



International School of  
the Gothenburg Region

# Parent Handbook

## PYP

# 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 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](mailto:Birgitta.Sandstrom.Barac@isgr.se)

### PYP Principal

Lee Brown 031 708 9262 [Lee.Brown@isgr.se](mailto:Lee.Brown@isgr.se)

### PYP Deputy Principal

Cathy Davis 031 708 9268 [Cathy.Davis@isgr.se](mailto:Cathy.Davis@isgr.se)

### PYP Coordinator

Ellen Trelles 031 708 9273 [Ellen.Trelles@isgr.se](mailto:Ellen.Trelles@isgr.se)

### School Nurse – PYP

Susanne Hogner 031-7089260 [Susanne.Hogner@isgr.se](mailto:Susanne.Hogner@isgr.se)

### Development & Admissions Manager

James Teasdale 031 7089205 [James.Teasdale@isgr.se](mailto:James.Teasdale@isgr.se)

### Admissions Officer

Adriana Koscianska 031 7089205 [Adriana.Koscianska@isgr.se](mailto:Adriana.Koscianska@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](http://www.isgr.se)

Teachers' email addresses follow the format: **[FirstName.LastName]@isgr.se**

## School Routines

### The School Day

The school day is from 8.30am – 2.30pm. PYP5 start at 8 am one day per week.

Children can be in the classroom from 8.20am; prior to this time, they should wait in the playground.

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 Guldhedsskolan 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 – 4 are served food in the main school building or the Early Years Centre. Students in grade 5 eat in the 'big' Bamba (canteen), which is situated at the far side of the playground and is shared with Guldhedsskolan.

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/beef 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 and sesame seed 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 should 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** - A bus/tram card is provided by the Municipality of Gothenburg to students registered and living within the municipality from the age of 7 to use for free at the following times:

Students in grades K-5: weekdays during school term from 4:00 am to 7:00pm

Students in grades 6-9: weekdays during school term from 4:00 am to 10:00pm

The card can be 'topped up' to enable the card to be used for extended hours during the week and at weekends. The card is sent directly from the Municipality to the student's registered address - the student must be registered at the Tax Office and have a Swedish Personal Number.

***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.***

Students should be aware that if their card is lost or stolen then you will have to pay a fee for a replacement card, ordered through your municipality.

For further information you can email: [skolkort@grundskola.goteborg.se](mailto:skolkort@grundskola.goteborg.se)

Or visit the websites: **Göteborgs Stad** > [Skolkort i grundskolan](#) and **Västtrafik** > [School Card](#)

## **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 a 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.***

**Permanent 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](mailto: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](mailto: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 - Student 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 on the ISGR website under 'Documents' > 'Forms') **fourteen days in advance of the requested leave**. The form should be submitted to the Class Teacher for consideration. Approval of leave depends on the individual circumstances and stage in the academic year.

Parents and students must note that students are responsible for catching up on any work, assignments or tests that they miss, through special arrangements with the relevant teacher. Failure to do so will result in the missed assignments or tests not being assessed. Absences can jeopardize your child's promotion to the next grade level.

By Swedish school law Student Leave can be granted for a **maximum of 10 days** in one school year. 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 re-apply, and demonstrate that they still meet the [Admissions Criteria](#) if they wish to return to ISGR.

**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 twice per term on ManageBac.  
<https://isgr.managebac.com>

[www.isgr.se](http://www.isgr.se) - Forms, applications, and the school calendar can be found on our website.

**Information Evening: Open House** is 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 of 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 the Deputy Principal or the Principal.

**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. A copy of the ISGR Well Being Plan can be found on the school website. If you do have a worry or concern about what is happening in school, **PLEASE TELL US AT ONCE.**

## **WITHDRAWAL PROCEDURE**

If you are withdrawing students from ISGR a [Withdrawal Form](#) must be submitted via the student’s [OpenApply](#) account by the following dates:

<b>Students leaving at the end of Autumn Term (December 2019)</b>	<b>Students leaving at the end of Spring Term (June 2020)</b>	<b>Students leaving in the middle of term</b>
Withdrawal forms must be submitted by 31 October, 2019	Withdrawal forms must be submitted by 30 April, 2020	Withdrawal forms must be submitted 30 days before the student’s last day at school

**Initial Enrollment Fee:** A fee equivalent of two months enrollment applies to families that do not take up an allocated place after they have agreed & accepted a place by completing the Acceptance & Invoice Details form.

**Late Withdrawal:** Families that do not submit a Withdrawal Form by the due date will be charged school fees for the equivalent of two months enrollment.

## **Funding & Fees**

A majority of the cost per student is subsidised by the Gothenburg Municipality in which the student lives. In addition, the school governing authority Skolverket has given 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.

### **School Fees**

Information about the School Fee for the International Section (PYPK-MYP9) is provided 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 schedule in the [School Fee Payment Plan](#) provided with the invoice. Students attending for part of the year must still pay the full fee. As MYP10 is administered by IHGR, school fees are not applicable for that school year.

