



International School of
the Gothenburg Region

Parent Handbook

PYP

2017-2018

EMBRACE DIVERSITY, EXPLORE THE WORLD!

ISGR/IHGR Vision

Our Vision for ISGR/IHGR is to be a leading international educator with a community of passionate lifelong learners, inspiring global citizens to embrace diversity and explore the world



Table of Contents

Contact Numbers, addresses and e-mail

School Routines

- The school day
- Closure due to bad weather
- Car Parking
- Tardiness
- School Meals
- Morning Break
- Lunches for Excursions
- Drinking water
- Bicycles
- Bus/Tram cards

Clothing and Equipment

- School uniform
- Outdoor clothing
- Indoor shoes
- Gym/PE Kit
- School supplies
- Lost property
- Valuables

Communication

- Absences
- Taking students out of school
- Teachers weekly letters
- PYP Newsletter
- Information Evening in September
- Parent & student conferences/development talks
- Reports
- Complaints procedure
- Withdrawal of student

Financial

- School fees
- Swedish social number
- Class kassa
- Class fund raising

Student Health and Safety

- Behaviour policy
- Evacuation drills
- Building/playground maintenance
- School Nurse
- Health Information Form
- Administration of Drugs and Medicines
- Guidance Counsellor
- Emergency Contacts – change of address
- Accidents
- Insurance
- Identity Cards
- Gym tags

The Curriculum

- Brochures
- English as an additional language
- Learning support
- Homework

Special Days/events

- International Culture Week
- Lucia
- PYP5 Exhibition
- Health Week
- Reading Week
- Sports days
- Last Day of School

Parent Association

ISGR/IHGR Philosophy and Practices

Computer and Internet User Guidelines

Permissions to Use Students Work and Pictures

Welcome to ISGR Library

School Yard and Canteen Rules

Contact Numbers, Addresses & E-mail

ISGR Guldheden Campus – PYP: Guldhedsgatan 6,
413 20 Göteborg.
Reception: 031 7089250

Gula Sidorna (yellow pages) map references: South Campus 31 E7

Head of School

Birgitta Sandström-Barac 031 7089215 Birgitta.Sandstrom.Barac@isgr.se

PYP Principal

Moragh Randall 031 708 9262 Moragh.Randall@isgr.se

PYP Deputy Principal

Cathy Davis 031 708 9268 Cathy.Davis@isgr.se

PYP Coordinator

Ellen Trelles 031 708 9273 Ellen.Trelles@isgr.se

School Nurse – PYP

Susanne Hogner 031-7089260 Susanne.Hogner@isgr.se

Development & Admissions Manager

James Teasdale 031 7089265 James.Teasdale@isgr.se

If your child is sick please report the absence on *SchoolSoft*:

<https://sms6.schoolsoft.se/isgr>

If you are not able to access this you may call 031 7089253 before 7.45 am

ISGR homepage: www.isgr.se

Teacher's e-mail addresses can be found on the ISGR homepage: Contact -> Staff Contacts (<http://www.isgr.se/int/staff.php>)

If you have any suggestions for additional information for inclusion in this handbook, please contact Marketing & Development Manager, James Teasdale.

School Routines

The School Day

The school day is from 8.30am – 2.30pm. PYP5 finish at 3.00/3.15pm one day per week. Children can be in the classroom from 8.20am; prior to this time, they should wait in the playground, which is supervised by ISGR staff from 8am.

School is open for children attending PAL (Out of School Hours Care) from 07.30 until 17.30.

School Closure Due To Bad Weather - If it becomes necessary to close the school due to bad weather, then a message will appear on the school website. Information is also usually given out over the local radio and on television.

Car Parking - We do not have a car park. For parking please see page 31 E7 of the 'Kartsidorna' in the Yellow pages. **Please do not park in the Guldhedskolan car park either.**

Tardiness - Students who are late disrupt the start of the school day. If a student is persistently late without good reason, then the Principal will need to discuss the situation with you.

