

INTERNATIONAL SCHOOL DHAKA
PRIMARY SCHOOL



PARENT & STUDENT HANDBOOK
2007-2008

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It is a great pleasure to extend to you a very warm welcome to the International School Dhaka.

The Primary Parent and Student Handbook is designed to give you general information about your child's school and answer any questions you may have.

The information has been set out alphabetically. If you do not find answers to your questions, please do not hesitate to contact the Primary Office (Tel: 8817101-7 or e-mail kavya.zahid@isdbd.org or paula.baxter@isdbd.org) if any further clarification is required.

At International School Dhaka (ISD) we are committed to the spirit of international education. Throughout the school, we aim to provide an academically rigorous and socially well-balanced education of a high standard for our international student body. We aim to develop a coherent and caring school community while fostering respect for individual and cultural diversity.

We encourage all of our staff to emulate and model the attributes of the Primary Years Programme (PYP) learner profile and the attitudes. At ISD, we consider ourselves to be a community of learners. Hence our school motto: "Let's all learn how to learn and keep learning." We expect the same standards of our students and their parents. Please also take the time to read the PYP Parent Handbook, which outlines in detail the international programme that we offer in the Primary School.

We also expect that as parents of children that are being taught through the philosophies of the PYP, you will attend the parent education sessions that are offered and always attend grade level events and the three-way and student-led conferences that you are invited to during the year. Only by actively participating in this way can you learn more about the programme, your child's education and ultimately your own child!

We look forward to seeing you in school frequently during the coming academic year and trust that that all our students have a happy, productive and fun time in our school.

Kind regards,

Paula Baxter
Head of Primary

INTRODUCTION

Mission Statement

International School Dhaka provides a rich learning experience by promoting:

- Academic rigour
- International understanding
- Responsible citizenship

Each student's full potential is developed in a friendly, caring atmosphere, which fosters intellectual, social, emotional and physical growth.

Philosophy

International School Dhaka was established in 1999 to provide co-educational of international standard designed primarily to address the needs of national students.

With this aim in mind, the school has adopted the curriculum of the International Baccalaureate Organisation (IBO) and provides a broad, balanced and integrated education. The language of instruction is English. International School Dhaka is committed to supporting and promoting the language and culture of the host country. It is a secular school and religious studies are not taught.

Students of all nationalities are welcome to apply for admission provided they can benefit from the programmes on offer. There is no provision for students with severely restricted mobility or learning difficulties.

Students are encouraged to strive for excellence and to develop a life-long enthusiasm for learning to enable them to adapt to the changing demands of the modern world. The school fosters self-discipline, independence, responsibility, good manners and respect for others. Students at International School Dhaka wear the school uniform with pride.

Students participate in community service projects, sharing their energy and special talents while developing awareness, concern and the ability to work cooperatively.

The school aims to develop a strong and harmonious home-school partnership. Parental involvement in the life of the school is actively encouraged through the Parent Support Group.

International School Dhaka recruits professional teaching staff who are fully-qualified in the field of education in their country of origin. The school is committed to providing opportunities for professional development for its entire education staff.

Objectives of the Primary School

The Primary School provides:

- An academically challenging school learning culture
- An array of learning and teaching strategies, which provide a stimulating learning environment for students of diverse backgrounds
- Learning experiences which are transdisciplinary and meaningful
- An environment that capitalizes on the curiosity and creativity of all students
- A programme that guides students towards becoming responsible for their own learning and behaviour
- An enthusiastic, professional group of teachers who deliver a programme designed to assist all students reach their full potential
- A partnership between the school, students and their parents
- A partnership between the school community and the wider community
- A programme that promotes community service from the Early Years onwards
- Opportunities for students to build positive and meaningful relationships amongst themselves and with adults in the school
- A programme and environment that actively supports the development of the attributes outlined in the PYP learner profile and attitudes.

All absences from school must be explained in a letter written and signed by the student's parent or guardian and presented to the class teacher on the day of the student's return to school. The note should state the dates of the absence and the reason.

All absences count towards the total number of absences recorded on a student's school records.

Students will be excused from classes only for emergency reasons or for illness. Parents are urged to schedule medical, dental and other appointments after school hours or during vacations wherever possible.

If a student needs to leave school early, a written note should be sent to the Head of Primary and the class teacher clearly stating the date, time and reason for leaving early plus the name of the person who will collect the student. This person must be included on your escort permission form.

Please notify the school office immediately if your child is diagnosed as having an infectious disease such as chicken pox, measles, mumps etc.

ISD has a closed campus policy. No student will be allowed to leave the campus during normal school hours unless written parental authorisation has been received.

