



THE BRITISH INTERNATIONAL SCHOOL
BRATISLAVA
A NORD ANGLIA EDUCATION SCHOOL

PRIMARY PARENT HANDBOOK

2023-2024



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MESSAGE FROM THE PRINCIPAL

When you join BISB you are welcomed into our warm and friendly community of students, parents and staff of more than 40 nationalities. We want our parents to play an active and supportive role within our school, and together our community can help you make the most of your life in Bratislava. Partnership with parents is central to success in all of our endeavours.

The purpose of this handbook is to provide a quick point of reference for the parents of BISB. It also endeavours to set out aspects of the ethos that drives the routines and procedures that go to maintain a purposeful learning community. One of the great strengths of the British style of international education is that it involves all aspects of students' moral, physical, emotional, aesthetic, social and academic development focused on each individual's personal best. Here at BISB, this is achieved through superb teaching supported and complemented by the guidance of our Class Teachers, Form Tutors, Primary Phase Leaders, Secondary Year Group Pastoral Leaders, Heads of Subjects, Careers and University Guidance Counsellor and our School Counsellor. Form Tutors in Secondary and Class Teachers in Primary are always the first point of contact for parents and a source of information and advice on school matters.

We are proud of our community, united by the common goal of providing education and an upbringing for the students of BISB. A strong community provides the conditions for successful learning for everyone. Community means everyone. Our Code of Conduct sets out ways of acting within our community. Shared values, are consistently enacted, by everyone.

This handbook plays a part in building the community in our school. It is designed to be a point of reference containing information on the routines which guide the daily life of the school and the regular annual events that make up our DNA.

A Parent Handbook can never be fully comprehensive, nor should it be a static document. If there is anything that you are unsure about, do not hesitate to come and talk to me or your class teacher. Equally, if you have any suggestions for improvement in this handbook, I would be delighted to hear your views.

Karen Eastwood



INTRODUCTION

NORD ANGLIA EDUCATION GROUP

The Nord Anglia Education Group opened The British International School Bratislava in September 1997. Nord Anglia Education is the world's leading premium school organisation, with campuses located across over 30 countries in the Americas, Europe, China, Southeast Asia, India and the Middle East. Together, our 80+ schools educate more than 68,000 students from kindergarten through to the end of Secondary school. We are driven by one unifying philosophy: we are ambitious for our schools, students, teachers, staff and communities, and we inspire every child who attends a Nord Anglia Education school to achieve more than they ever imagined possible.

OUR PHILOSOPHY

We are united by our philosophy, to be ambitious for our students, our people and our family of schools. We believe that:

- There is no limit to what every student can achieve
- Creativity and challenge help us get better every day
- Learning should be personalised for each child
- Unique global opportunities enhance every student's learning experience

We believe that being part of our family gives our schools a special advantage. Working together, we can achieve more than we can individually. Our schools have access to a wide range of resources and support to enhance their success. We also create unique opportunities to benefit our students and people, such as the Global Campus, Nord Anglia University, and our collaborations with The Juilliard School, MIT, UNICEF, and King's College London. Our highly qualified teachers will continue to bring personalised learning to your child through innovative and inspiring lessons.

In Nord Anglia, we are ambitious for all of our students in all of our schools, believing there is no limit to what our students can achieve. So, we encourage them to be ambitious. To reach

for their dreams. To step outside their comfort zones and try something new. We ignite their curiosity and help them to create their future.

Being ambitious is inspirational. It urges our students to stretch themselves that little bit further. To be relentlessly optimistic. To be the best that they can be. And beyond that, to make a difference, to make things better, throughout our world. Ambition can take you anywhere. It is transformational. It is what makes the extraordinary possible. But it is only the spark. It takes passion, determination, and commitment to make it a reality. It takes creativity and innovation. It takes resilience and courage. It takes confidence. All of these are built into the Learner Profile (© IBO 2003).

That is what our outstanding teachers nurture through personalised learning for each child. We build on each student's individual strengths and passions. We create challenges in every lesson and every activity so that they continuously grow and learn. We offer unique experiences to open new opportunities. We empower our students to achieve beyond what they may have imagined academically, socially, and personally across our family of schools.

This is the Nord Anglia Approach.

THE BRITISH INTERNATIONAL SCHOOL BRATISLAVA

The British International School Bratislava is the only school in Bratislava to produce consistently outstanding academic results and a unique personal enrichment programme with the highest quality learning. The school caters for children between 2 and half and 18 years of age. We have students from over 40 different countries and with many different home languages. As an international school, we value diversity and aim to develop, within our students, knowledge and understanding of the differences and commonality of the peoples of the world. In school, however, all children are encouraged to speak English.

Our curriculum up until Year 9 is based on the English National Curriculum. We recognise that children transfer to and from very many different school systems and bring with them varied educational and cultural backgrounds. We adapt the curriculum to meet the needs of our international student body. In Years 10 and 11 students study courses from the University of Cambridge in

England, known as the International General Certificate of Secondary Education (IGCSE).

The IGCSE courses are two-year programmes requiring a considerable amount of in-depth study in each subject. In May and June of Year 11, usually, when they are aged 16, the students sit the Cambridge examinations at school. The completed examination papers are sent back to Cambridge, where they are marked. Results are issued in August, with final certificates arriving in October. Those students who achieve the required standard are awarded IGCSE diplomas by Cambridge. In Years 12 and 13, students embark on the International Baccalaureate Diploma Programme, a two-year course of study culminating, if successful, in gaining the IB Diploma, awarded in July.

This qualification is a passport to further and higher education around the world. For instance, the IB Diploma is welcomed by hundreds of universities worldwide, including the Universities of Oxford, Cambridge, New York, Boston, Yale, and Harvard, where students can gain advanced placement on degree courses.



COLLABORATIONS

THE JUILLIARD SCHOOL

In 2015 Nord Anglia Education and The Juilliard School announced a global collaboration to enhance performing arts education for students aged 5-18. The program includes an embedded curriculum along with continued support and engagement with Juilliard alumni and affiliated artists. It also includes professional development for teachers and a summer school.

In addition to inspiring a love of learning for music, dance and drama, the collaboration with the Juilliard School develops students' cultural awareness, international perspective and skills for life such as critical thinking, creativity, complex problem solving, people management and negotiation.

MIT (MASSACHUSETTS INSTITUTE OF TECHNOLOGY)

In September 2018, BISB started another exciting collaboration with the Massachusetts Institute of Technology on STEAM subjects for students aged 5-18. The collaboration is developing a new approach to implementing science, technology, engineering, visual arts, and mathematics at BISB and across the other 80+ Nord Anglia schools worldwide.

Subjects traditionally taught in school do not necessarily give the knowledge and skills needed in an ever-changing world and the greatest discoveries in our century exist in the cross-section of subjects. Core to the collaboration is the reflection of MIT's philosophy of 'Menset Manus', 'mind and hand', which calls for a hands-on approach to problem solving. Students will learn directly from lecturers and students at MIT. STEAM discipline teachers at Nord Anglia will also benefit from unique professional development opportunities through annual workshops and ongoing training with MIT staff hosted by the MIT Museum.

UNICEF

The United Nations has identified 17 Sustainable Development Goals (Global Goals), to transform our world and create a better future for our planet and everyone living on it. BISB students will work together to raise awareness of and act on the goals whilst researching and designing practical solutions to achieve them in our community.



PRIMARY STAFF

CLASS TEACHERS

Most of our teachers are trained in the UK and have experience in the British Education system. Many have experience in other international schools. We have a shared vision of what leads to excellent teaching and learning in the class.

TEACHING AND LEARNING ASSISTANTS & HIGHER-LEVEL TEACHING ASSISTANTS (TLA & HLTA)

Each class from Early Years to Year 2 has a Teaching and Learning Assistant working alongside the teacher to support all aspects of the children's academic and social development. Year 3 to 6 classes have shared assistants.

