# Table of Contents:

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nord Anglia Education Group</td>
<td>4</td>
</tr>
<tr>
<td>The British International School Bratislava</td>
<td>4</td>
</tr>
<tr>
<td>The BISB - The Timeline</td>
<td>5</td>
</tr>
<tr>
<td>Our 3 Promises</td>
<td>6</td>
</tr>
<tr>
<td>BISB Learner Profile</td>
<td>8</td>
</tr>
<tr>
<td>School Structure</td>
<td>9</td>
</tr>
<tr>
<td>Primary Curriculum</td>
<td>9</td>
</tr>
<tr>
<td>How We Teach</td>
<td>10</td>
</tr>
<tr>
<td>Teaching and Learning Assistants</td>
<td>11</td>
</tr>
<tr>
<td>Specialist Teachers</td>
<td>11</td>
</tr>
<tr>
<td>Assessment</td>
<td>11</td>
</tr>
<tr>
<td>Reporting and Parent Consultations</td>
<td>11</td>
</tr>
<tr>
<td>Homework</td>
<td>12</td>
</tr>
<tr>
<td>Educational Visits</td>
<td>13</td>
</tr>
<tr>
<td>Residential Visits</td>
<td>13</td>
</tr>
<tr>
<td>Extra-Curricular Activities</td>
<td>14</td>
</tr>
<tr>
<td>English Language Support</td>
<td>14</td>
</tr>
<tr>
<td>Learning Support</td>
<td>14</td>
</tr>
<tr>
<td>Swimming</td>
<td>15</td>
</tr>
<tr>
<td>Physical Education</td>
<td>15</td>
</tr>
<tr>
<td>Modern Foreign Languages</td>
<td>15</td>
</tr>
<tr>
<td>Mother Tongue Languages</td>
<td>16</td>
</tr>
<tr>
<td>Library</td>
<td>16</td>
</tr>
<tr>
<td>Transition Support</td>
<td>16</td>
</tr>
<tr>
<td>New Starters</td>
<td>17</td>
</tr>
<tr>
<td>Buddy System</td>
<td>17</td>
</tr>
<tr>
<td>Assemblies</td>
<td>17</td>
</tr>
<tr>
<td>Celebrating Success</td>
<td>17</td>
</tr>
<tr>
<td>House Teams</td>
<td>18</td>
</tr>
<tr>
<td>Behaviour</td>
<td>18</td>
</tr>
<tr>
<td>Serious Incidents and Persistent Negative Behaviour</td>
<td>20</td>
</tr>
<tr>
<td>Home-School Communication</td>
<td>20</td>
</tr>
<tr>
<td>Primary Newsletter</td>
<td>21</td>
</tr>
<tr>
<td>Facebook &amp; Twitter</td>
<td>21</td>
</tr>
<tr>
<td>Reading records (Reception) &amp; Student Planners (Years 1-6)</td>
<td>21</td>
</tr>
<tr>
<td>Formal Discussions with Teachers</td>
<td>21</td>
</tr>
<tr>
<td>Moodle</td>
<td>22</td>
</tr>
<tr>
<td>Parent Workshops</td>
<td>23</td>
</tr>
<tr>
<td>Parent Forums</td>
<td>23</td>
</tr>
<tr>
<td>Classroom Drop-In</td>
<td>23</td>
</tr>
<tr>
<td>Parent Support @ BISB – Share Your Skills</td>
<td>23</td>
</tr>
<tr>
<td>Equipment for School</td>
<td>24</td>
</tr>
<tr>
<td>Birthdays at School</td>
<td>24</td>
</tr>
<tr>
<td>Toys/Games/Mobile Phones</td>
<td>24</td>
</tr>
<tr>
<td>Water Bottles</td>
<td>24</td>
</tr>
<tr>
<td>School Uniforms</td>
<td>24</td>
</tr>
<tr>
<td>Authorised/Unauthorised Absences</td>
<td>27</td>
</tr>
<tr>
<td>Notification of appointments or requirement to leave school early</td>
<td>28</td>
</tr>
<tr>
<td>School Holidays</td>
<td>29</td>
</tr>
<tr>
<td>School Lunches/ Snacks</td>
<td>29</td>
</tr>
<tr>
<td>School Bus</td>
<td>30</td>
</tr>
<tr>
<td>Pupil Information Update</td>
<td>30</td>
</tr>
<tr>
<td>Parent Directory</td>
<td>30</td>
</tr>
<tr>
<td>Reading records (Reception) &amp; Student Planners (Years 1-6)</td>
<td>31</td>
</tr>
<tr>
<td>Formal Discussions with Teachers</td>
<td>31</td>
</tr>
<tr>
<td>Moodle</td>
<td>31</td>
</tr>
<tr>
<td>Parent Workshops</td>
<td>31</td>
</tr>
<tr>
<td>Parent Forums</td>
<td>31</td>
</tr>
<tr>
<td>Classroom Drop-In</td>
<td>32</td>
</tr>
<tr>
<td>Parent Support @ BISB – Share Your Skills</td>
<td>32</td>
</tr>
<tr>
<td>Parent Directory</td>
<td>32</td>
</tr>
<tr>
<td>School Nurse, Medical Care and Emergency Procedures</td>
<td>33</td>
</tr>
<tr>
<td>Medicines at School</td>
<td>31</td>
</tr>
<tr>
<td>Insurance</td>
<td>31</td>
</tr>
<tr>
<td>Fees Refund Scheme</td>
<td>31</td>
</tr>
<tr>
<td>Parking outside the Peknikova Site</td>
<td>31</td>
</tr>
<tr>
<td>Parking outside the Dolinského Site</td>
<td>32</td>
</tr>
<tr>
<td>Contact Information</td>
<td>33</td>
</tr>
<tr>
<td>School Uniform Guideline</td>
<td>34</td>
</tr>
<tr>
<td>School Uniform Shop</td>
<td>35</td>
</tr>
<tr>
<td>Term Dates 2014-2015</td>
<td>36</td>
</tr>
<tr>
<td>Academic Staff</td>
<td>37</td>
</tr>
<tr>
<td>Student's absence</td>
<td>27</td>
</tr>
</tbody>
</table>
Introduction

Nord Anglia Education Group

The Nord Anglia Education Group opened The British International School Bratislava in September 1997. The company, which was established in 1971, has 29 premium schools across China, Europe, Middle East/South East Asia and North America. From September 2014 our schools will provide education to over 18,500 students and employ over 3,500 teaching and support staff.

The British International School Bratislava

This school caters for children between 2 and 18 years of age. We have students from over 45 different countries and with many different home languages. As an international school we value individuality 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, even with their own nationals.

Our curriculum up until Year 9 is based on the English National Curriculum and the International Primary Curriculum (IPC). However, we recognise that children transfer to and from very many different school systems and bring with them a varied educational and cultural background. We therefore adapt the Curriculum to meet the needs of our international student body. An addition to the National Curriculum coverage is the inclusion of Slovak for Slovak nationals and Korean for Korean nationals (from Year 3 upwards). All students are able to choose to study either French or German as a Modern Foreign Language from Year 3, Slovak studies for non-Slovak & non-Korean speakers from Year 3 and Spanish from Year 7.

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 the 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 the awarding of 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 they can gain advanced placement on degree courses.
The British International School Bratislava

**THE TIMELINE**

1997

Since 1997

2004

We are the leading premium and contemporary school in Slovakia that consistently delivers the highest academic results in the city to a community of over forty different nationalities living in Bratislava.

2007

Our first graduating class moved on to top universities in 2007 and we can now boast alumni who have left top universities around the world including Oxford and Cambridge, Kings, LSE, Imperial College, UCL, Warwick, St Andrews, Glasgow and Edinburgh in the UK.

Wendy Ellis
1st Principal

2013

Matthew Farthing
Principal

The pace of growth accelerated and more and more families joined the school from all over the world and also from Slovakia.

2014

The school retains the best teachers and attracts some of the very best talents who have worked in top schools around the world.

Peter Radoja
1st Principal

The future for the school is bright and its emphasis on the quality of learning and the quality of its relationships continues. There is a stability and focus that will encourage the continuing raising of academic standards and the development of enrichment experiences many of which are shared with our sister schools across the world.

As part of the Nord Anglia Education family of schools worldwide, The British International School Bratislava benefits from access to the educational support shared across this premium and contemporary network. Central to the support is the philosophy and methodology of ‘High Performance Learning’ which is about holding the highest expectations for success for each and every child. This support extends exceptional opportunities for students to link with others through ‘The Global Classroom’ and our teachers all link together through Nord Anglia University where they access quality programmes for their own continuing professional development.

We are very proud to see that our IB graduates go on to reach their full potential in the next stage of their lives at top universities worldwide.

When children are asked what characterizes The British International School they often say:

- The sport is great
- My English has really improved by being here
- Friendly helpful teachers
- Happy
- A great place to meet people from all over the world
- We have to work hard
- The pace of growth accelerated
- The school retains the best teachers
- The leading premium and contemporary school
- Our first graduating class moved on to top universities
- Our principal is Wendy Ellis
- Matthew Farthing is the current principal
- The British International School Bratislava

ACHIEVEMENT. IMPACT. RESPECT. OPPORTUNITY. INSPIRATION. LEADERSHIP.
Our 3 Promises

The British International School Bratislava – where the learning and the results are great, where individual leadership skills are released and where young people grow up feeling internationally networked.

