

INTERNATIONAL SCHOOL OF BÉARN

UPPER
PRIMARY
(KEY STAGE 2)

WELCOME
BOOKLET



Learning for Living in an International World

A very warm welcome to the Primary section of The International School of Béarn.

ISB is a place which is very special to everyone who comes here – be it as a child, parent or a member of staff. We are all very proud of our school and of the children’s learning and achievements. We feel that we can offer your child a unique learning experience combining a broad experience of teaching following the English Curriculum while embracing the international culture of the communities that join us and of course the French culture that surrounds us.

We provide a safe, caring and supportive atmosphere in which children can learn, play and enjoy. Our curriculum offers our pupils rich and exciting learning opportunities and inspires them to do their very best. Every child is different and their individuality is valued, respected and celebrated in our school community.

We offer a happy working environment where families, children and staff come from many different backgrounds and cultures. Our positive school ethos ensures that everyone who comes to ISB feels valued and included. It really matters to us that all the families who come to our school feel welcome and want to take an active part in school life. We are all committed to ensuring that every child achieves their very best and thrives in a safe and stimulating environment. We all work hard to prepare the children to be independent lifelong learners.

The main aim of the school is to help our children to fulfil their potential in all areas of development and to grow into happy, effective, caring adults irrespective of background, ability or gender.

Our school is committed to working in partnership with parents to ensure every child can succeed whatever their ability, interest or talent. It is our belief that developing a positive relationship between parents, children and the school is an essential element in any child’s education. Collaboratively we can ensure every child makes good progress at ISB.

John-Mark Hanrahan

Head of Foundation & Primary

#InspiringSelfBelief



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WELCOME



Welcome to The International School of Béarn Upper Primary



Our school vision is to create an inspirational, innovative learning environment. Our diverse family is the heart of our international school community; where through teamwork and respect, we strive to become global citizens .

Upper Primary Staff



**Mr Hanrahan - Head of
Foundation & Primary School**



**Mme Maria Elias -
Head of School**



**Miss Heather - Deputy Head
of Foundation & Primary
School & Grade 3 Teacher**



**Miss Nairac -
Grade 6 Teacher**



**Miss Walters -
Grade 5 Teacher**



**Miss Suzanne -
Grade 4 Teacher**



**Miss Suzanne - Grade 6
Teaching Assistant**



Miss Carole - EAL Teacher



**Miss Michelle - Grade 3
Teaching Assistant**



**Miss Elise - Grade 4
Teaching Assistant**



Miss Sara - Art Teacher



**Miss Murielle - Head of
French & FLM Teacher**



**Miss Eurydice (Didi) -
FLE Teacher**



**Miss Chris - Grade 5
Teaching Assistant**



**Miss Clara -
Music/Drama Teacher**



THE SCHOOL DAY

School starts at 8h45 and finishes at 15h30 for Upper Primary children.

Morning Drop off

Children will be allowed to enter the school building from 8:30am. Any children dropped off early before this time will have to wait in front of the school entrance, but parents should note they will be unsupervised at this time.

The Primary School starts at 8:45 for all grades. It is important for all children to arrive punctually, as between 8:45 and 9:00, the children are given revision tasks to complete, time to change their reading books and small groups are taken by teaching assistants for extra support. Registration then takes place at 9:00 followed promptly by the first lessons of the day.

At 9:00 the school gate is locked and is not reopened until 15:15.

Between these times, if parents need to visit the school, they should ring on the bell at the gate and present themselves to the school secretary or Mme Elias.

Afternoon Pick up

At the end of the school day parents should wait outside the EY playground gate for the children to be dismissed. Upper primary children will be brought to the black gate next to the main entrance to be passed back to their parents at 15:30. On Wednesdays children are dismissed at 12:00.

We do ask however that parents arrive promptly at this busy time of the day. If for some reason you cannot be on time please inform Mme Elias.

Any parents arriving after 15:30 will have to collect their children from the school entrance where a senior member of staff will be on duty.

Once the children are dismissed, parents must take complete responsibility. Children should stay with their parents and not play on the grassy area beside the school or the car park.





MEETING TEACHERS

Meeting/communicating with Teachers

Due to security measures now in place at the school, it is not possible for parents to arrive unannounced and request to speak with class teachers. In addition, requesting to see a teacher at the start of the school day when they are preparing their lessons is not an ideal time for them to address pupil matters.

If parents would like information or messages relayed to a particular teacher before school, they can do this by contacting the school secretary who is available at this time.