ASSESSMENT

Assessment is an integral part of all learning and teaching. Assessment is considered to be principally diagnostic and is therefore used to inform planning, teaching and learning.

Student assessment comprises:

- Entry-to-school assessments in the core subjects of English and mathematics and non-verbal reasoning test for Elementary students
- Annual end-of-year assessments in the core subjects
- Summative assessments (at the end of a unit of work)
- Formative assessment (ongoing throughout a unit)
- Student self-assessment and reflection
- PYP Exhibition (at the end of Grade 5)
- Student portfolios
- ACER tests (Grades 3-5)

A major aim of assessment is to encourage students to reflect on their performance and investigate ways in which it can be improved. Where appropriate, student performance in assessment tasks is shared with parents during three-way and student-led conferences.

The ACER (Australian Council for Educational Research) standardised tests are utilised for students in Grades 3-5. Expatriate parents may find these useful when the families are transferring to another country.

ATTENDANCE POLICY

It is essential that student attendance is as close to 100% as possible in order that the prescribed programme of inquiry and related units can be covered.

Absence, for any reason, must be justified in the form of a letter from the student's parents.

In the case of extended absence due to illness, a doctor's note is required.

Attendance and Grading:

Poor attendance may result in reduced grades.

The parents of a student whose attendance record begins to cause concern will be required to attend an interview with the Head of Primary and the class teacher.

- Students failing to attend for the minimum 90% in one academic year may not be promoted to the next grade. (90% is a maximum of 18 days absent.)
- In the case of a student with extended, documented illness, this may be reduced at the discretion of the Head of Primary, provided a satisfactory academic level has been attained.
- Any student, who is not promoted, *may* be invited to repeat the year. No student may repeat a year more than once.

Late Arrival

ISD expects students to be punctual.

Students may come onto site after 7:30 am unaccompanied, if arriving earlier they will only be permitted on site if accompanied by a responsible adult.

Registration of student attendance begins at 7:50am. Students arriving after 8:00am will be recorded as late. The first lesson begins at 8:00am prompt.

One late arrival will be counted as one-fifth of a day's absence: i.e. five late arrivals will count as one full day's absence and will be recorded on the student's attendance record.

BEHAVIOUR

Appropriate behaviour:

- Appropriate and courteous behaviour will always be recognised and given positive encouragement.

- Positive reinforcement and praise will be given to students who are cooperative and considerate of others; who follow school and safety rules; who share; who solve their own problems if possible; who are courteous; who work cooperatively as well as independently; who use materials and equipment in an appropriate way; who are responsible and who follow directions from all members of staff.

Inappropriate behaviour

When students disobey school rules, they will always be given the opportunity to explain their actions and to reflect upon what they have done. The staff member involved will counsel the student on appropriate ways to deal with a problem. However, if a student chooses not to accept his/her responsibilities or infringes on the rights of others, the school's disciplinary procedure will be followed:

1. The teacher concerned will take initial corrective measures appropriate to the infraction. The infraction will be reported to the student's class teacher.
2. If the problem continues, a conference will be held with the student and a strategy planned by the class teacher and student to remedy the problem. The Head of Primary will be informed. If necessary, the results of the conference will be recorded.
3. In the case of a persistent problem, parents will be informed and a conference scheduled with the concerned parties and the Head of Primary to develop a home-school strategy for behavioural change. Targets will be set and review and evaluation dates will be agreed. The results of the conference will be recorded. A positive response on the part of the student will be recognised.

Severely inappropriate behaviour

The following are classed as being examples of severely inappropriate behaviour and will result in the offender being sent to the Head of Primary and the parents being notified:

- Disrespect; refusal to cooperate, talking back
- Verbal or physical abuse, harassment, bullying
- Offences against property; damaging school or others' property, taking things which belong to someone else
- Persistent dishonesty

If any type of severely inappropriate behaviour is not rectified within an appropriate time-frame:

- The student may be suspended from school
- A record of the student's behaviour and action taken will be kept in the student's file which will follow him/her through the school

Parent conferences will be scheduled to develop a home-school strategy for behavioural change.

Persistent offenders

A student, who exhibits behaviour that consistently deviates from the norm, may be suspended for a period of between one to five days. Suspensions are made by the Director on

recommendation of the Head of School. Parents will be informed in advance of a suspension and a conference called.

A suspended student may not return to school until a parent conference with the Head of Primary has been held. In this case, parents will be asked to agree and sign a behaviour contract with the Head of Primary. The student will be informed of the targets of the behaviour contract in a formal conference with the Head of Primary in the presence of his/her parents.