School Meals - All students receive a **free school lunch**. Students in grades K – 3 are served food in the main school building or Early Years Centre. Students in grades 4 – 5 eat in the 'big' Bamba (canteen), which is situated at the far side of the playground and is shared with Guldhedskolan.

Every day there is a hot meal, salad bar and a choice of water or milk to drink. Parents should complete a form to advise of various dietary requirements. Every student is expected to eat in the Bamba (or canteen) and we provide food suitable for vegetarians, pork free and other dietary needs.

Morning Break – As a healthy school, students should bring a fruit snack or small sandwich to eat at the start of morning break. Foods like chocolate and cakes are not allowed in the school. ISGR, like all Swedish schools, is a nut free zone in accordance with Swedish legislation.

Lunches for Excursions - Students are sometimes required to bring a packed lunch to school if they are going out on a school trip. These should be healthy and NOT include candy, chips, chocolate biscuits or fizzy drinks.

Drinking Water - All students should bring in their own drinking cup or sports bottle to the classroom as they have access to drinking water when needed.

Bicycles - Students may cycle to school if they wish, but are asked to comply with the following:

- 1 Students between grades K – 5 must be accompanied by an adult.
- 2 Written permission is given to the class teacher by the parent or legal guardian
- 3 Students wear cycle helmets – it is now a legal requirement in Sweden that all students under the age of 15 years must wear a helmet.
- 4 Bicycles must be parked and locked in the front of the school.

NB The school cannot be responsible for either loss or theft of bicycles.

Bus/Tram Cards - Bus cards are provided by the Municipality of Gothenburg for students living within the municipality of Gothenburg for free from the age of 7. It is free to use on weekdays. This card can be 'topped up' at 'Tidpunkten' found at Brunnsparcken near the Nordstan Shopping Centre. This enables the card to be used for extended hours during the week and at weekends and costs approximately 250 SEK. The bus card is sent home to the student. (Please note that a student must be registered at the tax office and have a personal number).

It is the municipality that orders the bus cards, no longer the schools. Each municipality orders cards for students living in their municipality. If you and your child live in another municipality than Gothenburg, please contact your municipality directly.

Please find below contact details for the Gothenburg municipality, divided by sub-areas:

Angered: skolkort@angered.goteborg.se

Östra Göteborg: skolkort@ostra.goteborg.se

Örgryte-Härlanda: skolkort@orgryteharlanda.goteborg.se

Centrum: skolkort@centrum.goteborg.se

Majorna-Linne: skolkort@majornalinne.goteborg.se

Askim-Frölunda-Högsbo: skolkort@afh.goteborg.se

Västra Göteborg: skolkort@vastra.goteborg.se

Västra Hisingen: skolkort@vastrahisingen.goteborg.se

Norra Hisingen: skolkort@norrahisingen.goteborg.se

Lundby: skolkort@lundby.goteborg.se

The bus cards can be used during these times:

Students in grades K-5: 4:00am to 7pm

Students in grades 6-9: 4:00am -10:00pm

Lost cards: Please contact your municipality.

Students should be aware that if their card is lost or stolen then they will have to pay 50 SEK for a replacement.

CLOTHING AND EQUIPMENT

PLEASE NOTE - THERE IS NO SCHOOL UNIFORM.

We do not have a school uniform. Students should however dress in an appropriate, non-suggestive manner with attention given to neatness and cleanliness. T-shirts or sweatshirts should not display offensive slogans or promote drugs, alcohol or tobacco.

Outdoor Clothing - Students are expected to go outside during morning and lunch break and so will need to have clothing appropriate for the Swedish weather. **It does rain an awful lot in Göteborg!** We recommend the following:

For wet weather: **Rain pants and waterproof jacket**
 Waterproof boots i.e. wellingtons

For cold weather: **Overalls or ski pants and jacket**
 Gloves, hat and scarf
 Snow boots

We also recommend that a spare set of clothes be kept at school in case the rain clothes prove to be less effective than expected!

Students in Grades 3, 4 & 5 are assigned a locker for which they must provide a lock.

Indoor Shoes - Students will also need a pair of **indoor shoes**. Students must change into their indoor shoes prior to entering their classroom. Some type of soft-shoe like a training shoe would be appropriate.

