

International School of Paris

Primary School Handbook 2019-20



International School of Paris
Educating *for* complexity

Contents

The International Baccalaureate Learner Profile.....	3
International School of Paris Vision and Mission	4
Guiding Statements	4
Learning for Complexity	4
Inquiry, Innovation and Learning	4
Global Citizenship	4
Language Learning	4
Learning to Be Well	5
Experiential and Service Learning.....	5
Embracing Diversity.....	5
Part 1: General Primary School information	6
Overview	6
Primary School Organisation 2019-20	6
The School Calendar	7
Primary School Day	7
Timetable.....	7
Registration Procedure	7
Late Arrival and Early Dismissal	7
Late Pick-Ups	7
Absences	7
Afternoon Dismissal	7
Lunch Break and Drinks	8
Recreation.....	8
Valuables and Lost and Found Items	8
Health and Safety	8
Child Protection Policy.....	8
Dangerous Items	9
Campus Security	9
Emergency Procedures	9
Medical Care	9
Electronic Devices	10
Privacy	10
Information technology (IT) and Digital Learning Resources at ISP	10
Road safety: Bicycles and Scooters	10
Guidelines for Physical and Health Education (PE)	10
PE Clothes	10
Swimming	10
Community	11
Student Leadership	11
Dress Code	11
Parent Volunteers	11
Library	11
Extended Curriculum Activities (ECA).....	12
Parent Teacher Association (PTA).....	12

Buses	12
Alumni Visits to School	13
Communication	13
School Information Systems	13
Who to Contact	14
Personal Information	14
Permission Forms	14
School Cancellation	14
Parental Absence	14
The Curriculum	15
Mother Tongue Language Studies	15
Materials and Supplies	15
Field Trips	15
Part 2: Student Wellbeing.....	16
Collaborative Care Conversation (CCC)	16
Vice Principal for Student Wellbeing	17
Middle Leadership Team & Homeroom/Specialist Teachers	17
School Nurse and Medication	17
Illness	18
Head Lice	18
Concerning Confidentiality	18
Responsibilities and Rights	18
General Primary School Agreements	19
Health and Safety	19
French Law	19
Field Trips	20
On a Primary School Trip	20
Part 3: Parental Agreement, Consent and the Electronic Signature	20
Glossary of Terms Used at ISP	20
Primary School Staff Directory.....	21
School Contact Information.....	24

The International Baccalaureate 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).

Inquirers	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.
Knowledgeable	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.
Thinkers	We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
Communicators	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.
Principled	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.
Open-minded	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.
Caring	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.
Risk-takers	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.
Balanced	We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve wellbeing for ourselves and others. We recognise our interdependence with other people and with the world in which we live.
Reflective	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.

International School of Paris Vision and Mission

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 recognise 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 recognise 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 recognise 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 recognise 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.

Part 1: General Primary School information

Overview

The Primary School at the International School of Paris is based in the 16th Arrondissement of Paris at 96 bis, rue du Ranelagh.

Staff lists and contact details for homeroom teachers, heads of department and the Secondary School leadership teams can be found in the [Staff Directory](#).

Primary School Organisation 2019-20

The pedagogical leadership of ISP's Primary School is shared by the Primary Leadership Team consisting of the Primary School Principal, the Vice Principal of Organisation for Learning, 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	John Burns
Primary School Principal	Jason Taylor
Vice Principal Organisation for Learning	Clodagh Ryan
Vice Principal for Student Wellbeing	Elisabeth Mailhac
PYP Coordinator	Daniel Barker
Student Services Coordinator	Maria Larragan
Assistant PYP Coordinator	Sean Walker
Assistant PYP Coordinator	Assil Charara
Curriculum Coordinator Maths/Science Curriculum Coordinator Maths/Science	Susan Chapman Emily Ashley
Curriculum Coordinator L/SS/PSE Curriculum Coordinator L/SS/PSE	Michelle Metail Sarah Bodmin
Head of Departments (HODs):	
Physical Education	Anna Jezioroswka
French	Bérengère Dauteuille
Arts	Craig Morgan

Extended Curriculum Activities Coordinator	Steven Trollope
Sports Coordinator	Steven Trollope
Community Coordinator	TBD
Park Supervisor Coordinator	TBD

The School Calendar

The school year runs from September to late June. The calendar of vacations and closures can be accessed here: [school calendar](#).