Promise 1

Your child will love learning, enjoy continuing academic and personal success and become responsible for their own improvement.

The Explanations:

• Children enjoy learning by taking part in practical activities, projects, presentations and productions which are supported in open discussion with their class and teachers.

• The curriculum is documented and there is an assessment at least every half term which children understand and which is communicated to parents.

• Children use the evidence of the assessments (which take different forms) to target next stage improvements.

• We measure overall academic achievement throughout the school and benchmark it against international standards which also show improvement.

The Evidence:

• Evidence of children’s love of learning can be seen across the school by their engagement in lessons; records of learning in traditional workbooks and electric media and in displays around the school; in their work with independent study outside the school and their positive attitude towards their teachers and fellow students.

• Curriculum information is made available to parents and children.

• At Key Stage 1 more than 25% of the children will achieve at level three or above in Mathematics, English and Science.

• At Key Stage 2 more than 40% of the children will achieve at level five or above in Mathematics, English and Science.

• At Key Stage 3 more than 40% of the children will achieve at level six or above in Mathematics, English and Science.

• At IGCSE 42% of the students or more will achieve A* and A results.

• At IB Diploma Level the average score will be 33 points or more and 20% or more of our students will progress onto the world’s top 50 universities.

Promise 2

Your child will have a personal success plan that is shared with you and supported regularly by a Personal Tutor.

The Explanations:

• All of our children and students will get a termly personal success plan that sets out how they have improved.
It forms the basis for discussions between children and teachers and between the school and parents.

- Children in the Primary school spend time talking to their Class Teacher every day. Children in the Secondary School talking to their Personal Form Tutor every morning as well as at other times.
- Formal and informal communication takes place with the home on a regular basis by telephone, email, through social networking and using the student planner.
- Parents are welcome to come to the school to talk about their child’s progress and are expected to let the school know about other experiences outside of the school that are enriching their child’s development.

The Evidence:

- In addition to the informal and recorded feedback to the home the Personal Tutor issues regular formal reports.
- The Personal Tutor develops children’s skills setting targets for improvement which relate to co-curricular commitments as well the academic work.
- The Personal Tutor helps the child to build up a record of achievement portfolio that holds evidence of significant moments of learning that are occasions for celebration.

Promise 3

Your child will grow in confidence, creativity and determination and have opportunities to demonstrate internationally-minded leadership.

The Explanation:

- Your child will take part in creative, action and service based enrichment programmes (including sport, music, art and drama, outdoor adventure activities, public speaking, charity work ) and all of the opportunities for learning outside the classroom that help to develop confidence, determination and creativity.
- Membership of international school within the Nord Anglia Education Group of schools provides opportunities for young people to develop relationships with others from all over the world and link with the alumni who hold positions of leadership responsibility in Slovakia and other countries.
- There is a commitment to student leadership and students are asked to reflect upon how they can make improvements not only for themselves but for others.

The Evidence:

- Regular participation in The Global Classroom and face to face exchange through sport and expeditions with students attending other NAE and Danube Valley schools.
- Regular participation in assemblies and other events where the student’s success is celebrated and where the student’s voice is heard.
- The British International School Leadership Awards that are presented at the end of Key Stages within the school.
- Participation in Outdoor adventure activities, the International Award and the expedition to Tanzania.
“Helping you be the best you can be.”

BISB provides an enriching environment that is nurturing, academically-stimulating and internationally-aware. Our students develop as intellectually-confident, well-rounded, open-minded and compassionate individuals who are prepared to engage, collaborate, contribute and lead in a challenging and rapidly-changing world.

**BISB Learner Profile**

Each of us, students and staff alike, strives to be:

**Intellectually Confident**
- We take responsibility for our learning and the honesty with which we go about it
- We understand making mistakes is part of learning and we learn from our mistakes
- We are willing to change our minds on the basis of clear evidence
- We can work successfully and actively by ourselves
- We can reflect constantly and critically on our learning and consistently seek ways to improve and deal with setbacks positively
- We keep trying, we never give up and strive to achieve our best

**Enquiring**
- We show curiosity, enterprise, originality and independent thinking
- We are comfortable with uncertainty and open-endedness
- We challenge our own assumptions as well as those around us

**Risk-takers**
- We relish working with new ideas and knowledge and in unfamiliar situations
- We come up with original thoughts and explore new ideas
- We welcome challenge and are willing to risk failure along the way to success

**Collaborative and Sharing**
- We respect and listen to other points of view
- We can work actively in teams and contribute positively and effectively
- We are clear, precise and persuasive in presenting our ideas
- We are willing to share our thinking with others in groups and to a wider audience

**Caring about others and the world around us**
- We show empathy, compassion and respect towards the needs and feelings of others
- We respect and value differences and similarities between people, beliefs and cultures
- We engage actively with the world around us to make a positive difference to the lives of others
School Structure

Classes in the school are arranged as follows:

<table>
<thead>
<tr>
<th>Class</th>
<th>Age of Student at 1st September on Entry</th>
<th>Age of Student at 31st August on Leaving</th>
<th>Student Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursery (Early Years Foundation Stage)</td>
<td>2</td>
<td>4</td>
<td>1/9/2010 to 31/8/2012</td>
</tr>
<tr>
<td>Reception (Early Years Foundation Stage)</td>
<td>4</td>
<td>5</td>
<td>1/9/2009 to 31/8/2010</td>
</tr>
<tr>
<td>Year 1 (Key Stage 1)</td>
<td>5</td>
<td>6</td>
<td>1/9/2008 to 31/8/2009</td>
</tr>
<tr>
<td>Year 2 (Key Stage 1)</td>
<td>6</td>
<td>7</td>
<td>1/9/2007 to 31/8/2008</td>
</tr>
<tr>
<td>Year 3 (Key Stage 2)</td>
<td>7</td>
<td>8</td>
<td>1/9/2006 to 31/8/2007</td>
</tr>
<tr>
<td>Year 4 (Key Stage 2)</td>
<td>8</td>
<td>9</td>
<td>1/9/2005 to 31/8/2006</td>
</tr>
<tr>
<td>Year 5 (Key Stage 2)</td>
<td>9</td>
<td>10</td>
<td>1/9/2004 to 31/8/2005</td>
</tr>
<tr>
<td>Year 6 (Key Stage 2)</td>
<td>10</td>
<td>11</td>
<td>1/9/2003 to 31/8/2004</td>
</tr>
</tbody>
</table>

*Nursery – a child needs to be 2 years old when entering nursery class.

Primary Curriculum

We are conscious that the knowledge our children will need in the future may not yet exist. Our role therefore, is to facilitate the learning process so that children become life long learners who can apply their critical thinking skills to increasingly diverse and challenging problem solving situations.

At the heart of our curriculum is the concept of High Performance Learning for All. We actively embed Ways of Thinking into all aspects of the curriculum so that all students develop the key cognitive skills required to become High Performance Learners.

Ways of Thinking: Analysing  Meta-Thinking  Creating  Practicing  Linking

- We follow a broad, balanced and relevant primary curriculum which offers coherence and progression from Nursery through to Year 6 and into Secondary School.
- The majority of the curriculum is based on the English National Curriculum but some adaptations have been made to reflect the needs of our international and multi-cultural student body and to capitalise on the unique opportunities provided by being located in Bratislava.
- Basing our curriculum on the English National Curriculum enables us to describe individual student attainment and syllabus content at each stage of a child’s development in each curriculum area.
- All subjects, with the exception of Foreign Languages, are taught in English.
- Some lessons have fixed timetabled slots such as those taught by specialist teachers. However,
as much as possible, we aim to have a fluid and flexibly working day/week to ensure effective delivery of the curriculum while being responsive to students and the immediate environment.

• Where possible, we aim to exploit links across the curriculum enabling students to reinforce language, key learning concepts and skills.

• ICT is taught as a discrete subject but computers and ipads are also used to enhance learning across all aspects of the curriculum.

How We Teach

• Throughout the school, teachers use a wide range of teaching methods and strategies to engage students, make lessons stimulating, and cater to the learning needs and styles of all students. Within a single lesson the teacher will use many different strategies to suit the task, the stage of the lesson and the particular group of students.

• Lessons are planned with a strong emphasis on experiential and investigative learning. We believe that students learn by doing!

• Lesson content and tasks will be differentiated to support students to learn at their own pace.

• Students will be given the opportunity to learn in a range of grouping situations such as whole class, mixed ability or levelled groups, partner work or as individuals.

• Positive and constructive feedback is used to encourage and motivate students. We use praise and rewards for effort and achievement, rather than emphasising negative attitudes and behaviour.

• Students are encouraged to take an active role in their own learning by setting personal targets and evaluating their own progress.
Teaching and Learning Assistants

Each class within Early Years and KS1 has a Teaching and Learning Assistant working alongside the teacher to support all aspects of the children's academic and social development. KS2 classes have shared assistants. The Teaching and Learning Assistants are a vital part of the staff team; they support individual and small groups of students within the class, take an active role in assessing and monitoring student progress and help to create an active and visually engaging learning environment. Our Teaching and Learning Assistants are highly skilled and qualified, with several being qualified teachers.