PLEASE LABEL ALL ITEMS OF CLOTHING CLEARLY WITH THE STUDENT'S NAME.

Markers and iron-on labels are available from Panduro Hobby and Åhlens in the City.

Gym/PE Kit - Gym classes take place both inside and outside and clothing for both environments is required.

For Indoors: **Pair of shorts and a T-shirt**
 An extra pair of socks
 Sports shoes – NO BLACK SOLE (they mark the floor of the gym)

For Outdoors: **Tracksuit and sports shoes suitable for outside.**

Grades 3 – 5 also need a **towel and soap**, as they should take a shower after Gym/PE lessons; however, this is optional.

PE/Gym bags can be purchased in most bag or sports shops.

School Supplies - The school provides all the text-books, notebooks and pencils that will be required. Students may however be provided with a list of other items that they will need; this could include special folders, coloured pencils and felt tip pens.

Lost Property - All lost property is placed in a room next to the nurse's room in the administration corridor.

Valuables - We ask students not to bring valuables to school as we cannot accept responsibility for them.

Mobile Phones – Students may bring mobile phones to school, however, these should be turned off and kept locked in the student's locker during the school day.

COMMUNICATION

SchoolSoft

Schoolsoft is the digital platform ISGR uses to record attendance. All parents should have a log in to this platform. Here, parents can report their child sick, late, or absent due to an appointment. Please do this before 7:45 on the morning of the absence.

<https://sms.schoolsoft.se/isgr/jsp/Login.jsp>

If you need any help with *SchoolSoft* please contact the Deputy Principal, Cathy Davis:

Cathy.Davis@isgr.se

ManageBac

ManageBac is the digital platform that PYP uses for student academics, student goal setting, and parent teacher communication. Report cards are also sent home via *ManageBac*. Parents also receive the PYP monthly newsletter and other updates from the Principal and PYP Coordinator. Upon arrival at ISGR, each parent should receive a welcome email from *ManageBac* with instructions on how to set up an account.

It is very important to set up this account as soon as possible. It is good for the parents to develop the routine to check this platform regularly for class information and general school information.

<https://isgr.managebac.com/login>

If you need help with *ManageBac* please contact the PYP Coordinator Ellen Trelles:

Ellen.Trelles@isgr.se

Absences - If your child is sick, please report their absence in *SchoolSoft* before 7.45 a.m. by logging in using your username and password. <https://sms6.schoolsoft.se/isgr>

If your child does not arrive at school and no absence report has been received, then the school will contact the parent or guardian as soon as possible.

Taking Students Out of School - If you need to take your child out of school for any reason, please complete a **leave of absence** form. In one school year a leave of absence can be granted for a maximum of 10 days in total. If a student is absent without approval for longer than 10 days consecutively, then they will be automatically withdrawn from the school and parents will need to reapply, and demonstrate that they still meet the Admissions Criteria if they wish to return to ISGR. The Leave form can be found in the Parent Zone of the ISGR website.

Weekly Letter - In the PYP section, teachers post weekly letters on ManageBac with details about the week, field trips, curriculum and upcoming events.

PYP Newsletter - The PYP newsletter is published monthly on ManageBac. Past newsletters can be accessed in the Files Tab on ManageBac in the ISGR Parents Group. <https://isgr.managebac.com>

www.isgr.se - Most key information is posted on our website so please check it regularly.

Information Evening open house– Held in September. This meeting introduces parents to the PYP programme and how it is applied at each grade level.

Parent & Student Conferences/Development Talks – This is an opportunity for you to have a 15 minute appointment, where you and your child get to meet the teacher and discuss your child’s progress. If you need a follow up meeting or additional time, please arrange this by e-mail.

Reports on ManageBac- All students receive an end of term report with comments from all their teachers about their progress at the end of each term – December and June.

IMPORTANT – If at any time you have concerns regarding your child please arrange an appointment to discuss it with their class teacher. E-mail is a very effective way to communicate with the teachers or set up meetings. However, please try to avoid speaking to the teacher in the morning or in the corridors during the day. If you feel there is a matter that needs addressing urgently contact Cathy Davis, the Deputy Principal on 031 708 9268 or Moragh Randall, the Principal on 031 708 9262.

