



International School of
the Gothenburg Region

Student & Parent Handbook

MYP

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



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Contact Numbers, Addresses & E-mail

ISGR Götaberg Campus – MYP: Molinsgatan 6,
411 33 Göteborg.

Reception: 031 7089200

Gula Sidorna ('yellow pages') map references: North Campus 33 C7

Head of School

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

Principal MYP Section

Graham Miselbach 031 708 92 28 Graham.Miselbach@isgr.se

MYP Deputy Principal

Corinna Ljungberg 031 7089227 Corinna.Ljungberg@isgr.se

MYP Coordinator

Matt O'Brien 031 7089233 Matt.OBrien@isgr.se

Principal LGRM Section

Maria Lindberg 031 7089226 Maria.Lindberg@isgr.se

School Nurse – MYP

Jenny Pettersson 031 7089210 Jenny.Pettersson@isgr.se

Guidance Counsellor

Caroline Carlén 031 7089212 Caroline.Carlen@isgr.se

Marketing & Admissions

James Teasdale 031 7089205 James.Teasdale@isgr.se

If your child is sick

please report via SchoolSoft before 7.45 am: <https://sms6.schoolsoft.se/isgr>

ISGR website: www.isgr.se

Teacher's e-mail addresses can be found on the ISGR website under staff contacts at: <http://www.isgr.se/int/staff.php>

If you have any suggestions for additional information for inclusion in this handbook please contact the Marketing & Development Manager, James Teasdale at: James.Teasdale@isgr.se

School Routines

The School Day

The school operates between the hours of 8.00am and 5.00pm. Students start and finish times may vary from day to day but are between the hours stated.

Open Campus

The school is situated on an open campus and the students in grades 8 – 10 are allowed to leave the campus during the day outside lesson time. Students in grades 6 and 7 have the area at the rear of the school building for playing and they may NOT leave the campus during the day except to travel to the Guldheden campus for their sports lessons. Students in grade 6 will be supervised during their break times.

Car Parking

If you are driving your child to school please do not drop them off in the staff car park as this causes congestion when the staff is arriving.

Please do not park in the staff carpark. Staff car parks are monitored by the traffic authority and failure to display a parking permit or recognized visitor's badge may result in a parking fine!

Teacher Absence/Substitution

If a member of staff is away from school then a substitute will take the class. If students arrive for class and there is no teacher yet there, then the students should go to the Deputy Principal, Corinna Ljungberg and she will organize to open up the classroom for the lesson.

If a teacher has not arrived, this does not mean the class is cancelled. Students leaving without permission will be regarded as absent without leave and face consequences.

In some cases a class may be cancelled and the class dismissed early but this is unusual and only authorized by the Principal or Deputy Principal. Students will be given the opportunity to call home informing their parents if it is the case that they need to leave early. For students without a mobile phone the means to call home will be provided by ISGR.

School Lunches

Lunch is provided by school in the canteen (or Bamba) and students must attend the canteen and eat at their scheduled time. A hot meal is provided and there is a salad bar plus milk or water to drink. Students with specific dietary requirements are catered for and they are required to fill in their dietary needs on the appropriate form and submit it to their Advisor. Students are not allowed to take their own food into the school canteen.

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 Brunnsparken 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: 4:00 am to 7pm
Students in grades 6-9: 4:00 am -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.

School Closure Due To Extreme Weather

In the rare event of extremely severe weather, it may be necessary to close the school. Please check the local radio and television news for information. A message will also be displayed on the school website advising you of the situation.

Clothing & Equipment

Dress Code

We do not have a school uniform or formal dress code. Students should however dress in an appropriate manner with attention given to neatness and cleanliness. T-shirts or sweatshirts should not display offensive slogans or promote drugs, alcohol or tobacco. For those of you new to Göteborg, it does rain frequently, so please be prepared with either a waterproof jacket or umbrella!

Gym/PE Kit

Gym lessons usually take part indoors except for the beginning and end of the school year and the jogging sessions. The gym is situated on the South Campus at Guldheden and students travel by tram or bus between the two campuses.

Kit required: Tracksuit or shorts.
 T-shirt and/or sweatshirt.
 Trainers with non-marking soles.
 Towel, soap & shampoo for use in the shower.

Valuables: There are a number of lockers in the gym changing rooms but students must provide their own lock.
 Alternatively these can be placed in the 'valuables' box at the beginning of the lesson and collected at the end.