Specialist Teachers

- Specialist teachers of Music, Physical Education and Modern Foreign Languages work alongside the class teachers and together they ensure that high expectations are reflected in the quality of the children’s work.
- Class Teachers within the school may have additional responsibilities to co-ordinate a curriculum subject. They have responsibility for leading curriculum development within their subject and providing support and guidance to colleagues. This allows us to share our staff skills and expertise and enhance the learning experiences for the children.

Assessment

Throughout the school year teachers are involved in many kinds of assessment 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. We may use:

- **Summative Assessment (Assessment of Learning)** in the form of end-of-unit, term, or year tests. The purpose of these is to measure student progress and knowledge against specific objectives set for the class eg. Times-tables or spelling test, History or Science review at the end of a topic unit. These may be devised by the class teacher or be officially published test papers.

- **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. Assessment for learning focuses on the gap between where a learner is in their learning, and where they need to be – the desired goal. This can be achieved through teacher questioning, observation and detailed feedback, peer and self assessment against explicit goals and criteria.

Reporting and Parent Consultations

It is vital for us to share information with parents about student progress and attainment. This can take the form of official ‘Reports’, the results of specific class tests or English National Curriculum levels BUT it is important to remember that these form only one part of the assessment process going on in the school.

Regular communication and discussion with the class teacher will give a far broader and more detailed overview of how your child is progressing in school.

- 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, homework etc.

- 4 times per year, in October, December, March and June, parents and students will be invited to individual Pupil Progress Meetings to discuss all aspects of your child's academic and social progress. You will also agree and review student targets.

- In December and June, parents will be given a comprehensive report detailing the attainment and progress made throughout the term/year and the focused targets for the next learning phase.

- Parents are invited to arrange a meeting with the class teacher, if at anytime they need additional information or have concerns about their child's learning.

- Information about assessment and attainment levels will be given to parents in the form of written information and parent workshops throughout the year. Guidelines will also be given outlining expectations for each year group.

### Homework

At BISB we believe that learning is a shared responsibility between children, parents and staff. In order to achieve this goal, we work together with parents and guardians as a partnership, expanding the curriculum, extending it to the home and building on experiences shared outside school.

- Homework is used to reinforce and consolidate activities, which have recently taken place in the classroom. The nature of tasks and the amount of time to be spent on homework activities will change as students progress through school, in line with the school’s Homework Policy (available on Moodle). Class teachers will always ensure that students and parents are aware of what tasks are involved and homework deadlines.

- Homework can take many forms and is NOT necessarily written work. It is any task that a child is asked to complete at home, including TALKING about what they have been learning.

The types of homework tasks that might be set could include:

- Talking, talking and more talking
- Reading, reading and more reading
- Factual and imaginative writing
- Fact finding
- Illustration
- Games and Puzzles
- Learning by heart
- Reinforcement of class work

### Reception – Year 2 Homework is Optional

All children are expected to read on a daily basis and complete their reading and phonics related tasks. Teachers will also provide a small amount of suggested (optional) tasks each week to support different areas of the curriculum. Any homework completed and returned to the teacher will be marked/commented on.
Year 3 – 6 Homework is Compulsory
Teachers will set regular, appropriately differentiated homework in the different curriculum areas. Homework will usually involve key skills such as reading, writing, vocabulary, handwriting, times tables and numeracy skills. Students may also be asked to undertake research work or special project assignments to reinforce topics being studied in school. Homework will be issued in the Homework Book and posted on Moodle. The children will have two homework books - one for maths that will be given in to their maths teacher; and one for all other class homework.

Homework in Years 5 and 6 is compulsory. Incomplete or missing homework will be logged by the class teacher. After two weeks of incomplete homework the class teacher will send a letter to the parents. Children are expected to complete missing homework. They are also responsible for collecting the homework if they are absent from school on the day it was issued. These are all important skills that they will need for Secondary School.

Educational Visits
Throughout the course of a school year, 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 such a visit. These outings are well organised and students are supervised by an appropriate number of teachers and Teaching and Learning Assistants. On occasion parents may be asked to join the group in a social or support capacity. On most occasions, BISB will cover the cost of such outings but in exceptional circumstances, parents may be asked to make a small contribution.

Residential Visits
Students in Year 5 and 6 will be given the opportunity to take part in residential outings which involve them staying away from home for up to four nights. 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.
Extra-Curricular Activities

There is an extensive range of extra-curricular activities running after school hours from 15:00 – 16:00 at Pekníkova. These are open to students in Year 1 – 6. At Dolinskeho site we offer after school care at the ‘Rockets’ club which runs until 17:00. Each afternoon there will be different activities for the children to enjoy as well as time to relax with their friends, snacks are provided for children who stay at the after school club at Dolinskeho. Details of all after school activities are issued during the first week of each term.

English Language Support Programme

The ELS department has been set up to support those students who do not have the level of English required to access the mainstream British curriculum successfully. The aim of the ELS programme is to work in partnership with teachers and parents to provide the best support to enable students to quickly improve their English language skills and be able to work in class independently.

It is staffed by specially trained teachers who work with individuals and small groups to boost their English until it reaches the acceptable standard. The ELS teachers strive to build a positive and comfortable environment and ensure that their planned activities are as fun and interactive as possible so that students look forward to receiving ELS support and view it as a positive and rewarding experience.

ELS support is provided in a variety of different ways, targeted and differentiated to meet the needs of the students. This may include individuals or small groups of students being withdrawn from class for targeted lessons, or an ELS teacher may support individuals or small groups within the classroom. There will also be after school sessions for specific groups of students.

Students are continually assessed and ELS support will gradually be decreased as the students’ ability and confidence in using English increases.

Learning Support

If a child does not appear to be making progress we will want to understand why. We will talk to the parents and may suggest doing a diagnostic assessment. This would then lead to additional interventions being put in place to support the child. Interventions might be support in class, additional small group work or 1:1 support.

As parents, if you feel that your child might be experiencing some unexpected difficulties with his/her school work, please bring it to the attention of his/her class teacher. We can then take a closer look and decide upon a course of action, if necessary.

Statistics suggest that about 10% of the population have some form of specific learning difficulty and about 4% are severely dyslexic. Therefore, 1 in 10 children may experience some kind of learning difficulty at some time in their education. The sooner these difficulties are picked up, the sooner they can be remedied. It is, therefore, vital that we know of any history of learning support having been given to your children.
Swimming

Swimming is an important life skill which develops stamina and physical skills; learning to swim means children can be safer around water. Swimming is provided during all or part of the year for students from Nursery up to Year 4. We use excellent, English speaking, swimming instructors who work with the children in small groups according to abilities. Swimming caps must be worn by those with hair longer than their ears, and indoor sandals (flip flops) by all. All children will have a quick shower/rinse on leaving the pool. With a good quality swimming hat, children can keep their hair dry, otherwise there are 4 hair dryers available at the swimming pool to dry hair.

If your child cannot participate in swimming on a particular day, please inform the school office. In Years 1 to 4, if children cannot go swimming due to illness, parents have the option to collect their child and take them home. Alternatively, the child can accompany their class to the pool where they can sit poolside with BISB staff and do some quiet activities. In Nursery and Reception swimming is optional, children who are not swimming stay in school.

If children are not attending swimming and parents are collecting them from school, the school office must be informed by email or telephone by 08:15 on the swimming day, please.

Physical Education

All children have weekly PE lessons. From Reception all PE lessons are taught by specialist PE staff and take place in the gyms or designated outdoor sports areas. In Years 5 and 6 children have additional PE lessons as they do not go swimming. Children are expected to wear the appropriate 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.

Modern Foreign Languages

From Year 3 – 6 students choose to study EITHER German OR French as a foreign language. Having made this choice, students are expected to continue with this language until the end of the primary phase of schooling at the end of Year 6 and will not be allowed to swap.
• Native German students will study French as a foreign language.
• Native French speakers will study German as a foreign language.
• In Years 3 and 4, French and German will be taught for 1 hour per week and be consolidated with simple homework.
• In Years 5 and 6 French and German will be taught for 2x1 hour sessions per week and be consolidated with homework.
• Homework tasks are put on Moodle every week in order that material covered in class can be consolidated before the next lesson.
• Non-Slovak and non-Korean students will also take Slovak studies and extended literacy lessons. During Slovak studies they will learn about their host country and be introduced to basic Slovak words and phrases.

Mother Tongue Languages

BISB actively supports the principle that children should have the possibility of continuing to study their mother tongue while attending BISB. Slovak and Korean lessons are provided for Slovak and Korean nationals. Where possible and practical, we will facilitate other mother tongue language lessons to happen on BISB premises, within curriculum time or after school.

BISB will coordinate the provision of Native French and German lessons (from Year 3) but for other language groups, parents are expected to locate teachers and organise the programme of study. These lessons can happen after the end of the school day between 15:00 and 16:00 and BISB will provide rooms. Parents wishing to arrange these after school lesson must complete a request form available from the school office. Parents are expected to meet the additional costs for these lessons.

Library

Reading is vitally important to all children’s learning development and it is the most important part of homework which parents can help with. Children have the opportunity to 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, parents can help by reading to their children. 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 on-line books through our ‘Bug Club’ reading scheme which means students can enjoy books throughout the holidays as well.