Unsuccessful repeated attempts to modify a student's behaviour will result in expulsion.

BUS SERVICE

The school offers a bus service for students in Grade 1 and above. Further details are available from the school office.

Students using this service are required to abide by the bus rules. Students violating these rules will be subject to temporary or permanent suspension from all school-related transport. In such case, the transportation fee will not be refunded.

Student buses will not run on Hartal days.

CAFETERIA

The school cafeteria service provides snacks, drinks and lunch. Parents may choose to use this service or to send a packed lunch and snack for their children.

Health Education is an important part of our curriculum. Please support our efforts by sending healthy and nutritious food for your child. Please do not send junk food, sweets, chocolates or candies.

The school lunch menu is published and sent home before the beginning of each month. It is written in conjunction with the Director, the school doctor and the Café Committee.

Students are expected to abide by the essential agreements of the cafeteria at all times.

CALENDAR

A calendar for the current academic year is available at the school reception.

The year is divided into three terms:

- Term 1 August 19 - December 13
- Term 2 January 6 - March 13
- Term 3 March 30 - June 19

Please make careful note of important dates and school and national holidays.

ISD observes most national holidays. When the dates of these are as yet unannounced, parents will be informed as soon as possible. In the case of Islamic movable holidays parents will be informed as soon as possible.

CONTACT DETAILS

The school office telephone numbers are:	8817101-7
Telefax number:	988 3622
Website:	www.isdbd.org
E-mail:	info@isdbd.org

CONTACTING THE TEACHER

If you wish to make an appointment to see a teacher, please call the Primary Office to arrange a mutually convenient time. However, please do not hesitate to contact us if there is a problem and we will do our best to deal with it immediately.

EMERGENCY PROCEDURES

In the case of major civil disturbance or any other emergency, do not send your child to school.

ISD has a 'telephone tree' system by which you will be informed if the school is closed. Please cooperate by calling the next parent in the 'chain'.

If you are not contacted and are unable to contact a reliable source of information, it is best to err on the side of caution and keep your child at home.

If an emergency situation occurs during school hours, students will be kept on site until collected by their parents.

A copy of your child's class telephone chain is available from the Education Office. Please be aware that parent telephone numbers are confidential information.

In case of emergency, teaching staff will initiate the Emergency Procedure in conjunction with school security personnel, who receive full training in emergency response. Regular emergency and evacuation practices are held in order to familiarise students with correct procedures.

In the case of medical emergencies, the school doctor will contact parents or the emergency contact. The school doctor will stay with the student until a parent arrives or emergency contact arrives. In the case of an emergency where parents or emergency contact cannot be reached, an injured or sick child may, at the doctor's recommendation be admitted to the Apollo Hospital for care. Such referrals are made on the basis that the school is acting "in place

of the parent". Costs resulting from treatment from such referral are the responsibility of the parents.

EXTRA CURRICULA ACTIVITIES (ECA)

Extra curricula activities (ECA) was formerly known as the after-school programme (ASP). In the Primary School, ECA are offered on Monday, Tuesday and Wednesday each week.

Students bring home ECA timetables in order to select activities. Parents will be notified of the days and times their child has an activity. When you receive this timetable, please note the dates when ECA do not take place.

If a child is not registered in an ECA he/she must be collected and leave the premises at 2:30pm.

FIELD TRIPS

Field trips to places of educational relevance are organised regularly as part of our programme. Parents will receive a letter in advance with an acknowledgement slip, which must be signed and returned to the class teacher.

Students will travel on a school bus and will always be accompanied by a minimum of two members of staff, one of whom will be a Bangla speaker.

HARTAL DAYS

The school operates as normal on Hartal days. All students are expected to attend and failure to do so will result in an absence marked for your child. Hartal absences will not be counted in the calculation of the days needed for promotion.

HEALTH

Parents are requested to inform the school of any health problems before their children are admitted and as soon as such problems occur during the course of the school year.

If children become ill during the school day, the school doctor, Dr.Shabnam, will attend to them. If a student is not well enough to carry on with classes, parents will be informed immediately and requested to collect the child.

In a medical emergency where the parent cannot be contacted, the person nominated by the parents as the 'Emergency Contact' will be called. The School will continue to try to contact parents and a member of staff will stay with the student until a parent arrives. In the case of an emergency where parents or emergency contact cannot be reached, an injured or sick child may, at the doctor's recommendation be admitted to the Apollo Hospital for care. Such referrals are made on the basis that the school is acting "in place of the parent". Costs resulting from treatment from such referral are the responsibility of the parents.