We also have Higher Level Teaching Assistants who provide teaching support and cover classes.

SPECIALIST TEACHERS

Specialist teachers of Music, Drama, Dance, Physical Education, German, French, Spanish (Year 6), Slovak & Korean work alongside the class teachers and together they ensure that high expectations are reflected in the quality of the children's work.

Class teachers will send out a welcome email to all parents at the start of the school year with their contact details, timetable, and other important information.

Senior Leadership Team		
Principal	Karen Eastwood	Karen.Eastwood@bisb.sk
Head of Primary	Kate Fitzpatrick	Kate.Fitzpatrick@bisb.sk
Deputy Head of Primary	Gabrielle Clover	Gabrielle.Clover@bisb.sk
Primary Leadership Team		
Early Years Phase Leader	Rose Winter	Rose.Winter@bisb.sk
Phase Leader Years 1-2	Emily Stewart	Emily.Stewart@bisb.sk
Phase Leader Years 3-4	Catherine McIver	Catherine.McIver@bisb.sk
Phase Leader Years 5-6	Samantha Kelly	Samantha.Kelly@bisb.sk
Primary Specialist Teachers		
EAL Teacher	Mariana Malagaris	Mariana.Malagaris@bisb.sk
EAL Teacher	Conor Mercer	Conor.Mercer@bisb.sk
Head of Learning Support (whole School)	Pauline Mably	Pauline.Mably@bisb.sk
Learning Support Teacher	Kristi Lúčna	Kristi.Lucna@bisb.sk
Slovak Teacher	Stanislava Taranová	Stanislava.Taranova@bisb.sk
Slovak Teacher	Marina Belejkanicová	Marina.Belejkanicova@bisb.sk
Korean Teacher	Dawoon Jung	Dawoon.Jung@bisb.sk
German Teacher	Steffi Heider	Steffi.Heider@bisb.sk
German Teacher	Zuzana Kačkovičová	Zuzana.Kackovicova@bisb.sk
French Teacher	Gwénaél Gobert	Gwenael.Gobert@bisb.sk
Spanish Teacher	Gabrielle Clover	Gabrielle.clover@bisb.sk

Head of Visual and Performing Arts	Andrew Fordham	Andrew.Fordham@bisb.sk
Music Teacher	Catherine McNeilly	Catherine.McNeilly@bisb.sk
Music Teacher	Anna Mišunová	Anna.Misunova@bisb.sk
Drama Teacher	Hayley Stavenger	Hayley.Stavenger@bisb.sk
Whole School Head of Physical Education	Michaela Tucker- Blackford	Michaela.Tucker-Blackford@bisb.sk
Physical Education Teacher	Katarína Euell	Katarina.Euell@bisb.sk
Physical Education Teacher	Tomáš Pavlík	Tomas.Pavlik@bisb.sk
Physical Education Teacher	David Mumby	David.Mumby@bisb.sk
School Counsellor	Natália Hanulíková	Natalia.Hanulikova@bisb.sk
School Counsellor	Katarína Skyvova	Katarina.skyvova@bisb.sk



THE PRIMARY SCHOOL DAY

	Early Years Foundation Stage WILLOWS (Dolinského)	Years 1 & 2 MAPLES Pekníkova 4)	Years 3-6 OAKS (Pekníkova 6)
Drop off point (Morning)	Willows door (past the gate)	Maples Gate	Oaks 1 gate
Collection point (Afternoon)	Inside Willows	Maples Playground	Oaks playground
Before School	Flexible drop off: 7:50-8:20	Playground Supervision 7:50 - 08:05	
Registration Start of day Lessons	School Day starts 08:20	Registration: 08:05 Lessons: 08:15 - 10:15	
Morning Break	Continuous Provision including snack time 08:20 - 12:00	Snack & Break 10:15 - 10:45	
Lessons		Lessons: 10:45 - 12:15	
Lunchtime & break	Lunch: 12:00 - 13:00 Sleep time for Nursery	Lunchtime & Break 12:15 - 13:15	
Lessons	Continuous Provision including snack time 13:00 - 14:45	Lessons: 13:15 - 14:45	
End of School Day	Collect from Willows 14:45 (from 14:30 onwards)	Collect from Maples 14:45	Collect from Oaks 14:45
Bus time	14:55 & 15:55 (Mon - Friday)	14:55 & 15:55 (Mon - Friday)	
After School	Rockets: 14:45 - 15:45 Late Rockets: 15:45 - 16:45 Monday-Thursday	After School Clubs 14:45 - 15:45 Year 1 ONLY – Late Rockets until 4:45 Monday-Thursday	

PLAYGROUND

- Please do not enter the gates or doors before they are officially opened as there may not be anyone on duty to supervise your child.
- Late children who arrive after the gate is closed should enter via the Maples/Oaks office.
- At sign out, please ensure you let the teacher know before taking your child.
- Please do not stay to play in the school playgrounds as these will be locked shortly after picking up. You are welcome to play in the park opposite the school.
- Please remember to wear your parents' ID cards at all times if you wish to enter the BISB premises.

PERMISSION TO LEAVE

- Parents of children in Year 4, 5 & 6 can complete a 'Permission Form' to allow their child to leave school unaccompanied. Click here for the Permission Form: <https://bratislava.fireflycloud.net/forms>
- Children with parental 'permission' are expected to leave the premises to meet their parents at an agreed location and not to play on school grounds unsupervised. If children are collected by a secondary sibling, they must leave school together. Primary children cannot be left unsupervised while the older sibling attends an enrichment activity. If you require your child to go home with another child or another adult, please inform the class teacher in advance.

MORNING SNACK AND PLAYTIME (30 MIN) 10:15 – 10:45

- All students have a morning break where they eat a snack.
- Children should bring healthy snacks and water, or they can order a snack in advance through Little Chef.
- Children eat their snacks in the canteen area, or their classroom then go outside to play.
- Nursery, Reception and Year 1 also have an afternoon snack.
- Children must not bring sweets or fizzy

drinks to school or order takeaway to school.

- Children should only bring a small healthy snack for their own consumption and not large packets of biscuits, crisps or snacks to share with friends.
- There is a special arrangement for children in Nursery, Reception and Year 1. All those who sign up for school lunches within these year groups receive a morning and an afternoon snack within the price of the lunch.

LUNCH AND PLAYTIME (60 MIN)

- All students have 60 minutes for lunch and playtime.
- Hot school lunches can be ordered through Little Chef or students can bring their own packed lunch.
- All children are supervised and supported during lunchtime to help them develop good eating habits and table manners.
- Children are encouraged but not forced to eat.
- Class teachers will inform parents if we have concerns about a child's eating habits.

PLAYTIME

- Playtimes are well supervised by teachers and TLA's.
- The School Council organises for there to be balls, skipping ropes, hoops and other equipment available to play with; students may not bring their own balls, games or toys.

WET/COLD WEATHER POLICY

We believe that all children need to have plenty of fresh air and exercise and so all children are expected to go outside at break time and at lunchtime. Children will only remain inside if it is raining or there is exceptionally cold weather (-10 degrees). Occasionally, we may also keep children inside if we feel the playground surfaces are dangerously wet or snowy. Please ensure that you send children appropriate clothing for the weather.

AFTER SCHOOL PROVISION AND CLUBS

WILLOWS AFTER SCHOOL PROVISION

We offer an after-school provision called Rockets for parents who are unable to collect their children at 14:45. We offer Rockets club to support a later collection. This runs between 14:45-16:45 (Monday -Thursday) and 15:45 (Friday) but we recommend that younger children do not stay late every day. Long days may impact their progress and wellbeing. This programme starts on Monday 11th September.