Transition Support

In Term 3 we have a “Move up Morning” to introduce children to their next teacher and to ensure that the transition into their next class is smooth. Parents are invited to come and talk about transition into the next phase of school. The first day of the Autumn term is also an induction day, where both new and current students and their parents are invited to come in and meet the teacher. Within the first 2 weeks we also have a ‘Meet the teacher’ session when questions or concerns can be raised.
New Starters

At BISB we are very sensitive to the challenges faced by our young learners during their first few weeks in their new school. All our new starters have to 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.

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 helping them to settle in, with all practical and social aspects of school life.

Assemblies

The School is essentially a community of people who work together. Consequently, an important part of celebrating that togetherness is the School Assembly. Assemblies are also very important because they:

- Form a key part of our pastoral care system by reinforcing the responsibility of each member of the school community towards each other.
- Contribute powerfully to a young person’s personal, social, moral and spiritual development.
- Create greater awareness of the world beyond the school and issues such as human rights, environmental preservation and world peace.
- Provide a high profile opportunity to celebrate the achievement of students and staff. Each week selected students are presented with certificates of achievement in recognition of their good work and behaviour.
- These certificates recognise student achievement against the Values, Attitudes and Aptitudes as highlighted in the BISB Learner Profile or High Performance Learning skills.

Parents are invited to many assemblies, to join with us in celebrating class work through stories, poems, plays, exhibitions and music.

Although there is no official religious education at BISB, a great deal of time and effort is placed on developing the moral education of our students. Important aspects of life, such as learning to be part of a community, respect for that community as a whole, respect for individuals and their particular beliefs, responsibility towards each other, as well as oneself, are all essential skills for a child to learn and are an intrinsic part of creating a happy, stable and respectful school environment.
Celebrating Success

We always look to celebrate success both informal and formally.

- On a daily basis teachers will watch students and provide positive verbal praise and encouragement. Students may get written comments on their achievements, in books, post-it notes or post cards to go home.

- Students may be chosen to get a special achiever’s certificate at the weekly assembly.

- Students can collect stamps in their Learner Logs that show that they have excelled in an area of their Learning.

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 animal and colour:

- **Beavers (Red)**
- **Eagles (Yellow)**
- **Otters (Blue)**
- **Wolves (Green)**

Special House Team events and days are planned for each term when children are encouraged to come to school wearing their House T-shirts. These days may have a Sporting or Global Classroom focus, or involve children in special events such as quizzes and assemblies where their participation and efforts are rewarded with House Points. Throughout the term, there may also be specific Global Classroom challenges that children will complete at home. 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 aims to promote high standards of behaviour and an atmosphere where all members of the school are valued as individuals. We believe in the development of self-esteem, respect for others and self-discipline, and promote these through encouragement incentives and rewards. We place a high priority on students’ behaviour and set aside time to teach them about the importance of good manners and proper social conduct. We believe that positive re-enforcement of good behaviour is more effective than negative punishments and try to apply this philosophy in all aspects of school life. Expectations are shared with students throughout the school year, in classes and at assemblies, and the BIS Learner Profile is displayed around the school to remind everyone of the behavioural expectations set by the school and the students themselves.

The Behaviour Policy has been designed to support the way in which all members of the school community can work together in a supportive and caring way.

Rewarding Positive Behaviour

**Rewards for positive behaviour include:**
- verbal and written praise from staff.
- “Achievers Certificate” acknowledged at whole school assembly and given in class time.
- Learning Record for personalised learning and acknowledgement of personal targets achieved reflecting HPL characteristics and Learner Profile.
- the use of class awards – points, merit stickers, certificates.
- special responsibilities given, e.g. member of the School Council, Global Classroom student leader, monitors.
- student work / actions displayed in class or on school notice boards.
- showing work to other students, teachers or Head Teacher.
- parents informed – verbally or by letter home.
- acknowledgement in school newsletter.

Unacceptable Behaviour

Unacceptable behaviour includes:
- disobedience to a reasonable instruction.
- damaging property.
- truancy.
- biting, spitting, hitting and kicking.
- foul language and swearing.
- making unkind remarks.
- answering back, rudeness or aggression to adults.
- stealing.
- racist comments.
- bullying (verbal, physical, psychological)

Sanctions

When a student’s behaviour falls below an acceptable standard, a range of sanctions may be used to correct this. We operate a 3-stage, reminder, warning, sanction system; serious misdemeanours may require immediate sanction.

Sanctions may be as follows:

In the classroom:
- Time Out – removal from the scene of the incident or problem. This may mean time in a quiet
area to calm down, working at a different place within the class or working in another class (not outside of the class).

- Completing/ Repeating work in class or at home.
- Loss of playtime under staff supervision, where a child may have to stand with an adult for some of their playtime.

In the playground:

- Time Out – a student is withdrawn from the play area for a short period of “cooling-off” time.
- A community task – e.g. Tidying play toys, helping staff etc.
- A ‘time out’ card to be passed on to class teacher as a way of follow up.

The following sanctions may also be considered when deemed to be effective and appropriate to the individual student and situation.

- Exclusion from a favoured activity or exclusion from the right to represent the school.

**Serious Incidents and Persistent Negative Behaviour**

If the above sanctions do not lead to a modification of behaviour, the following may be considered. These ordered stages are a general guide to what steps should be taken in the event of a serious incident and with students whose behaviour is consistently negative. A teacher may, however, use their discretion and professional judgement when applying these stages and should consult with the Student Welfare Leader and the Head of Primary where they are unsure about what steps to take.

Steps:

- A verbal disciplining from a member of the Primary Leadership Team.
- Class Teacher / Parent contact about the incident / problem. This may be in the form of a note in the student’s communication book, phone call, email or a conversation.
- A letter / telephone call to parents from Head of Primary (and possible follow up with formal meeting).
- The establishment of an Individual Behaviour Plan.
- Short term or permanent exclusion from school.

**Home-School Communication**

We believe that children are educated most successfully when there is a strong partnership between the child’s home and school. Effective communication with parents is absolutely essential for the successful education of all young people. BISB has a number of initiatives, both formal and informal, which promote such effective communication:
Primary Newsletter

Bi-weekly on Friday, a Primary Newsletter is published on our school website. This newsletter allows us to share what has been happening in school and also gives information about future events and key dates. The Parent Teacher Association also uses this newsletter to share information.

Facebook & Twitter

Our school Facebook account allows photos and comments to be posted on an ad-hoc basis as events are celebrated. Some teachers are also using twitter as a means to celebrate learning. You can find our Facebook page here: https://www.facebook.com/TheBritishInternationalSchoolBratislava and our Twitter page here: https://twitter.com/BISB_Bratislava.

Weekly Summary

Each Friday an overview of what each year group will be learning and doing during the course of the week is shared with parents. This summary will give some of the key objectives for different areas of learning, vocabulary and suggested tasks for consolidating learning at home. The teacher will also highlight any particular events that are happening in the class that week or materials that children should bring to school. This weekly summary will be posted on Moodle and can be accessed via the school website Nursery and Reception Parents will receive a weekly email from the class teacher.

Reading records (Reception) & Student Planners (Years 1-6)

Teachers provide students with a reading record or Student planner in which all reading books are recorded; individual reading books, guided reading in class, library books. Teachers, Teaching and Learning Assistants and parents can make comments in this book in relation to the students reading and related tasks. These books should be brought to and from school on a daily basis.

Student planners

Teachers will provide students with a Student Planner in which homework tasks and deadlines will be outlined. These books are sent home on a daily basis and parents are free to make comments about completed work in these diaries. Teachers may ask parents to sign Homework to demonstrate that the student has shared the homework task with parents.

Formal Discussions with Teachers

One of the strengths of BISB is that we are a very close community of students, parents, teachers and others. Consequently, there are many opportunities for you to meet informally with any member of staff when bringing your child to school or picking them up to take them home.

However, if you wish to speak formally to a teacher on any matter, please make an appointment with that member of staff either by contacting the school office or the teacher by email.
Moodle

Moodle is a Virtual Learning Environment (VLE), a web application that educators can use to create effective online learning sites. Here at BISB we are increasingly using Moodle to support learning inside and outside of school. Each Year Group has their own pages and each Friday, teachers provide a weekly summary of what children are learning, what they need to bring to school, key events, homework etc. This can be accessed by students and parents. Throughout the year teachers will also add more new content to their pages such as; photo galleries of student work and being involved in learning experiences, homework assignments that can be submitted on-line via the website (supporting our ‘Green’ school commitment), forums for discussion and debating topics relating to classroom learning themes, link’s to valuable websites that will support children’s learning – and much more!

Access and On-Line Security

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

How to Log onto BISB Moodle

You can access Moodle via the school website – scroll down the Curriculum link on the toolbar to find the Moodle link http://www.nordangliaeducation.com/our-schools/bratislava/learning/homework/moodle.

You can log-in to Moodle with your child’s school username and password which will be provided by the class teacher.
Parent Workshops

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 also to learn more about the British Education system and what we do at BISB.

Parent Forums

From time to time parents will be invited in for Parent Forum meetings, when school may be seeking the parent view or where parents may want to raise issues that they are concerned about or interested in. These meetings will be attended by Mrs Warmington, Head of Primary.

Classroom Drop-In

Each term, parents will have the opportunity to come into school for a Drop-In Session. This session will give parents an opportunity to observe a lesson. You will be able to walk around and see the displays in the school and in your child’s classroom.

