the afternoon, the student will not get off the bus. The bus driver will finish the route and return to the school with the student, who will wait there to be picked up.
- In the interest of safety, all students must be seated facing forward and wearing seat belts while the bus is moving.
- Food and drink are prohibited on the bus.
- On the school bus, the students are expected to behave in a responsible manner.
- We reserve the right to deny travel on the school bus should a student continually disrespect the guidelines for travel.

Thank you for taking the time to review the above information with your child if they travel on the bus.

## Part 2: Student wellbeing

The Primary School Student Wellbeing Team is led by the Vice Principal for Student Wellbeing, Elisabeth Mailhac and includes the following:

- School Nurse, Clotilde Delestre
- Student Services Coordinator, Maria Larragan
- Primary School Principal, Kate Grant

The International School of Paris believes that education encompasses the whole child and his or her welfare. ISP promotes a collaborative working process and at any time parents may request a meeting with the wellbeing vice principal.

The Student Wellbeing Team works collaboratively to ensure that students are safe, happy and learning.

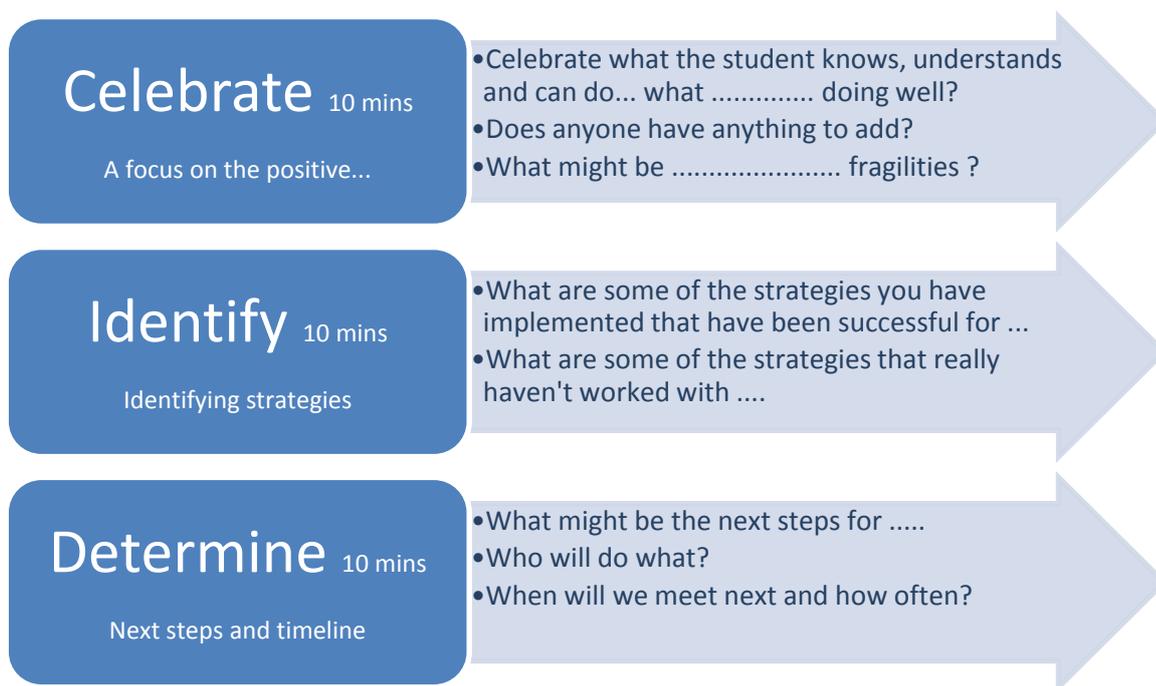
Protocols are in place (e.g. Collaborative Care Conversation or the CCC below) to provide a formal structure to the dialogue in supporting our students.

## Collaborative Care Conversation (CCC)

**Rationale:** The purpose of the Collaborative Care Conversation is to bring together the team of educators that care for a particular student to:

- celebrate what the student is doing well and share fragilities
- identify strategies for the student
- determine next steps and a timeline

Introduce the conversation: This is a conversation around...



