



## **IIL ENGLISH PRIMARY AND BILINGUAL SECTIONS/**

### **2018/2019 INFORMATION TO PARENTS**

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## Welcome Back to IIL for 2018/19 School Year

Dear Parents,

I trust you are having a wonderful summer with your families. Here at IIL, we are delighted to welcome our new General Director Madame Monique Roiné. Together, we are busy preparing our school for this next academic year.

As we commence autumn term 2018, I am excited to lead our team, with the support of Mrs Grove, and build on last year's success.

My vision is for our children to feel secure and happy in their learning. I am confident that we have created the correct formula to achieve this: an unwavering commitment from teachers alongside a creative and holistic curriculum. Our approach will ensure our students continue to flourish here at IIL SAP and IIL Start\*.

It has become an established practice for SAP and SFP *to work and succeed together*. Once again, M. Nové-Josserand and I, with the support and commitment of our talented teachers, have prepared innovative cohesion initiatives which I look forward to sharing with you during our annual informal parents' meeting on Tuesday 4th September. Our project supports our vision of harmonising the sections of IIL and fully-utilising this advantageous, dual-language context we find ourselves in.

Please note that the first day of the new term is Tuesday 28th August; for more information please see the attachment to this letter: **IIL English Primary and Bilingual Sections' First Day Back 2018**.

Finally, I would like to invite you to join me on Tuesday 4th September at 5:30pm when I will be hosting our annual informal parents' meeting. In the meantime, I remain at your disposal if you have any questions.

Warmest regards,

Miss Victoria Power  
Head of IIL English Primary Section  
[vpower@iil.ch](mailto:vpower@iil.ch)

- Please visit The English Primary Section's pages on the IIL website where you will find our Information to Parents 2018/19 Handbook and our policies, available to download.

[IIL START](#) (path: [IIL.ch](#) > teaching > START(EYFS & Bilingual))

[KS1 and KS2 page](#) (path: [IIL.ch](#) > teaching > primary)

\* IIL SAP (Section Anglaise Primaire)  
IIL START (B1, Nursery, 14e, B2, Reception, 13e)

## 1. Provision at IIL English Primary and Bilingual Sections/

IIL SAP (Section Anglaise Primaire)

IIL START (B1, Nursery, 14e, B2, Reception, 13e)

At IIL English Primary Section we closely follow the UK's National Curriculum, offering a creative and comprehensive curriculum, complemented by the use of technology.

IIL Bilingual (B1 and B2) follows the UK and French National Curriculums. We teach a bespoke curriculum which considers the strengths of both national curriculums and is tailored to meet each individual child's needs.

### IIL English Primary (SAP)

#### 1.1 Core Subjects

All core subjects i.e. English, Maths, Science and IT are taught by class teachers. We continually monitor these curriculum areas to ensure all teaching is of the highest standard.

IIL is proud to announce that we have been accredited with The Apple Distinguished School badge. We incorporate IT across our curriculum, enabling our students to confidently use IT tools to complement their learning, where appropriate. We also offer our Year 6 students the opportunity to work with SAP's IT Leader Mrs DeLucia who trains the students to become **digital leaders**, developing a repertoire of skills additional to their IT skills i.e. organising and leading IT clubs, troubleshooting etc.

To support your child at home with their online homework activities please visit the [Activelearn](http://www.activelearnprimary.co.uk) website using your child's account details, which will be provided to you by your child's class teacher. You will have access to your child's online maths homework and e-books which are allocated according to each child's stage of reading development.

[www.activelearnprimary.co.uk](http://www.activelearnprimary.co.uk)

#### 1.2 Specialist subjects

Art, Music, PE, and French are taught by specialist teachers, through French, to ensure children learn skills specific to these subject areas. French instruction also gives the children the opportunity to use, apply and explore their learnt language skills.

#### 1.3 French

Children begin French lessons from Nursery class. French groups are smaller than class sizes to enable teachers to meet the diverse needs of the language learners— beginner to advanced (francophone) level.

#### 1.4 Cohesion

To further enrich our students' language abilities, we coordinate cohesion projects with our colleagues from IIL French Primary Section and 2017/18 saw the launch of this initiative. This year M. Nové-Josserand and I are building on last year's success and further developing our cohesion across both primaries to achieve bilingualism and further secure cultural appreciation across IIL.