However, brief questions may be asked at the end of the school day when teachers bring their classes to the gate. We do respectfully ask that if the matter requires more time then parents request an appointment at a more suitable moment.

Parents can request a meeting directly with the teacher by email or alternatively by calling the school or through the school secretary directly at the start of the day. Parents may request to see their child's work, discuss their child's progress or performance in recent class assessments. Parents will not be permitted to take books or assessment papers home with them.



If you would like to email the teacher directly, please use their school email address (teachers.name@isbearn.com e.g. john-mark.hanrahan@isbearn.com). All teachers will endeavour, as far as possible, to reply to parent emails on the same day. The school asks that parents do not email teachers at weekends or during school holidays.

Parents can also communicate with the class teacher through the discussion walls on Teams, if the matter is not private or sensitive. Teachers will try to respond to these questions at the earliest possible time.

There are two parents evenings during the school year. Parents will be given the opportunity to choose the time that is best for them.



THE SCHOOL DAY: DAILY ORGANISATION

Morning Playtime

The children have a 15 minute playtime either at 10.30 for *Grade 3* or 10.45 for *Grades 4, 5 and 6*. Children should bring a named water bottle that can be refilled at the school water fountains. For safety reasons, children may not bring glass bottles to school.

At ISB we have a healthy eating policy. Children are allowed to bring a piece of fruit or vegetables to eat at playtime. In order to avoid 'blurred lines', alternatives such as compotes and fruit drinks are not allowed. Children are also not allowed to bring chocolate bars, cakes or biscuits etc.

If the children wish to play on the sports pitch they can bring a pair of trainers to change into. The children of upper primary will have the opportunity to participate in 'huff and puff' activities organised by *Grade 13, Duke of Edinburgh* students as well as various inter-house sports activities throughout the year.

Lunch Time

Children bring a packed lunch from home or eat the school hot lunch. Lunch time begins at 11.45 for Grade 3 and 12.00 for Grades 4, 5 and 6. They all eat together either on the picnic benches on the playground/grassy area, or if it is wet/cold, in their form classrooms. Once the children have finished eating, they have supervised playtime until 12:45 for Grade 3 and 13.00 for Grades 4, 5 and 6, when lessons begin again.



After School Clubs

A range of after school clubs are available for children in Key Stage 2 starting at 15:45.

Children who attend clubs will be supervised by a member of staff from 15.30 until clubs start.

Children may bring a snack to eat while waiting for their club.

The choice of clubs is varied. Please consult the list which is published in September for those clubs suitable for upper primary children. Places for these clubs are allocated on a first come first served basis and are limited.

Clubs are proposed and supervised by members of the ISB staff. Certain clubs may be led by a qualified and approved adult from local associations or clubs e.g. judo, chess, yoga etc.



THE SCHOOL DAY: DAILY ORGANISATION

Birthdays

As a school we appreciate the importance of birthdays to the children and in the upper primary classes the special day will be celebrated with happy birthday songs and a special moment.

If you would like your child to bring in a simple birthday cake, it must be pre-cut with the correct number of slices for the children of that class so that it can be easily given out at the **end of the day**. Alternatively, you could provide a cupcake for each child in the class to take home. Please do not send in drinks and party food. Any cakes that are not pre-cut will unfortunately, be returned to parents at the end of the school day.

Sadly, we will not allow party bags to be distributed in school time. This can of course be done on a separate occasion out of school e.g. a birthday party.

Absences

Please telephone or email the school first thing in the morning each day your child is absent from school. Any child arriving after 9.00 will be marked as late.

Please note that children with a temperature or who have vomited or are known to have diarrhoea, should not come to school **for at least 48 hours**. If your child has a rash, please obtain a medical certificate confirming that there is no risk of contagion before bringing them to school.

If children are regularly absent from school please understand that this will be followed up by staff so that a clear understanding for these absences is provided.

Please also note that if for any reason your child cannot participate in PE lessons, they must be picked up from school before 13.00 on the day that they have PE.



Medicines

The school is not obliged to administer medicine, but we do recognise that asking parents to come to school to administer a prescribed dose is not always realistic. If you need to request your child's class teacher to administer medicine during the school day, please provide the teacher with a doctor's certificate and any relevant instructions re administering the medication.



THE SCHOOL DAY: DAILY ORGANISATION



Houses

When your child starts at ISB they will be allocated a 'House' to belong to during their time with us. There are various House events throughout the year and children are encouraged to participate as much as possible.