All students who sustain head injuries will be either referred to the Apollo Hospital for treatment or sent home with parents for observation.

PLEASE ENSURE THAT YOU INFORM THE SCHOOL IMMEDIATELY OF ANY CHANGE OF ADDRESS OR TELEPHONE NUMBER. YOUR EMERGENCY CONTACT NUMBERS SHOULD ALWAYS BE UP-TO-DATE.

Medication

ISD has a Medical Centre with a full-time doctor on call.

Students are not permitted to bring medication to school. In exceptional circumstances, and only upon receipt of a written request from the parent to the doctor, medicine may be administered. In such a case, the medicine will be stored in the Medical Centre and the student must go to the Medical Centre to take the medicine. The parent or guardian must personally give the medicine to the doctor before 8:00am.

If your child is asthmatic or has a known allergy, please make an appointment to see the school doctor as soon as possible.

HISTORY OF THE SCHOOL

International School Dhaka (ISD) was founded in August 1999. The school is designed for students from Playgroup to Grade 12 and opened for students aged 3 to 11 years on August 30 1999. Last year (2006-07) saw our very first Grade 12 students graduate with the ISD Diploma, with many qualifying for the full IB Diploma.

The Council of International Schools (CIS), the largest association of international schools with more than 900 member schools worldwide, manages the school.

ISD provides an international curriculum and has adopted the philosophy and curriculum framework of the programmes of the International Baccalaureate Organisation (IBO). The IBO has provided a rigorous curriculum and assessment for pre-university students around the world for thirty years in the form of the International Baccalaureate Diploma (IB Diploma).

The International Baccalaureate Primary (PYP) and Middle Years Programmes (MYP) have been developed specifically for young learners and aim to provide common learning experiences for students in international schools worldwide. The high standards set by these programmes provide an excellent preparation for the IB Diploma, a two-year programme which students follow in Grades 11 and 12. IB Diploma holders gain acceptance to a selective, but increasingly growing number of universities throughout the world. Guides to university recognition are available in the school office and the library.

ISD offers a fully integrated curriculum, which provides a stimulating opportunity for all our students. The programme of inquiry and grade-level benchmarks and objectives have been

developed utilising the best aspects of European, North American, New Zealand and Australian curricula as source material.

Our school therefore, aims to meet the needs of those international students who have come from, and may be returning to their home countries, as well as the needs of national students.

The programme of inquiry promotes an inquiry-based, hands-on approach, which forms the basis of all activities in the Primary School. The acquisition of the fundamental skills of literacy and numeracy are emphasised, however, our students are also encouraged to practise and apply these skills in a range of meaningful and realistic situations.

Please also take the time to read the PYP Parent Handbook, which outlines in detail the international programme that we offer in the Primary School.

HOMEWORK

Homework is an essential part of the overall programme at ISD.

Homework is collected and marked by the class teacher and feedback is given in the form of comments and questions.

In Grades 1-5, homework is given out as a weekly assignment. The tasks set relate to the current unit of inquiry and ongoing work in mathematics and language and require students to consolidate their learning.

Homework in Grades 1-5 at ISD aims to:

- Improve students learning through the consolidation of knowledge, concepts, skills, attitudes and action
- Develop independence and time-management skills
- Develop creativity through a range of tasks designed around student learning
- Allow students to work in a full range of multiple intelligences
- Allow teachers another opportunity to assess understanding of key concepts
- Encourage home and school partnership with the child at the centre of that partnership.

In the Early Years, students are required to work with family members on educational activities for 20-30 minutes a day. Each week, a letter is sent home that updates parents on what their children are doing in class; it also gives ideas of activities that you can do to support your child at home.

If you have any questions about the homework assigned, please use the diary to communicate with the class or specialist teacher. If you are concerned about the length of time your child spends completing assignments, it is essential that you let the teacher know.

In addition to the homework assignments, everyone is expected to read for relaxation and pleasure every day. This may mean that you read with your child; you listen to them read or that you read to them.

All children are motivated by parental interest in their reading; please show your interest by asking your child about the books he/she chooses.

Guidelines for homework duration:

Grade level	Duration of activities per week	Reading every night
Pre-KG	Up to 30 minutes	10 minutes
KG	Up to 30 minutes	10 - 15 minutes
	Duration of activities per day	
Grade 1	15 - 25 minutes	10- 20 minutes
Grade 2	20 - 30 minutes	15 - 30 minutes
Grade 3	20 - 40 minutes	20 - 30 minutes
Grade 4	20 - 45 minutes	20 - 30 minutes
Grade 5	20 - 45 minutes	20 - 30 minutes

Parental Involvement:

Homework is a joint activity between home and school. Involvement in your child's schoolwork can help you both to relate home and school interests and thus facilitate your child's growth and development.