School is not responsible for the loss of items belonging to students.

School Supplies

ISGR provides all the textbooks required by students. If a student loses a book then they are responsible for paying a standard fee as follows:

- Books purchased in Sweden – 500 SEK per book.
- Books purchased outside Sweden – 1000 SEK per book.

Lockers

Every student is issued with a locker on arrival at school but they must provide their own lock. This is a privilege and not a 'right' and if abused the student will lose that privilege. School cannot be responsible for anything in a student's locker and we ask, therefore, that they do not bring valuable items into school.

Lost Property

If you lose something then please ask at the reception.

Valuables

Students are responsible for anything that they bring into school.

Communication

The means of communication between school and home is primarily electronic and includes the website, emails, our curriculum tool *ManageBac*, and *SchoolSoft* for attendance and sick reporting. There are also special meetings and Development Talks scheduled to facilitate exchanges of information about students and student learning.

ISGR Website

Please check it regularly as news and changes of information will be posted here. There is a calendar section giving information about class trips, national holidays, staff training days and other important dates to note: www.isgr.se/calendar

Absences & Sick Reporting

If your child is sick, please report their absence before 7.45am via *SchoolSoft*:

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

If a student is missing from class and does not appear on the absence list then that absence is unexcused and will be noted on the student's record.

Taking Students Out of School - Leave

If you need to take your child out of school for any reason then you must seek permission by completing a leave of absence form (available in the Parent Zone of the website) **14 days in advance**. The form should be submitted to Graham Miselbach, Principal or Corinna Ljungberg, Deputy Principal, for consideration. Approval of leave depends on the individual circumstances and stage in the academic year.

Absences are cumulative in any school year; therefore, repeated absences can jeopardize your child's promotion to the next grade level. By Swedish Law, students are allowed to be absent ten days.

Parents & Students must note that the students are responsible for catching up any work or assignments that they miss. Failure to do so will result in the missed assignments not being assessed. If the student has missed a test, then he/she must arrange with the relevant teacher to take the test at another time.

Withdrawal of Students

A signed [Withdrawal Form](#) (found on the school website) must be sent to the Admissions Office: admissions@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 term
Withdrawal forms must be submitted by 31 October, 2017	Withdrawal forms must be submitted by 30 April, 2018	Withdrawal forms must be submitted 30 days before the student's last day at school

Potential Withdrawals: If you are planning a move, but it is not confirmed, please submit a Withdrawal Form before the due date and indicate that the withdrawal is subject to being deferred to a later date. If your moving date is deferred then you will need to submit an amended Withdrawal Form. This will be kept confidential, yet is essential for ISGR to plan for teaching and classroom resources.

Late Withdrawal / Initial Enrollment Fee: Families that do not submit a signed withdrawal form by the due date will be charged school fees for the equivalent of two months enrollment: SEK 5,291. This fee also applies to families that do not take up an allocated place after they have been enrolled.

School Fee

Student school fees must be paid according to the schedule provided on the invoice, and in the event that a student is Withdrawn early, the final payment must be made prior to the Withdrawal date. Further information about the School Fee is available at: <https://isgr.openapply.com/pages/28>

Parent Concerns

For individual student matters, the first person to contact is the student's Advisor or subject teacher depending on the concern. All contact information can be found on the school homepage. School-wide issues should be addressed through the 'Parent Council'.

Parent Contact Details

It is vital that you let the School know if any of your contact numbers or address details change. Any changes should be updated in *SchoolSoft* and also communicated to the Deputy Principal.

Curriculum Information

MYP Overview

Students must study from each of the required areas of the Middle Years Program or MYP: Language & Literature, Language Acquisition (including host country language), Mathematics, Science, Individuals and Societies, the Arts, Physical and Health Education, Design.

Global Contexts is used in the teaching and learning in the MYP. These help the students to understand concepts in context. The six Global Contexts help students engage in inquiry and understand concepts more completely. The Global Contexts are a starting point of any inquiry and promote international-mindedness, intercultural understanding and global engagement.

The six Contexts are:

- Identities and relationships
- Orientation in time and space
- Personal and cultural expression
- Scientific and technical innovation
- Globalization and sustainability
- Fairness and development

In MYP 10, the students will complete a 'Personal Project'. These are marked internally and then a sample is sent for external moderation by the International Baccalaureate Organization. This represents a culminating effort of acquisition of learning from the student's years in the MYP, particularly the Global Contexts.