Primary School Day

Timetable

The school gates open at 8:30 for Grade 1 - 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 - 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 students arrive at school after classes have begun at 9:00, parents should 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 the 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 programme, and their parents will be charged accordingly for the service.

Absences

If a student is to be absent, the Primary School reception should be informed by telephone before 9:00 (01 42 24 02 34). If the answering phone is on, the student's name, their class, the reason for absence and the anticipated length of absence should be provided. If the student's absence is to be prolonged, the Primary School should be informed in writing. We require a medical certificate for an absence of more than two days to be presented at the Primary 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 student is to be picked up by someone other than the normal parent/caregiver, the parent should do the following:

- Straight after school: Email the Administrative Assistant, (khodgson@isparis.edu) to indicate which person will take the student home. If the student normally uses the school bus service, this should be indicated.
- After the end of Extended Curriculum Activities: Email the Director of Sport and Extended Curriculum Activities, Steven Trollope at strollope@isparis.edu.
- For last minute changes of plans or if unable to email: speak directly to the Administrative Assistant, Katarina Hodgson, or the Director of Sport and Extended Curriculum Activities, Steven Trollope, in person, or call the school to speak directly to them on 01 42 24 02 34. A message can also be left at reception.

Lunch Break and 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 programme will be sent out to parents before the beginning of each term. For any questions, please contact Katarina Hodgson (khodgson@isparis.edu) at the Primary School reception.

We encourage students to eat healthy and balanced lunches and mid-morning snacks that should include fruit or vegetables.

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 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 students during 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. Students should be suitably dressed for the weather.

Valuables and Lost and 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 Primary School reception for safekeeping. Unless items are deposited at reception, the school is not responsible for the loss or theft of valuables.

A lost and found box is kept at the Primary School reception. All students' articles should be clearly labeled with their name. At specific times during the school year, any uncollected items are sent to a charitable organisation. The school is not able to take responsibility for lost belongings.

Health and Safety

The school emphasises the importance of safety in all aspects of our operations and interactions. The wellbeing of our community, and particularly our students, is a priority.

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 students 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 Principal for Student Wellbeing or the Primary School Principal.

Dangerous Items

Students should not come to school in possession of anything that may pose a danger to themselves or others. This includes any toy or object that may resemble a weapon of any sort.

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 that the entrance gates are shut after entering the premises, 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 ISP staff. The Primary School gate will be opened at 8:30 each morning. Before this time, there will be no teachers on duty and the students will not be allowed to enter the school property for their own safety. Please do not leave young students unattended in front of the school.

Parents are requested to drop off the students 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 the students. 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 a parent will be late picking up the student, the Primary School should be informed in advance by calling 01 42 24 43 40.

Students who need to go home unaccompanied will only be allowed to do so with a completed permission form. This can be acquired from the Primary School reception. Students will then be provided with a badge to show to the teachers on dismissal duty.

Students will meet Extended Curriculum Activity (ECA) teachers at allocated meeting points at 15:55 for ECAs. After ECAs, the supervising teachers will accompany the students 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, and parent cooperation is greatly appreciated.

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 Primary School.

Medical Care

If students become unwell while at school, they must go to the medical room. The Primary School nurse, or a nominated member of staff in the case of their unavailability, will evaluate the student's medical condition and make a decision about whether the student should go home. If a student has a minor complaint, the school nurse—and only the school nurse—may administer medication. The Primary School will notify the student's parents if a decision is made to send a student 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 as soon as possible if the school contacts the SAMU about a student's health. 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.

Electronic Devices

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.

Privacy

Taking photos of students, parents or teachers is not allowed.

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. Parents will be asked to read and agree to the Acceptable Use of IT Policy before the start of the school year.

Road safety: Bicycles and Scooters

All members of the ISP community are encouraged to wear helmets when coming to school by bicycle, scooter, etc. Students' bikes or scooters should be stored in the designated area.

Guidelines for Physical and Health Education (PE)

PE Clothes

ISP requires students in Kindergarten - 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 Grades 2 - 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 programme. 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 student.

Swimming

Equipment: Grades 2 - 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. Please note that boys should not wear shorts.

Students should be dressed in clothes that enable them to get changed independently. For young students 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 PHE 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 Grade 4 and 5 during the second semester. Students that have been placed in the advanced curriculum swimming group in Grade 4 or 5 and are actively taking part 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.