We recommend that you:

- Make a commitment to listen to your child talk about his/her schoolwork and to give your child some time every night when he/she has your undivided attention.
- Provide a place, with proper supplies, and a regular planned time when your child can study without distraction from television, telephone or siblings.
- Encourage your child to ask questions about homework assignments at the time the assignments are given or before he/she leaves school to clearly understand what is required.
- Check with your child to see that every assignment is complete and is his/her best effort. Ask your child's opinion of the completed task. Decide together whether it is a good piece of work and why.
- Check your child's progress frequently on long-term assignments. Discuss time-management issues and why it is best not to leave these to the last minute.
- Help your child to develop a system or set aside a place for completed homework so that he/she remembers to bring it to school each day.
- Encourage your child to take responsibility for homework assignments but clearly indicate that you are there to provide support when needed.

HOMEWORK DIARIES

All students have a homework diary to facilitate home-school communication. If you wish to send a message to any of your child's teachers, please use the homework diary, which is checked daily.

INFORMATION LITERACY

ISD has a full Information Literacy programme. Primary students learn basic computing skills including word processing with a specialist teacher.

The use of computers is integrated into the curriculum and students have access to computers in the classroom to support their learning of other subjects, as well as access to IT equipment in the Elementary lab and library.

All users are required to abide by the ISD Information Technology Policy.

INTERNATIONAL RECOGNITION AND MEMBERSHIP

In striving for excellence, International School Dhaka has obtained recognition as an educational institution by the Bangladesh Ministry of Education.

IBO Authorisation

International School Dhaka is authorised by International Baccalaureate Organization (IBO) to teach the Primary Years Programme (PYP), the Middle Years Programme (MYP) and the Diploma Programme (DP). This authorisation process was completed in 2005 and is updated every three years.

Accreditation

International School Dhaka is accredited by the Council of International Schools (CIS) and the New England Association of School and Colleges (NEASC). This accreditation process was completed in 2005 and is updated every five years. ISD is one of the only internationally accredited schools in Bangladesh.

Concerned parents naturally seek a quality education for their children and an accredited school provides parents with a number of assurances.

Parents know that the school:

- Has been evaluated by a team of experienced professionals
- Meets rigorous academic and professional standards
- Is subject to regular visits and monitoring by an external agency
- Is regularly provided with recommendations that guide evaluation of the programme development

In addition, accreditation provides the assurance that other schools and colleges worldwide will readily accept transcripts and grades from ISD. This is an important concern for international parents.

The ISD Diploma

ISD graduates will receive an ISD Diploma if they satisfy the course and credit requirements for studies on Grades 9 through 12. The ISD Diploma is similar to the high school diplomas offered by high schools throughout North America and because of ISD's accreditation with NEASC and CIS, the ISD Diploma is sufficient credential for entry to colleges and universities in North America. ISD has also received recognition from the Indian Ministry of Education for the ISD Diploma for study in engineering, medical and other courses of study in Indian universities.

Students in Grades 11 and 12 follow standard and higher level courses that conform to the requirements of the IBO's Diploma Programme. Students that complete a set of six subjects in a prescribed set of subject areas and who satisfy CAS (Community, Action and Service), TOK (Theory of Knowledge) and extended essay requirements may achieve the full IB Diploma in addition to the ISD Diploma. The IB Diploma is one of the most prestigious secondary qualifications in the world and is highly sought after by selective universities and colleges. Passes in courses at IB Higher Level qualify students for Advanced Placement (AP) in US colleges and universities.

JEWELLRY

Simple jewellery may be worn, for example: small stud earrings or a watch, however, will need to be removed during PE lessons for safety reasons. Please ensure that your child does not wear valuable jewellery to school.

ISD accepts no responsibility, under any circumstances, for loss or damage to the personal property and belongings of students.

LIBRARY

ISD has an extensive library comprising a 20,000+ collection of fiction, non-fiction and reference books, newspapers and periodicals, book and audiocassette packs, videos and DVDs. The collection is multi-cultural and reflects the international character of our student body and units of inquiry. ISD subscribes to an online database, EBSCO, for student research and Noodletools for correct referencing procedures. All students have access to both of these IT tools.

Any member of the ISD community with an ID/library card has borrowing privileges for the books. Anyone borrowing a book is required to comply with the ISD library policy and regulations and is responsible for the replacement cost of lost and damaged library materials.

LOST PROPERTY

Personal items found by staff members will be put into LOST PROPERTY until reclaimed.