MAPLES AND OAKS AFTER SCHOOL PROVISION

After-School Clubs run from 14:45-15:45. Year 1 children can also stay in Rockets after their club is finished. Rockets run between 15:45-16:45 (Monday -Thursday) and 15:45 (Friday). The Rockets programme starts as of Monday 11th September.

All after-school provision must be signed up for by parents through our electronic system Schools Buddy.

COST OF CLUBS

The clubs run by our own teachers are included in the school fees. Those run by external teachers/ coaches are paid for and parents will be invoiced if their child signs up for them. The club payment will be for the whole term and refunds will not be given.

There are no clubs for the first full two weeks of the school year or the last two weeks of the school year. During these times, there will be provision only until 15:45 on Monday-Wednesday, in line with the Secondary school day.

SCHOOL POLICIES AND RULES

All students, parents and guardians are obliged to follow school policies and rules. These are found in the Parent Handbook, School Operational Manual and other policies which set the rules and regulations adopted by the school. These govern the rights and obligation of the student and guardians as they participate in the educational process at BISB.

These documents can be found on the School's website under Parent Essentials and the **Firefly app**.



PRIMARY CURRICULUM

At BISB, we are preparing students to be successful in a rapidly changing world. Our role is to facilitate the learning process so that children become lifelong learners who can apply their critical thinking skills to increasingly diverse and challenging problem-solving situations. All our teaching and learning is underpinned by our Learner Ambition skills and our assemblies are themed accordingly.



BISB LEARNER PROFILE*

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

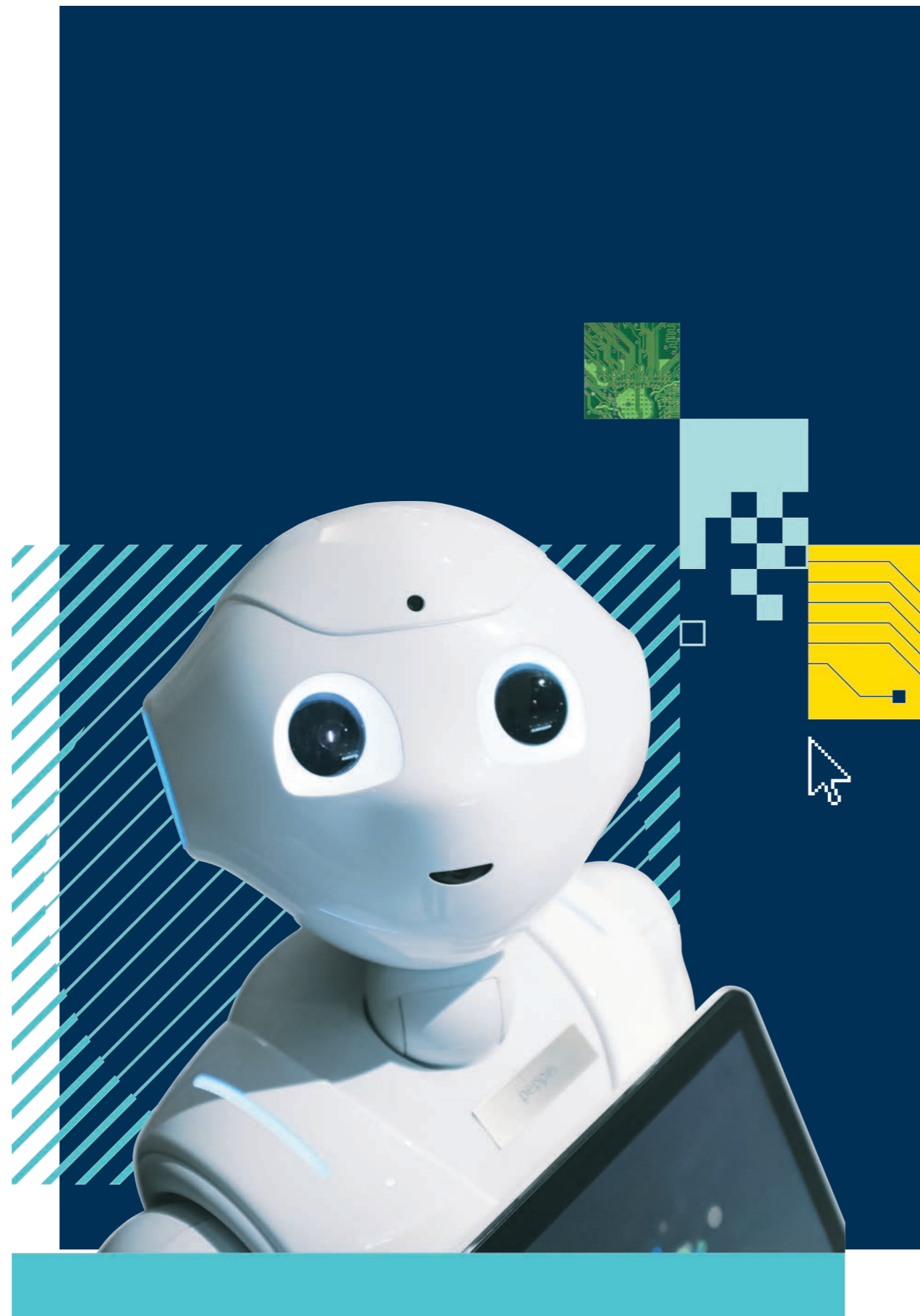
We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.



CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives - intellectual, physical, and emotional - to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

WHAT DOES THIS MEAN FOR YOUR CHILD?

- We encourage them to be ambitious.
- To reach for their dreams.
- To step outside their comfort zones and try something new.
- We ignite their curiosity.
- Being ambitious is inspirational.
- It urges our students to stretch themselves that little bit further.
- To be relentlessly optimistic.
- To be the best that they can be.
- And beyond that to make a difference, to make things better, throughout our world.

HOW WE TEACH

- Lessons are planned with a strong emphasis on experiential, investigative and skills-based learning as students learn best by doing.
- Lesson content and tasks will be differentiated to support all students.
- Students are given the opportunity to learn in a range of group situations such as whole class, mixed ability or levelled groups, partner work or as individuals.
- Students are encouraged to take an active role in their own learning by setting personal targets and evaluating their own progress.
- Teacher feedback is targeted, personal and positive.

TECHNOLOGY IN SCHOOL

The school is equipped with a high-capacity Wi-Fi system and students have access to the Primary ICT room as well as numerous portable devices to use. Students in Year 2 to Year 6 have their own school iPad to use to support their learning. The iPads will be used to facilitate collaboration, research, multimedia presentations, translation and to develop an understanding of mobile technology's capabilities. Through ICT lessons students will also be taught programming skills.

MODERN FOREIGN LANGUAGES (MFL)

From Years 3 to 6 students choose to study either German, French or (in Year 6 only) Spanish as a foreign language. Students are expected to continue with this language throughout primary and into secondary.

- Native German students will study French as a foreign language.
- Native French speakers will study German as a foreign language.
- In Years 3 (Tuesday) and 4 (Friday), French and German will be taught for 2 hours per fortnight
- In Years 5 and 6 (Thursday), French, German and Spanish will be taught for 3 hours per fortnight
- Students in their first year of learning English and who are complete beginners may be offered additional English lessons instead of MFL

NATIVE LANGUAGES & SLOVAK STUDIES

Korean and Slovak students have the possibility of continuing to study their native language while attending BISB. Slovak and Korean lessons are provided for Slovak and Korean nationals. These lessons occur during school curriculum time. Non- Slovak and non-Korean students will take Extended Literacy lessons or Slovak Studies.