Complaints Procedure - The first person to contact is normally the class teacher. If this is not appropriate, then speak to the Deputy Principal or Principal.

All members of ISGR staff are dedicated to delivering high quality education to the students entrusted to us, and furthermore to ensure that their health, safety and welfare are properly cared for at all times. If you do have a worry or concern about what is happening in school, **PLEASE TELL US AT ONCE.**

Withdrawal of students – When you leave you will need to complete a withdrawal form and hand it to the Admissions Department. The Admissions Dept will arrange for leaving certificates and any other information that the new school requires.

WITHDRAWAL PROCEDURE

A signed [withdrawal form](#) (found on the school website) must be sent to the Admissions Office: isgr@isgr.se by the following dates:

Students leaving at the end of Autumn term (December 2017)	Students leaving at the end of Spring term (June 2018)	Students leaving in the middle of a term
Withdrawal forms must be handed in by 31 October, 2017	Withdrawal forms must be handed in by 30 April, 2018	Withdrawal forms must be handed in 1 calendar month before the student’s last day at school.

Potential withdrawals: If you are planning a move, but it is not confirmed, please inform the Admissions Manager by the dates stated above in the withdrawal procedure. The information will be kept confidential, yet is useful for ISGR to plan for teachers and classes.

Late withdrawals: Families that do not hand in a signed withdrawal form by the due date will be charged the school fees for three month: 5 177 SEK

FINANCIAL CONTRIBUTIONS

The school fees

ACADEMIC YEAR 2017/2018

The school fee for the international section is 31,060 SEK per school year and student. Parents with 3 children or more pay half the annual fee for their 3rd and 4th child.

Guardians pay a minimum of one term, regardless of the student's start/end date.

School fees: Student school fees must be paid by the withdrawal date.

Swedish Social Number - It is very important that ISGR receive the student's '**personnummer**' as soon as possible to enable the school to claim the appropriate level of state funding. If your child is eligible for a bus/tram card then this cannot be issued without a '**personnummer**'.

Class Kassa - This is a voluntary contribution held by the class teacher to cover the cost of school trips or specific items for the classroom. This is usually 100 SEK per term.

Class Fund Raising - From time to time individual classes will undertake fund raising activities either for something for their classroom, an excursion or for charity. Bake sales are held by grade 5 where goods are baked or other items are made and sold. We recommend that children do not bring in an excess of 20 SEK for these events.

STUDENT HEALTH AND SAFETY

Students have a right to: **Learn in a positive environment**
 Be safe and secure at school

Equal Opportunities Plan - ISGR has an 'equal opportunities plan' called the 'Well Being plan' which is used across the school. It is the guiding document for the promotion of equal treatment and well-being of all students and staff. The plan includes laws and concepts, objectives of the plan, and a guide for addressing conflicts. It can be found on the ISGR website under the section 'The School'.

Responsive Classroom Approach - ISGR applies the Responsive Classroom approach as its social curriculum. It is a way of teaching that creates a safe, challenging and joyful classroom and schoolwide climate for all children. To read more visit the Responsive Classroom website where you will find information about the approach and how teachers use it. Click here to read an informational letter: [Information for Parents](#)

www.responsiveclassroom.org

Evacuation Drills - These are undertaken several times each term to ensure that students are prepared in the event of an emergency. Students learn to leave the building in an orderly fashion and assemble in the appropriate area for roll call.

Silent Emergency Drill - These are undertaken throughout the year. They involve students practising being calm and silent in preparation for eventual emergencies.

Building/Playground Maintenance - The School Service Team is responsible for maintenance and makes regular checks of the building and school grounds to ensure they are kept in good repair. However, if you see something that requires attention then please report it to the Buildings Coordinator – Anna Kihl – Email anna.kihl@isgr.se. Tel: 031 7089219.