Parent Support @ BISB – Share Your Skills

We recognize that within our parent community that there are many people who have valuable skills and talents that could be shared with our students and teachers. We are often looking for parents to share their talents. It could be giving a talk on journalism, running a practical workshop or volunteering to help with a sewing or cooking class. We welcome parents to support learning in the classroom especially helping with individual and small group reading and maths groups. If you feel that you have something interesting or practical to share, please let us know by contacting your child’s teacher or Mrs Warmington.

Who to contact if you have concerns

If you have any issues concerning your child’s schooling or education then it is important that you have easy access to someone who is well placed to deal with the matter. Your first point of contact, in most cases, should be your child’s class teacher, but if that person is unable to deal adequately with your concerns then you should contact the appropriate phase leader:

- Early Years Leader      Jude Marriott      jmarriott@bisb.sk
- Yrs 1-2 Phase Leader    Amanda Donald     adonald@bisb.sk
- Yrs 3-4 Phase Leader    Sarah Cook        scook@bisb.sk
- Yrs 5-6 Phase Leader    Rebecca Kirkby    rkirkby@bisb.sk

If you have concerns that cannot be met by the class teacher or one phase leader then you should make an appointment to see Mrs Carroll, Deputy Head of Primary or Mrs Warmington, Head of Primary. Appointments can be made via the school office or by directly emailing swarmington@bisb.sk.
Equipment for 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.

Toys/Games/Mobile Phones and Other Personal Property

The school cannot accept responsibility for loss or damage to any personal items. We ask that children do not bring toys or electrical games to school, especially valuable or irreplaceable items. This equipment is expensive and can be easily lost or broken. If parents permit children to bring a mobile phone for their journey to and from school, phones must remain in school bags (in classrooms) and at no time be used during the school day. Children are responsible for looking after their own belongings.

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 the child feel special on this special day. We are happy for parents to send a cake to school to share with the class but we ask you to avoid cakes with nuts as some children may have allergies. We do however remind that school is not the place to have a party for your child and **we ask that you DO NOT send party bags or sweets to school.**

Healthy Snacks

We encourage children to bring healthy snacks and drinks to school and ask that parents support us with this. Children must **NOT** bring sweets or fizzy drinks to school. Children should only bring a small snack for their own consumption and not large packets of biscuits, crisps or snacks to share with friends. There is also the possibility of ordering a school snack.

Water Bottles

Regularly drinking water helps to keep the mind alert and so all students need to bring their own water bottle to school. These are kept in the class and children can drink from them when needed or prompted by the teacher. These should be clearly labelled with the child’s name. Chilled water dispensers are situated around the school to enable students to refill their water bottles. As an ECO school, in order to minimise waste, we do not provide plastic/paper cups at the water dispensers.

School Uniforms

At BISB children are encouraged to wear their uniform with pride. We aim for the very highest standards of dress in compliant with our dress code (Appendix 1).

**Please note that we switch to winter uniform from the beginning of October.**
All items of clothing must be named (as should all personal items). Nursery children should have a complete change of clothes at school in case of accidents.

**The Primary School Day**

**Dolinského Campus Nursery – Reception**

- **Start of Day**
  
  The school day begins at 08:15 and children should be brought directly to their classroom. Any children arriving before 08:10 must be supervised by their parent/guardian.

- **Morning Snack and Playtime (30 min) 10:15 – 10:45**
  
  All students have a morning break where they eat snack (they should bring a healthy snack or can order a school snack) and then have the opportunity to play outside. The students are supervised at all times by several teachers and Teaching and Learning Assistants.

- **Lunch and Playtime**
  
  All students have 1 hour for lunch and playtime. A hot school lunch is provided or students can bring their own packed lunch.

- **End of Day Collection**
  
  For students in Nursery and Reception, the school day ends at 15:00. Parents can collect their children from their classroom from 14:45.

- **After School Care**
  
  At Dolinského site we offer After School Care at the ‘Rockets’ club which runs until 17:00. Each afternoon there will be different activities for the children to enjoy as well as time to relax with their friends, snacks are provided for children who stay at the after school club.

**Peknikova Campus Year 1 – 6**

- **Start of Day:**
  
  **Year 1**
  
  The school day begins at 08:15 and children should be brought directly to their classroom via the Year 1 entrance. Any children arriving before 08:10 must be supervised by their parent/guardian until it is time to go into class.

  **Year 2 – 6**
  
  The formal school day begins at 08:15. Children should be dropped off via the gates into the Year 1/2/3 playground. Children are expected to wait in the playground until 08:10 when they are allowed to go to the cloakrooms and then up to their class. In the event of extreme weather, students will be allowed to wait in the dining hall or cloakrooms until it is time to go to their class. Children should NOT be playing on the swings or climbing equipment at this time. All children from Years 2 – 6 should be dropped off at the Year 1-3 playground. For security reasons, parents should not enter the building or go up to classrooms in the morning unless they have a pre-arranged appointment with the class teacher. On such occasions they should enter via the main office, sign in and be allocated a visitor badge.

- **Morning Snack and Playtime (30 min) 10:15 – 10:45**
  
  All students have a morning break where they eat snack (they should bring a healthy snack and drink or order a school snack) and then have the opportunity to play outside. Children are able to eat snack in the canteen area or outside. All children will finish snack and go outside by 10:30 as we believe it is essential to have fresh air and a morning play outside. There are separate playgrounds...
for Years 1, 2 & 3, and Years 4, 5 & 6. The students are supervised at all times by several teachers and Teaching and Learning Assistants.

- **Lunch and Playtime (60 min) 12:15 – 13:15**
  All students have 60 minutes for lunch and playtime. A hot school lunch is provided or students can bring their own packed lunch. The lunch times are staggered to avoid canteen congestion. Information about the school catering company and school lunch systems is shared with all parents who can then liaise directly with the food company. All children are supervised and supported during lunchtime to help them develop good eating habits and table manners. Children are encouraged to eat but we will never force a child to eat. Class teachers will always inform parents if we have concerns about children’s eating.

- **End of Day Collection**

  **Year 1**
  For students in Year 1, the school day ends at 15:00. Students who are not attending an after-school club can be collected from their classroom from 14:50. Clubs run from 15:00 – 16:00 and children should be collected promptly after clubs from the Canteen area.

  **Year 2-3**
  The formal school day finishes at 15:00. Students who are not attending clubs can be collected from the Year 1/2/3 Playground. In exceptionally bad weather children will be collected from the dining hall.

  **Year 4-5-6**
  The formal school day finishes at 15:00. Students who are not attending clubs can be collected from the Year 4/5/6 Playground. In exceptionally bad weather children will be collected from the dining hall.

  The teacher/Teaching and Learning Assistant will bring the children to their designated area where parents need to sign their child out from the teacher. If you require your child to go home with another child or another adult, the school office must be informed in advance.

  If you wish your child to regularly leave the school supervised by an older sibling or unsupervised, you must complete the Permission Request form available from the school office. If children are collected by a secondary sibling they must leave school together. **Primary children cannot be left unsupervised while the older sibling attends a club or when they have been given permission to leave independently.**

  **We ask parents to please wait outside until the class teacher brings the class into the playground to their designated class area.**

**Years 1 – 6 Collection from After School Clubs**

After School Clubs run from 15:00 – 16:00. Parents must please collect their children promptly from After School Clubs. Children should be collected from the dining hall. Club leaders will inform you of the arrangements. Information is included in the After School Clubs programme that is issued at the start of each Term.

**Lateness**

Occasionally lateness is unavoidable, however it is disruptive to your child’s day and to the class routine. We ask all parents to get children to school between 08:00 at the earliest and 08:10 at the latest, allowing them time to get ready for a prompt start of class at 08:15. After 08:10, children
It is against school policy and recommendations for children to leave school early on a regular basis. The full school week has been designed to allow us to provide a balanced curriculum to all our students (in accordance with British Guidelines and requirements). Most of our lessons are sequential, building on the previous lessons and learning experiences of the students. If students regularly miss sessions, then they will have gaps in their learning and find it difficult to keep up with the rest of their class. Such situations also negatively impact the rest of the class as the teacher often has to take the time from the class to recap or provide explanations to the child who has missed the previous lesson.

Exceptions will only be made for students achieving at a very high level in their discipline such as being a member of a National Sports Team. Such request must be made in writing to the school Principal or Head of Primary.

**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 lunchtimes. Children will only remain inside if it is raining or there is exceptionally cold weather. Occasionally, we may also keep children inside if we feel the playground surfaces are dangerously wet or snowy.

**Student’s absence**

If a student is absent, please telephone the school or send an email to office@bisb.sk or infants@bisb.sk to let us know the reason, by 08:15 on the morning of the first day of absence. Unexplained absences will be followed up by the school.

**Authorised/Unauthorised Absences**

As an educational institution we believe it is in the best interest of your child that they attend every school day of the year. As a school we are aiming for a minimum attendance level of 95% and understand, of course, that there are valid reasons why 100% attendance may be impossible and we do try to support our students and their families in special circumstances. 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.

In Reception and Year 1 we hope for a minimum attendance level of 90%. Then as the children move into Year 2, when all children in Slovakia should be at school, we are aiming for a minimum attendance level of 95%. From Year 2 we issue guidance about when an absence will be authorised and when it will not be authorised.

Should your child be absent in either a morning or an afternoon this will be counted as 0.5 rather than the full days’ absence.