Year group	GROUP 1 Slovak Hours per week	GROUP 2 Korean Hours per week	GROUP 3 Extended literacy
Year 2	3x 30 minutes lessons and 1 x 60 minute lesson	Extended Literacy	Extended Literacy
Year 3 & 4	3 hours	3 hours Korean	3 hours Extended Literacy
Years 5 & 6	3 hours	2 hours Korean 1 hour Extended Literacy	3 hours Extended Literacy

PERFORMING ARTS

Dance and Drama are taught by a specialist and help students develop confidence in the way they express themselves. Students in Years 3-6 have a 1-hour lesson every 2 weeks.

PHYSICAL EDUCATION (PE)

All children have weekly PE lessons. Children are expected to wear the school PE uniform and non-marking sports shoes. Physical education is an important part of a child's development. Absence from swimming/PE for a prolonged period may only be for a genuine medical reason and a letter accompanied by a doctor's note must be sent to the school.

Our PE curriculum is enhanced by 3 offsite activities throughout the year: gymnastics, skating, and swimming. These specialist lessons are taught off-site by qualified coaches, and they follow a structured, skills-based programme. These lessons are for Reception to Year 6 students. These lessons are a compulsory part of the school curriculum, and all children are expected to attend.

If children are not able to attend these lessons, they should bring a doctor's note and be collected at lunchtime.

GYMNASTICS- TERM 1

Gymnastics supports physical development, muscular strength, joint flexibility, balance, coordination, and core strength. Children also have a lot of fun learning these skills!

SKATING – TERM 2

Children are grouped by ability and are given expert instruction from learning how to skate to the more advanced skaters who practice elements of speed skating, figure skating and ice hockey.

SWIMMING – TERM 3

Swimming is an essential life skill. Students are grouped by ability, and they develop swimming skills and stamina in the water. The instructors are qualified English speakers. At the end of the swimming term is a gala in which children can demonstrate their development.

Year Group	13:00 - 14:00	Gymnastics Equipment	Skating Equipment	Swimming Equipment
Reception	Wednesday	■ PE Kit	<ul style="list-style-type: none"> ■ Ice skates ■ Helmet ■ Gloves ■ Warm jacket ■ Waterproof trousers 	<ul style="list-style-type: none"> ■ Swimmers ■ Cap ■ Goggles ■ Towel ■ Flip flops ■ Neoprene (if your child gets cold)
Year 1	Wednesday			
Year 2	Monday			
Year 3	Thursday			
Year 4	Tuesday			
Year 5	Friday Wk A			
Year 6	Friday Wk B			

LIBRARY AND READING

Reading is the most important part of homework which parents can help with. Children can choose a book from the school library each week during library periods. Loans are normally for two weeks, and we urge parents to support children to be punctual about return times so that books can be enjoyed by as many children as possible. Children may choose library books that are too advanced for them to read independently, and parents can help by reading to their children. We are continually refreshing and replenishing our stock of books in the library, responding to the reading preferences of students whenever possible.

Whilst learning to read, children also bring home a structured reading 'scheme' book which allows them to access reading at the appropriate level.

We also subscribe to online books through our 'Bug Club' reading scheme which means students can enjoy books throughout the holidays as well. Bug Club offers comprehension quizzes to students to test their understanding of what they have read, and it enables teachers to track student progress with reading.

Home Learning

Children are expected to read at home every day and may also be set some mathematics, spelling and phonics home learning tasks as deemed appropriate by their class teacher. Specialist teachers may set homework to consolidate class learning.



SOCIAL AND EMOTIONAL EDUCATION

We provide students with a holistic education. Students need social and emotional skills, in addition to academic skills, to truly be successful in life. We teach these skills weekly in Personal, Social, Health Education lessons (PSHE). These lessons focus on the main topic each term.

Relationships – children learn how to be part of the school community and their class community. They learn to communicate in healthy ways, how to make friends, resolve conflict and recognise healthy and unhealthy relationships.

Health and Wellbeing – children learn to take care of their bodies and minds. They learn to name and manage their emotions and strategies they can use to stay healthy both physically and emotionally.

Global Connectedness – students learn about the Sustainable Development Goals and how we are connected on a global level. Students have a greater awareness of the world beyond school and issues such as human rights, environmental preservation, and international celebrations.

ASSEMBLIES

Assemblies are held for all students from years 1-6 and are an opportunity for the students to come together as a school community. Assemblies reinforce the responsibility of each member of the school community towards each other, are linked to our Learner Ambitions and Learner Profile skills and are a chance to celebrate students' achievements.

HOUSE TEAMS

On entry to BISB, all children are placed in a house team. We use the house team system to help promote team spirit, collective responsibility and as a positive reward system. Each House Team is represented by an element and color:



Special House Team events and days are planned by the Year 6 House Captains for each term. These may have a sporting or Global Campus focus or involve children in special events such as quizzes and debates where their participation and efforts are rewarded with house points. House points are announced in assemblies. At the end of each half term, all the points are counted and the team with the most points are the House Champions. We hope that children will want to work hard to help their team gain lots of points.

BEHAVIOUR

BISB promotes high standards of behaviour by creating a positive, safe, and supportive environment. We equip students with the skills to manage their behaviour so they can develop self-control and empathy towards others. So that expectations are clear, the Behaviour Ladder is visible in every classroom and is referred to when rewarding positive behaviour or warning and sanctioning challenging behaviour. Each class displays a set of Learner Ambitions. Class rules are agreed on in each class and are also on display.

POSITIVE BEHAVIOUR

Our focus as a school is on setting high expectations of behaviour and acknowledging students who consistently demonstrate the Learner Ambition behaviours. Students who consistently demonstrate positive behaviour, display leadership, sportsmanship, kindness, citizenship, and outstanding effort receive a special certificate in assembly.

DISRUPTIVE BEHAVIOUR

Where possible behaviour will be managed by the teacher as part of quality behaviour management in the classroom. Teachers will first use strategies such as praising children displaying the desired behaviour, tactical ignoring, moving in a non-threatening manner in the proximity of children displaying undesired behaviour, eye contact, and non-verbal cues. Usually, these methods are enough to remind and encourage children to make positive decisions about their behaviour. We do not believe in punishment, but in consistent positive behaviour support.

If these methods have not worked, we consistently follow a system of:

- **REMINDE** – Students will be reminded of the expected behaviour
- **WARN** – Students are given a clear warning. The child is shown the behaviour expectations on the Behaviour Ladder in the room and a sanction is outlined if the behaviour continues
- **SANCTION** – If the behaviour continues, the warning is followed through with the previously outlined sanction

Levels of behaviours and possible sanctions are found on the Behaviour Ladder and outlined in detail in the Whole School Behaviour Policy.

When children have conflicts in school, we use restorative practices where we facilitate students to speak freely, accept responsibility, apologise and forgive each other. It is essential that when conflicts occur, children speak to a member of staff as soon as possible – either on the playground or with their class teacher so that the conflict can be addressed and resolved in a timely manner.