In addition to merits (awarded for individual academic achievement), house points are awarded to encourage children to work as part of a team and to contribute in a positive way, showing awareness and responsibility towards others.



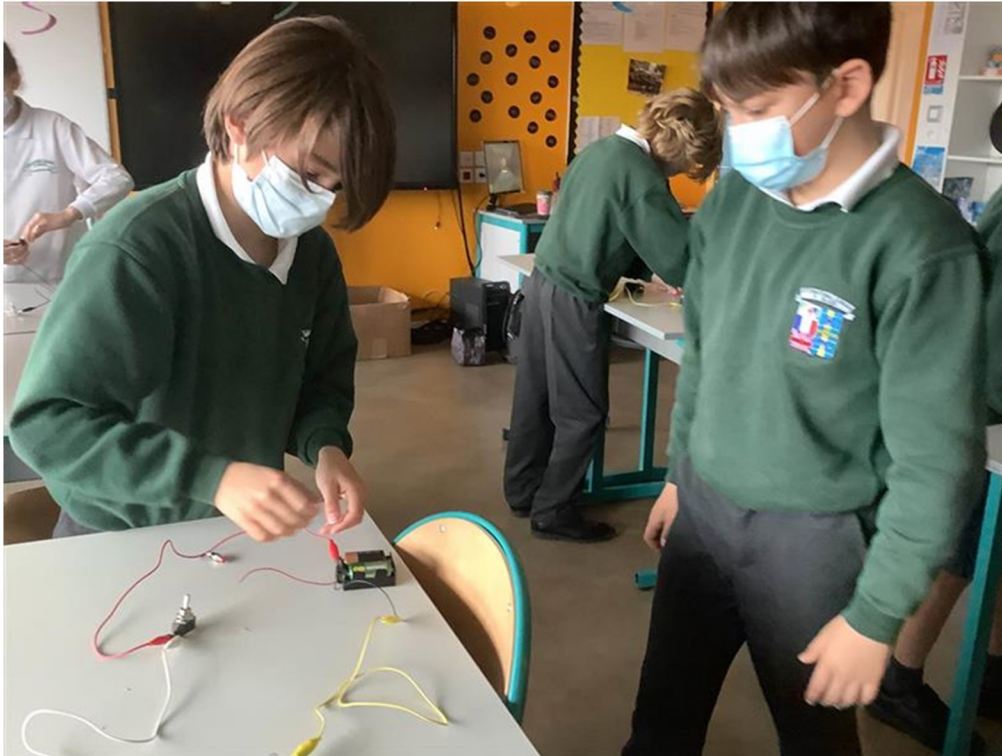
House points can be awarded by any member of school staff. These are awarded to individuals or small groups for compliance with general class and school rules.

Our houses are Red, Yellow, Blue and Green.

Toys

Children are NOT allowed to bring toys into school to play with (except on special days organised by the teacher).

The school cannot accept responsibility for toys that are lost or damaged.



Grade 6 investigate electrical circuits during a Science lesson

Holidays in Term Time

We do not automatically authorise absence from school and any holidays during term time are not encouraged. If absolutely necessary please seek authorisation for these with Mme Elias.

We do request that you inform us of any absences due to family circumstances. **All absences should be confirmed in writing or by mail to Mme Elias in advance.**

UNIFORM



Uniform

From the first day of school, uniform is required. The PE uniform is also compulsory. Both of these can be purchased at the uniform shop. All clothes and shoes must be labelled with the child's name (please use the special felt-tip pen provided by the school). Children are also expected to have the correct school shoes.

Please note that no jewellery is allowed except plain stud earrings and children may not wear nail varnish.

When you receive your child's timetable, you will be able to see on which day they have PE. On their PE day, all children are expected to come to school wearing their sports kit. This also applies when the timetable changes and the children go swimming in January. Children must wear their sports kit to school and bring their correct swimming kit in a separate bag.

Children should have a school backpack and a school book bag which they take to and from school daily. Both of these can be purchased from the uniform shop.

Our upper primary uniform consists of:

- white ISB logo polo shirt
- grey trousers, shorts or skirt
- green and white summer dress
- dark green sweatshirt or cardigan with school logo
- grey or white tights and socks

School shoes

Shoes should be of a leather style (polishable), flat heeled and in black or dark brown. A conventional style is expected. There should be no visible markings or other colours on them and all forms of trainers (sports shoes) are not accepted.

In the summer children may wear sandals which should be black, brown or white. In the colder months a short plain boot is acceptable but should not have any linings (e.g. fur etc.) and should also be of a practical and sensible height. Again the colour must be black or dark brown.



