



PRIMARY PARENT AND STUDENT HANDBOOK

2017-2018

Dear Parents and Guardians,

Welcome to the new academic year, 2017-2018 !

All members of the BSG team are looking forward to meeting or getting reacquainted with your children, and to working with you and your family. Within this document you will find some information and guidelines which will help throughout the year. Please don't hesitate to contact me, your child's teacher or a member of our administrative staff should you have any questions about any aspect of school life.

I look forward to seeing you in September and I wish you a happy and successful year.

Ms Jackie Smith
Head of Primary

CONTACT INFORMATION

Address

95A Avenue de Châtelaine - 1219 Châtelaine
Phone : +41 22 795 75 10 (Reception) - Fax: +41 22 795 75 11

Website

www.britishschoolgeneva.ch

Administration

admin@britishschoolgeneva.ch

Head of Primary Section

jacqueline.smith@britishschoolgeneva.ch

THE BSG PRIMARY TEAM

Administration

Director General	Mr. Douglas Crawford
Chief Executive Officer	Ms. Christina Matillon
Deputy Principal	Ms. Susan Mesa
Administrators	Ms. Pili Reina Ms. Lisa Hodgkinson
Head of Sixth Form	Ms. Sabine Hutcheson
Head of Secondary	Mr. Daniel Lille
Head of Primary	Ms. Jackie Smith
Special Educational Needs Coordinator	Ms. Vicky Zerva
Pastoral Care Coordinator	Ms. Samantha Hearn

Primary Teaching Staff and Assistants

Reception/Year 1	Ms. Isabella Farrar
Year 2	Ms. Paula McLean Ms. Valerie Hogan
Years 3/4	Ms. Sally Tuplin
Year 5	Mr. Gareth Parsons
Year 6N	Mr. David Neill
Year 6T	Ms. Justine Tranter
French	Mr. Aaron McCrea
Physical Education	Mr. Carlos Palmeira
Classroom Assistants	Ms. Kerry Compton Ms. Chrysoula Karaiskou Ms. Julie Sims

The Primary School day

08:00	-	08:30	School opens for the arrival of children
08:30	-	08:35	Registration in class
08:35	-	09:20	Session 1
09:20	-	10:15	Session 2
10:15	-	10:45	Playtime
10:45	-	11:45	Session 3
11:45	-	12:15	Session 4
12:15	-	13:15	Lunchtime
13:15	-	14:00	Session 5
14:00	-	14:45	Session 6
14:45	-	15:30	Session 7

School starts promptly at 08:30 with registration. The main doors will be closed at 08:30 and children who arrive after this, are asked to report to the main office where their arrival will be registered. Please be aware that late arrival does affect your child and the teaching of others, as this results in the teacher having to give dedicated time to repeat what has already been done.

Please note that there is no direct adult supervision until 08:15, therefore we request that Primary students arrive on premises no earlier than 08:00 and should be supervised by an older sibling until 08:15 at which time there will be direct supervision by a member of staff.

If your child does not have an older sibling in our Secondary School, please arrive at 08:15 at the earliest.

The school day finishes at 15:30 except on Wednesdays when it finishes at 12:15.

We ask for prompt collection of your child at the end of the day; children worry when parents are late and teachers may have other professional duties to attend to. If you are unexpectedly detained, please call the school to inform us so that we can organise supervision and put your child's mind at ease.

BSG offers after-school care, in which the children are supervised by Sixth Form students, who have been chosen on their merit for responsibility and care for younger students. This provision operates from the end of the school day until 17:00 (on all weekdays except Wednesdays). This service comes at an extra cost.

If interested, please send details of your requirements to admin@britishschoolgeneva.ch

LUNCH SERVICE

We are pleased to offer catered lunches for students in all year groups. Our supplier ensures that students are provided with high-quality, healthy meals, with sufficient variety and plentiful portions, as appropriate for their ages. The hot lunch service will be available on all days except Wednesdays and will be served in the school dining room. An enrolment form can be found in the "Downloads" section of the school's website.

Students may, of course, bring their own packed lunches. If you opt for your child to bring his or her lunch, please ensure that meals are low in sugar and do not include fizzy drinks or any products which may contain nuts. Students who bring their lunches should bring their own cutlery, as required.