If your child is going to miss school it is vital that you notify the school and give the reason. Representing the School as part of a team is not registered as absence and is automatically documented at school. With 15 - 16 weeks of school holiday per year we believe that there is sufficient time for families to make their own holiday arrangements during these times.
Authorised absence (automatic)

This request can be communicated by email or telephone.

1. Medical
2. Bereavement

A. Authorised absence by request

This means that parents must seek permission for absence in writing, email or letter to the Head of Primary. They cannot simply inform of non-attendance. We are required to go through a documented process of communication that ‘authorises’ absence.

1. Attendance at high level training for music/sport

This will only be authorised if the student represents their country or 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 school work 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.

2. Educational leave

Up to 5 days per year for expat families to arrange new schools

3. Family Leave

Up to 3 days per year at the Head of Primary/Principal’s discretion.

B. 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 lessons missed.

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

Should your child be absent you will be emailed a letter with the details stating whether the absence is authorised or unauthorised. Any absence from school where parents have communicated nothing to the school will also be recorded as an unauthorised absence.

Notification of appointments or requirement to leave school early

If you wish to take your child out of school to attend a medical appointment etc., it is essential that you inform the school office by phone or email by 08:15 on the day of the appointment at the latest. Early notice is required in order that the office staff can inform the class teachers and arrange for the child to be waiting at the given time.
School Holidays

The academic year starts in early September and ends in early July. There are three terms and the holiday dates are set in such a way as to try and make these three terms of comparable length. Term dates are attached, and are also available on the website.

Holiday dates are published well in advance. Please note them and abide by them, arranging your family holidays to coincide with school holidays. Absence from school, because of holidays, is disruptive to the school’s programmes of work and other activities, as well as to the students’ education. If a parent has a special request for a pupil absence they must put this request in writing.

School Lunches/Snacks

The school provides both a hot lunch meal service and a cold morning snack service.

A. School Lunch
The school’s catering partner is the company The School Food. Students can choose from 2 soups and 3 cooked main dishes daily. At least 1 soup and 1 cooked dish from these is a vegetarian option and all the dishes are prepared fresh on site.

In addition we also have an extra menu item available each day in the form of a ‘build it yourself’ large salad where the students are able to combine a number of items to create a salad of their liking as a main meal. Students from Year 2 onwards receive a ‘meal swipe card’ which parents ‘load with credit’ at the beginning of the each term. They use the cards to pay for their lunches. Only one lunch can be deducted from the card each day and cards are kept on school premises to avoid situations where a student forgets or loses its card. In order to have a card issued for your child you need to contact The School Food Company. The School Food issues invoices directly to the parents. Students may bring food into school to eat in the dining area at morning break or lunch time. Food deliveries (from McDonald’s or pizza takeaways, etc.), chewing gum, fizzy drinks and drinks in glass bottles are not allowed.

B. Ordering lunches for Nursery, Reception and Year 1 Students
Parents need to select the lunches for Nursery, Reception and Y1 students one month ahead at www.schoolfood.sk.

If the lunch has not been selected by the parent the child will receive Menu C automatically.

Food must be selected no later than 07:59 of the day. The same applies to the cancellation of lunches and snacks.

Every parent will receive a separate email from School Food Company with their Username and Password.

C. School Snacks
School snacks must be booked one term in advance.

School lunch menu is available from the school website:


The menu is published always 2 weeks in advance for the following month; i.e. menu for October will be published on 15th September on the school website.
Contact details for The School Food:

Hotline Number and Email: 0901 912 345; schoolfood@whitetie.sk

Contact person is Ms Lucia Orokocká 0901 912 345. You can meet Ms Orokocká in her office at Pekníkova site. The office hours during school year are every day 08:00 – 10:00.

School Bus

Students gather for buses at 15:00 and then again at 16:00 for students from Years 1 – 6 attending After School Clubs. School Buses will depart from school approx. 15 min later when all children are seated and registers done.

The official bus service provider for BISB is Bratislavská Dopravná Agentúra s.r.o., Bratislava (BDA). Parents requiring this service should contact the company directly to make the necessary arrangements for their child/children. The bus company issues invoices directly to the parents. Please inform the bus company and the school office (Dolinského or Pekníkova) by 12:00 at the latest if your child is not going to need transport on a particular day, (for instance, in the case of absence or if you are taking him/her out of school early). School Bus Hotline Number and Email: 0905 807 499, bda@bda.sk. Contact person is Mr Juraj Patek.

Please note that once students are signed up for the later bus due to club attendance, it will NOT be possible for them 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.

• If BISB cancels a club, we will provide supervision for students until their normal 16:00 bus gathering time.

Pupil Information Update

Please ensure that the office is promptly informed, in writing, of any change in address, contact phone numbers and email addresses.

Parent Directory

At The British International School Bratislava we would like to enable parents within each class and year group to have more effective communication with each other. Parents often ask us to provide them with emails or phone contacts of parents within their child’s class as they want to arrange social play dates for their children, to ask other parents questions about school, events, local clubs etc. To enable this parent-parent communication, we have created a Parent Directory for each year group. Parents who agree to be included in this Directory are able to receive a regularly updated list of contact emails for their child’s year group parents. Other year groups are also available on request. All parents are automatically added to this directory when they enroll at BISB.

If you do NOT want your contact details to be shared, please inform the school office in writing. The directory is updated each term.
School Nurse, Medical Care and Emergency Procedures

If children are suffering from heavy colds or coughs, we encourage you to keep them at home until they get better. This avoids the spread of illness to other children and also means that children are not struggling through the physical and mental challenges of the school day when they are tired and emotional. If your child has any medical condition, we must be informed in writing so that we can act in an appropriate manner if an incident should occur. We have a full-time, qualified School Nurse who is able to give first aid. It is important to update your child’s medical history forms as needed and advise the school of any change in the medical information you disclosed at the time of admission.

Medicines at School

In order to administer the prescription medicine, the School Nurse must be given full report from the doctor including the dosage information etc. Over the counter medicine can be administered only with a written consent signed by the parent and only in urgent matters. If parents wish to request the administration of medicines by the School Nurse, they must complete an Authorisation for the Administration of Medication form. Both the completed form and the medication, in its original container, must be taken to the School Nurse ideally by the parent. If a student is bringing medicines to the Nurse they should do so at the beginning of the school day. Class Teachers and Teaching and Learning Assistants can not be asked to administer or to be responsible for medicines. Please do not send vitamins, natural or homeopathic remedies to school and remind your child never to share medicines with others.

Insurance

BISB expects that parents have arranged health/medical insurance for their children. Additionally, parents are responsible for insurance of the personal belongings of their children. The school is obliged to submit Health Insurance details in case a child is taken to hospital because of serious injuries. The hospital requires patient’s medical insurance card/information before they can admit the patient. In order to prevent any complications, please bring a copy of your child’s health insurance card to the school office. The cards will be stored in our Medical Information Database and will be confidential.

Fees Refund Scheme

Nord Anglia offers parents an optional fee refund scheme. It entitles you to a refund of fees in the event of your child or children being absent from school for a continuous period of 7 days or more. Details are available on request from the Finance Department.

Parking and Traffic Flow outside the Pekníkova Site

There has been a change of traffic direction on a part Pod Zahradami street– this is now a one-way street from Zatevna street towards LIDL (black arrows).

Therefore, we would like to propose an alternative route (red arrows) for those of you who drop your children at Peknikova Street where Primary playgrounds are situated.

The second alternative is dropping you children on Pod Zahradami street where the sport playgrounds are – taking the first exit on the roundabout behind LIDL (green arrows).
Parking and Traffic Flow outside the Dolinského Site Main Entrance

There is an official 'no parking zone', on each side of the school main gate. This zone extends left and right as far as the first lampposts. It exists to increase visibility and safety on the road for those wishing to cross. For the safety of all parents and children, we ask that you do not stop, nor park, within this zone, approximately 20 metres each side of the school gate. The school guard will be policing this area.

If a driver takes your child to or from school, please convey this message to them.
Contact Information for Primary School

**Infants School Office:**
Dolinského 1, 841 02 Bratislava,

Telephone: 02 6436 6992, fax: 02 6436 4784, mobile: 0908 105 796, email: infants@bisb.sk

**Primary School Office:**
Pekníkova 6, 841 02 Bratislava,

Telephone: 02 6930 7081(2), fax: 02 6930 7083, mobile: 0905 773 632, email: office@bisb.sk

**Finance Office:**
Pekníkova 6, 841 02 Bratislava,

Telephone: 02 6930 7084, fax: 02 6930 7083, mobile: 0905 247 000, email: financial@bisb.sk

**Principal’s PA:**
Pekníkova 6, 841 02 Bratislava

Telephone: 02 6930 7081(2), fax: 02 6930 7083, email: pbednarova@bisb.sk

**Secretary of Head of Primary:**
Pekníkova 6, 841 02 Bratislava

Telephone: 02 6930 7081(2), fax: 02 6930 7083, email: lmikleticova@bisb.sk

Nursery

There is no dress code in Nursery.