Criteria for CCC's:

- student with multiple identifiable fragilities
- student where multiple teachers have identified a fragility
- student who enters ISP with diagnosed fragilities
- student who enters ISP with a perceived fragility

NB: The outcome of this conversation will feed into the individualized learning plan (ILP) for the student including identifying the support and the timeline.

NB: where multiple issues come to light from multiple teachers of a particular student a CCC Protocol will be sought.

### Vice Principal for Student Wellbeing

The Vice Principal (VP) for Student Wellbeing coordinates the Wellbeing Team and will ensure that the needs of both the individual and the community are met and support a positive, harmonious learning environment. The VP and the Wellbeing Team have the choice of pursuing any combination of advisory, mentoring, counseling (including the therapeutic), or community building strategies to support individual student needs and the best interests of the learning community.

## Grade level team coordinators & homeroom/specialist teachers

In the Primary School, each student has a homeroom teacher who monitors the students' wellbeing, provides a range of general support strategies for everyday concerns (academic or personal/social) and mediates issues. The homeroom teacher should be a parent's first point of contact at the school should they have any concerns or questions. The homeroom teachers work collaboratively with the VP Wellbeing to support all students.

In addition, the Primary School has three Grade Level Coordinators (GLCs) who are responsible for overseeing and supporting teachers within their grade levels.

Please see the staff list at the end of this document to identify your child's Grade Level Coordinator.

## School nurse and medication

ISP is very fortunate to have a full-time qualified and registered nurse. The nurse is not only available to meet students' immediate medical needs but also to advise the Wellbeing Team on health-related issues. The nurse also liaises with external organizations and ensures that ISP meets all our medical obligations with regard to French law.

Parents should inform both the classroom teacher and the nurse of special health information. It is essential for us to know of any allergies, short or long term health problems or medical conditions. If your child needs specific medication during the day, it is important to communicate the administration of medication needs, accompanied by a valid prescription, to the school nurse, class teacher and administrative assistants, who are also First Aiders, in the nurse's absence.

The school will contact you in the case of illness or injury that may require further observation at home. For this reason, it is vital that the school has up-to-date records of telephone numbers and addresses. Please inform Reception immediately of any change in your contact details.

### Illness

If your child has any contagious illness, please notify Reception at [reception@isparis.edu](mailto:reception@isparis.edu) as soon as possible. This includes measles, mumps, scarlet fever and chicken pox. Lice and ringworm are also to be reported.

### Head lice

At ISP, we promote healthy lifestyles, which mean that we value the physical and emotional health of everyone in our school community.

When dealing with issues such as head lice we recognize the importance for everyone in our school community to work together. To this end, if you detect your child has a case of head lice please inform the school so that we, in turn, can then remind families to check regularly and treat effectively. If this is followed school wide, heavy or recurrent lice conditions should not occur.

Parents/carers will be notified immediately if a case of head lice affecting their child is detected in school. Whilst children with head lice are not generally sent home from school, cases of recurrent/persistent head lice will be addressed on a case by case basis and may include a decision from the Principal to send a child home until treatment is effective.

## Concerning confidentiality

Any individual counseling, health or PSE programs initiated by the school or parents will have agreed-upon and clearly understood boundaries of confidentiality. Any information divulged through the counseling and PSE program and required to be addressed by the Wellbeing Team will be treated as confidential within the Team, *except* when a failure to disclose information would be detrimental to that student's welfare and education; or would mean that ISP would be in breach of the law; or that ISP would not meet its responsibility acting *in loco parentis*.

## LEAF – peer mediation program

### How does it work?

The peer mediator program is a protocol that provides the steps to be taken when a conflict or issue arises that could be solved by the students themselves.

At ISP we believe in students' taking responsibility for their own behavior and helping their peers to identify and express their feelings and needs.

We want our students to:

- Acknowledge each other's points of view
- Learn how to create solutions
- Agree a course of action
- Follow up on action taken

The peer mediator program is designed to support all students during break and park times at ISP.

Peer mediators are volunteers who are given training to:

- Practice listening and communication skills
- Learn to work effectively in a team
- Learn effective conflict resolution strategies

Peer mediators are identified easily in the park or playground by their high visibility jackets and caps.

The Vice Principal Wellbeing recruits the peer mediators and provides the training for them.