School Nurse - The school nurse will perform the simple checks at the appropriate age on hearing, sight etc. When necessary, there will also be a doctor present. In accordance with Swedish recommendations, the nurse will administer any vaccinations. The nurse also works with teachers regarding advice and support to encourage healthy living. **According to Swedish law, teachers are obligated to report to the proper authorities any student who has received corporal punishment (hitting or spanking) by an adult.**

Susanne Hogner - is the nurse for Guldheden

Telephone: 031-7089260 between 8.30 – 9.30 and e-mail Susanne.Hogner@isgr.se

Health Information - Each new student will receive a form from the nurse requesting information regarding their medical history including the vaccinations they have received. Please fill in and return this form as quickly as possible so the nurse can keep accurate records.

Administration of Drugs and Medicines - Students with a chronic illness are usually able to administer their own medication. However, in an emergency the nurse will be able to assist. The nurse is also able to give pain killers when necessary in accordance with permission on the health form.

Guidance Counsellor – As part of the Student Service team the guidance counsellor works with students as individuals and in group situations to promote their welfare. The counsellor is available to meet with students who need to talk to an adult other than a parent or teacher. Parents and teachers may also refer students to the counselor if they feel that it is in the interests of the student. The counselor will also offer guidance to parents and teachers with how best to support the student.

Mona Esmailian is the counselor for Guldheden - mona.esmailian@isgr.se

Emergency Contacts - At the beginning of each school year, or on arrival at the school, you will be asked to enter your contact information into [SchoolSoft](#), our official school registry system. If your child should have an accident or become unwell during the day we will be able to get a message to you by accessing this information. These details are kept on SchoolSoft. Parents are asked to update their details on SchoolSoft. **It is vital that you let school know if any of your contact numbers or addresses change, so we can update the student's information. The parent is responsible for updating their own information.**

Accidents - The school nurse or a member of staff trained in First Aid will assess all accidents. Minor accidents will be dealt with in school but when necessary, students will be taken to the appropriate hospital for treatment and parents will be advised accordingly.

Insurance - Students are insured by the local municipalities 24 hours a day. More information can be found at www.protectorforsakring.se

Identity Cards - All students have an Identity Card. As this is used as the library card the librarian will keep the cards.

Gym Tags - We have a locking system on our gym doors to prevent people who should not be there from entering. A member of staff or student will be given the tag in order that the door is opened for the students to enter.

NB: If a student cannot get into the gym, they should return to the school building and find an adult to help them.

THE CURRICULUM

Brochures detailing the curriculum for each grade level can be found on our school website. For more information about the IB visit: www.ibo.org

English as an Additional Language - Students with little or no English attend a special programme for English as an Additional Language.

Learning Support - If you feel that your child needs help, trained staff can help by diagnosing their needs and by supporting their learning. Please speak to the class teacher if you have any concerns.

Homework - As a guideline, students can expect homework as detailed below.

Grade K – assigned when the teacher feels that the student is ready.

Grades 1 & 2 – 15 - 20 minutes a day

Grades 3 & 4 – 30 - 45 minutes a day

Grade 5 - 50 - 60 minutes a day

Homework is a revision and/or consolidation of school work. It is your child's responsibility to do their homework and to hand it in on time. If they struggle with the homework, you, as their parent are welcome to assist them but please make sure you let the teacher know that your child had difficulty with it and clearly identify the difficulty if possible.

As a parent the school expects you to provide the following for the time period prescribed,

- A place where the student can work undisturbed and not be distracted.
- A regular time each day for the homework.

Special Days/Events

Lucia winter celebration – Grades 0-2 will perform a small concert for parents at school. There will also be a Lucia celebration on or about the 13th December in a local church and parents are welcome to attend.

International and Culture Week – in October. This is an opportunity for us to celebrate the diversity of the students and staff at ISGR. Each year a group of teachers will choose a theme for the students to work with during the week.

Art Exhibition Students display their work in an exhibition at school and parents and other students are invited to attend and view the work.

PYP Exhibition – During the spring term the PYP5 students, who are in their final year of the Primary Years Programme, carry out an extended, collaborative inquiry project, known as The Exhibition. Groups of children work under the guidance of their teachers, parent volunteers and other adult volunteers from the school community.

