



International School of
the Gothenburg Region

PYP Parent Handbook

**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 life-long learners, inspiring global citizens to embrace diversity and explore the world.

ISGR/IHGR - MISSION

ISGR/IHGR is an international school with students aged from 5 to 19, which fosters a culture of learning with respect and open mindedness.

Based on IB world or Swedish national standards, we tailor our curriculum to provide students with the tools to be life-long learners in a stimulating and nurturing environment.

We value authentic learning experiences with a global perspective.

We learn together for the future.

ISGR/IHGR - GOALS

One School Community

We think, plan and act as one school community.

Well-Being

We are a community that fosters education for sustainability and well-being.

Digital Competency

We are a community that fosters an ethical approach to digital competency in our leading, teaching and learning.

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Leadership members

Head of School

Birgitta Sandström-Barac

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PYP Principal

Lee Brown

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PYP Coordinator

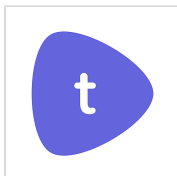
Ellen Trelles

ellen.trelles@staff.isgr.se

031 708 9273

School Systems

We use two platforms at our school:



Toddle is used for communication with families, program documents, student learning journal, student progress reports, and curriculum. Upon enrollment, you will be sent a unique code that allows family members to connect to their child on the Toddle platform. Families are able to connect multiple family members using the same code. It is required that at least one family member is linked to the student in Toddle for essential communication and progress

reports.

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

Ellen.Trelles@staff.isgr.se



SchoolSoft is the digital platform ISGR uses to record attendance and store contact information. 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, Vanessa Molina

Gabinus: vanessa.molina.gabinus@staff.isgr.se

All policies & forms can be found on the website: <https://isgr.se/documents/>

School Location & access

The Guldheden campus is located at Guldhedsgatan 6.

The nearest tram/bus stop is Wavringskysplats.

The Reception phone number: 031 708 9250

Car Parking

Parking at the front of the school is not permitted.

Students can be dropped off at the back of the school towards Dr. Heyman's gatan, where there are parking spaces provided by the City of Gothenburg.

Transport cards

A public transport card is provided by the municipality where you live to students aged 7 and older. The municipality where you live decides whether to give you a transport card or not.

The card is then 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.

Children under the age of 7 can travel on public transport free of charge.

The card can be used during the weekdays. It can be used for extended hours during the week and at weekends for an additional cost. You can see what times the card is valid [here](#) or on the card itself.

Lost Cards

If the bus card is lost or stolen, a new one can be ordered by contacting the Gothenburg Traffik organisation. Temporary bus cards can be requested from the school reception and are valid for one week.

Email: skolkort@grundskola.goteborg.se

Göteborgs Stad: [Skolkort i grundskolan](#)

Västtrafik: [School Card](#)

Bicycles

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

1. Students wear cycle helmets – it is a legal requirement in Sweden that all students under the age of 15 years must wear a helmet.
2. Bicycles must be parked and locked at the front of the school.

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

School Routines

The School Day

The school opens its doors at 8:20. The school day is from 8:30-14:30.

Depending on the schedule, PYP5 may start at 8:00 and/or end at 15:00 one day per week.

Students enter the building from the playground side of the school.

PAL (Pre- and after school learning) is open from 7:30-17:30 for students who are registered to attend.

Absences

If your child is sick, please report their absence in *SchoolSoft* before 7:45 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 parents as soon as possible.

Tardiness

Students who are late disrupt the start of the school day. If a student is persistently late without good reason, you will be contacted by the school.

Pick-up at the end of the school day

School ends at 14:30. Parents should arrange a meeting point with their child in the playground area.

If you are running late to pick your child up, please call the reception. Students (PYP F-1) who are not collected on time are sent to the reception for collection.

It is important that parents collect students on time as teachers often have meetings after school which they need to attend. If a student is persistently picked up late by the parent then you will be contacted by the school.

After school activities & Mother tongue classes

After-school activities are organised by the PTA and mother tongue classes are organised by Gothenburg municipality. ISGR coordinates rooms to facilitate the events.

Students must be under their parent's care once school ends until their after-school activities/mother tongue classes commence. Students should not be left unsupervised on the school premises.

Water bottle

All students should bring in their own water bottle to the classroom so that they have access to drinking water when needed.

Morning snack

Students should bring a healthy snack such as a fruit 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.

School Meals

All students receive a **free school lunch**. Students in grades F- 4 are served food in the main school building. Students in grade 5 eat in the canteen situated at the far side of the playground shared with Guldhedsskolan. The school canteen is referred to as 'Bamba' (canteen in Swedish).

Everyday 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. A link to the form is sent out at the beginning of the academic year or when students join the school throughout the year.

Lunches for Excursions

Students are sometimes required to bring a packed lunch to school if they are going out on an excursion. These should be healthy and should NOT include candy, chips, chocolate biscuits or fizzy drinks as well as food containing nuts and seeds.