PRIMARY BEHAVIOUR LADDER

PRAISE – HOUSE POINT – CELEBRATE – RECORD

- Consistently showing positive behaviour
- Displaying positive leadership with peers and younger students
- Producing excellent pieces of work

- Special mention in assemblies
- Invitation to a celebration afternoon or special activity
- A special certificate from the head
- A meeting with the principal
- The invitation to become a student leader (prefects, school leaders, ABC's etc)
- Uniform free days

- Showing an increased level of effort
- Being caring to members of our community
- Being a risk taker
- Being reflective about the world around us and our own learning
- Being open-minded and appreciating views other than our own
- Being knowledgeable
- Being an inquirer who shows enthusiasm for learning
- Being balanced
- Being a thinker who can analyse and discuss complex problems
- Being a communicator
- Being principled and showing fairness and respect for others
- Showing commitment to extracurricular activities

- Verbal and written praise from staff
- The use of awards – points, merit stickers, certificates, vouchers, credits
- Success stories displayed in class or on school notice boards
- Showing work to other students, teachers or Head Teacher
- Parents informed
- Acknowledgement in school Newsletter

REMIND - WARN - SANCTION

LEVEL 1 - BEHAVIOURS

- Interrupting, inappropriate comments
- Provoking others
- Ignoring instruction or being off task
- Pushing in line or running in the building

LEVEL 1 - CONSEQUENCES

- Change of seating
- Teacher will monitor behaviour
- Parents/carer will be informed
- Restorative apology

LEVEL 2 - BEHAVIOURS

- Persistent level 1 behaviours
- Preventing teaching and learning from occurring
- Anti-social behaviour eg: swearing
- Rudeness or unkindness
- Lying or cheating

LEVEL 2 - CONSEQUENCES

- Parents / carer will be informed
- Removal of privileges such as golden time activities / break time / football
- Sent to Phase Leader
- A reflective assignment/activity
- Behaviour recorded on ISAMs

LEVEL 3 - BEHAVIOURS

- Persistent level 2 behaviours
- Verbal abuse
- Vandalism or damage to property
- Theft
- Threatening or aggressive behaviour

LEVEL 3 - CONSEQUENCES

- Parents are called in to school
- Behaviour plan, communicated with parents
- Removal of privileges such as trips or camps
- Exclusion from a favoured activity
- Exclusion from the right to represent the school

LEVEL 4 - BEHAVIOURS

- Persistent level 3 behaviours
- Discrimination on the basis of religion, ethnicity, gender, sexuality, ability or any other difference
- Bullying, including cyber bullying
- Causing harm or intending to cause harm to another (physical, psychological)

LEVEL 4 - CONSEQUENCES

- Meeting with Head Teacher
- Binding behaviour contract
- Meeting with parents
- Internal/external exclusion from classes

EXTRA-CURRICULAR

PERIPATETIC MUSIC LESSONS

Parents can enroll their children in our peripatetic music programme which offers 1:1 music tuition in 15 different instruments. Lessons run throughout the day and after school and are coordinated by our Peri Music Coordinator. A timetable is issued each day and children are rotated so they don't always miss the same class lesson each week.

EDUCATIONAL VISITS

Students will have the opportunity to take part in several educational field trips to support and enhance aspects of the curriculum. Parents are informed in advance of all the details of visits. On occasion, parents may be invited to join the group to support. BISB will cover the cost of non-residential outings.

RESIDENTIAL VISITS

In the summer term during June, students in Years 3, 4, 5 and 6 will be given the opportunity to take part in residential trips. These residential programmes are meticulously planned to ensure that the students are safe and well supervised whilst challenged to be adventurous and try new things. The residential programmes offer excellent, fun, learning experiences which develop team spirit, independence, and self-confidence. All students are strongly encouraged to join these trips. Clubs and regular lessons will not run while students are on trips as their teachers and teaching assistants will be on the residential. Students who elect not to go on trips will be supervised in a different year group.

The approximate cost of these residential trips in 2023/2024 are as below, please note this might change depending on number of participants and destination:

- Year 3 – 1 night (210 Euros)
- Year 4 – 2 nights (250 Euros)
- Year 5 – 3/4 nights (600 Euros)
- Year 6 – 3/4 nights (600 Euros)

This cost is paid for by parents and covers travel, insurance, food and accommodation, instructors, activities, and use of equipment.

ASSESSMENT AND REPORTING

Throughout the school year, teachers are involved in many kinds of assessments to help monitor student attainment and progress and to help us to plan effective lessons to meet the needs of the children in our classes.

- **Formative Assessment (Assessment for Learning)** happens during the learning process and actively involves the students. This helps teachers not only to assess what students know but also focuses on what students understand, are thinking and what learning processes they have gone through. This can be achieved through teacher questioning, observation and detailed feedback, peer and self-assessment against explicit goals and criteria.
- **Summative Assessment (Assessment of Learning)** in the form of end-of-unit, term, or year tests. These are to measure student progress and knowledge against specific objectives set for the class and identify gaps in learning to inform future work. This helps teachers plan interventions when necessary and measure pupil progress to ensure that all students are moving forward with their learning.
- **Annual Online Adaptive Tests** During the year, students in Years 3-6 are given some short online adaptive tests in reading, mathematics and developed ability. These tests give us an age standardised assessment of a child's ability and will give us diagnostic information about their strengths and areas for development when compared to other children of their age. This enables our school to track progress and benchmark our students' performance against a UK/International standard.
- **Seesaw (for children in Early Years)** The progress of children in Early Years is tracked using an online tool which captures significant learning achievements in photographic form which we call their Learning Journey. It is important that parents feel well informed about their child's progress and achievements.

REPORTS:

- In December and June, parents will be given a report detailing the attainment and progress made throughout the term/year and the focused targets for the next learning phase.
- Students who are Slovak citizens or who are studying Slovak, also receive a Slovak report.
- Information about assessment and attainment banding will be given to parents in written information and parent workshops throughout the year.
- Parents are encouraged to email the teacher if they have any concerns or questions.



SUPPORTING OUR LEARNERS

ENGLISH AS AN ADDITIONAL LANGUAGE

The EAL department supports students who join the school with limited English language skills who need support to access the curriculum independently. The aim is to enable them to integrate fully into all aspects of school life and learning as quickly as possible.

The school runs a six-week intensive English Language Programme, led by specialist EAL teachers, at the start of each year. When joining the school, children are assessed to determine whether they should join this course.

We have four EAL teachers working in Primary: English as an MFL is offered for students who are new to the language providing them with extra English lessons for their first year instead of learning French or German. Students can sit the Cambridge Young Learner exams. This is an internationally recognised language qualification.

LEARNING SUPPORT

We have two learning support teachers who work in primary, Ms Pauline Mably and Ms Kristi Lúčna. The learning support teachers work with students who are not making the expected progress. These students receive support in the form of interventions which might include support in class, additional small group work or 1:1 support. In some cases, we will complete a diagnostic assessment. Please see the Learning Support Policy for further information.

SCHOOL COUNSELLORS

Our qualified and experienced School Counsellors support children experiencing difficulty in their home or school lives. This may include issues with friendships, self-esteem, bereavement, divorce, etc. Both also work closely with the Learning Support team to assess and support children with specific learning difficulties. Children may refer themselves to speak to the Counsellors, and parents can contact them if they have any concerns about their child. Parents will be informed if counsellors feel it would be beneficial to see a child regularly.

WHO TO CONTACT IF YOU HAVE CONCERNS

If you have any concerns about your child's education or any social or emotional concerns, then it is important that you have easy access to someone who is well placed to deal with the matter. It is also important that you address your concern to the correct person.

- 1 – The first point of contact is the class teacher. They are well trained to address academic, social, or behavioural concerns.
- 2 – The second point of contact is the Phase Leader - if the class teacher cannot deal with your concern, then you should contact the appropriate phase leader

EARLY YEARS FOUNDATION STAGE (WILLOWS)

Phase Leader: Rose Winter
(Rose.Winter@bisb.sk)

YEAR 1 & YEAR 2 (MAPLES)

Phase Leader: Emily Stewart
(Emily.Stewart@bisb.sk)

YEAR 3 & YEAR 4 (OAKS)

Phase Leader: Catherine McIver
(Catherine.McIver@bisb.sk)

YEAR 5 & YEAR 6 (OAKS)

Phase Leader: Samantha Kelly
(Samantha.Kelly@bisb.sk)

- 3 – Your third point of contact is the senior leadership team. If you have concerns that cannot be met by the class teacher or a Phase Leader then please make an appointment to see Ms Gabrielle Clover, Deputy Head of Primary or Ms Kate Fitzpatrick, Head of Primary.