Reception – Year 6

**Girls: daywear**

Dark navy blue tailored trousers (no leggings)

or navy blue tailored school skirt

or navy pinafore

School white short/long sleeved polo shirt with school badge

School grey sweatshirt with school badge

Plain socks (white or navy blue)

or plain tights (white or navy blue) (no patterned tights)

Blue zip-up fleece with school badge (additional layer for outside wear only - optional)

Plain leather type black or navy shoes or sandals

Optional playtime schools – trainers (preferably black or white)

1st May to 30th September – (optional instead of above):

Navy blue and white checked dress or school white polo shirt with grey shorts

Plain leather type black or navy shoes or sandals

**Boys: daywear**

Dark grey tailored trousers or shorts (no jeans or ‘combat-style’ trousers, no shorts with baggy pockets)

School white short/long polo shirt with school badge

School grey sweatshirt with school badge

Plain socks (black, white or navy blue)

Blue zip-up fleece with school badge (additional layer for outside wear only - optional)

Plain leather type black or navy shoes or sandals

Optional playtime schools – trainers (preferably black or white)
Boys and Girls: Physical Education

Lightweight indoor trainers or gym shoes with non-marking soles
Plain white or navy sports socks
Plain white short sleeved tee-shirt with school badge
Plain navy sports shorts/grey tracksuit trouser
(Optional) grey sweatshirt with school badge

Notes about footwear

Every child needs at least 1 smart pair of black or navy shoes or sandals which will be worn in the school building (indoor shoes). These will be the shoes that children will be asked to wear if they are representing the school outside of the school building.
The OUTDOOR / PLAYTIME SHOES can be another pair of black/navy shoes or trainers (preferably black or white - no bright coloured shoes or laces please). In the winter months some plain boots are allowed for outside with the smart black/navy shoes/sandals being worn inside.

Shoes can be ordered from:

Our Official School Uniform Shop Marbon:

Hollého 13 - city centre: Monday – Friday 09:00 – 17:00
Novosvetská 41/d – near Horský Park: Monday / Thursday 10:00 – 12:00; Tuesday 15:00 – 17:00. Novosvetska shop is also open for 2 weeks before the start of the school year and 2 weeks after the start of the new school year Monday - Friday 11:00-17:00 (15th August - 15th September).

At Novosvetská site tailor made uniforms can be ordered.

Telephone Number: 0918 869 601, 0905 616 858, Fax number: 02 4363 0761

For shopping online please visit: http://www.bisuniforms.sk/
Term Dates 2014-2015

2014

Term One

Tuesday 2\textsuperscript{nd} September: New Students Welcome Day (new students only)

Term begins: Wednesday, 3\textsuperscript{rd} September, 08:15

Public Holiday: Monday 15\textsuperscript{th} September

Half Term: Friday 24\textsuperscript{th} October, 15:00 - Tuesday 4\textsuperscript{th} November, 08:15

Public Holiday: Monday 17\textsuperscript{th} November

End of term: Friday 19\textsuperscript{th} December, 15:00

2015

Term Two

Term begins: Wednesday 7\textsuperscript{th} January, 08:15

Half Term: Friday 20\textsuperscript{th} February, 15:00 - Tuesday 3\textsuperscript{rd} March, 08:15

End of term: Thursday 2\textsuperscript{nd} April, 15:00

Term Three

Term begins: Monday 20\textsuperscript{th} April, 08:15

Public Holidays: Friday 1\textsuperscript{st} May & Friday 8\textsuperscript{th} May

Half Term: Friday 29\textsuperscript{th} May, 15:00 - Wednesday 3\textsuperscript{rd} June, 08:15

End of Term: Friday 3\textsuperscript{rd} July, 15:00

School Year 2015-2015 begins: Wednesday, 2\textsuperscript{nd} September 2015

All Slovak public holidays will be observed
# Academic Staff:

## Senior Leadership Team

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Matthew Farthing</td>
<td><a href="mailto:mfarthing@bisb.sk">mfarthing@bisb.sk</a></td>
</tr>
<tr>
<td>Head of Primary</td>
<td>Sue Warmington</td>
<td><a href="mailto:swarmington@bisb.sk">swarmington@bisb.sk</a></td>
</tr>
</tbody>
</table>

## Primary Leadership Team

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Head of Primary</td>
<td>Rebecca Carroll</td>
<td><a href="mailto:rcarroll@bisb.sk">rcarroll@bisb.sk</a></td>
</tr>
<tr>
<td>Early Years Phase Leader</td>
<td>Jude Marriott</td>
<td><a href="mailto:jmarriott@bisb.sk">jmarriott@bisb.sk</a></td>
</tr>
<tr>
<td>Yrs 1-2 Phase Leader</td>
<td>Amanda Donald</td>
<td><a href="mailto:adonald@bisb.sk">adonald@bisb.sk</a></td>
</tr>
<tr>
<td>Yrs 3-4 Phase Leader</td>
<td>Sarah Cook</td>
<td><a href="mailto:scook@bisb.sk">scook@bisb.sk</a></td>
</tr>
<tr>
<td>Yrs 5-6 Phase Leader</td>
<td>Rebecca Kirkby</td>
<td><a href="mailto:rkirkby@bisb.sk">rkirkby@bisb.sk</a></td>
</tr>
</tbody>
</table>

### Early Years

<table>
<thead>
<tr>
<th>Phase</th>
<th>Name</th>
<th>Email</th>
<th>Teaching and Learning Assistants</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursery A</td>
<td>Andrea Juríková</td>
<td><a href="mailto:ajurikova@bisb.sk">ajurikova@bisb.sk</a></td>
<td>Kate King</td>
<td><a href="mailto:kking@bisb.sk">kking@bisb.sk</a></td>
</tr>
<tr>
<td>Nursery B</td>
<td>Machteld Doyle</td>
<td><a href="mailto:mdoyle@bisb.sk">mdoyle@bisb.sk</a></td>
<td>Renáta Viskupová</td>
<td><a href="mailto:rviskupova@bisb.sk">rviskupova@bisb.sk</a></td>
</tr>
<tr>
<td>Reception A</td>
<td>Alison Fegyveres</td>
<td><a href="mailto:afegyveres@bisb.sk">afegyveres@bisb.sk</a></td>
<td>Maria Klausman</td>
<td><a href="mailto:mklausman@bisb.sk">mklausman@bisb.sk</a></td>
</tr>
<tr>
<td>Reception B</td>
<td>Judith Marriott</td>
<td><a href="mailto:jmarriott@bisb.sk">jmarriott@bisb.sk</a></td>
<td>Aneta Hetešová</td>
<td><a href="mailto:ahetesova@bisb.sk">ahetesova@bisb.sk</a></td>
</tr>
<tr>
<td>Higher Level Teaching and Learning Assistant</td>
<td>Sarah Jablonowska</td>
<td><a href="mailto:sjablonowska@bisb.sk">sjablonowska@bisb.sk</a></td>
<td></td>
<td></td>
</tr>
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### Key Stage 1

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Email</th>
<th>Teaching and Learning Assistants</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 A</td>
<td>Amanda Donald</td>
<td><a href="mailto:adonald@bisb.sk">adonald@bisb.sk</a></td>
<td>Jana Kopáčová</td>
<td><a href="mailto:jkopacova@bisk.sk">jkopacova@bisk.sk</a></td>
</tr>
<tr>
<td>1 B</td>
<td>Kristi Lúčna</td>
<td><a href="mailto:klucna@bisb.sk">klucna@bisb.sk</a></td>
<td>Lenka Ertlová</td>
<td><a href="mailto:lerltova@bisb.sk">lerltova@bisb.sk</a></td>
</tr>
<tr>
<td>2 A</td>
<td>Helen Oliver</td>
<td><a href="mailto:holiver@bisb.sk">holiver@bisb.sk</a></td>
<td>Tamara Trutzová</td>
<td><a href="mailto:tttrutzova@bisb.sk">tttrutzova@bisb.sk</a></td>
</tr>
<tr>
<td>2 B</td>
<td>Meagan Wilson</td>
<td><a href="mailto:mmacmaster@bisb.sk">mmacmaster@bisb.sk</a></td>
<td>Martina Hudáková</td>
<td><a href="mailto:mlencsesova@bisb.sk">mlencsesova@bisb.sk</a></td>
</tr>
</tbody>
</table>