As sugar and caffeine can have detrimental effects on mood and concentration, we strongly recommend that students do not bring sweets, crisps or caffeinated drinks for break times.

SNACKS

Students should be provided with a small, healthy snack to be consumed during the morning break. We recommend crudités such as carrot and cucumber, fruit, cheese and cereal bars. Chocolate, sweets and crisps/chips are not allowed as a morning snack.

If students wish to celebrate their birthdays in school, it is recommended that they bring individual treats or a cake to share, and ensure that there is enough for all their classmates.

TRANSPORT

BSG operates a bus service on the right bank of Geneva covering areas such as the Saconnex area, Lancy, Vernier, Versoix and neighbouring France. Priority will be given to primary age children and their siblings.

An enrolment form can be found in the "Downloads" section of the school's website.

ABSENCES

In order to assist us in keeping your child safe, we ask that you report absences due to illness or medical appointment before 08:30 on the day of absence. Reports should be made by phone or email to the school (admin@britishschoolgeneva.ch and cc jacqueline.smith@britishschoolgeneva.ch and the class teacher). If your child receives English as an Additional Language (EAL) or Learning Support, the Special Educational Needs Coordinator should also be notified immediately of any absences at vicky.zerva@britishschoolgeneva.ch. For any absence of more than 3 days, a medical certificate is necessary.

Any absence, including short absences due to medical appointments can be disruptive for your child as, inevitably, work will be missed and learning will be disjointed. It is difficult to catch up on missed sessions in Primary, as all activities are teacher-led. We therefore request that, wherever possible, medical appointments are made after school or on Wednesday afternoons.

Absence during term time is strongly discouraged. If a student must take time off due to unavoidable reasons, permission should be sought from school in advance in writing, specifying the period of absence and the reason. If we feel that we cannot approve the requested absence, we will notify you of this decision and the absence shall be recorded as unauthorised. We expect students to have at least 90 % attendance in the academic year in order to be able to access the curriculum.

COMMUNICATION

At BSG, parents are encouraged to speak to teachers with specific queries, or just to catch up on their child's learning. For a quick update, the best time to speak to a teacher is between 08:15 and 08:30, or at 15:30. If you need longer than 5 minutes, please email the teacher concerned to arrange a mutually convenient time. During term time, if teachers have a concern regarding a student, parents will be contacted to set up a meeting to discuss the issue.

This year, Primary teachers will be creating a class blog, to which you will be invited. These will be updated on a regular basis with information about activities, photographs, and dates for your diary.

We shall also be using Google Classroom as a forum between teacher, student and parents. Here teachers will outline homework activities, share lessons such as spelling and times-tables, and indicate grades achieved. This will be student specific and can be used as a means of keeping up-to-date on your child's work and progress.

A meeting will be organised in the first few weeks of the new academic year at which we will explain and demonstrate these tools to parents, along with other online resources to help support your child's learning.

Each term, children will undertake summative assessments, following which you will receive a report. In November there will be a Parent-Teacher consultation to discuss your child's social and academic development in detail. Further meetings can be arranged as and when required by teachers or parents.

MEDICAL INFORMATION

If your child has any medical issues, including allergies, please bring them to our attention. An Emergency and Health Questionnaire (available in the Downloads section of the school website) should to be completed with as much detail as possible for each child and submitted before the start term. Please ensure that we are updated of any changes throughout the school year.

If your child feels unwell at school, she/he will be taken to the office. In case of minor illness, the student will be allowed to rest and, when ready, will be sent back to class. In the case of more serious illness, you will be asked to collect your child from school as soon as possible. Should you or the people named in the Emergency and Health Questionnaire not be reachable, or if they are able to collect in good time, we will take whatever action is necessary in the interests of the child, including consultation with the on-call doctor.

Please note that in order to prevent/reduce infection of other children, in cases of gastro/vomiting illnesses, we ask that you keep your child at home for a minimum of 24 hours following the last occurrence.

CURRICULUM

The British School of Geneva follows the English National Curriculum. Primary classes follow The Foundation Stage and Key Stages 1 and 2. For further information, please consult www.education.gov.uk.

ASSESSMENT

Students are assessed regularly in a variety of ways, both formative and summative, against specified learning objectives. Results of these assessments are used to inform teachers of children's strengths and areas for development, and ultimately as support for devising the most appropriate individualised education for your child. Information from assessments will be shared with you in reports sent home in December, April and June.