Appointments can be made via the school Office or by directly emailing the teachers.



COMMUNICATION

We believe in a strong partnership between home and school. BISB has a few initiatives, both formal and informal, which promote such effective communication:

WEEKLY SUMMARY

Each Friday, the class teacher emails an overview of the class's learning objectives for that week. This email will include upcoming events and any additional information.

PRIMARY NEWSLETTER

Primary Newsletters are issued bi-weekly on Fridays and will be emailed to all our subscribers. This newsletter allows us to share what has been happening in school and gives information about future events and key dates.

SOCIAL MEDIA

Follow us on social media to keep up to date with all the latest news, events, information, photos and videos from the school.

Explore what is happening around BISB:

 [facebook.com/BISB.Bratislava](https://www.facebook.com/BISB.Bratislava)

 [@bisb_bratislava](https://www.instagram.com/bisb_bratislava)

 The British International School Bratislava

 BISB Bratislava

Get involved and see what people are saying and join the conversation using #BISB_Bratislava

CLASS DOJO

Class Dojo allows parents to have insight into the learning environment through a secure feed of photos, videos, positive behaviour rewards and messaging.

READING RECORDS (RECEPTION - YEAR 2)

Teachers provide students with a reading record in which all reading books are recorded, individual reading books, guided reading in class, and library books. Teachers, TLAs and parents can make comments in this book in relation to the student's reading and related tasks. These books should be brought to and from school daily.

STUDENT PLANNERS (YEARS 3- 6)

Students have a planner in which the timetable, reading records and spellings are noted. These are checked by teachers each week to ensure that children are reading every day.

FIREFLY

Firefly is our one-stop-shop where parents can find all useful documents, our curriculum guidelines, forms, and the school calendar. Firefly is used to inform the school if your child is absent.

HOW TO LOG ONTO BISB FIREFLY

You can access Firefly via the school website. In the Parents' Essentials you can find the Firefly section with the Firefly link <https://bratislava.fireflycloud.net/>. Here you can also find a manual on how to activate your email and log in as a parent.



iOS



Android

ACCESS AND ONLINE SECURITY

Firefly is a school-based website, which means that only registered school users can access the site, providing a safe and welcoming social learning network for children, parents, and teachers.

IN PERSON COMMUNICATION:

We have formal opportunities to meet throughout the year, but parents are also invited to arrange a meeting with the class teacher at any time they need additional information or have concerns about their child's learning.

MEET THE TEACHER

Within the first two weeks of the school year, there is a 'Meet the Teacher' session where you can find out about the curriculum, routines, and any other important information.

PARENT CONSULTATIONS

We have two compulsory parent consultation meetings in October and February.

We have an additional two optional parent consultations in December and June which coincide with the reports going home.

SHARED LEARNING

Shared learning events allow parents to come into school to see their child's learning. This will happen regularly throughout the year and may take the form of special exhibitions, plays, museums, or the students showing parents their workbooks and talking through their learning.

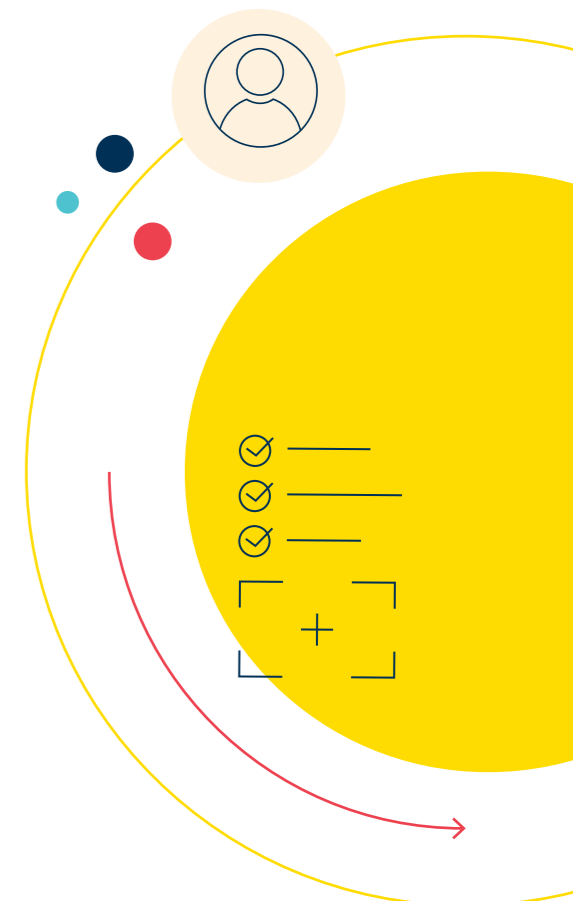
PARENT ACADEMY

Throughout the school year, we run Primary Parent Workshops. These cover a variety of subjects and are aimed at helping parents to better understand how their children learn, how they can effectively support their child's learning and to learn more about the British Education system and what we do at BISB.

COFFEE MORNINGS

Coffee mornings are regularly held at school and give parents a chance to meet each other. They are usually themed to celebrate success, launch new initiatives, inform parents of the exciting things happening in Primary and work together to grow our school from strength to strength.

Parents are also invited to get involved with our parent social group, which meets regularly to support the school and network and welcome other families.



STARTING SCHOOL

NEW STARTERS

At BISB we are aware of the challenges faced by our young learners during their first few weeks in their new school. All our new starters must get used to a new learning environment, new teachers, and new classmates. Many also have the challenge of coping with a new country, new language, and a different education system. This is a huge amount for any young person to deal with and so we have lots of support systems in place to make this journey just a little bit easier for the students and parents. All staff will ensure that both students and their parents feel secure and have all the information and support needed to settle well at BISB.

EARLY YEARS – NEW STARTERS

A change of setting and unfamiliar faces may cause some uncertainty for our youngest children and a few settling-in issues – this is not unusual. For some Early Years children, it may be useful to gradually increase their time at school from a half-day to a full day. Each child is different, and your child's teacher will be able to help make the transition as smooth as possible.

BUDDY SYSTEM

Within BISB we have a buddy system for all new students starting school to help them to have a welcoming experience from the beginning. On the first day of school for a new starter, the class teacher will assign a buddy from within the class and this person will be responsible for guiding the new starter around the school for the first 2 weeks and help them to get used to all the practical and social aspects of school life.

Important things to familiarise yourself with at the start of the school year:

- Operational Manual for Primary School or Early Years
- Uniform guidelines
- School buses
- School lunches
- School absence procedures



SCHOOL UNIFORM

All students at the British International School Bratislava must wear the school uniform. Our students are ambassadors for our school, and their dress and behaviour convey an impression to the public of our school. Teachers are required to always enforce the dress code and to encourage students to take pride in their appearance. School uniform must be always

worn correctly on buses, in school and when on a school trip (unless special permission has been given). All uniform pieces should be clearly labelled with your child's name.

Please view our uniform guideline on website here: www.nordangliaeducation.com/bisb-bratislava/parent-essentials/school-uniform

PRIMARY SUMMER UNIFORM



Blue Poloshirt
PCH-BLU
Badge to PS1



Navy Pinafore
JPP-NVY
Badge to PN1



Summer Dress
KSB
Royal Flora Print



Junior Skort
MESKO-NVY
Badge to SK34



Junior Skort
SPS-NVY
Badge to BT14

PRIMARY WINTER UNIFORM



Blue Long Sleeve Poloshirt
PCL-SKY
Badge to PS1



Navy Cotton V-Neck Jumper
SCBV
N1 and C14 Sky Blue stripe and Badge to KN1



Navy Cotton Tank Top
SCBT
N1 Sky Blue stripe and Badge to KN1



Blue Junior Trousers
CFJ-NVY
Badge to BT4



Navy Junior Fitted Trousers
JGTN-NVY
Badge to GT12

SCHOOL BUS

The official bus service provider for BISB is JUMAP s.r.o., Mr Juraj Pátek is the contact person. You can reach him at + 421 905 352 776 or schoolbusbis@gmail.com. Parents requiring this service need to contact the company directly to make the necessary arrangements. JUMAP issues invoices directly to the parents.