### **Swedish Personal Number**

Education in the international section at ISGR is subsidised by the State. Therefore, it is very important that ISGR receives the student's Swedish Personal Number ('personnummer') as soon as possible to enable the school to claim the appropriate level of State subsidy. Students cannot commence at ISGR without evidence of a pending Swedish Personal Number, usually in the form of proof of registration at the Swedish Tax Office - 'Skatteverket'.

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

**Class Fundraising** - 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 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](#) and for further information see: [www.responsiveclassroom.org](http://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](mailto: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](mailto: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 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.

**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 the 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](http://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

A curriculum guide can be found on our school website. [www.isgr.se](http://www.isgr.se)  
For more information about the IB visit: [www.ibo.org](http://www.ibo.org)

**English Language Acquisition** - Students who are beginning to learn English will receive English Language Acquisition support.

**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 Policy

**At ISGR students are encouraged to become balanced, enthusiastic and life-long learners. In this light, we believe students will benefit when:**

- Parents encourage their child's own inquiries, as well as helping them make connections with what they've learned at school and what they experience outside of school, as well as facilitating action.
- Students read at home in both their mother tongue and/or language of instruction.

### **Tips for engaging with your child's reading:**

- It is much more beneficial to read daily for short periods than once a week for a longer period.
- Parents are encouraged to continue reading aloud to their children and to discuss books being read.

### **Roles:**

**Student:** Take responsibility for their own learning, be active and enthusiastic inquirers. Attempt the task and to ask for help if needed.

**Teacher:** To distribute meaningful learning engagements. They should communicate with both students and parents as to their roles and responsibilities regarding homework. Homework activities will be a *connection* to what students have learnt at school to further practise and review this learning. Homework is designed for personal growth and the student will therefore not receive feedback from the teacher. The teacher could also select supporting homework activities for students who require additional practice.

**Parent:** Be committed and interested listeners, to find out, encourage and support their child's interests and inquiries. To make sure their child has an opportunity, time and place to do homework.

### ***Grade Level Homework Guidelines:***

#### **Kindergarten & Grade 1:**

Read aloud to your child regularly in their home language. Your child should read their levelled reading books in English at least three times a week. This does not need to be a long activity, 5-10 minutes of daily reading is plenty.

After a few weeks your child will also be given a list of sight words (tricky words) to learn to read. They will need to practice these regularly to learn to recognize them on sight (without sounding them out). We recommend practicing these every day for 5 minutes. In kindergarten in the second term, students begin take home spelling words which they are encouraged to practice. This continues in Grade 1.

#### **Grades 2 & 3:**

Approximately 15-20 minutes reading per night in a mixture of English and/or mother tongue. Provide a selection of spelling words to be practiced as needed at home. One meaningful and connected task is assigned by the teacher to practice skills previously covered in class. The form of this type of homework may not necessarily be a worksheet activity. It could be an online task, discussion question (eg: about recycling at home) or an activity (eg: cooking to reinforce measurement skills).

**Grades 4 & 5:**

Approximately 20-30 minutes reading per night in a mixture of English and/or mother tongue. Provide a selection of spelling words to be practiced as needed at home. One meaningful and connected task is assigned by the teacher to practice skills previously covered in class. The form of this type of homework may not necessarily be a worksheet activity. It could be an online task, discussion question (eg: about recycling at home) or an activity (eg: cooking to reinforce measurement skills).

**Grade 5 Exhibition**

At ISGR, students in their final year of the PYP (Grade 5), participate in a culminating project, the Grade 5 PYP Exhibition. Students will be expected to complete some of the work for exhibition at home and this will be the homework during that time.

**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 around the 13<sup>th</sup> 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 including the school jog.

**Reading Festival** - Students undertake a range of activities focussed on reading. Examples of some activities which could be included are a read-a-thon, 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

Years 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 or on ManageBac for specific dates: <http://www.isgr.se>, [www.isgr.managebac.com](http://www.isgr.managebac.com)

## **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 Baker 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](http://www.isgr.se/pta)

## **Computer and Internet User Guidelines – 2019/2020**

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

There was a GDPR form sent to all parents at the beginning of the school year which you needed to complete and return with your preferences.

If this preference changes at any point in time, please notify the Deputy Principal, [Cathy.Davis@isgr.se](mailto:Cathy.Davis@isgr.se)

## **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 the 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 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	8.00-15.00
Tuesday	8.00-15.00
Wednesday	8.00-15.00
Thursday	8.00-15.00
Friday	8.00-15.00

Thank you,

**Fleur Doornberg** [fleur.doornberg@isgr.se](mailto:fleur.doornberg@isgr.se)

### ***School Yard Rules – Agreement between ISGR & Guldhedsskolan***

## **Playground Rules:**

### **General:**

- Guldhedsskolan and ISGR pupils are in their own school yards.
- 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 a 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 (school cafeteria) rules – Agreement between ISGR & Guldhedsskolan**  
**Fun fact: *Bamba* is a Gothenburg word used for school cafeteria-it is unique to Gothenburg only!**



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 staff 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