## **IIL START (EYFS and Bilingual)**

### **1.5 Vision**

At IIL Bilingual, children begin a fast-track course to bilingualism through child-centred learning in B1. We are pleased to offer a class led by two fully-qualified and experienced teachers in B1 and B2, equipped to cater for all our children's needs.

### **1.6 Programme**

We closely adhere to the principles of both UK and French National Curriculums and have therefore created a comprehensive and bespoke IIL Bilingual Programme under 6 areas of development:

- Personal, social and emotional
- Communication, language and literacy
- Discovery of the world
- Mathematics
- Physical and motor skill
- Expressive arts and design

All areas of our bespoke programme are thoughtfully considered and effectively catered for throughout our bilingual classes. Children explore Phonics and Early Maths through productive play and exploration. During our daily learning stations, we have as many as four adults working with each class to ensure our youngest children are accessing pivotal aspects of both National Curriculums to develop a fundamental and bilingual skill-set.

This enables each child to develop crucial skills of learning and development. Furthermore, having access to a large and well-resourced outside area, enables our children to explore and investigate the world around them in French and in English.

As they progress through B2 we place a greater emphasis on phonological development, as well as other areas of the primary curriculums, which makes the transition from START to Primary seamless.

## **2. 2018/19 Initiatives and Developments /**

- **Well-being**
- **SAP and SFP Cohesion**
- **IIL START**
- **Assemblies-Parental involvement**

### **2.1 2018/ 2019 Well-Being Initiatives**

*"our teachers place children's well-being at the core of everything they do"-mot du responsable*

- Weekly assemblies: children are presented with certificates to celebrate their achievements. Children are also encouraged to share a **thought-of-the-day** with their key-stage, each week in assembly.
- Children from across SAP and IIL START are encouraged to lead our weekly assembly with our school thought.
- We will continue to have teams with Year 6 captains and vice captains responsible for the running of these teams across the whole section.
- The team captains and vice captains will also continue to run our school council with representatives from across the English Primary meeting to share ideas (pupil voice).
- We encourage the children to share their proposals for charity fundraising in our section.
- We will continue to support children's initiatives i.e. green monitor initiative and the buddy-bench initiative.
- Miss Power will meet with children from across the section three times each week to discuss the children's work (half-termly projects, work completed in class etc).

## 2.2 SAP and SFP Cohesion

Building on last year's success, each parallel year group across both IIL primaries will work together on an innovative cohesion project over the course of this academic year. The aim of this initiative is simple: to develop our students language proficiency in a social and organic way. Additionally, our projects support our vision of harmonising the sections of IIL and fully-utilising this advantageous, dual-language context we find ourselves in.

## 2.3 IIL START

**\*Please note that the website link will be shared and become active from 4th September 2018**

## 2.4 Assemblies

We want to share the talents of our children with our parents. This year therefore, for the first time, we will invite parents to attend our assemblies as our audience whenever it is feasible for us to do so. We are trialing this with Year 2 classes.

## 3. Communication and Evaluation

### 3.1 We endeavour to communicate to parents effectively using our website [iil.ch](http://iil.ch)

*2018/19 Information To Parents (path: [iil.ch](http://iil.ch)>english>teaching>primary>downloads)*

*IIL START (path: [iil.ch](http://iil.ch) > teaching > START(EYFS & Bilingual)*

*KS1 and KS2 page (path: [iil.ch](http://iil.ch) >english> teaching > primary)*

### 3.2 Please note the important documents you can find at [iil.ch](http://iil.ch):

*(path: [iil.ch](http://iil.ch)>english>teaching>primary>downloads)*

1. [2018/19 Information To Parents](#)

2. [Welcome Pack-Year X](#)

3. [Homework Handbook: Year X](#)

*\* These booklets will be explained during the informal parents evening at which point the links will become live.*

3. [Outline of Work-Autumn 1 2018](#)

These documents will be updated each half-term.

#### 4. [Parent Guide to Reports](#)

These guidelines are available to support parents with our reporting format.

