



International School of
the Gothenburg Region

Student & Parent Handbook

MYP

2020-2021

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 Principals

Alexei Gafan 031 7089233 Alexei.Gafan@isgr.se

Emilie Sasson 031 7008264 Emilie.Sasson@isgr.se

Please contact Alexie Gafan for administrative or organisational issues.

Please contact Emilie Sasson for pastoral care issues.

MYP Coordinator

Alexei Gafan 031 7089233 Alexei.Gafan@isgr.se

Principal LGRM Section

Maria Lindberg 031 7089226 Maria.Lindberg@isgr.se

School Nurse – MYP

Irén Borg Berglund 031 7089210 Iren.Borg.Berglund@isgr.se

Guidance Counsellor

Cassandra Held 031 7089212 Cassandra.Held@isgr.se

Development & Admissions

James Teasdale 031 7089205 James.Teasdale@isgr.se

Admissions Officer

Adriana Koscianska 031 7089205 Adriana.Koscianska@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

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, Alexei Gafan and he 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

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

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

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 as well as on Managebac and Schoolsoft.

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/PHE 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. There are a few classes that will have their PE lessons either at Exercis huset, Heden or at Masthuggets Sporthall. The PHE teachers will show the students where these are located the first week of school.

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. Each student will pay a deposit of 100kr before being assigned a locker. This deposit will be returned to the student in June if the locker is in an acceptable condition.

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.

Parent Concerns

For individual student matters, the first person to contact is the student's Advisor or subject teacher depending on the concern. Please refer to the the Academic Concerns flowchart and the Student Well-Being Concern flowchart found on the ISGR homepage under Policies. 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.

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 - 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://sms6.schoolsoft.se/isgr>

If you need any help with *SchoolSoft* please contact the Deputy Principal, Alexei Gafan:
Corinna.Ljungberg@isgr.se

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 - 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 Advisor for consideration. Approval of leave depends on the individual circumstances and stage in the academic year. Any leave that is over 10 days will need to be approved by the Principal or Deputy Principal.

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.

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 2020) | Students leaving at the end of Spring Term (June 2021) | Students leaving in the middle of term |
|---|---|--|
| Withdrawal forms must be submitted by 31 October, 2020 | Withdrawal forms must be submitted by 30 April, 2021 | 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. This fee also applies to families that do not take up an allocated place after they have been enrolled.

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'.

Curriculum Information

MYP Overview

The IB programme provides a framework for schools, dictating not content, but the manner the content will be delivered.

In the Middle Years Programme (MYP) we present content within broad Global Contexts, focusing on “big ideas” through prescribed Key and Related Concepts, while practicing inquiry-based learning. For more information about the MYP, please feel free to visit the IB website (www.ibo.org), attend our MYP information sessions (“MYP for Parents”), consult our “Introduction to MYP” pamphlet from our MYP Seminar or contact our MYP Coordinator, Alexei Gafan.

Students must study each of the required subjects of the MYP: Language & Literature, Language Acquisition), Mathematics, Science, Individuals and Societies, the Arts, Physical and Health Education, and Design. Within the IB there is a requirement that students study the language of the host country. Therefore all students will study either Swedish Language and Literature or Swedish Language Acquisition.

In MYP 10 students complete the Personal Project, an independent research project during which students demonstrate research, communication, thinking, organizational, and reflective skills. Personal Projects are marked internally and then samples are sent to the International Baccalaureate Organization for external moderation.

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

Service as Action

The Middle Years Programme recognizes that action is an important aspect of education. Further, the MYP requires that all students participate in service as a demonstration of action at least once per school year. Units of study in the MYP will encourage, and in some places require, students to take action in response to the subject content covered.

Language of Instruction

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 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 happens via a placement test, oral assessments and observations by the Swedish teachers.

Advisory

Each class is assigned an Advisor. This teacher will meet with the students once 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.

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 also see upcoming assessments and check grades. Report cards are also sent home via *ManageBac*. Parents also receive the MYP 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 and general school information.

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

If you need any help with *ManageBac* please contact the Deputy Principal, Alexei Gafan:
Alexei.Gafan@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. 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

For detailed information about MYP assessment, please read through the MYP Assessment Policy, found on the ISGR homepage.

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 or teacher to discuss your concern.

What happens after MYP9?

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

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

Lars Nyström is the school's career 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 under Policies. 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 Cassandra Held:

Cassandra.Held@isgr.se

School Nurse

The school nurse for Götaberg Campus is Irén Borg Berglund - Iren.Borg.Berglund@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.

Self-Care Information

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, Irén Borg Berglund.)

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 the end of the first week of school. 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, Irén Borg Berglund.

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 the Business Manager **Imre Tomasits**: Imre.Tomasits@isgr.se

Behaviour Expectations

Behaviour Standards

At ISGR, we:

- Respect ourselves
- Respect others
- Respect our environment

All school members - students, staff, and parents - are expected to strive to meet this standard at all times. If someone fails to do so, action must be taken. If you feel that a school community member has failed to meet these principles, you should speak up.

Situations and people are complex, so the school response to such events can vary with the circumstance. However, we have guiding principles for appropriate school responses.

We have classified potential issues as either Step 1 or Step 2 offences, with accompanying consequences of varying severity. To see these lists and read more information about behaviour expectations, please consult the Behaviour Policy, which can be found under "Policies" on the ISGR homepage.

Any time a school member participates in "conduct unbecoming ISGR," action may be initiated.

Included in this handbook is further information related to expected standards of behaviour in the library and bamba (school canteen).

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

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 Emilie Sasson.
- Students may 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.

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 School Nurse and 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 general discussion/questions. (However, for specific questions about specific children, parents should use email or set up a meeting with the teacher.) 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

Each term parents are asked to come to school to discuss their child's academic and social development. Students should attend these talks. A digital sign-up process is available two weeks before the talks for parents/students to make appointments.

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 before the February vacation. There will be an opportunity for all parents and students to view these products 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 9 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, have the opportunity to have their photograph taken and then enjoy dinner and 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.

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 the 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.

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 Form**' 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.