CANCELLATION OR CHANGES

Please inform the bus company if you need to cancel the transport to/from the school and include the school Office. If you need to cancel transport from school on a particular day, please inform the bus company and office by 12:00 noon at the latest. There are two bus pick-up times at 14:45 and 15:45.

If the students are signed up for the later bus due to club attendance, it is impossible to take an earlier bus. If parents opt for their child not to attend their scheduled club for any reason, responsibility for collection and transportation of children will fall to the parent.

IMPORTANT

The buses leave promptly at the above-mentioned times. Those students who miss the bus departure must be collected by their parents or designated guardians. There is no alternative covered by the school or bus company.



BUS BEHAVIOUR

Children are expected to maintain the positive behaviour they show at school when they are on the bus.

Children should abide by the following rules:

- Children should remain seated and with a seatbelt buckled until the driver allows them to disembark.
- Children should not eat, drink, or use phones on the bus.
- Children should follow the instructions of the driver.
- Children should not do anything to distract the driver.

Abiding the rules above ensures a safe bus journey.

SCHOOL LUNCHES / SNACKS

Our caterers offer a cooked lunch meal service and a cold morning snack service. Every day a selection of two main cooked meals will be offered for children in Year 2 upwards. For children in Early Years and Year 1 for whom, if a full day lunch package is booked, morning and afternoon snack are provided within the cost of a lunch, however no selection of menus is available for these age groups.

The daily lunch menu consists of soup, a main meal with two side dishes (e.g., meat with rice and grilled vegetables), vegetable salad bar, dessert (in a 5-day week this will be 4x fruit, 1x cake), drink (water with herbs/fruit/pure water). These adhere to the Slovak Hygiene Department's regulations to provide a balanced diet for students in Year 2 upwards. The school's catering partner is Little Chef.

The Primary students (Years 2 to 6) will receive an ID card; the Secondary students use their school badges (ID cards). Only one lunch can be deducted from the card each day.

HOW TO SIGN UP YOUR CHILD FOR THE FOOD SERVICES

If you wish to sign up your child for lunches and/or snacks, please do so by filling in the form online here: Application Form Student – Little Chef. We encourage you to choose the menu with your child and suggest doing this weekly or monthly. If you do not select a specific lunch, your child will be given option 1 by default.

Please note that the changes, including cancellation, must be made by 12:00 at the latest on the preceding working day (e.g., you should cancel your Monday lunch by Friday noon time at the latest). You will be charged for the lunch if you do not cancel it before the above-mentioned deadline.

ATTENDANCE

LATENESS & LEAVING EARLY

We ask all parents to get their children to school between 07:50 and 08:05 to allow them time to be ready for registration. After 08:05, the playground gates will be shut, and children should be brought through the front office and signed in. These children will be registered as late.

All absences are to be submitted by Firefly. It is essential that you inform us about the absence as soon as you know your child will be absent.

Please download our Firefly App where you can access the most important forms on the link below:

How to download Firefly_app.pdf
(mcusercontent.com)

You can also find the Absence Form directly on the link below:

Student Absence Form — The British International School Bratislava (fireflycloud.net)

It is against school policy and recommendations for children to leave school early regularly as this impacts their learning.

AUTHORISED/ UNAUTHORISED ABSENCES

If children are suffering from colds or coughs, we strongly encourage you to keep them at home until they are well. If your child has a temperature, they should be kept at home for 24 hours after their temperature has returned to normal. If your child has vomited or has diarrhea, they should be kept at home for at least 24 hours after the last symptoms. This avoids the spread of illness to other children and means that children do not struggle through the challenges of the school day when they are unwell. Absence in the case of illness is automatically authorised. If a child is unwell, schoolwork will not be provided for them as they should rest and recover.

If your child will be absent, please fill in the Student Absence Form on Firefly. This ensures that the office and class teacher are informed about the absence. We aim for a minimum attendance level of 95%. The absence form should be completed in advance for planned absences, Unexplained absences will be

followed up by the school. Where the school has concerns regarding attendance, parents will be asked to come to school and meet with the Head of Primary to review the situation.

AUTHORISED ABSENCE BY REQUEST

For absences not medical or bereavement, parents must seek permission for absence in writing to the Head of Primary. They simply cannot inform of non-attendance. We are required to go through a documented process of communication that 'authorises' absence.

Attendance at high-level training for music or sport will only be authorised if the student represents their country or at the high level of musical or sporting talent which necessitates lessons outside the locality. The school may impose a limit on occurrences or set certain expectations of the students involved so that schoolwork does not suffer. Please arrange a meeting at the start of term to discuss this further with the Head of Primary should your child require this level of authorisation.

Educational leave - Up to 5 days per year for expat families to arrange new schools.

Family Leave - Up to 3 days per year at the Head of Primary/Principal's discretion.

UNAUTHORISED ABSENCE

Parents may inform the school that they choose to take their children out of school for other reasons but will have to accept that this absence is unauthorised and will be recorded as such. In such cases, the school is not responsible for providing catch up materials/ input for missed lessons.

- Holidays
- Attendance at sports/riding/ music clubs. (Unless at a national level)

If your child is absent, you will be emailed with the details stating whether the absence

is authorised or unauthorised. Any absence from the school where parents have communicated nothing to the school will also be recorded as an unauthorised absence.

WHAT TO BRING TO SCHOOL

We provide all the exercise books, paper and stationery needed by primary children. However, as children move into Year 5 and 6, we also encourage them to bring their own pencil cases as this helps them to develop personal organisation skills.

RESPONSIBILITY FOR DAMAGE

If a student intentionally damages school property or if they damage school property by acting in an irresponsible manner, parents may be asked to pay for the damage.

TOYS/GAMES/MOBILE PHONES

We ask that children do not bring toys, electronic games, or mobiles to school as such equipment can be easily lost or broken. The school will not be responsible in the case of items that are stolen/damaged or otherwise lost or missing, without limitation. If parents allow children to have a mobile phone for the journey to and from school, these must be left in school bags in the classroom and should not be used during the school day.

BIRTHDAYS AT SCHOOL

We recognise that a birthday is a very special day for children, and we will always acknowledge this at school. Within the classroom, we sing 'Happy Birthday' and try to make students feel special.

We are happy for parents to send a pre-sliced cake or individual cupcakes to school to share with the class. Please do not bring cakes with nuts as some children may have serious allergies. Please do not send party bags or sweets to school.

WATER BOTTLES

Chilled water dispensers are around the school to enable students to refill their named, reusable water bottles. As an ECO school, to minimise waste, we do not provide plastic/ paper cups at the water dispensers.

MEDICAL INFORMATION

Please ensure that the office is promptly informed, in writing, of any change in address, contact phone numbers and email addresses so that you can be easily contacted.

It is of utmost importance that guardians inform the school of any changes in the medical status of their child by writing.

Please inform our Medical Practitioner if your child suffers from a chronic health condition. If there are any changes regarding the health of your child, please inform the Medical Practitioner at medical@bisb.sk so that they can ensure that our records are updated and can provide appropriate first aid.