#### 5. [E Safety](#)

Digital Citizenship and E-Safety document

6. SAP Calendar 2018/19 via ENT: [www.ent.iil.ch](http://www.ent.iil.ch)

### 3.3 Homework

We continually make efforts to improve our communication with parents with regards to the work being covered at school. Please see below the questions (followed by answers with pictorial examples and links) regularly asked by parents with regards to homework:

1. What should my child be bringing home? What should I see in their book bag?
2. What is the homework for this week? How do I know the work we are covering is for this week?
3. How can I help my child with maths when I don't know the methods used in class?
4. What is my child covering at school this term?

1: Each year group has put together a homework guide, with pictures, for you to refer to so you'll know exactly what to expect. Please follow the link below:

2: We use the same formula across the section with the date so that you'll never practise last week's spellings again...although revision is always useful!

Example:

Year 1 Homework

Spring 2

W/C 12/09/17

**Spelling:** Unit 20

**Spelling Activity Sheet** - Week 20

**Bugclub** : login to begin reading!

**Literacy:** Adjectives

**Abacus** : Excellent Estimating

**Abacus Worksheet** : Excellent Estimating

**French:** assigned by French teacher on Friday

**Half Term Project:** Design a Bug Hotel

Due: Monday, 23rd October 2017

**For more information, please visit Year 1, Spring 2's Outline of Work**

**Path:** [iil.ch](http://iil.ch) > English Teaching > Primary > documents

Please remember to sign the sheets the children bring back to school.

3: Here are the strategies we use for the four main operations in maths. Please do check this grid if you are helping your child at home with calculations by downloading [Support For Maths](#) on our website. You'll see the method changes for an operation as a child progresses through the school. This is because we are teaching the children an understanding of the concepts being taught.

	Reception	Year 1	Year 2	Year 3 and 4	Year 5 and 6
+		<p>2 5 + 1 4 = (2 0 + 1 0) + (3 + 4)</p> <p>= 3 0 + 7</p> <p>= 3 7</p> <p>1. Mental methods using partitioning</p> <p>2. Using a blank number line. This method will be the same using a number line with all numbers displayed.</p> <p>3. Vertical layout using ones/tens first.</p> <p>4. Compact written method</p>	<p>2 5 + 1 4 = 3 9</p> <p>"tens add four"</p> <p>"ones add nine"</p> <p>5. Compact written method</p>	<p>1. Using partitioning</p> <p>2. Using a blank number line</p> <p>3. Vertical layout</p> <p>4. Compact written method</p>	<p>1. Using partitioning</p> <p>2. Using a blank number line</p> <p>3. Vertical layout</p> <p>4. Compact written method</p>
-		<p>3 7 - 1 2 = 2 5</p> <p>1. Subtraction as 'taking away' using a number line</p> <p>2. Compact written method</p> <p>3. As with Year 1 and to progress to using...</p>	<p>3 7 - 1 2 = 2 5</p> <p>1. Subtraction as 'taking away' using a number line</p> <p>2. Compact written method</p> <p>3. As with Year 1 and to progress to using...</p>	<p>1. Using partitioning</p> <p>2. Using a blank number line</p> <p>3. Vertical layout</p> <p>4. Compact written method</p>	<p>1. Using partitioning</p> <p>2. Using a blank number line</p> <p>3. Vertical layout</p> <p>4. Compact written method</p>
x		<p>5 3 + 3 + 3 + 3 + 3 = 4 x 3</p> <p>1. As repeated addition.</p> <p>2. Compact written method</p> <p>3. As with Year 1 and to progress to using...</p>	<p>2 1 x 3 = 6 3</p> <p>1. As repeated addition.</p> <p>2. Compact written method</p> <p>3. As with Year 1 and to progress to using...</p>	<p>1. Multiplication as repeated addition</p> <p>2. Compact written method</p> <p>3. As with Year 1 and to progress to using...</p>	<p>1. Multiplication as repeated addition</p> <p>2. Compact written method</p> <p>3. As with Year 1 and to progress to using...</p>
÷		<p>8 ÷ 2 = 4</p> <p>1. Division as 'sharing'.</p> <p>2. Division as 'groups'.</p>	<p>8 ÷ 2 = 4</p> <p>1. Division as 'sharing'.</p> <p>2. Division as 'groups'.</p>	<p>1. Division as repeated subtraction with a remainder</p> <p>2. Division as repeated subtraction</p>	<p>1. Division as repeated subtraction with a remainder</p> <p>2. Division as repeated subtraction</p>

a link to **Support for Maths** : [Support For Maths](#)

(path: [ILL.ch](#)>english>teaching>primary>downloads)

4: Each half term each Year group will prepare a curriculum letter or **outline-of-work** detailing the topics covered and the skills taught across the curriculum. Miss Power will inform parents via email when new outlines are available to download from our website. Please follow the link which will take you to the English Primary Pages of our Website.