[View the recruitment video](#)

The Vice Principal for Student Wellbeing uses a similar approach to dealing with situations that arise during the school day. She reinforces the IB Learner Profile in all interactions with students, teachers and parents,

If you have any further questions on the peer mediator program or on behavior and wellbeing at the Primary School please email Elisabeth Mailhac at [emailhac@isparis.edu](mailto:emailhac@isparis.edu) or pop in to see her in the wellbeing office.

1)



# Peer Mediation



**Listen**  
**Emotion**  
**Agreement**  
**Follow Up**



Here are the agreements we would like you to follow:

-  Listen and wait your turn to speak.
-  Try to speak clearly and calmly.
-  Try not to blame the other person.

Do you both agree?

2)



# Listen

**To child 1:** I am going to ask you to speak first.  
**To child 2:** You will listen while they speak. When they have finished it will be your turn.

**Let them each explain what has happened**

Do you both agree with this?

# Emotion

**To child 1:** How do you feel?  
**To child 2:** How do you feel?  
**Try to summarise what they have told you without taking sides.**

**To child 1:** So you feel....  
**To child 2:** And you feel...



# Agreement

**To child 1:** What could you do to make things better?  
**To child 2:** What could you do to make things better?

**Let them share their ideas**



Do you both agree with this?

3)



# Follow Up

Thank you for helping me to sort the problem out.

I will find you both later to check that you are ok.  
Do you both feel happy with this?



# Rota

## Responsibilities and rights

All students and members of the community have rights and responsibilities, as follows:

### Students have a right to

- Learn and play in a safe and clean environment
- Learn and play in a supportive environment
- Be respected
- Access adequate and appropriate facilities
- Express their opinion
- Express themselves in an appropriate manner
- Privacy
- Learning experiences which cater to individual requirements

### Students have a responsibility to

- Actively promote safe and clean practices whilst at school
- Participate in school activities to the best of their ability
- Respect the rights of others
- Care for school facilities in a respectful manner
- Tolerate opinions of others
- Express themselves in a socially acceptable way
- Allow others their privacy
- Respect the learning styles of peers
- Report perceived bullying

### Parents have a right to

- Be respected by staff, students and the wider community
- Be welcomed at our school
- Have their child's full potential realized within the limitations of available resources
- Meet with staff and discuss issues relating to Primary School policy and procedure, their child's progress and reports
- Have their opinions valued

### Parents have a responsibility to

- Show respect towards staff, students and the wider community
- Model appropriate behavior, including language
- Be available to discuss their child's progress
- Ensure their child is sent to school prepared to be involved in the formulation and support of Primary School policy
- Support programs developed by the Primary School
- Express themselves in a socially acceptable way
- Allow others their privacy
- Respect the learning styles of peers
- Report welfare concerns

## General Primary School agreements

### Health and safety

If a student's wellbeing is at immediate risk, the Primary School will notify parents and call the SAMU. Should the Wellbeing Team consider a student to be unfit to attend school or a Primary School event (such as a field trip) then parents may be asked to take a student home. Please note that the Primary School has a right to search students and their belongings at any time during the school day to safeguard the wellbeing of the community.

### Field trips

Should a student's behavior on a field trip place them or others at risk, then either the parents will be asked to collect that student from the activity or he/she will be sent home at the parents' cost.

Please note if students need to take medication during overnight field trips an "Additional Medical Information Form" will need to be completed and a recent medical prescription attached. The corresponding medication will need to be forwarded to the trip leader in the original packaging and labeled with the student's name.

### French law

If a concern is serious enough under the French law to be reported to the authorities, the Wellbeing Team will manage this with the prior approval of the Head of School and, where appropriate, with due notification to parents. In this respect, the school will act vigorously to protect all individuals in the community from drugs, violence, weapons, sexual harassment or theft.

### On a Primary School trip

A Primary School trip off campus is considered school time. During Primary School trips where students are taken off campus for all or part of a normal school day, or are taken away on a trip for one or more nights, they are under the direct supervision of school staff. School time continues for the whole of the period that the student is under the supervision of school staff. During any out-of-school event, such as an ISP field trip, all specific event procedures, Primary School agreements and expectations of behavior and relevant undertakings accepted on the event-specific permission form, will apply at all times.