The Exhibition represents a significant event in the life of both the school and students, synthesizing the essential elements of the programme and sharing them with the whole school community. It is an opportunity for students to exhibit the attributes of the learner profile that they have been developing throughout their engagement with the primary years programme. It is a culminating experience marking the transition from the PYP to the Middle Years Programme (MYP).

Health and well-being Week – September - Students focus on healthy living for a week and engage in a number of activities designed to encourage the adoption of a healthy lifestyle.

Reading Festival - Students undertake a range of activities focussed on reading. There is a read-a-thon, a chance to see/hear interviews with authors, a literature quiz where mixed teams from

grade K to 5 walk around the school answering questions and a 'dress up as your favourite character day'.

Sports days – During the school year there are a number of 'whole school' sports days which will take place at a venue outside school. It could be in Slottsskogen, Ice-Skating, Swimming or Slottsskogsvallen sports stadium and parents are welcome to come along and help.

Last day of school – This is a big event in Sweden! The students and parents gather outside in the playground/schoolyard for a whole school assembly which includes singing and some performances plus the ceremonial graduation of fifth grade students on their way to sixth grade and the Middle Year's Programme. Students generally wear their best or favourite clothes and after the assembly it is back to the classroom for 'fika' (coffee and cake) and speeches.

Please check the PYP calendar in the Parent Zone of the ISGR website for specific dates:

<http://www.isgr.se/int/calendar.php>

PARENT INVOLVEMENT - PTA - Parent Teacher Association

The goal of the PTA at ISGR is to help build school spirit and a sense of community within the school by organizing fun events for the students, parents, and school administration to enjoy. The PTA organizes and helps fund various activities throughout the year to benefit the school community.

Parent Helpers - ISGR firmly believe that the students will have a very positive experience at school if parents, teachers and students work in partnership. Therefore, any form of help or support that you wish to give will be most gratefully received.

Help in PYP!

In the Classroom – with reading, craft activities, going on school trips

The Library – checking books in and out and helping students find the book they are looking for.

Photocopying – for the teachers or administration

As Class Representative – organise other volunteers for school trips, teacher appreciation days, class parties and special events.

EAL Support – helping students learn English by playing games and listening to them read.

Home Country Representative – to act as a contact for families from their home country.

Social and Fund-Raising – The PTA also organizes additional events such as Red House Book Club, PYP Discos, Teacher Appreciation Day and more.

We also have social clubs including Choir and the English Club. New clubs are always welcome.

Committees include: New Family Orientation/Welcome Committee and Social Committee.

We Welcome New Volunteers

www.isgr.se/pta

Computer and Internet User Guidelines – 2016/2017

As a student, I agree to the following regarding using the computers and the Internet:

1. I will use the computers and Internet for school and research.
2. I will not use the Internet for any illegal activity, such as violating a copyright or other contract or gaining illegal access or entry to other computers (hacking).
3. I will not use the Internet in a way that will disrupt its use by others.
4. I will not use an account owned by another person or use that person's password to gain access in any way.
5. I will not reveal my personal password, address, phone number, or the same information of a friend or fellow student to anyone on the Internet.
6. I will not commit acts of vandalism to the computer, hardware peripherals, or programs. I will not do any damage to other people's files or access those files.
7. I will not use the Internet or the computer for rude, vulgar or inappropriate behavior.
8. I will not harass, annoy or attack others on the Internet.
9. I will not download files, software or shareware unless my teacher requests me to do so.
10. I will not use Internet time for playing computer games.

I understand that the school officials have full authority to decide what is appropriate Internet and computer use. My teacher has discussed each of the above points with me, and I understand that if I violate this agreement my access privileges will be lost and school disciplinary action may be taken.

PERMISSION TO USE STUDENT WORK AND PICTURES

ISGR takes the opportunity to celebrate student work whenever possible. In addition, as an IB world school, ISGR is also expected to send samples of student work for monitoring purposes.