Items unclaimed for 14 days are laundered and given to care organisations.

MUSIC

Students attend music lessons with specialist music teachers.

Peripatetic musical instrument instruction is available as an activity in the After-School Programme (ASP) at an extra charge. Piano lessons are also available through Ms Victoria Karim. Please contact her for further information: victoria.karim@isdbd.org

ORGANISATION AND CURRICULUM

The Primary School comprises:

- Early Years Playgroup, Nursery, Pre-Kindergarten, Kindergarten
- Elementary Grades 1-5

Early Years

The first years in school are very special for all children and their parents. With a child-centred approach we seek to develop self-awareness and encourage students to become confident and independent. We foster the social skills of cooperation and interaction.

Students taught are: mathematics, English/language arts, science and technology, personal and social education, social studies, art, information literacy, music, PE and Bangla from Nursery upward. However, they are not taught as separate subjects, but through transdisciplinary units of inquiry.

Elementary

In Grades 1-3 we aim to continue and develop the processes initiated in the Early Years. Numeracy and literacy skills continue to be emphasised and the units of inquiry are wider. Students are encouraged to develop a deeper understanding of important concepts and acquire and practise a range of essential skills.

In Grades 4 and 5 in addition to broadening their knowledge base, students are encouraged to conduct research that has local and global significance and to take greater responsibility for their own learning.

Students are taught: mathematics, English/language arts, science and technology, social studies, personal and social education, information literacy, art, music, PE, French and Bangla.

PARENT PARTICIPATION

ISD happily embraces parents that become fully involved in the many support activities that exist. If you are interested in helping, please speak to your child's class teacher. ISD has a Parent Teacher Association (PTA), which welcomes your participation. The PTA operates a system of class representatives where a volunteer from among the parents of your child's class will be responsible for calling you with important announcements and will facilitate communication between the parents, the class teacher and the administration.

PHYSICAL EDUCATION (PE)

PE kits are available from the school shop. Clothes **MUST** be clearly marked with your child's name and kept in a suitable PE bag. Students must use sports shoes for both indoor and outdoor PE.

All children bring their PE kit to change into for PE classes. All students are required to change into their PE kits for reasons of hygiene.

In the Early Years, PE bags should come to school on Sunday morning and remain in school for the whole week. There should be two full sets of PE clothes in your child's bag.

For swimming lessons students will require swimming clothes, a towel and a hat.

PE lessons - All students are required to attend PE lessons. If your child is in school it is expected that he/she take part in all lessons including sport and swimming. In general, if a child is not well enough to attend a PE class, then the child should not be in school. In exceptional cases, a doctor's note as well as permission from the Head of Primary is needed for exemption.

PRIMARY YEARS PROGRAMME (PYP) LEARNER PROFILE

Throughout their Primary years students are taught and encouraged to develop the following attributes, which form the basis of our curriculum. In Kindergarten to Grade 5, students are also required to assess themselves against the attributes of the learner profile:

<i>Inquirers</i>	Their natural curiosity has been nurtured. They have acquired the skills necessary to conduct purposeful, constructive research. They actively enjoy learning and this love of learning will be sustained throughout their lives.
<i>Thinkers</i>	They exercise initiative in applying thinking skills critically and creatively to make sound decisions and to solve complex problems.
<i>Communicators</i>	They receive and express ideas and information confidently in more than one language, including the language of mathematical symbols.
<i>Risk-takers</i>	They approach unfamiliar situations without anxiety and have the confidence and independence of spirit to explore new roles, ideas and strategies. They are courageous and articulate in defending those things in which they believe.
<i>Knowledgeable</i>	They have spent time in our schools exploring themes, which have global relevance and importance. In so doing, they have acquired a critical mass of significant knowledge.
<i>Principled</i>	They have a sound grasp of the principles of moral reasoning. They have integrity, honesty and a sense of fairness and justice.
<i>Caring</i>	They show sensitivity towards the needs and feelings of others. They have a sense of personal commitment to action and service.

<i>Open-minded</i>	They respect the view, values and traditions of other individuals and cultures and are accustomed to seeking and considering a range of points of view.
<i>Well-balanced</i>	They understand the importance of physical and mental balance and personal well-being.
<i>Reflective</i>	They give thoughtful consideration to their own learning and analyze their personal strengths and weaknesses in a constructive manner.

REPORTING TO PARENTS

Reporting is a means of giving feedback from assessment. It describes the progress of children's learning, identifies areas for growth and contributes to the consolidation of the entire school community.

In the Primary School we believe, that effective reporting involves children, teachers and parents. All three parties are valued contributors to the reporting process and share in the responsibility for learning and accounting for progress.