Following MYP 10, students have the option to continue in the IB Diploma Program at IHGR, providing they meet admission requirements.

Service as Action

The Middle Years Program recognizes that action is an important aspect of education and that service as a part of action is valued and should be part of the student's education. We want to develop caring students who show a responsibility to their community. All MYP students participate in Service as Action at ISGR. Units of study in the MYP will encourage, and in some places require, students to take action in response to the subject content covered. Action will be present in all year levels of the MYP.

Languages

The language of instruction is English and students who have insufficient English to fully access the curriculum will receive English as an Additional Language.

Language Acquisition

All students can take Swedish either as a Language & Literature course or as a Language Acquisition course depending on their Swedish proficiency. They can also take either Spanish or French as a Language Acquisition course.

Placement into the two different Swedish classes is via a placement test.

Advisory

Each class is assigned an Advisor. This teacher will meet with the students once or twice a week. This teacher is the point of contact for parents regarding general matters (though subject concerns should first be addressed to subject teachers). The advisor works with the students on their social and emotional well-being.

Friendly Voices

At ISGR we work proactively to make sure that our students feel safe and respected. Our Friendly Voices' Ambassadors are student representatives who through their positive attitude, responsible manner, communicative skills and self-motivation help our school to work proactively to ensure an environment characterized by respect.

The Ambassadors will:

- Guide new students and families
- Promote our school
- Ensure a positive attitude in class and in corridors
- Be a role model
- Learn about and spread information about equal treatment
- Help out during special events like parent meetings, Nordic network and open houses.
- Have a close cooperation with our school's student council
- Meet with the Ambassador's group four times per semester

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, Corinna Ljungberg:

Corinna.Ljungberg@isgr.se

ManageBac

ManageBac is the digital platform that MYP uses for student academics (MYP 6-10). Here, students can see when assessments are due, check grades and retrieve instructions and guidance. Parents can see grades and keep updated with what is going on in each class. Report cards are also sent home via *ManageBac*. Parents also receive the MYP monthly newsletter and other updates from the Principal and MYP Coordinator.

Upon arrival at ISGR, each student and 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. The students will use theirs every day at school and it is good for the parents to develop the routine to check this platform regularly for grade updates, subject and general school information.

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

If you need any help with *ManageBac* please contact the Deputy Principal, Corinna Ljungberg:

Corinna.Ljungberg@isgr.se

Reports

Students in MYP receive three reports during the course of an academic year. These will be sent out via *ManageBac*.

The first report is sent out at the end of the Autumn Term and will contain interim grades plus developmental comments. The second report is sent out halfway through the Spring Term and contains developmental comments but no grades. The final report of the year is sent out at the end of June and contains only final grades.

Assessment Criteria

Assessment is an integral part of teaching at ISGR and is used to determine the effectiveness of both the teaching and learning processes. It is essential that both students and teachers can identify their strengths and weaknesses and the effectiveness of the program. Students are always informed of the criteria being used to evaluate their work.

Formative Assessment

This is part of the daily learning process and helps teachers understand what the students already know which enables them to plan the next stage of learning.

Summative Assessment

This form of assessment takes place at the end of the teaching/ learning process. Students have the opportunity to demonstrate what has been learnt. Summative assessment may include any of the following: acquisition of data, synthesis of information, application of knowledge and processes.

Strategies and Tools

At ISGR we use a broad range of approaches that are designed to provide a balanced view of the student. This enables us to meet and encourage different learning styles. Examples of strategies and tools are: projects, research papers, journals, quizzes, tests, experiments, oral presentations, rubrics, benchmarks, checklists, anecdotal records and continuums.

Learning Support

There is a qualified Learning Support teacher to assist students with specific needs. If your child has an identified need or you think there is an undiagnosed learning issue, our staff can help by offering the appropriate follow up and support for your child's learning. Please contact the student's advisor to discuss your concern.

Homework

The nature of the homework will be practice, projects, reading, maintenance of skills, reviewing, studying for tests and research. The emphasis on homework is that it should maintain or reinforce skills or concepts that have been learnt. It is important that the students receive feedback from completing homework assignments and this is usually given a week after the work is submitted.

What happens after MYP9?

Students can continue to MYP10 and complete the Middle Years Program, in preparation for the Diploma Programme in years 11 and 12.