MEDICINES AT SCHOOL

Only the Medical Practitioner is authorised to administer medicines. To administer any prescription medicines, the Medical Practitioner must be given a full report from the doctor including the dosage information. If a child is on antibiotics, they should remain at home until the course is completed to as the medical practitioner will not administer these. Over the counter medicine can be administered only with written consent signed by the parent and only in urgent matters. If parents wish to request the administration of medicines by the Medical Practitioner, they must complete an Authorization for the Administration of Medication form which the Medical Practitioner can send to you. Both the completed form and the medication, in its original container, must be taken to the Medical Practitioner or front office by the parent. Please do not send medicines, vitamins, natural or homeopathic remedies to school with your child and remind your child never to share medicines with others.

In the event of any injuries to the head, parents will be always called. A written report will follow. An ambulance would only be called if the injury was life threatening.

HEALTH INSURANCE

BISB expects parents to have local health/medical insurance for their children. In case of an emergency, the hospital requires the patient's medical insurance card/information for any treatment before they can admit the patient. Parents should provide a copy of the Local Health Insurance Card/or information about Health Insurance if they have not done so during the admission process. The cards will be stored in our medical information database and will be confidential. The school is obliged to submit Health Insurance details in case a child is taken to hospital because of serious injuries.

FINANCE

For any finance-related questions please contact the Finance Department at bis-finance@bisb.sk.

PARKING ARRANGEMENTS FOR DROP OFF

There are two car parks created for parents. Parking 1 (P1) at the corner of Pod Záhradami Street and Pekníkova Street and Parking 2 (P2) at Pod Záhradami next to the Court Office Building (see map - blue Parking signs P1 and P2). Parking can be busy, so we encourage families to walk or use public transport where possible.

Please take one of the following routes (blue or yellow arrow) for those of you who drop your children at Oaks.



CONTACT INFORMATION



WILLOWS
Early Years
Foundation Stage
(EY1, EY2 and EY3)

T +421 2 6436 6992
M +421 908 105 796
office@bisb.sk



MAPLES
Year 1 & Year 2

T +421 2 6930 7082
M +421 918 657 025
office@bisb.sk



OAKS
Primary & Secondary
School

T +421 2 6930 7081
M +421 905 773 632
office@bisb.sk

PRIMARY SCHOOL SECRETARY
Veronika.Matlovicova@bisb.sk

PRINCIPAL'S PA
Danica.Paprnakova@bisb.sk
M +421 917 204 527

FINANCE DEPARTMENT
T +421 2 6930 7084
M +421 905 247 000

RENOVATION OF THE CREATIVE ARTS CENTRE (LINDEN)

The building of the future Creative Arts Centre (LINDEN) will be renovated during the school year 2023/2024. Please note there will be the movement of trucks and other vehicles and building noises. Thank you for your understanding whilst we are renovating.

SCHOOL SECURITY ARRANGEMENTS

For the safety of the students, anyone entering the BISB premises needs to be easily identifiable.

All parents are issued parent cards that must be worn while on the premises. Visitors who are not parents will sign in at the office and will be given a visitors' badge. Cards and badges enable staff and students to easily recognise that people inside the school are authorised to be in the building.

PARENT CARDS

- Each parent of Primary School is issued with 2 cards.
- The color of parent cards is orange for easy identification.
- Parents coming inside the building must wear these in a visible place so students and staff can easily identify them.

- Cards for new parents are usually issued prior to the first school day of the student.
- If parents forget their cards, they need to sign in and wear a visitor's badge.
- Every entrance is guarded by a member of our facility team in the morning drop off and afternoon pick up and proof of ID may be requested at the gate.

For any special events during the school day all visitors and parents must use only the Front Office entrances at Oaks, Maples or Willows.



PRIMARY SCHOOL CALENDAR 2023-2024

The academic year starts in late August and ends in late June. There are three terms and dates set in such a way as to accommodate traditional holidays while retaining a good balance of continuous teaching time through the academic year. Term dates are available on the website:

BISB Calendar | British International School Bratislava (nordangliaeducation.com)

Please abide by the published school calendar and arrange your family holidays to coincide with school holidays. Absence during term time is disruptive to a student's education. The days immediately before and after timetabled holidays form part of the planned curriculum and attendance is important. If there is a special reason to request an absence, please address your request to the Head of Primary.



Month	Week	Mo	Tu	We	Th	Fr	Sa	Su	Notes
August			1	2	3	4	5	6	
		7	8	9	10	11	12	13	
		14	15	16	17	18	19	20	Thu 24th Aug New Students Welcome Day
	A	21	22	23	24	25	26	27	Fri 25th Aug Term 1 starts
	B	28	29	30	31				Tue 29th Aug Public Holiday
September		Mo	Tu	We	Th	Fr	Sa	Su	
	B					1	2	3	Fri 1st Sept Public Holiday
	A	4	5	6	7	8	9	10	
	B	11	12	13	14	15	16	17	Fri 15th Sept Public Holiday
	A	18	19	20	21	22	23	24	Mon 18th Sept School Holiday
October		Mo	Tu	We	Th	Fr	Sa	Su	
	A	2	3	4	5	6	7	8	
	B	9	10	11	12	13	14	15	
	A	16	17	18	19	20	21	22	
		23	24	25	26	27	28	29	23rd Oct - 31st Oct Half Term Holiday
November		Mo	Tu	We	Th	Fr	Sa	Su	
	B			1	2	3	4	5	Wed 1st Nov Public Holiday
	A	6	7	8	9	10	11	12	
	B	13	14	15	16	17	18	19	Fri 17th Nov Public Holiday
	A	20	21	22	23	24	25	26	
December		Mo	Tu	We	Th	Fr	Sa	Su	
	B					1	2	3	
	A	4	5	6	7	8	9	10	
	B	11	12	13	14	15	16	17	
	A	18	19	20	21	22	23	24	Wed 20th December Last day of Term 1
January		Mo	Tu	We	Th	Fr	Sa	Su	
		25	26	27	28	29	30	31	21st Dec - 8th Jan School Holiday (24-26th Dec Public Holiday)
		1	2	3	4	5	6	7	1st Jan and 6th Jan Public Holiday
	B	8	9	10	11	12	13	14	Tue 9th Jan Term 2 starts
	A	15	16	17	18	19	20	21	
February		Mo	Tu	We	Th	Fr	Sa	Su	
	A				1	2	3	4	
	B	5	6	7	8	9	10	11	
	A	12	13	14	15	16	17	18	
		19	20	21	22	23	24	25	19th - 23rd Feb Half Term Holiday
March		Mo	Tu	We	Th	Fr	Sa	Su	
	B					1	2	3	
	A	4	5	6	7	8	9	10	
	B	11	12	13	14	15	16	17	
	A	18	19	20	21	22	23	24	
April		Mo	Tu	We	Th	Fr	Sa	Su	
	B	25	26	27	28	29	30	31	Thu 28th March Last day of Term 2
		1	2	3	4	5	6	7	Fri 29th March Public Holiday
	A	8	9	10	11	12	13	14	29th March - 5th April School Holiday (1st April Public Holiday)
	B	15	16	17	18	19	20	21	Mon 8th April Term 3 starts
May		Mo	Tu	We	Th	Fr	Sa	Su	
	B			1	2	3	4	5	Wed 1st May Public Holiday
	A	6	7	8	9	10	11	12	Wed 8th May Public Holiday
	B	13	14	15	16	17	18	19	
	A	20	21	22	23	24	25	26	
June		Mo	Tu	We	Th	Fr	Sa	Su	
	B	27	28	29	30	31	1	2	31st May - 3rd June School Holiday
	A	3	4	5	6	7	8	9	
	B	10	11	12	13	14	15	16	
	A	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	Fri 28th June Last day of Term 3	

We are proud to announce that

92%

of children feel safe at our school

Safe





THE BRITISH INTERNATIONAL SCHOOL
BRATISLAVA

A NORD ANGLIA EDUCATION SCHOOL



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