

International School of Paris

Primary School Handbook 2018-19



International School of Paris
Educating *for* complexity

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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>	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.
<i>Knowledgeable</i>	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.
<i>Thinkers</i>	We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
<i>Communicators</i>	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.
<i>Principled</i>	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.
<i>Open-minded</i>	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.
<i>Caring</i>	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.

<i>Risk-takers</i>	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.
<i>Balanced</i>	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.
<i>Reflective</i>	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.

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.

Our Definition of Learning:

At ISP 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 mind-set. 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.

Head of School	Mr John Burns
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 Learning and Kindergarten	Ms Michelle Metall
Grades 1, 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 Bérengère Dauteuille
Mathematics	Mr Daniel Barker

Science	Ms Fiona Symons
Physical Education (PE)	Ms Clodagh Ryan
Extended Curricular Activities Coordinator	Mr Steven Trollope
Sports Coordinator	Mr Steven Trollope
Cross-cultural/Mother Tongue Coordinator	Ms Marianne Freire
Park Supervisor Coordinator	Ms Estel Camprecios

The School Calendar

The school year runs from September to late June. For the academic year 2018/19, the major dates are as follows:

Monday, September 3	Classes start for students in Grades 1-11 (Early Learning and Kindergarten staggered entry, half days)
Friday, October 26	Toussaint vacation starts after classes
Tuesday, November 6	School re-opens for students
Friday, December 21	Winter vacation starts after classes
Monday, January 7	School re-opens
Friday, February 22	Ski break starts after classes
Monday, March 11	School re-opens
Friday, April 19	Spring vacation starts after classes
Thursday, May 9	School re-opens
Thu & Fri, May 30 & 31	Ascension weekend: school closed
Friday June 7	Professional development day: school closed
Monday, June 10	Whit Monday: school closed
Friday, June 28	Summer vacation starts

School Day

The school gates open at 8:30 for G1 to 5.

The school gates open at 8:45 for Early Learners (Nursery and Pre-K) and Kindergarten.

The school day starts at 9:00 for all students.

The school day ends at 15:30 for Early Learners (Nursery and Pre-K).

The school day ends for Kindergarten to Grade 5 at 15:45.

The school gates close at 16:00.

Registration procedure

During registration, records of lateness and absences are entered onto 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 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 primary school reception (khodgson@isparis.edu) of their early dismissal in order to update attendance.

Late pick-ups

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.

Absences

If your child is to be absent, please inform the school reception by telephone before 9:00 (01 42 24 02 34). 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 administrative assistant, (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, Steven Trollope at strollope@isparis.edu
- For last minute changes of plans or if you are unable to email: Please make sure you speak directly to Katarina Hodgson, the administrative assistant or ECA coordinator, Steven Trollope, 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) 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.

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

Recreation

Early Learners (N and Pre-K) and Kindergarten:

These students 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 will be supplied with the 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 consult 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 Katarina Hodgson in reception for safekeeping. Unless items are deposited in reception, 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 is not able to take 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. You will be asked to read and agree to the Acceptable Use of IT Policy before the start of the school year.

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 clothing and shoes in which they can move freely and safely.

All students from Early Learners 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. All orders should be made on the

provider's dedicated website:

<http://www.2cparisuniform.com/ecoles/international-school-of-paris>.

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.

The PE staff will communicate more details on appropriate clothing for different aspects of the program.

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. 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, or that resembles a weapon of any sort.

Electronic devices (phones, MP3 players, game consoles)

In school, students should not use mobile phones, portable music devices and electronic games. The school cannot be held responsible for the loss of or damage to these items.

Grade 5 students who walk to and from school may bring a mobile phone for security purposes only. The phones will be placed in their lockers for the school day. Should a student use their phone during the school day they will be asked to leave it at reception each day.

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 Early learners to G5 and is elected by all of the students in the grade Level. We are working towards the Student Council becoming 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.

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”.

The sender for most ISP-related regular mass emails will appear as “ISP News” or “IT Support” and are sent from the email addresses communications@isparis.edu or no-reply@myCHQ.net. Please note that unsubscribing from ISP News mailings means that you will no longer receive important home-school communications about your child(ren).

- Weekly newsletter: The ISP newsletter is sent on Sunday evenings at 18:00 and is a summary of upcoming school events. By clicking on the calendar links, you can view details of any upcoming school event. We strongly recommend that you use this resource to keep up with school events and activities.
- ISP events calendar: You can also easily connect the above mentioned ISP event calendars to your mobile device. This feature will synchronize ISP’s calendar with your device’s calendar. You will be able to access all events and information about them directly in your calendar. Here are the links on which you will need to click directly from the mobile device that you wish to connect to the calendar.
- 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) 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.

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 John Burns, has overall responsibility for the operation of the International School of Paris, from Early Learners 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:

- 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.

Alumni visits to school

Visiting alumni students may make one-day visits with permission of the Primary School Principal. Requests must be made to the administrative assistant, Katarina Hodgson on khodgson@isparis.edu. Visiting students 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.

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 Early Learners to Grade 5 following the International Baccalaureate Primary Years Programme (IB PYP).

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 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 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.

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.

Early Learner students will be collected by their parents at 15:30 and exit by gate 1.

If you know you are going to be late to pick up your child, 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.

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 EL-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, with your express permission.

Buses

Bus services are available for Primary School students only with stops in the 16th arrondissement and some adjacent areas. Some years we are able to accommodate families living in suburbs close to school, such as Neuilly-sur-Seine or Boulogne. 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 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.