[Year X: Outline of Work-Autumn 1 2017](#)

(path: [ILL.ch](#)>english>teaching>primary>downloads)



## INSTITUT INTERNATIONAL DE LANCY

Collège Marie-Thérèse fondé en 1903

### Summer Term – Year 1 : Outline of Our Work

#### Numeracy

*We will be developing these skills and concepts:*

- To be able to count on and back in ones to 100.
- To understand place value in 2-digit numbers by creating 2-digit numbers, placing them on a number line and solving place value additions and subtractions.
- To begin to know number properties, including odd and even.
- To be able to count in 2s, 5s and 10s to 100.
- To begin to tell the time to the nearest hour, half and quarter hour using analogue and digital clocks.
- Recognise and use language relating to date, including days, weeks, months and years.
- Continue our work looking at 2-D and 3-D shapes. Naming them and finding objects around them of the same shape.

#### How you can help

Look for 3-D shapes around you in different objects and point them out. Look for curved faces & flat faces on objects.

Look for symmetry in the environment around you (often easy to find in patterns and in nature).

Give directions/instructions using position language (above, below, behind, in front, left, right). Use the terms 'midday' & 'midnight' when possible. Make a seasons chart. Ask your child to teach you the 'months of the year' song.

Number games: remember and call out all pairs of numbers that total 10. Practise quick mental subtraction and addition with numbers up to 20. Try subtracting 10 from 'teen' & 2-digit numbers. Try adding 10 to different numbers.

#### Language and Literacy

*We will be developing these skills and concepts:*

##### Grammar

- Writing more complex sentences and begin to join words and clauses using 'and' and 'because'.

## 3.4 Parent Teacher Conferences



- Parents will have the opportunity to meet their child's class teacher and learn more about the English Primary Section during the informal Parents' evening, scheduled annually for the beginning of September.
- Parent Teacher Conferences take place in the autumn and spring terms; please visit ENT to access Assessment and Evaluation dates on the ENT calendar.
- Parents have access to a [Year X Welcome Pack 2017](#) and a [Year X Homework Handbook 2017](#) (available to download from 4th September 2018)  
(path: [iil.ch](#)>english>teaching>primary>downloads)
- Parents will also be provided with the class teacher's email address to facilitate communication; teachers endeavour to respond to emails promptly.
- Parents can contact their child's class teacher and request to arrange an additional appointment, at both parties' convenience, if necessary. These appointments must take place at IIL reception.
- Parents on campus are requested to respect our safeguarding policy of refraining from mobile phone usage in the English Primary Section.

### 3.5 Reports

- School reports are released in late-March and late-July, which detail each child's progress in all areas of the curriculum. Miss Power will write to parents to announce access to the ENT e-version also, once available.
- Please follow the link which explains our reporting system : [Parent Guide to Reports](#)  
(path: [iil.ch](#)>english>teaching>primary>downloads)
- Special arrangements are not normally made for children who leave outside of these times.

### 3.6 Assessment

- Teachers continuously monitor children's progress through formative assessments.
- Additionally, children from Year 2 to Year 6 will complete a summative test in January and again in May.
- Our summative assessment results are reflected in each child's report at the end of each academic year. Reports will indicate whether a child is working towards expected standard (WT), working at expected standard (AE) or working at greater depth (GD) in the core subjects.
- Children complete DELF Prim examinations in Year 4 (A1) and Year 6 (A2) and the results of these tests will also be communicated to parents.