Clothing & Equipment

ISGR does not have a school uniform. Students should however dress in an appropriate manner. Clothing 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. The following is recommended:

For wet weather: **Waterproof jacket and trousers or overall**
 Waterproof boots

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

It is recommended that a spare set of clothes be kept at school.

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.

In case of a fire/evacuation, students do not have time to fetch their outdoor clothes/shoes, therefore it is recommended that all students have indoor shoes.

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

Gym/PE Kit

Gym classes take place both inside and outside and clothing for both environments is required. Sports trainers should not have a black sole, to avoid marks on the PE hall floor.

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

School Supplies

All school supplies are provided by the school.

Lost Property

All lost property is placed in a room next to the nurse's room in the administration corridor. The opening times are sent out each academic term.

Valuables

Students should not take valuables to school. The school does not 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.

School Library

The school library is open most days until 15:00 for students to check out and return books.

Communication

Teacher Communication

If at any time you have concerns regarding your child, please arrange an appointment to discuss it with their class teacher or specialist teacher. Teachers can be contacted through the messaging application in Toddle and can expect a reply within 48 hours.

Weekly Letter

Teachers post a weekly letter on Toddle with details about the week, field trips, curriculum and upcoming events.

PYP Newsletter

The PYP newsletter is published throughout the school year on Toddle.

Open House

Takes place at the beginning of the academic year. This meeting introduces parents to the PYP programme and how it is applied at each grade level.

Development Talks

Student led development talks take place once a term. This is an opportunity for the student to set learning goals and share progress in learning with the teacher and parent. This is done with the student's mentor teacher. Parents are also able to book meetings with specialist teachers on this day.

School Progress Reports

All students receive a progress report at the end of each term – December and June. The reports are released to parents on Toddle.

Student Leave of absence

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, which in turn hands it to the Principal. Approval of leave depends on the individual circumstances and stage in the academic year.

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.

Student Absence - Teaching and learning in the PYP

If a leave of absence is approved, teachers are not responsible for preparing individual or additional work for students during the time they are away from the classroom.

Students will not be required to 'catch up' on what they have missed at school and units will not be repeated. If a student's absence has a significant impact on their progression within the curriculum, this could jeopardize your child's promotion to the next grade level.

Student Withdrawal

Please refer to the admissions policy for information about withdrawal.

If you wish to apply for a leaving certificate, please click [here](#).

Student Well-being

Child protection

ISGR has routines and guidelines when it comes to student well-being and child protection. All policies can be found on the website. **According to Swedish law, all staff are obligated to report to the proper authorities if there is any concern over a student's well-being, safety or health.**

GDPR

At the beginning of the academic year, or when students enroll throughout the year, parents are informed about how the school processes student information and are asked to sign a consent form. Teachers and staff refer to the consent forms when needed.

Fire/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@staff.isgr.se. Tel: 031 708 9219.

School Nurse

The school nurse completes the base programme in accordance with the Swedish national guidelines. Checks are also made on the students' hearing, sight and growth curve. When necessary, the nurse will contact the school doctor for further examination. In accordance with national guidelines, the nurse will administer vaccinations. The nurse also works proactively with teachers regarding advice and support to promote healthy living.

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 Health Team the guidance counsellor works individually with students 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, the school 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 that the school administration 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. Parents are contacted if a student needs to be taken to hospital for treatment.

Insurance

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

Complaints Procedure

Please read [here](#) the Complaints Management Policy.

Special Days/Events

Throughout the year, the PYP students organise/participate in numerous events. Information about the events can be found on Toddle and in the Student well-being plan.

School Community

Student Council

The Student Council is made up of Representatives from PYP and LGRP grades 2-5. They meet with the Deputy Principals of both sections to:

- Discuss important issues that concern the students and work on a plan of action
- Carry out a safety round together with the Safety officer
- Plan social activities for all students
- Work with the annual well-being plan goal

Parent Council

Representatives from the parent community from each grade meet on a regular basis together with the principal to discuss matters which can influence and inform decision making at the school. Parents can register their interest in partaking by contacting the principal directly.

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 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 believes 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.

The ISGR Essential Agreements

The essential agreements were made with input from staff and the student council with the following intentions:

- Shared agreements help us use shared spaces; corridors, school yard, bamba, library, PE changing rooms, toilets and reception
- To create a peaceful school environment
- Essential agreements are part of our daily dialogue
- Increased sense of security in class and during breaks

All staff and students are responsible for following the agreements:

We cooperate and care	Vi samarbetar och bryr oss om varandra
We look after our environment	Vi tar hand om vår skolmiljö
We move safely	Vi rör oss säkert
We use words and actions wisely Stop think say Stop think act	Vi använder ord och handlingar på ett klokt sätt Stanna tänk tala Stanna tänk handla