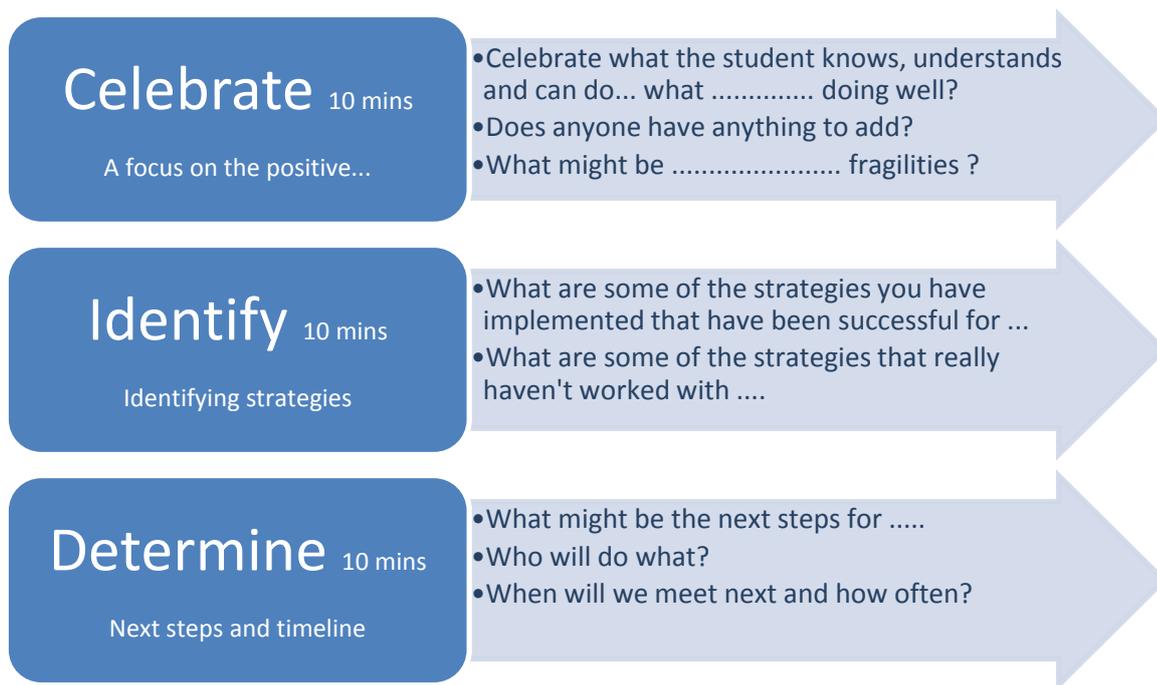
Protocols are in place (e.g. Collaborative Care Conversation or the CCC below) to provide a formal structure to the dialogue in supporting our students.

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 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 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?



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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

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		kgrant@isparis.edu
Ms Clodagh Ryan, Vice Principal for Organisation		cryan@isparis.edu
Ms Elisabeth Mailhac, Vice Principal for Student Wellbeing		emailhac@isparis.edu
Mr Sam Sherratt, PYP Coordinator		ssherratt@isparis.edu
Ms Maria Larragan, Student Services Coordinator		mlarragan@isparis.edu
Grade Level Coordinators		Email
Ms Michelle Metail, Early Learners (Nursery/Pre-K) and Kindergarten		mmetail@isparis.edu
Ms Emily Ashley, Grades 1,2 and 3		eashley@isparis.edu
Ms Susan Chapman, Grades 4 and 5		schapman@isparis.edu
Subject Area Leaders		Email
Ms Clodagh Ryan, Physical Education (PE)		cryan@isparis.edu
Mr Daniel Barker, Mathematics		dbarker@isparis.edu
Ms Bérengère Dautuille, French		bdauteiulle@isparis.edu
Ms Michele Helene, English		mhelene@isparis.edu
Ms Fiona Symons, Science		fsymons@isparis.edu
Grade/Subject	Teaching Staff	
Early Learners	Ms Fiona Symons Assistant: Ms Nadiah Busabool Ms Michelle Metail Assistant: Ms Cezara Susa	
Kindergarten SL	Ms Selene Lourenco Assistant: Ms Nicole Ocrisse	
Kindergarten ET	Ms Emma Trentini Assistant: Ms Priscila Leux	

Grade 1SB	Ms Sarah Bodmin Assistant : Mr Dylan Ruben
Grade 1SW	Mr Sean Walker Assistant: Ms Rabia Boukili
Grade 2KC	Ms Kate Clark
Grade 2EA	Ms Emily Ashley
Grade 2 Shared Assistant	Ms Esther Belletre
Grade 3MH	Ms Michele Helene
Grade 3JW	Ms Jackie Wright
Grade 4DB	Mr Daniel Barker
Grade 4FK	Ms Fiona Kemp
Grade 4SC	Ms Susan Chapman
Grade 5LE	Ms Louise Elliot
Grade 5NA	Ms Nkem Akpuaka
Art	Ms Emma Cooch Ms Florence Giusti Mr Sam Sherratt
Music	Ms Kelli Sherratt
EAL	Ms Marianne Freire Ms Geneviève Dutriaux Ms Loretta Fox, Irene van Dijk
Learning Support	Ms Maria Larragan Ms Linda Law Ms Carla Bach
French	Ms Bérengère Dauteuille Ms Elisa Aspert Ms Sylvie Le Jan Ms Agnès Reynier Ms Suzy Laroche
Library	Ms Assil Charara
Mother tongue/ Cross-Cultural Coordinator	Ms Marianne Freire

PE	Ms Anna Jeziorowska, Elina Korhonen Ms Clodagh Ryan Mr Hugo Sintra
ECA Coordinator ECA Sports Director	Ms Steven Trollope
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 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

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