If the students are bilingual in Swedish/English they can apply for any of the other Swedish high schools; this is done via Gymnasieantagningen, Gothenburg's central admissions office, and information will be given by the school's careers counsellor.

If a student wishes to continue their studies in English but not in the IB Diploma Programme, IHGR offers the Social Science Programme and Natural Science Programme which follow the Swedish curriculum but are taught in English. Applications must be made through Gymnasieantagningen, Gothenburg's central admissions office, and information will be given by the school's careers counsellor.

Lars Nyström is the school's careers counsellor and he is at school every Tuesday. To set up an appointment with him contact him at lars.nystrom@isgr.se

Parents and students are invited to an information evening during the Autumn Term to review available options.

Student Health & Safety

Students have a right to:

- Learn in a positive, healthy environment
- Be safe and secure at school

The Well-being Plan, formerly known as the Equal Opportunities Plan (EOP)

ISGR has a Well-being Plan which is available on the ISGR website. The plan provides an overview of the necessary measures for promoting equal treatment and preventing any hindering or degrading treatment of students, parents and staff. The whole ISGR community should be familiar with this plan. Both parents and students must read this policy and acceptance of a place at ISGR confirms that the student and parent understands and accepts the rights and responsibilities detailed in the Plan. ISGR staff work with this Plan at designated times throughout the year.

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. Students can discuss, in confidence, any issues or problems they may have. For example: problems with school, growing up, relationships, sexuality or their home situation.

Parents and teachers may also refer students to the counsellor if they feel that it is in the interests of the student. The counsellor will also offer guidance to parents and teachers with how best to support the student. When appropriate, the counsellor will put you in touch with appropriate community agencies or specialists.

The Guidance Counsellor is located in the student services section on the ground floor of the Middle School Götaberg Campus. The MYP Guidance Counsellor is Caroline Carlén:

Caroline.Carlen@isgr.se

School Nurse

The School nurse for Götaberg Campus is Jenny Pettersson - Jenny.Pettersson@isgr.se Telephone: 031 7089210

Health Information

All new students receive a form from the nurse requesting information regarding their medical history, including the vaccinations/immunizations that they have received. Please fill in and return this form as quickly as possible to enable the nurse to keep accurate up to date records.

Medical Conditions

Students with a chronic illness are usually able to administer their own medication; however, in an emergency, a staff member will be able to offer assistance.

The School Nurse is also able to dispense painkillers when necessary and in accordance with the student health record.

Rules regarding personal medical care in school can be found on the website:

<http://www.skolverket.se/regelverk/juridisk-vagledning/egenvard-av-barn-och-elever-1.47312>

(This information is in Swedish but if you need any clarification please contact our School Nurse, Jenny Pettersson.)

If your child needs help with a medical condition, please contact your child's Advisor. You, as parents fill out a form titled Medical Conditions which the advisors will hand out on the first day of school. Copies of the completed form must be submitted to the advisor by August 22th. The completed form concerning medical conditions applies for the current academic year. At the beginning of the new academic year or with changes in the existing plan, a new form will need to be completed and the procedure repeated.

If you have any questions, please contact our School Nurse, Jenny Pettersson.

Building/School Grounds Maintenance

The school has a team responsible for maintenance and they make regular checks of the building and school grounds to ensure that they are kept in good repair. However, should you see anything that you feel requires attention please report it the Facilities Manager, **Imre Tomasits** 031 7089216 or email imre.tomasits@isgr.se

Fire Drills

These are undertaken several times each term to ensure that students and staff are prepared in the event of an emergency.

Students should follow the instruction of the teacher regarding the evacuation process.

Insurance

Students are insured by the local municipalities 24 hours a day. Full details are available from Human Resources Officer **Josefin Rosén**: josefin.rosen@isgr.se

Behaviour Expectations

Behaviour Standards

Included in this handbook is information related to expected standards of behavior in areas including:

- The Library
- The School Canteen
- Computer and Internet Use
- Use of student work and images.

Acceptance of a place at ISGR confirms your agreement to uphold the expected standards of behavior.

Tardiness

Students who are late disrupt the lesson for both the teacher and students and is in direct contravention of the student's right to learn and the teacher's right to teach. If students are persistently late without good reason then they will be spoken to by the Principal and their parents will be called. If tardiness or unexcused absence persists, the school is obliged to report the matter to Social Services.