Community

Student Leadership

Students in the Primary School are able to participate in various leadership committees, for example Eco Schools, Sports Ambassadors, Community Ambassadors, Peer Mediators and other projects. These roles will be advertised at the beginning of the year.

Dress Code

At ISP, no uniform is required. However, students 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.

Parent Volunteers

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

- Give a presentation on their country.
- Demonstrate a 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 their career experience or expertise with students. □ Help out in the library.

Opportunities to be involved are not limited to the list above. If parents have time to spare and an idea of how to help and support, please contact the Primary School.

Parent Chaperones: Role and Responsibilities

The parent chaperone is part of the whole group and responsible for a designated group of students. Parent chaperones 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.

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. Parents can stop by for an introduction to the library or the librarian, or visit the library website. To schedule a library orientation, please contact the Primary School Librarian, Assil Charara, at acharara@isparis.edu. 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 the students have access to.

Extended Curriculum Activities (ECA)

The school provides a range of Extended Curriculum Activities for students in Kindergarten - Grade 5. An information booklet of the selection of activities is sent by email before the beginning of each term. Afterschool child care runs from 16:00 to 17:30 daily (daycare for Early Learners – Grade 1, homework club for Grades 2 -5). 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 organisation.

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 students benefit from your involvement. You will find more information about how to volunteer in the PTA on the [Parent Portal](#).

Class Contact Numbers

With provided consent, 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 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.

Students 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

Parents and students using the bus service should review the information below:

- Students should be on time for pick-up in order to respect the school schedule and the other bus users.
- Students should be in the company of a parent/guardian 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.

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, at khodgson@isparis.edu. Visiting students will be assigned a student to be responsible for their safety if, for example, an emergency evacuation takes place. Parents must fill in an insurance form for their visiting child.

Communication

Good communication between home and school is essential. The following information will assist parents in identifying where information can be found and who to contact.

School Information Systems

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 summarised 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 parents provide valid email addresses and regularly check their email account 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 noreply@myCHQ.net. Please note that unsubscribing from ISP News mailings means that important home-school communications will not be received.
- Weekly newsletter: The ISP newsletter is sent on Sunday evenings at 18:00 and is a summary of upcoming school events. Information of upcoming school events can be accessed via the calendar links. We strongly recommend using this resource to keep up with school events and activities.
- ISP events calendar: Parents can easily synchronise the ISP event calendars to their mobile device. Parents will then be able to access all events and information directly in their 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: [Primary School Calendar](#) / [Whole School Calendar](#) / [PTA 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](#)', accessible via our website on the Quicklinks. 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 communication at ISP or to provide feedback or suggestions for improvement, you are welcome to contact our communications team at communications@isparis.edu.

Who to Contact

In most cases, the class teacher/specialist teacher would be the first point of contact for parents with enquiries about the student's academic progress. Should parents need to speak with a specific teacher, an appointment should be scheduled by calling the Primary School reception.

- The Student Services Coordinator, Maria Larragan, is responsible for English as an Additional Language and Learning Support.
- The IB Primary Years Programme Coordinator, Daniel Barker, is responsible for curriculum.
- The Vice Principal for Student Wellbeing, Elisabeth Mailhac, is responsible for student wellbeing, child protection and safeguarding.
- The Vice Principal of Organisation for Learning, Clodagh Ryan, is responsible for day-to-day educational organisation.
- The Primary School Principal, Jason Taylor, is the pedagogical leader and is responsible for the Primary School.
- The Head of School, John Burns, has overall responsibility for the operation of the International School of Paris, from Early Learners - Grade 12.

All ISP staff members have email addresses and parents can contact them directly about issues which concern a student. 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 that may need to be contacted in case of an emergency. Any changes to the information below should be communicated to reception@isparis.edu:

- Home address or telephone number.
- Up-to-date 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.

Permission Forms

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

School Cancellation

Should it be necessary to close the 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. Parents with any concerns should check their email before calling the school office.

Parental Absence

During school time, The Primary School should be notified of any family trips away longer than a day. Details of appointed guardians and emergency telephone numbers will need to be provided.

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-Grade 5 following the International Baccalaureate Primary Years Programme (IB PYP).

Mother Tongue Language Studies

The IB encourages all students to study their home languages. At the Primary School, we support this by assisting families with finding appropriate teachers, putting the same language speakers in touch with each other and providing classroom space for the lessons. We do not provide financial support for the lessons.