Our upper primary PE uniform consists of:

- white ISB logo t- shirt
- dark blue ISB jogging bottoms
- dark blue ISB shorts
- burgundy ISB sports hoody

All uniform can be pre-ordered and bought from our school uniform shop using the *CLICK & COLLECT* system:

- Go to our website: www.isbearn and click on UNIFORM SHOP
- Choose the items and quantity and pay with your credit card
- the order will be ready to be collected from school the day after



STATIONERY & EQUIPMENT LIST

School Resources

ISB provides all textbooks and classroom based resources (including iPads) required for your child's learning in school.

A list of stationery resources is provided for parents each year, with a list of 'disposable' resources your child will need to bring with them at the start of the year.

Please make note if your child is listed as EAL (English as an Additional Language) or FLM (Français langue maternelle) as there may be different stationery requirements for these subjects.

Most of these stationery items can be found in large local supermarkets. Please ask the school office or class teacher if unsure.

Upper Primary

For in the classroom:

- 1 x 30cm ruler (not 'flexi')
- 1 x pack of coloured pencils
- 1 x pack of felt tipped pens
- 1 x black fine lining pen (medium)
- 1 x black fine lining pen (fine)
- 1 x named water bottle (refillable)
- 1 x pair of scissors
- 1 x rubber
- 1 x pencil sharpener
- 6 x large glue sticks (*UHU* or *Scotch* brand)
- 4 x dry wipe markers (*Bic Velleda* brand)
- 2 x box of tissues
- 1 x pencil case
- 2 x box of HB writing pencils (**1 box for Grade 6**)
- 3 x Navy/dark Blue writing pens/biros/refillable pen (**Grade 6 only**)
- 3 x 'Canson' paper (1 x coloured, 1 x white (24x32cm), 1 x white (21 x 29,7 cm/A4))
- 1 x compass & protractor (**Grades 5 & 6 only**)
- 1 x A4 drawing sketchbook (stapled — not ring-bound/glued) *For new students only; returning students should keep their sketchbook from the year before.

For the ipad:

- 1 x headphones (no earphones/earbuds please)
- 1 x ipad charger to be kept at home in order to charge ipad overnight. (Current ipads require a 'lightning' type plug)

For

Pour le Français langue maternelle

- 1 petit cahier 17x22, 96 pages, lignes seyes (**Grade 3 only**)
- 1 grande pochette à rabats avec élastiques (**All grades**)
- 1 grand cahier (24x32) 96 pages, lignes seyes (**Grade 4.5.6**)
- 1 stylo quatre couleurs (bic)

For French foreign language FLE lessons

- 1 exercise book (**24x32**), 96 pages (**All grades**)
- 1 plastic folder with élastics (**All grades**)
- 1 four colors pen (stylo quatre couleurs : bic)



THE PRIMARY CURRICULUM

An Adapted Curriculum

All lessons (except French) are taught in English. We have developed the English curriculum to the needs of an international learning community, specifically with regards to the needs of the children that attend our school. A detailed summary of the key learning areas can be found on the school website under 'curriculum'.

School website

You and your child will be given a login and password to access our school website. Here you will be able to access important documents and the calendar of what's happening around the school.

Please check this regularly!



Information and Communication

The best way to keep up-to-date with what is happening at school, is by reading Maria's weekly newsletter, that is emailed to each family, every Thursday. In addition to this, information is often posted on 'Teams' as a reminder for the children, so that they can start to take responsibility for themselves when they need to remember something that is happening in school.

Teachers will also regularly post photos and videos to your child's class 'Team', so that you can see what they have been getting up to in class! You can easily join your child's class team by downloading the 'Microsoft Teams' app and entering your child's school credentials.

Home Learning

At ISB, we understand the importance of free time for the children and therefore only set home learning that we feel is relevant and inspiring. Having said that, Children are expected to read every day and are given access to reading scheme books and E-books which should be read and spoken about at home. In addition to this, any 'Home Learning' that is set can be found on your child's class Microsoft Team, and will be set each Friday, to be completed for the following Friday.

Your child will be asked to complete these activities each week:

- **Reading** - Little and often throughout the week (Oxford Reading Tree scheme books & Bug Club books);
- **Spellings** - A list of 5-20 words (depending on age/ability) to learn ready for a test the following week;
- **Maths** - Linked with the maths learning in class, that the children need to practise ready for a short test the following week. This could be a game, a short exercise, a video, a couple of practice questions to do each night etc;
- **French (FLM Only)** - From Grade 3, children will be set up to one home-work task **per lesson** with 7 days given to complete the task e.g. Spellings to learn, a short text to read, a written exercise, an oral presentation to prepare etc.