We therefore, request your permission to use photographs of the students and samples of their work for the following purposes:

- School Webpage
- School publications – Newsletters, brochures etc.,
- Wall displays
- Sample material for IB

If you **do not** wish us to use pictures of your child or their work, please inform us in writing.

WELCOME TO ISGR LIBRARY

GOALS, FUNCTIONS AND RULES

The school library is an educational and cultural environment where individuals are exposed to ideas through the use of print and non-print resources in many media format. The school library fosters the development of lifelong learning abilities and a love of reading in its students. The main purpose of The International School of the Gothenburg Region's Library (ISGRLIB) is to support students and teachers within ISGR's schools in South Campus and North Campus. ISGRLIB is dedicated to the advancement of internationalism through education by provision of services to its members.

Library functions

The program and services are an integral part of the school's curriculum. The library offers an array of resources to implement, support and enhance those requirements, as well as providing independent free time reading and its own programme for teaching literary appreciation and information literacy skills.

Loan period and responsibilities

The loan period is normally 3 weeks, but you are able to renew your loan. Books loaned to younger students have a shorter due date. It is possible that the librarian may recall borrowed item(s), when needed for Official Library of ISGRLIB business. Please make contact with librarian to renew your books on loan. **When you borrow any items, you will be notified of the date when they are due to be returned, either on a borrowing receipt or stamped into the books. You are responsible for items or materials borrowed until they have been deregistered. If the items or materials you borrowed are damaged or lost, you are liable for the cost of replacing them.**

Overdue returns

In order to borrow books you need to hold a library card, both staff and students will receive a library card. If you fail to return the item(s) or material(s) on time a charge will be made. If the borrowed material(s) or item(s) have not been returned within 2 weeks of the return date you will receive a reminder. You will not be permitted to check out anymore items or books until this/these book(s) or material(s) are returned.

Opening hours

Monday	8.00-16.00
Tuesday	8.00-16.00
Wednesday	8.00-16.00
Thursday	8.00-16.00
Friday	8.00-14.30

Thank you,

Fleur Doornberg fleur.doornberg@isgr.se

School Yard Rules – Agreement between ISGR & Guldhedsskolan

Playground Rules:

General:

- Guldheds skolan is in its school yard and ISGR is in its.
- Those on playground duty should wear a yellow band. Each school covers its own playground.
- The rules of those on duty are what counts. Every adult should be prepared to speak to their own schools students and those of the other school. Students must obey all adults.
- No one is allowed to climb or jump on the outdoor tables.
- No one is allowed to climb in the trees.
- No fighting or fake fighting.
- No mobile phones are allowed outside at break times
- No sweets, ice-cream or chewing gum should be consumed in the playground areas.
- Sticks and Stones are prohibited for Kindergarten. They may be used for other grades but only for building purposes.
- Walking and climbing on fences is not allowed.

Football Pitch:

- Each school uses the football ground nearest to its own sports hall. Any sports lesson has priority of use. Each school has responsibility to look after and maintain its own goal posts and to keep them in the correct place on the football field. No one is allowed to move the goals, or climb on the goal net or goal posts.

Swings:

- Maximum number of children on a tyre swing is 2. The swings should not be swivelled round. Also swings are not supposed to “bump” into each other. Maximum time on a swing is 5 minutes. Jumping off the swing is prohibited.

- Maximum number of children on the friendship swing is 3.

Like the other swings, jumping is prohibited.

The Hill:

- The slides are made for normal use, so no one is allowed to slide differently than sitting on their bottom.
- Climbing or standing on the slide is not allowed. Use the stairs to go to the top of the slide.

Winter:

- Snowball throwing is not allowed.
- Playing on the ice is forbidden unless the student is wearing a helmet.

Bamba rules – Agreement between ISGR & Guldhedsskolan

1. Children are not allowed into bamba without an adult.
2. No hats, caps or jackets are to be worn in bamba.
3. Everyone should behave pleasantly and speak quietly.
4. Everyone should respect the bamba staffs' queuing system.
5. All adults should be prepared to speak to all students.
6. Food should not be taken out of bamba.
7. Balls should not be taken into the bamba