We have two major forms of reporting to parents in the Primary School; conferences and the written report.

Teacher-student conferences

These are usually informal and designed to give children feedback so they reflect on their work and further refine and develop their skills. This type of conference takes place regularly within the classroom setting.

Teacher-parent(s) conferences

These are usually formal and designed to give the parent(s) information about the child's progress and needs, and about the school programme. A teacher-parent conference can take place at the request of either the teacher or the parent.

Three-way conferences

These are formal and designed to give the parent(s) information about the child's progress and needs. The child is present as an active participant. Three-way conferences take place once a year after the October Break.

Student-led conferences

These conferences are formal ones where children are involved in discussing their work and their progress with their parents. The children will, with the support and guidance of the teacher, select the work (based on predetermined criteria) to be discussed. Student-led conferences are held once a year after the Spring Break

The written report

The written report reflects a child's achievements and effort against the philosophies, principles and practices of the PYP. Written reports are issued twice a year; once before the Winter Break and again at the end of the final term. There is an interim report that gives parents feedback on the third and fourth units of inquiry (taught in Kindergarten to Grade 5) that is issued in late March.

RIGHTS AND RESPONSIBILITIES

Students are encouraged to recognise that rights bring with them responsibilities.

It is our aim to nurture well-balanced, mature individuals who are able to take responsibility for their own actions and who will grow to be valued members of the international community.

Students' rights are therefore balanced against responsibilities as follows:

- Students have the *right* to learn and to be free to express their opinions, feelings and ideas. They also have the *responsibility* to work hard, to do their best, to complete assignments and to respect others' opinions, feelings and ideas.
- Students have the *right* to be happy and to be treated with understanding and respect. They also have the *responsibility* to respect others, to treat them with understanding and not to hurt their feelings.
- Students have the *right* to hear and be heard and the *right* to quiet times for learning and studying. They also have the *responsibility* to listen to others, to wait their turn to speak and to be respectful of others' quiet times.
- Students have the *right* to be safe and secure in school. They also have the *responsibility* to respect others' right to safety, to treat others with the same kindness they would expect for themselves and to obey school rules.
- Students have the *right* to bring their belongings and materials to school and the *right* to utilise school materials. They also have the *responsibility* to look after their own possessions, to respect other people's property and to use and share school materials in an appropriate manner.
- Students have the *right* to wear the ISD school uniform. They also have the *responsibility* to look neat and tidy and to take care of their clothing.

We expect students to behave, both in and out of school in a courteous manner that will bring respect and honour to the school, their families and their home countries.

Please take time to read through and discuss the preceding section with your child.

SECURITY

ISD has 24-hour security. Visitors are requested to check-in at the gate and collect a visitor's badge. Parents are entitled to ISD security badges and are expected to visibly wear the badge when on site. Badges may be issued to grandparents or authorised drivers or ayahs who have responsibility to collect children from school. ISD reserves the right to refuse admission to non-badge holders! You may obtain badges from the Education Office in the reception area. Your cooperation is crucial on this issue as ISD operates a closed campus policy for the safety of all concerned.

Parents are requested to complete the Student Escort Authority on admission to the school to indicate the method of transport used by students. The form must be completed with photographs attached.

Teaching staff will not allow any student to leave the premises with an unauthorised person. Please note that drivers are requested to wait by the gate when delivering or collecting students. Cars are not allowed on campus.

Written permission is required from parents for any change to the usual routine, for example if your child is visiting a friend after school. Please use the homework diary to communicate this information to the class teacher.

The above arrangements will enable us to ensure the safety of your child at all times and we appreciate your cooperation.

SCHOOL ADMINISTRATION

Director: Mr. Stephen Murray

Head of Primary: Ms. Paula Baxter

Assistant Head of Primary
& PYP Coordinator: Ms. Kate Grant

Business Manager: Mr. S. M. Babar

Administration Manager: Mr. M. Rahman

On normal school days the school office is open to parents from 8:00am to 4:30pm, Sunday to Thursday.

SCHOOL DAY

All classes, Playgroup to Grade 5, are Sunday to Thursday.

Playgroup and Nursery classes are in two sessions:
8:00am - 11:00am or 12:00pm to 3:00pm

Pre-Kindergarten to Grade 5 classes are from 7.50am - 2.30pm.

In Pre-K to Grade 5 there is a 30-minute morning break at 10:15-10:45am and a 45-minute break at 12:15-1:00pm for lunch.

Arrival:

No student should arrive in school before 7.30am, unless a prior arrangement has been made with the Head of Primary.