## Part 3: Parental agreement, consent and the electronic signature

The school requires families to acknowledge that they have read, understood, and agreed to abide by the information in the Primary School Handbook. We also require prior parental consent for some activities during the school day (such as short, local field trips), or to safeguard student wellbeing, such as administering medical attention.

This section of the handbook summarizes the details of necessary parental agreements with the school and prior parental consent for certain activities. You should read the following information carefully.

The school will ask that you send an electronic acknowledgment that you have read, understood, and agree to abide by all the regulations and procedures in the Primary School Handbook. In particular, and with reference to information supplied in the Primary School Handbook, this acknowledgement means that you, the parent,

- a) Agree that, under the supervision of their class teacher and/or other school-nominated chaperones, your child(ren) may be taken off campus for field trips during normal school time. The school will provide prior notification of field trips that are longer than a class period (one hour). The school will seek prior, written consent for any trips that do not occur during school time, such as overnight trips.
- b) Have read, understood and agreed to the medical procedures (outlined above); have provided the school with a full and accurate disclosure of your child(ren)'s medical history; and give permission for:
  - i. The school nurse to administer medication as appropriate to support your child's wellbeing.
  - ii. The school to make any medical decision (including surgical intervention recommended by a doctor) in matters of emergency. The school will contact you immediately should your child require urgent medical attention.

In addition,

- c) You agree to reimburse the school for any medical expenses incurred by your child which are not covered by the school's insurance.
- d) Have read the Acceptable Use Policy for Information Technology at ISP, and agree to abide by its provisions. You are welcome to simplify the IT policy and guides for our younger students, and sign for them, if necessary.

## Glossary of terms used at ISP

### **IB** –The International Baccalaureate®

The three programs available at ISP are part of the International Baccalaureate curriculum. The IB offers international education to a worldwide community of over 4000 schools, based on the philosophy of inquiry-based learning. [www.ibo.org](http://www.ibo.org)

### **PYP** – [Primary Years Programme](#)

In the Primary School students follow the Primary Years Programme. The PYP is a curriculum framework and philosophy that facilitates guided, structured inquiry.

### **PP** – Personal Project (Grade 5)

The Personal Project is a student-driven, extended, independent piece of work at the end of the Middle Years Programme (MYP), Grade 10, and the whole community is invited to the Personal Project showcase.

### **PE** – Physical Education

Primary School students participate in physical education as part of the Primary Years Programme (PYP). Students learn about physical movement through sport and develop their own skills and fitness.

### **PSE** – Personal and Social Education

The personal and social education program addresses topics including social interactions, relationships, health, family life, self-management skills, citizenship and religions.

### **PSPE** – Personal, Social and Physical Education

Lessons in PE and PSE make up the PSPE subject area, which is concerned with the individual's wellbeing through the promotion and development of concepts, knowledge, attitudes and skills that contribute to this wellbeing.

### **EAL** – English as an Additional Language

The school provides English as an Additional Language support to students who are new to English. Students will develop their English in both regular classes and focused EAL sessions.

### **SEN** – Special Educational Needs

### **GLC** – Grade Level Coordinator

### **SAL** – Subject Area Leader

### **PTC** – Parent Teacher Conference

For Parent-Teacher Conferences parents and teachers meet to discuss the student's progress.

### **3WC** – 3-Way Conference

3-Way Conferences are an opportunity for students to share their strengths, areas for growth and to set a learning goal with their parents and teachers.

### **SLC** – Student-Led Conferences

In Student-Led Conferences students take ownership of their learning and lead the conference with their parents and teacher.

### **ECA** – Extended Curriculum Activities

Students have the opportunity to participate in activities outside of the IB curriculum, during lunchtimes or after school.

### PTA – [Parent Teacher Association](#)

The Parent Teacher Association is an independent, non-profit organization that provides support for the school community. All ISP parents and teachers are automatically members of the PTA.