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.

Field Trips

Field trips are a very important part of the educational programme 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. Grade 4 and 5 also undertake a four day residential field trip. The cost of field trips is included in the school fees.

Participants in school-organised 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.

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, Marie Figuiet.
- Student Services Coordinator, Maria Larragan. □
Primary School Principal, Jason Taylor.

The International School of Paris believes that education encompasses the whole student and their welfare. ISP promotes a collaborative working process and at any time, parents may request a meeting with the Vice Principal for Student Wellbeing.

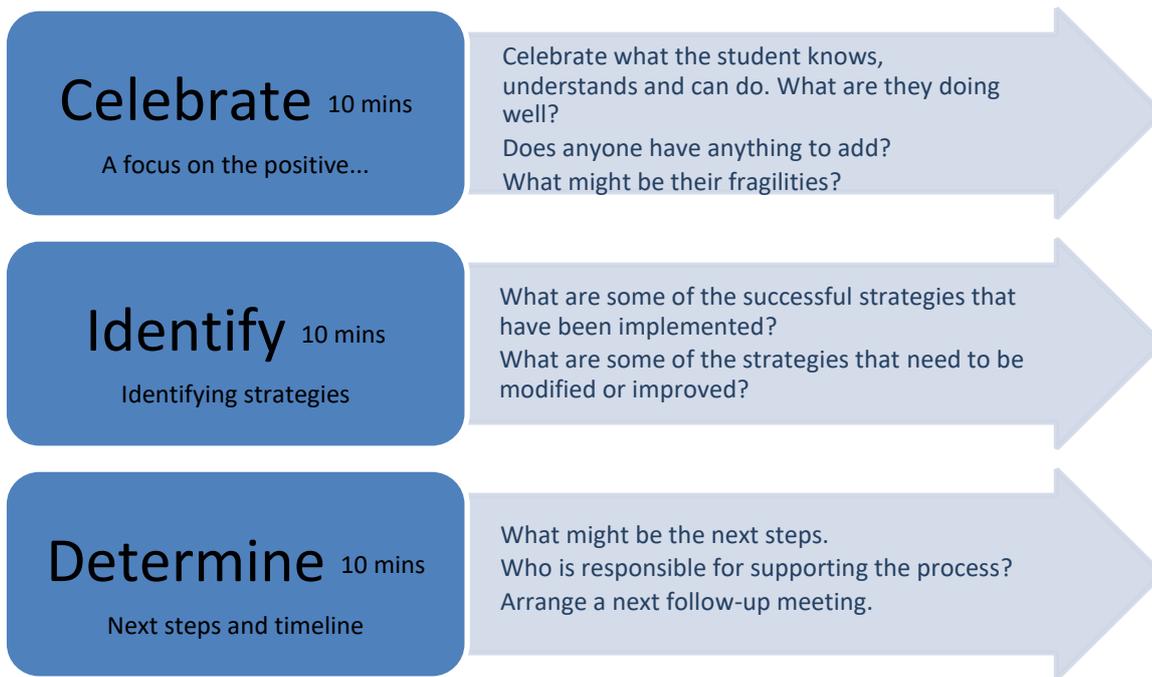
The Student Wellbeing Team works collaboratively to ensure that students are safe, happy and learning. Protocols are in place (e.g. Collaborative Care Conversation, or the CCC, below) to provide a formal structure to the dialogue in supporting our students.

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 individualised learning plan (ILP) for the student including identifying the support and the timeline.

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 therapeutic), or community building strategies to support individual student needs and the best interests of the learning community at the Primary School.

Middle Leadership Team & 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 Primary School should they have any concerns or questions. The homeroom teachers work collaboratively with the VP for Wellbeing to support all students.

In addition, the Primary School has a Middle Leadership team who are responsible for overseeing various subject areas.

Please see the staff list at the end of this document.

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 organisations and ensures that ISP meets all our medical obligations with regard to French law.

Parents should inform the nurse of special health information. Parents may also wish to communicate this information to the homeroom teacher and other Primary School staff. It is essential for us to know of any allergies, short or long term health problems or medical conditions. If a student needs specific medication during the day, it is important for parents 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. Any changes in parents’ contact details should be reported to the Primary School reception.

Illness

If a student has any contagious illness, this should be notified to the 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 recognise the importance for everyone in our school community to work together. To this end, if a student has a case of head lice, parents should inform the Primary 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 will be notified immediately if a case of head lice affecting students is detected in school. Whilst students 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 to send a student home until treatment is effective.