**From time to time, children may receive short homework activities for other subjects such as Art, Science, History etc.*

Digital Learning

At ISB we incorporate digital learning at all ages and each primary class is equipped with an interactive whiteboard.

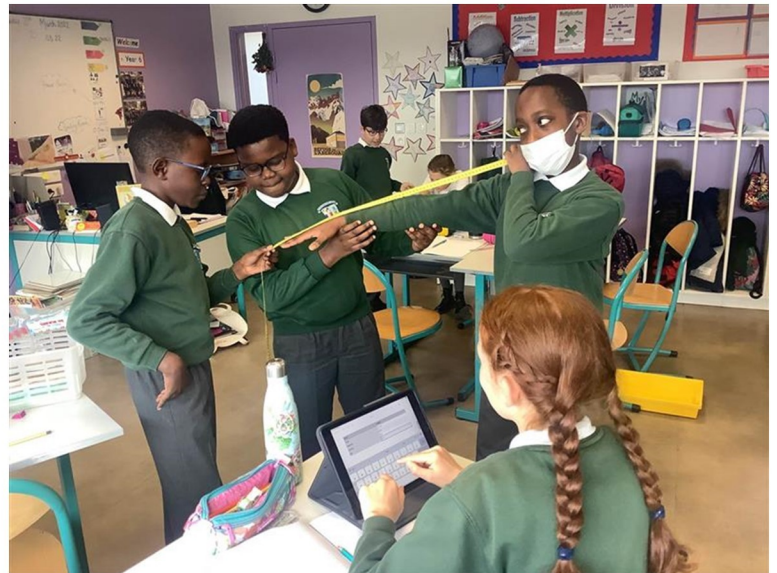
All children in upper primary will be loaned an iPad for the duration of their time at the school. These will be used at appropriate times during lessons to enrich the children's learning, alongside the use of other digital and non-digital tools.

Each class has it's own site on our 'Microsoft Teams' platform, accessible with personalised logins for each child.

Parents are encouraged to visit these sites on a regular basis as they will be able to keep in touch with the different learning taking place through photos, accounts and interactive activities for them to do with their children.



Grade 2 Computing - 'Spreadsheets'



Grade 6 investigate the mean-average during a Maths lesson



Grade 4 Computing - Stop-motion animation using 'green-screens'



Grade 5 investigate life-cycles during Science



Reception Class discover and explore maps, using *Google Earth*, as a part of their 'Journeys' topic

EXTRA-CURRICULAR ACTIVITIES



School Trips

Educational visits are a key element of the richness and quality of education provision which we seek to achieve at ISB. Such visits help to extend the experiences of our children, help to develop greater independence and, in many cases, encourage the development of investigative skills.

In the Autumn term we have a two-yearly cycle of three-day residential trips. One year we will stay in the Pyrenees mountains and the next on the Atlantic coast. All children are encouraged to participate.



Local Trips

Throughout the year, in order to enrich our curriculum further, the children have the opportunity to partake in local visits, such as to the library, local castles, the city of Pau etc.

Shows and performances

We strongly believe that a primary school play is something that can bring the community together like no other event, and can create memories that last a lifetime. A successful school show demonstrates the talents of your children and staff alike, it is a culmination of hard work that covers vital curriculum areas and reinforces everything we value about education and the all-round development of children.

At the end of each academic year, the Upper Primary children take on the responsibility of organising, rehearsing and performing the end of year show. Led by the Grade 6 class all children get involved, learning new skills and working as team to end the year with a performance that they'll never forget.



Assemblies

Each class has a class assembly once per year. This is an opportunity for the children in that class to share their learning with their parents. Information about these assemblies can be found on the class team, as well as in Maria's newsletter.

Global Citizenship

As a school, our vision statement is to work together to create a vibrant, happy, caring community where all can grow to achieve their fullest potential. We believe that this may be achieved through living and celebrating our moto;

'Being Different but Being Together'.

We believe that the development of values and curriculum go hand in hand and that individual skills and abilities should be encouraged and nurtured in an atmosphere that provides support for each student's personal needs and which celebrates and respects all differences of nationality, culture and religion.

We encourage children to become good citizens, by developing caring attitudes and respect towards themselves, other children, adults, the environment, their school and their community.



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