## Primary School staff directory

Primary School Leadership Team	Email
Ms Kate Grant, Primary School Principal	<a href="mailto:kgrant@isparis.edu">kgrant@isparis.edu</a>
Ms Clodagh Ryan, Vice Principal for Organisation	<a href="mailto:cryan@isparis.edu">cryan@isparis.edu</a>
Ms Elisabeth Mailhac, Vice Principal for Student Wellbeing	<a href="mailto:emailhac@isparis.edu">emailhac@isparis.edu</a>
Mr Sam Sherratt, PYP Coordinator	<a href="mailto:ssherratt@isparis.edu">ssherratt@isparis.edu</a>
Ms Maria Larragan, Student Services Coordinator	<a href="mailto:mlarragan@isparis.edu">mlarragan@isparis.edu</a>
Grade Level Coordinators	
Ms Michelle Metail, Nursery/Pre-K/Kindergarten, G1	<a href="mailto:mmetail@isparis.edu">mmetail@isparis.edu</a>
Ms Emily Ashley, Grades 2-3	<a href="mailto:eashley@isparis.edu">eashley@isparis.edu</a>
Ms Susan Chapman, Grades 4 and 5	<a href="mailto:schapman@isparis.edu">schapman@isparis.edu</a>
<b>Subject Area Leaders</b>	
Ms Anna Jeziorowska, Physical Education (PE)	<a href="mailto:ajeziorowska@isparis.edu">ajeziorowska@isparis.edu</a>
Mr John Hatch, Mathematics	<a href="mailto:jhatch@isparis.edu">jhatch@isparis.edu</a>
Ms Louise Elliott, French	<a href="mailto:lelliott@isparis.edu">lelliott@isparis.edu</a>
Ms Michele Helene, English	<a href="mailto:mhelene@isparis.edu">mhelene@isparis.edu</a>
Ms Fiona Symons, Science	<a href="mailto:fsymons@isparis.edu">fsymons@isparis.edu</a>
<b>Grade/Subject</b>	<b>Teaching staff</b>
Nursery SL	Ms Selene Lourenco Assistant: Ms Nicole Ocrisse
Pre-K MM	Ms Michelle Metail Assistant: Ms Nadiah Busabool
Kindergarten SB	Ms Sarah Bodmin Assistant: Ms Priscila Leux
Kindergarten ET	Ms Emma Trentini Assistant: Ms Cezara Susa
Grade 1FS	Ms Fiona Symons Assistant : Ms Esther Bellettre

Grade 1DB	Mr Daniel Barker Assistant: Ms Rabia Boukili
Grade 2KC	Ms Kate Clark
Grade 2EA	Ms Emily Ashley
Grade 3NA	Ms Nkem Akpuaka
Grade 3JW	Ms Jackie Wright
Grade 4MH	Ms Michele Helene
Grade 4JH	Mr John Hatch
Grade 5SC	Ms Susan Chapman
Grade 5SW	Mr Sean Walker
Grade 5FK	Ms Fiona Kemp
Art	Ms Emma Cooch
Music	Ms Kelli Sherratt
EAL	Ms Marianne Freire Ms Loretta Fox
Learning Support	Ms Maria Larragan Ms Linda Law Ms Jacqueline Todd Morel Ms Carla Bach
French	Ms Louise Elliot Ms Geneviève Dutriaux Ms Suzy Laroche Ms Sylvie Le Jan Ms Agnès Reynier
Library	Ms Assil Charara
Mother tongue/ Cross-Cultural Coordinator	Ms Marianne Freire
PE	Ms Anna Jeziorowska Ms Clodagh Ryan Mr Hugo Sintra
ECA Coordinator ECA Sports Director	Ms Nina Wilson Mr Hugo Sintra
Computer Technician / ICT Facilitator	Ms Genie Pfeiffer Ms Ling Lin
Administrative Coordinator	Ms Katarina Hodgson
School Nurse	Ms Clotilde Delestre

Park Supervisors	Mr Lakshitha Weliwita Ms Estel Camprecios Ms Mary Annie Pereira Ms Veronica Cory Ms Ayesha Zaib Ms Maria Cerutti Ms Dorothy Shikuku
Bus Monitor	Ms Dorothy Shikuku
Maintenance	Mr Antonio Ferreira Mr Francis Champseix

ISP Ranelagh reception: Tel: +33 (0)1 42 24 43 40 / Fax: +33 (0)1 42 24 69 14 / [www.isparis.edu](http://www.isparis.edu)

Staff and faculty contact information can be found on the [ISP faculty & staff directory](#).