### 3.7 Absences, Health and Medication

- Please inform your child's **class teacher** and **vie scolaire** by 10am on the first day of a child's absence ([viescolaire@iil.ch](mailto:viescolaire@iil.ch)).
- When a child returns to school after an absence, they must bring a formal letter of explanation for their teacher.
- If your child has suffered from, or has been in contact with, a contagious illness, please let us know as soon as possible.
- Children who have contracted a contagious illness should not return to school until after the medically prescribed recuperation period.
- Children who have been prescribed antibiotic medicine should not return to school until a minimum of 48 hours after diagnosis.
- Absences for dental or medical appointments should be notified in advance to the class teacher.
- Absences for reasons other than illness should be discussed first with Miss Power.
- If your child is fit enough to attend school, but must continue with any medication, our school nurse will administer the medication; therefore please send it clearly labelled with a signed letter of permission stating the exact times and dosage to be given to our school nurse : 022 884 90 33 / [infirmerie@iil.ch](mailto:infirmerie@iil.ch)

- As all schools have problems with head lice, please do check your child's hair regularly. If an outbreak occurs we will inform you and expect parents to take the necessary steps to treat the problem.
- **We strongly discourage the removal of children from school during term time as this significantly impacts on children's development.**

### 3.8 Teacher Absence

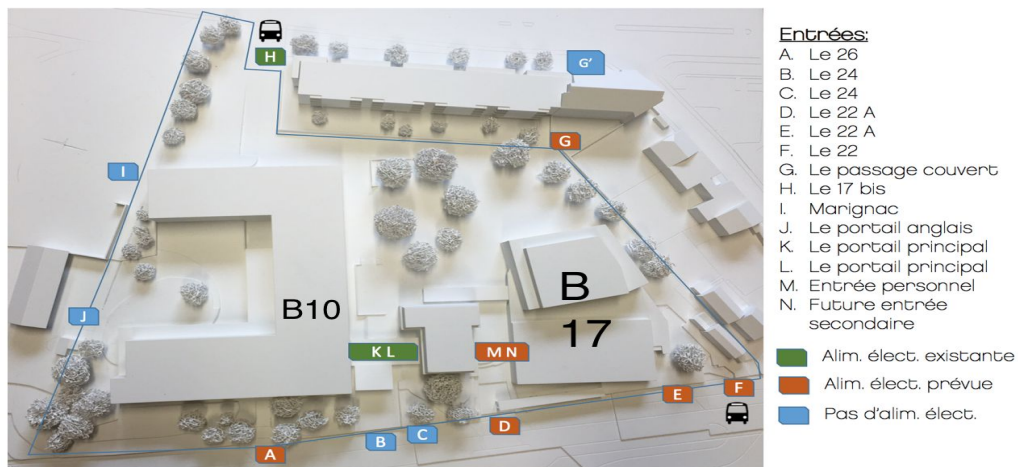
- If a teacher is absent for a period longer than 4 days, we will endeavour to replace the class teacher with a fully-qualified supply teacher. In this instance, Mrs Grove will inform parents of the class teacher's absence.
- In the unlikely event of a supply teacher not being available, an assistant will cover the class and be supported by Mrs Grove and the parallel teacher.

## 4. The School Day/

### 4.1 Access and Supervision

Nursery, B1, Reception and B2 children should be taken directly to their classrooms between 7.45am and 8.45am. The children will be supervised by teaching assistants until teachers arrive at 8am. To access our IIL START classrooms, please come through the main entrance (K L) and enter the IIL START corridor, directly on the left.

## Structural and Curricular developments



Y1-Y6 should enter the school from the side gate entrance: **Le portail anglais (J)**. This is behind the Ferme Marignac building, in the Parc Marignac. There will be supervision at this gate from 7:45am. Children must wait in the lower playground where there will be adult supervision from 7.45am. Year 1 can wait in salle poly 2 until their teacher takes them to their classroom. There will be teacher supervision in this area from 8am when the whistle will blow for children to line up quietly. The remaining class teachers will come downstairs to collect their children and take them upstairs into the classroom at 8:05am. Parents are required to say goodbye to their children, each morning, from the upper play area. Year 1 parents can enter the campus to speak with their child's teacher outside salle poly 2 if necessary.

- Please note—parents of children in Year 1 and Year 2 must accompany their children to the classroom on the first day of term where they will be greeted by the teacher. Subsequently, parents must drop their children, each morning, to their class line. Parents of these classes can accompany their children to their classroom during these first two weeks if they so wish.
- Access badges for the smart lanes will be operational after distribution.

## 4.2 Late Arrival

With the exception of the Nursery, B1, Reception and B2 classes, all children must be in the playground by 8.05am each day. Latecomers miss extremely valuable learning opportunities whilst simultaneously disturbing classes that have already started. Vie scolaire will grant access to latecomers until 8:40am; after this time children must request access to the campus through the main entrance.