Dismissal:

Unless participating in Extra Curricula Activities (ECA), students are required to leave the campus at 2.30pm.

Those students who have a sibling in Secondary School may remain until 3:15pm but they must remain in the designated 'sibling room' where they are supervised.

SCHOOL FEES

School fees are billed twice a year in June and December, in advance of the term. Fees must be settled within 30 days of the invoice or a penalty charge will apply. Details regarding school fees are available from the school office. All queries regarding fee payment should be made directly to the Business Office located in the school administration building.

SMOKING

The ISD Campus is a designated non smoking site. Smoking is not permitted anywhere in the buildings, the grounds or on school vehicles.

STAFF

The teaching staff reflects the international character of the school. In addition to the Director there are over 60 qualified **teachers** and **counsellors** who represent many different nationalities. The school seeks to recruit IB experienced members of staff who exhibit a commitment to excellence and quality in their approach to education.

Early Years and Elementary classes are arranged in grade levels, with a class (or homeroom) teacher who is responsible for all aspects of pastoral care and who you should contact if you have a question, need further information or have anything to discuss.

In Playgroup to Grade 3 there is a **teaching assistant (TA)** in every classroom and in Grades 4 and 5, one per grade level. The role of the teaching assistant is to support the work of the class or subject teacher in all aspects of the programme. ISD has a group of qualified, experienced and

committed teaching assistants who represent several different nationalities and are bilingual in Bengali and English (and sometimes speak another additional language).

In the Early Years there is one **child care assistant** in each classroom (one per grade level in Kindergarten). The role of the child care assistant is to support and care for the students in all aspects of their learning environment. The child care assistants are experienced and receive ongoing training. They are attending English language lessons with a teacher at ISD.

TEXTBOOKS AND MATERIALS

ISD provides students with the majority of teaching materials and any text or reading books used are issued on loan. Students are requested to take good care of school materials at all times.

If texts or other books or educational materials are lost or damaged through neglect students will be asked to meet the cost of replacement. Progress reports and transfer certificates will not be issued if all materials have not been returned or invoices settled.

Parents of students in the Elementary section are requested to supply their children with a small pencil case containing:

- 3 pencils
- Eraser
- Ruler
- Pair of scissors
- Roll of sellotape

Most of these items will need to be replenished regularly

TIMETABLES

Students bring home a copy of their timetable to enable parents to see which subjects are being covered each day. Homeroom time is used to cover all core subject areas (English, mathematics, science and technology, social studies) plus information literacy, and art, either as part of the unit of inquiry or as stand alone subjects. Students also attend specialist classes in PE, music and Bangla language. French is taught from Grade 1.

TOYS

Toys should not be brought into school unless the teacher has specifically requested them for a unit or language activity.

TRANSFERRING TO ANOTHER SCHOOL

Parents of students transferring to other schools should inform the class teacher and Head of Primary as soon as possible.

Students will be provided with full transcripts and the receiving school with full records from ISD.

Tuition fees must be paid and educational equipment and material belonging to ISD must be returned before transfer certificates can be issued.

UNIT FLYERS

A unit flyer is sent home to all the students in a grade level when they are starting a new unit of inquiry. In Nursery and Pre-K this is four times a year and in Kindergarten to Grade 5 six times a year. The flyer gives information about what will be covered in the unit of inquiry and also all of the other subjects during that period. Please read this information carefully, it tells you a lot about what your child will be doing both with the homeroom and specialist teachers.

UNIFORM

ISD has a uniform, which all students are required to wear. Details are available from the school office.

Please note that black shoes (not trainers/sneakers) should be worn with the school uniform. Trainers should only be worn with the PE kit.

Clothes and personal items brought to school **MUST** be marked clearly with the student's name. No item of value should be brought to school. ISD does not assume responsibility for lost or stolen items.

VACATIONS

Parents are requested to seriously consider the negative impact of making plans that will require any unnecessary absence from school.

In the case of an absence for vacation, it is the parents' responsibility to ensure that the student completes the missed academic work. Due to the nature of the programme much of the "hands on" work cannot be sent home and therefore cannot be recouped if your child is absent.

VEHICLES

Vehicles are not permitted on the school campus. There is parking available for parents directly outside the school gates.

Please ensure that your driver is fully aware of the driving regulations within the Bashundhara Residential Area. There have been several incidents of drivers dangerously exceeding the speed limit and overtaking when ISD students and other children are in the road.

Traffic in the Bashundhara R/A is getting heavier, if you are able to car pool this will ease the traffic situation and help the environment. If you are car pooling - please DO NOT have your driver follow behind the car with your child inside.