### Key Stage 2

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Email</th>
<th>Teaching and Learning Assistants</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 A</td>
<td>Damien Walker</td>
<td><a href="mailto:dwalker@bisb.sk">dwalker@bisb.sk</a></td>
<td>Sandra McKillop</td>
<td><a href="mailto:smckillop@bisb.sk">smckillop@bisb.sk</a></td>
</tr>
<tr>
<td>3 B</td>
<td>Ewan Thomson</td>
<td><a href="mailto:ethomson@bisb.sk">ethomson@bisb.sk</a></td>
<td>Sandra McKillop</td>
<td><a href="mailto:smckillop@bisb.sk">smckillop@bisb.sk</a></td>
</tr>
<tr>
<td>3 C</td>
<td>Sarah Cook</td>
<td><a href="mailto:scook@bisb.sk">scook@bisb.sk</a></td>
<td>Sandra McKillop</td>
<td><a href="mailto:smckillop@bisb.sk">smckillop@bisb.sk</a></td>
</tr>
<tr>
<td>4 A</td>
<td>Mark Kelly</td>
<td><a href="mailto:mkelley@bisb.sk">mkelley@bisb.sk</a></td>
<td>Barbora Kopčoková</td>
<td><a href="mailto:bkopcokova@bisb.sk">bkopcokova@bisb.sk</a></td>
</tr>
<tr>
<td>4 B</td>
<td>Rebecca Carroll</td>
<td><a href="mailto:rcarroll@bisb.sk">rcarroll@bisb.sk</a></td>
<td>Barbora Kopčoková</td>
<td><a href="mailto:bkopcokova@bisb.sk">bkopcokova@bisb.sk</a></td>
</tr>
<tr>
<td>4 C</td>
<td>Ursula Jardine</td>
<td><a href="mailto:ujardine@bisb.sk">ujardine@bisb.sk</a></td>
<td>Barbora Kopčoková</td>
<td><a href="mailto:bkopcokova@bisb.sk">bkopcokova@bisb.sk</a></td>
</tr>
<tr>
<td>5 A</td>
<td>Sarah Keys</td>
<td><a href="mailto:skeys@bisb.sk">skeys@bisb.sk</a></td>
<td>Higher Level TLA</td>
<td></td>
</tr>
<tr>
<td>5 B</td>
<td>John Carroll</td>
<td><a href="mailto:jcarroll@bisb.sk">jcarroll@bisb.sk</a></td>
<td>Higher Level TLA</td>
<td></td>
</tr>
<tr>
<td>5 C</td>
<td>Rebecca Kirkby</td>
<td><a href="mailto:rkirkby@bisb.sk">rkirkby@bisb.sk</a></td>
<td>Higher Level TLA</td>
<td></td>
</tr>
</tbody>
</table>
### Primary Specialist Teachers:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELS</td>
<td>Mariana Vrbová</td>
<td><a href="mailto:mvrbova@bisb.sk">mvrbova@bisb.sk</a></td>
</tr>
<tr>
<td>Slovak</td>
<td>Katarína Lacová</td>
<td><a href="mailto:klacova@bisb.sk">klacova@bisb.sk</a></td>
</tr>
<tr>
<td>German</td>
<td>Silvia Hlavinková</td>
<td><a href="mailto:shlavinkova@bisb.sk">shlavinkova@bisb.sk</a></td>
</tr>
<tr>
<td>French</td>
<td>Marianne Louis</td>
<td><a href="mailto:malouis@bisb.sk">malouis@bisb.sk</a></td>
</tr>
<tr>
<td>Korean</td>
<td>Younggran Cho</td>
<td><a href="mailto:yrcho@bisb.sk">yrcho@bisb.sk</a></td>
</tr>
<tr>
<td></td>
<td>Miseon Choi</td>
<td><a href="mailto:mchoi@bisb.sk">mchoi@bisb.sk</a></td>
</tr>
<tr>
<td>Music</td>
<td>Eliška Hatinová</td>
<td><a href="mailto:ehatinova@bisb.sk">ehatinova@bisb.sk</a></td>
</tr>
<tr>
<td>Physical Education</td>
<td>Tristan Cook</td>
<td><a href="mailto:tcook@bisb.sk">tcook@bisb.sk</a></td>
</tr>
<tr>
<td></td>
<td>Lukas Šiška</td>
<td><a href="mailto:lsiska@bisb.sk">lsiska@bisb.sk</a></td>
</tr>
<tr>
<td></td>
<td>Gareth Evans</td>
<td><a href="mailto:gevans@bisb.sk">gevans@bisb.sk</a></td>
</tr>
<tr>
<td>Learning Support</td>
<td>Caroline Pugh</td>
<td><a href="mailto:cpugh@bisb.sk">cpugh@bisb.sk</a></td>
</tr>
<tr>
<td></td>
<td>Beverley Caddington</td>
<td><a href="mailto:bcaddington@bisb.sk">bcaddington@bisb.sk</a></td>
</tr>
</tbody>
</table>

### Non-Academic Staff:

<table>
<thead>
<tr>
<th>Role</th>
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<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Leadership Team:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Manager</td>
<td>Barbara Kanclířová</td>
<td><a href="mailto:bkanclirova@bisb.sk">bkanclirova@bisb.sk</a></td>
</tr>
<tr>
<td>Director of Admissions and</td>
<td>Milina Bíreš</td>
<td><a href="mailto:info@bisb.sk">info@bisb.sk</a></td>
</tr>
<tr>
<td>Marketing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR Manager</td>
<td>Andrea Rakylová-Valentová</td>
<td><a href="mailto:arakytova@bisb.sk">arakytova@bisb.sk</a></td>
</tr>
<tr>
<td>Marketing Officer</td>
<td>Matej Beňuška</td>
<td><a href="mailto:marketing@bisb.sk">marketing@bisb.sk</a></td>
</tr>
<tr>
<td>Communication Officer</td>
<td>Jarmila Rošková</td>
<td><a href="mailto:communications@bisb.sk">communications@bisb.sk</a></td>
</tr>
<tr>
<td>Operation Manager</td>
<td>Zdenka Gašpar</td>
<td><a href="mailto:operation@bisb.sk">operation@bisb.sk</a></td>
</tr>
<tr>
<td>Reporting &amp; Examin. Officer</td>
<td>Alexandra Viljoen</td>
<td><a href="mailto:aviljoen@bisb.sk">aviljoen@bisb.sk</a></td>
</tr>
<tr>
<td>Admin. Assistant (Dolinskoho</td>
<td>Karolína Bacigalová</td>
<td><a href="mailto:infants@bisb.sk">infants@bisb.sk</a></td>
</tr>
<tr>
<td>site)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin. Assistant</td>
<td>Ivan Pivník</td>
<td><a href="mailto:office@bisb.sk">office@bisb.sk</a></td>
</tr>
<tr>
<td>Admin. Assistant</td>
<td>Miriam Čiripová</td>
<td><a href="mailto:office@bisb.sk">office@bisb.sk</a></td>
</tr>
<tr>
<td>Role</td>
<td>Name</td>
<td>Email</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-----------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Principal's PA</td>
<td>Petra Bednárová</td>
<td><a href="mailto:pbednarova@bisb.sk">pbednarova@bisb.sk</a></td>
</tr>
<tr>
<td>Secretary to HOP/HOS</td>
<td>Libuša Mikletičová</td>
<td><a href="mailto:lmikleticova@bisb.sk">lmikleticova@bisb.sk</a></td>
</tr>
<tr>
<td>Finance Accountant</td>
<td>Miroslava Moráveková</td>
<td><a href="mailto:mmoravekova@bisb.sk">mmoravekova@bisb.sk</a></td>
</tr>
<tr>
<td>Finance Accountant</td>
<td>Jana Ponechalová</td>
<td><a href="mailto:financial@bisb.sk">financial@bisb.sk</a></td>
</tr>
<tr>
<td>Chief Accountant/Controller</td>
<td>Stanislava Trnovská</td>
<td><a href="mailto:strnovska@bisb.sk">strnovska@bisb.sk</a></td>
</tr>
<tr>
<td>System Administrator</td>
<td>Alexander Kopčok</td>
<td><a href="mailto:akopcok@bisb.sk">akopcok@bisb.sk</a></td>
</tr>
<tr>
<td>IT Technician</td>
<td>Viktor Gašparovský</td>
<td><a href="mailto:vgasparovski@bisb.sk">vgasparovski@bisb.sk</a></td>
</tr>
<tr>
<td>IT Technician</td>
<td>Vladimír Pagáč</td>
<td><a href="mailto:vpagac@bisb.sk">vpagac@bisb.sk</a></td>
</tr>
<tr>
<td>Reprographic Technician</td>
<td>Milan Bulog</td>
<td><a href="mailto:mbulog@bisb.sk">mbulog@bisb.sk</a></td>
</tr>
<tr>
<td>Resource Manager/Library</td>
<td>Marianna Čépe</td>
<td><a href="mailto:mcepe@bisb.sk">mcepe@bisb.sk</a></td>
</tr>
<tr>
<td>Stock Keeper/Librarian</td>
<td>Paula Gubová</td>
<td><a href="mailto:pgubova@bisb.sk">pgubova@bisb.sk</a></td>
</tr>
<tr>
<td>School Nurse</td>
<td>Miroslava Matunáková</td>
<td><a href="mailto:nurse@bisb.sk">nurse@bisb.sk</a></td>
</tr>
</tbody>
</table>

### Domestic Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaner</td>
<td>Marta Ružičová</td>
</tr>
<tr>
<td>Cleaner</td>
<td>Karolína Gondová</td>
</tr>
<tr>
<td>Cleaner</td>
<td>Zlata Čmelíková</td>
</tr>
<tr>
<td>Cleaner</td>
<td>Eva Jurásová</td>
</tr>
<tr>
<td>Cleaner</td>
<td>Darina Patrnčiaková</td>
</tr>
<tr>
<td>Cleaner</td>
<td>Annamária Csémyová</td>
</tr>
<tr>
<td>Caretaker</td>
<td>Tibor Valo</td>
</tr>
<tr>
<td>Caretaker</td>
<td>Ivan Bartovič</td>
</tr>
<tr>
<td>Caretaker</td>
<td>Ján Schubert</td>
</tr>
<tr>
<td>Caretaker</td>
<td>Karol Chadima</td>
</tr>
<tr>
<td>Guard</td>
<td>Štefan Vandák</td>
</tr>
<tr>
<td>Guard</td>
<td>Peter Jaro</td>
</tr>
</tbody>
</table>

Helping others be to be the best they can be