Bicycles

Students may cycle to school but must lock their bicycle in the designated cycle racks in front of the school. Helmets should be worn, as decreed by Swedish law.

NB: The School is not be responsible for either loss or theft of bicycles.

Skateboards

Students can bring skateboards into school but they must abide by the following code of conduct:

- If parents wish for their child to wear safety equipment they must inform the deputy principal Corinna Ljungberg.
- Do not skateboard in an area or manner in which you endanger the safety of others i.e. the main steps!
- The skateboard should never be used inside the school.

Failure to abide by the above code of conduct will result in the skateboard being confiscated until the end of the school day.

Healthy Eating

As we want students to develop a healthy approach to eating we do not encourage them to eat chips or candies during school time. In addition to this being detrimental to their health, it also results in an increase in litter in the school.

Keeping the School Clean

We want our study and work environment to be clean, safe and healthy – therefore students should ensure that all of their rubbish i.e. pieces of paper, apple cores, etc. are disposed of in the numerous bins around the school and not left lying around on either the floor or tables.

Gym Usage

We have a locking system on our gym doors to prevent people who should not be there from entering. Six students from each class will have a gym tag which is programmed to open the door for that particular class at the time of their lesson.

Special Days & Events

Open House (Parent Introductory Meeting) – September

Presentations are given by the Principal, the Deputy Principal/Coordinator, the School Nurse, Counselor. Parents will have the opportunity to ask questions.

Following this introductory session parents will then hear from each of the subject teachers a short presentation on what will be taught during the year, style of teaching, type of assessment etc. Again there will be some time for informal discussion/questions. Information on the forthcoming year is usually handed out by the teachers at this time. *Please note that this meeting will usually last for around three hours.*

Development Talks

October 12th 8.30am – 6.30pm

October 17th 3.30pm – 6.30pm

February 22nd 8.30am – 6.30pm

February 27th 3.30pm – 6.30pm

Each term parents have the opportunity to meet with each of the subject teachers to discuss their child's development. A digital sign-up process is available two week before the talks for parents/students to make appointments. Each appointment is ten minutes long and parents are asked to try to keep to this time limit. If you require more time with a particular teacher then you will need to make an appointment to meet on another day.

It is up to you whether you wish your child to be present during the talk.

United Nations Day – October 24th

The school celebrates this day with a variety of activities within the classroom.

Love Unit - Spring

This programme begins in MYP 8 and is led by the science teachers and supported by the guidance counsellor and school nurse. The students receive information about their sexuality, relationships and healthy living. There is also a visit to the Youth Health Centre.

Personal Projects Exhibition

The 10th grade students will present the products of their Personal Projects at the end of the fall term. There will be an opportunity for all parents and students to view the projects and hear the participating students present them.

Summer Show - June

This annual show involves students from the whole school. Performers sing, dance, play instruments, do skits or magic tricks among other things. The afternoon show is supported by students from grade 8 and everyone is welcome to attend.

Lucia - December

Grade 10 students together with LGR 9 students participate in the Lucia celebrations in the form of a procession and singing in a church in Gothenburg. All students and parents are welcome to attend this event held on 13th December

Graduation Ball

Students in MYP 10 have a graduation ball which is held in a 'secret' venue outside school. The students 'dress up' and have the opportunity to have their photograph taken then enjoy dinner followed by dancing.

Graduation Ceremony

On the last day of term there is a graduation ceremony for MYP 10 and LGR 9 students. During the ceremony a number of special awards are handed out and the students are sent on their way! All students attend the ceremony and parents of the graduating students.

Student Awards

At the end of each school year the following awards are presented:

Gunnar Backman Award – Most Outstanding/All-round Student
Most Improved Student – one student per grade level
Sport Award – MYP and LGRM
Fine Art Award – MYP and LGRM
Music Award – MYP and LGRM
Drama Award – MYP and LGRM
PTA Award for Math/Science – MYP and LGRM
PTA Award for Writing – MYP and LGRM

Permission Slips for Field Trips

Each time students have the opportunity to go on a field trip the teachers organizing the event will send out a letter with details of the event and a permission slip for you to sign confirming that your child can attend.

For extended trips such as camping trips, exchange programmes and Nordic Network sports tournament, students and parents must sign to accept the 'code of conduct' for the trip. Attendance is not possible unless the form is signed. Students who do not adhere to the 'code of conduct' may be sent home and their parents will be expected to collect them. Attendance on future trips or activities may only be possible if the parents accompany their child.