Concerning Confidentiality

Any individual counseling, health or PSE programmes initiated by the school or parents will have agreed-upon and clearly understood boundaries of confidentiality. Any information divulged through the counseling and PSE programme that is 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*.

Responsibilities and Rights

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

Students have a right to:	Students have a responsibility to:
----------------------------------	---

<ul style="list-style-type: none"> • 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. 		<ul style="list-style-type: none"> • 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.
<p>Parents have a right to:</p>		<p>Parents have a responsibility to:</p>
<ul style="list-style-type: none"> • Be respected by staff, students and the wider community. • Be welcomed at our school. • Have their child’s full potential realised 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. 		<ul style="list-style-type: none"> • 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 programmes 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.

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.

Field Trips

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

Please note that 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.

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 medication.

This section of the handbook summarises the details of necessary parental agreements with the school and prior parental consent for certain activities. Please 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 may be taken off campus for field trips during normal school time. The school will provide prior notification of field trips. 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'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. Parents will be informed as soon as possible 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 programmes 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 inquirybased 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

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 programme 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

CC – Curriculum Coordinator

HoD – Head of Department

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 organisation 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
Jason Taylor, Primary School Principal	jtaylor@isparis.edu
Clodagh Ryan, Vice Principal Organisation	cryan@isparis.edu
Elisabeth Mailhac, Vice Principal Student Wellbeing	emailhac@isparis.edu
Daniel Barker, PYP Coordinator	dbarker@isparis.edu

Maria Larragan, Student Services Coordinator	mlarragan@isparis.edu
Assistant PYP Coordinators	Email
Sean Walker	swalker@isparis.edu
Assil Charara	acharara@isparis.edu
Curriculum Coordinators	Email
Susan Chapman Maths / Science	schapman@isparis.edu
Emily Ashley Maths / Science	eashley@isparis.edu
Michelle Metail Lang/SS/PSE	mmetail@isparis.edu
Sarah Bodmin Lang/SS/PSE	sbodmin@isparis.edu
Head of departments: (HODs)	Email
Anna Jeziorowska, Physical Education (PE)	ajezirowska@isparis.edu
Craig Morgan, Arts	cmorgan@isparis.edu
Bérengère Dauteuille, French	bdauteiulle@isparis.edu
Grade/Subject	Teaching Staff
Early Learners	Teacher TBD Assistant: Nadiah Busabool Michelle Metail Assistant: Florence Klode
Kindergarten SL	Selene Lourenco Assistant: Maria Cerutti
Kindergarten IA	Isabel Aldama Assistant: Dylan Rubens
Grade 1SB	Sarah Bodmin Assistant : Cezara Susa
Grade 1SW	Sean Walker Assistant: Rabia Boukili
Grade 2KC	Kate Clark
Grade 2EA	Emily Ashley
Grade 2 Shared Assistant	Nicole Ocrisse
Grade 3MH	Michele Helene
Grade 3IG	Irene Garrido
Grade 4JW	Jackie Wright
Grade 4FK	Fiona Kemp

Grade 5SC	Susan Chapman
Grade 5LE	Louise Elliott
Grade 5NA	Nkem Akpuaka
Art	Emma Cooch Florence Giusti Daniel Barker
Music	Craig Morgan
EAL	Marianne Freire Geneviève Dutriaux Irene Van Dijk
Learning Support	Maria Larragan Linda Law Loretta Fox
French	Bérengère Dauteuille Elisa Aspert Sylvie Le Jan Agnès Reynier Suzy Laroche
Library	Assil Charara
Community Coordinator	TBD
PE	Anna Jeziorowska Elina Korhonen Clodagh Ryan
ECA Coordinator ECA Sports Director	Steven Trollope
Computer Technician / ICT Facilitator	Ling Lin Guillaume Zuchuat
Administrative Coordinator	Katarina Hodgson
School Nurse	Marie Le Figuier
Park Supervisors	Lakshitha Weliwita Estel Camprecios Mary Annie Pereira Ayesha Zaib Ms Dorothy Shikuku Liria Lourenco Nogueira Marija Havaic
Bus Monitor	Dorothy Shikuku
Maintenance	Antonio Ferreira Francis Champseix

School Contact Information

ISP Primary School 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](#).