Through the course of the year, we will contact you on particular matters as and when the need arises. If you have any queries concerning your child, please contact the administration or Head of Primary to set up a meeting.

LEARNING SUPPORT

Support is available for students with special educational needs. During the first few weeks of school, students will be assessed and, if there is a concern, parents will be contacted to discuss the level and type of extra support recommended by our specialist teachers. If you have reason to believe that your child has learning issues, please advise his or her class teacher, or Ms Smith, Head of Primary.

PASTORAL CARE

The British School of Geneva provides a caring environment in which all children and young people are valued and developed. All of our students are supported by their class teachers and Heads of School, but additional help is also available via our Pastoral Care Coordinator. This assistance is offered to students who would benefit from greater support in developing their social and emotional well-being. If you would like to discuss or request pastoral support for your child, please advise his or her teacher or the Head of Primary, Mrs Jackie Smith.

BEHAVIOUR

Our goal is for all our students to be respectful and caring citizens of the world. With this aim, we expect all members of the school community to treat each other with respect – listening to each other, acting with good manners and avoiding aggressive behaviour. Bullying – in all its forms – is not acceptable.

We work with a positive discipline ethos and merit system, whereby positive behaviour and role modelling is praised, rewarded and used as an example for supporting others. Through our caring and supportive approach, less-desirable behaviour is minimal, and guidance is given at the earliest possible opportunity.

Social problems in the classroom or playground are handled, as much as possible, by the teacher concerned and then, if further intervention is required, by the Head of Primary and/or the Principal.

HOMEWORK

Homework is an integral part of learning and can be used as a way of introducing new themes, or as revision and consolidation of prior learning. Students will be given homework regularly throughout the year, which in the Primary years will mainly involve reading, spelling, maths and literacy. As children get older, their homework will become progressively greater in quantity, although we consider children's need to play and relax outside of school. We request your cooperation in ensuring that homework is completed on time and to the best of your child's abilities.

Please refrain from doing your children's homework for them! Homework is set such that students should be able to complete it independently, with just a bit of guidance to ensure the task is understood. If your child struggles with any homework task, please make the class teacher aware of this through a note on the homework or via an email.

INTERNET USER POLICY

The use of information technology is now an integral part of everyday teaching in all subjects. Students have internet access in school to be used during class, and will also be issued with school email addresses. In order to ensure their safety and to prevent abuse, all students and parents will be expected to sign a policy document guaranteeing safe use of computers and the internet. Lessons on internet safety are part of our curriculum.

Mobile phones are not to be used in school. If a Primary student needs a mobile for communication with parents after school, this device should be handed to the class teacher upon arrival. Students are asked not to bring ipods, MP3 players and other electronic devices to school. The school cannot be responsible for the safe-keeping of these items.

EXTRA-CURRICULAR ACTIVITIES

The school will offer a variety of extra-curricular activities, some on a termly basis and others throughout the academic year. Details and enrolment forms will be sent within the first two weeks of term. If your child is enrolled in an extra-curricular activity, please ensure that school administration and the activity leader are informed in advance in case of absence.

EQUIPMENT

Students will be provided with a reading book bag and reading record, as well as workbooks and standard stationery to be used in class.

To complement these supplies, please ensure that your child has the following for the first day of school:

- Packed lunch (if not enrolled in the lunch service), in a box or bag labeled with the child's name, and water bottle labeled with the child's name to be stored in class
- Healthy morning snack stored in a small plastic container labeled with the child's name
- Tissue packs to be kept in personal tray in class
- A waterproof apron labeled with the child's name, to be used for art lessons
- A pair of indoor shoes – soft-soled, dark coloured plimssoles/trainers or slippers – labeled with the child's name. To minimise the risk of accidents on stairs, etc., please ensure any slippers have a closed heel.
- Sports kit in a small, draw-string bag
- An extra set of clothes in case of accidents (for younger children)

Due to the lack of space in school hallways, and to health and safety concerns, we ask that children use small backpacks to bring their things to school on a daily basis. The use of wheelie bags is discouraged as they are large and cumbersome and are not easily stored. We suggest that sports kit is left at school during the week and taken home at the weekend to be washed.