Sports Days

Throughout the year there are a number of special sports days which may include, swimming, ice skating, beach volleyball and track and field. You will receive written notification of these or by checking the diary/calendar section of the website. Parents are encouraged to attend sports days.

Funding & Fees

ISGR is funded in two ways. A majority of the costs per student are subsidised by the Gothenburg Municipality in which the student lives. In addition, the school governing authority Skolverket gave permission for ISGR to charge a School Fee for its international students, to meet the higher costs of education and resources required for offering an international programme. The additional fee contributes to the increased costs associated with delivering the international tuition, for example, maintenance of the IB programme, membership of the Council of International Schools as well as international textbooks and teaching resources. The School Fee applies to all parents who qualify for the international section, whether Swedish or expat parents.

Fees

Information about the School Fee for the International Section (PYPK-MYP9) are to be found in the Admissions section of the ISGR website, under Fees & Government Subsidy. The School Fee is invoiced via email and should be paid in full according to the prescribed schedule. Students attending for part of the year must still pay the full fee. As MYP10 is administered by IHGR, school fees are not applicable.

Swedish Personal Number

Education in the international section at ISGR is subsidised by the State. Therefore, it is very important that ISGR receive the student's Swedish Personal Number ('personnummer') as soon as possible to enable the school to claim the appropriate level of State subsidy.

Parent Involvement

The ISGR 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, for example:

- As Class Representative – organise other volunteers for school trips, teacher appreciation days
- Home Country Representative – to act as a contact for families from their home country

Parent Council

The Parent Council provides a solution oriented approach to school-wide issues within MYP and improves communications between the parent group and the school administration. Further information is available on the ISGR website.

Social and Fund-Raising

The PTA also organizes additional events such as Book Club, Discos, Teacher Appreciation Day and more.

We also have social clubs including Choir and the English Club - new clubs and social activities are always welcome.

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

The PTA Welcomes New Volunteers!

isgr.pta@isgr.se
www.isgr.se/pta

Guidelines for access to and use of the Library

In order to receive a library card you will need to indicate on the Parent/Student agreement letter you have read, understood and agree to abide by these guidelines. Following these guidelines will enable everyone to get the most out of the library and enjoy using the facilities.

1. The '**Computer and Internet User Guidelines**' also apply to the library.
2. Books marked as reference books may only be used in the library.
3. Only take out books for yourself on your library card, not for your friends.
4. Anything borrowed from the library must be handled with care and protected against damage. Please do not make any notes or underline anything in library or text books.
5. When you borrow a book check its condition before taking it and report any damage to the librarian.
6. Each book has a bar code and it is essential that these are not removed or put onto another book.
7. **The borrower is liable for any damage or loss of material borrowed from the library, including accidental damage.**
8. The library is a place for reading and quiet study, so keep talking to a minimum and speak quietly if necessary.
9. We are all responsible for keeping the library tidy and comfortable.
10. There is no eating and drinking in the library.
11. **When you borrow a book it is stamped with a date. If you do not return the book by that date, a reminder will be sent to you followed by an invoice if you still fail to return it.**
12. The library system records what you have borrowed at the point of borrowing but once the item is returned it deletes the record.
13. It is possible that the librarian may recall an item if it is needed for administrative purposes.

School Canteen Guidelines

Lunch is an important part of the day and also a pleasant social time. We have many students to feed in a very short time and to make this as efficient and enjoyable as possible we expect you to follow the School Canteen Guidelines. Once you have read this paper you need to indicate on the Parent/Student agreement form that you have read, understood and agree to follow these guidelines.

1. Always come into the canteen at your scheduled time.
2. Once you have finished eating you must clear away your plate and leave the canteen.
3. Use only one knife, fork, plate and glass – we have limited supplies.
4. Do not run around in the canteen.
5. Speak in a moderate voice, sound carries and shouting is not necessary.
6. Only food provided by the canteen should be eaten there and no food should be taken outside – not even fruit.
7. Do not bring in skateboards or balls.
8. You may listen to music using personal headphones.
9. Mobiles should be switched off or on silent.
10. If you continue to ignore the guidelines, then one of your parents will have to accompany you during the time you are eating in the canteen.
11. If you have specific dietary needs make sure that you inform us and that you have received the correct food.
12. These guidelines have been put together for the benefit of both students and staff, if you have any suggestions or additions please let your advisor know.