## 4.3 After school supervision

- Children who will be taking the school bus will remain in their classroom where they are supervised by a member of staff, usually the class teacher, during *étude* (3:30pm-4:20pm). Younger children will have a supervised play activity whilst older children will complete their homework or avail themselves of their iPads to complete educational activities to support their learning.
- Garderie (extended supervision) facilities are available until 6pm. Please enquire at the Secretariat for further details.

## 4.4 Arrangements for the collection of children

### Nursery & Reception

- Parents should initially wait outside the IIL START Classrooms i.e. Nursery and Reception Classrooms from 3:20pm until 3:40pm, and 11:40am until midday on Wednesdays.

### B1 & B2

- Parents should initially wait outside the IIL START Classrooms i.e. B1 and B2 Classrooms from 3:20pm until 3:40pm Monday to Friday.

### Y1-Y6

- Parents should wait for their children in the upper play area at 3:20pm or 4:20pm (after *étude*), or 11:30am on Wednesdays. Children will form in this designated waiting area at these times; If parents are not present for the collection of their children, children will be taken back to their classroom for *étude*.
- Teaching staff will accompany NU, B1-Y2 children downstairs and also take school-bus children to the collection room (to their designated bus).
- Parents/carers should not come into the school building to collect children at or in between these times other than for previously notified arrangements
- On a Wednesday, children who take the school bus will have supervised lunch and play before the bus departs at 12:40pm.

## 4.5 School Bus

- Parents will receive the name and phone number of their bus driver, with the confirmation letter, from the *Service Bus*: 022 884 90 32 / [servicebus@iil.ch](mailto:servicebus@iil.ch)
- The bus departs from school at 4:30pm each day, and 12:45pm on Wednesday.
- Please note that each individualised bus timetable will be communicated to parents several days before the first day back to school.
- It is imperative that you inform Mrs Begona Martinez ([servicebus@iil.ch](mailto:servicebus@iil.ch)), the bus driver, *vie scolaire* and the Secretariat if your child is not taking the bus for any reason; please note you must do this for morning and afternoon collection.

*The school reserves the right to withdraw places on the school bus for repeated failure to conform to these instructions. These requirements are established to ensure the safety of the children in our care and your cooperation is essential.*

## 5. Resources and Equipment/

### 5.1 School Code of Dress

***Please visit our website to download IIL Code of Dress***

Children must have one set of school clothes and a baseball cap (labelled with their name) purchased from the school shop for outings etc. Girls must not wear leggings or similar underneath skirts or dresses.

**The school code of dress:**

- Dark green sweatshirt, jumper or cardigan
- White, **collared**-shirt or blouse (long or short-sleeved), polo-shirt or roll-neck long sleeved top in winter)
- Grey trousers, (short or long but no jeans or leggings), skirt or pinafore. A school style only.
- Shoes: winter-black; summer-white or beige sandals
- White, grey or dark green socks or tights
- IIL baseball cap
- Green, white or grey hair ribbons/bands
- Green and white school style summer dress

### 5.2. School Equipment

**Please ensure your child's items are labelled with their name in permanent marker.**

Nursery and B1 children will need:	
<b>PE</b>	<ul style="list-style-type: none"> <li>• IIL Sports kit (shorts and t-shirt, sports bag) available at school shop</li> <li>• One pair of sports trainers with velcro/scratch fastenings.</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>• A school bag of suitable dimensions</li> <li>• A plastic drinking mug</li> <li>• A waterproof raincoat and rubber boots for wet-weather play, which will be kept at school</li> </ul>
<b>Art</b>	<ul style="list-style-type: none"> <li>• Waterproof painting apron with sleeves (available in both Coop and Migros)</li> </ul>
<b>Additional</b>	<ul style="list-style-type: none"> <li>• A spare set of labelled clothes (including underwear and socks) in a labelled plastic carrier bag</li> <li>• A box of paper tissues each term.</li> </ul>

Reception, B2 & Year 1 children will need:	
<b>PE</b>	<ul style="list-style-type: none"> <li>• IIL Sports kit (shorts and t-shirt, sports bag) available at school shop</li> <li>• One pair of sports trainers with velcro/scratch fastenings.</li> </ul>

<b>Equipment</b>	<ul style="list-style-type: none"> <li>• A school bag of suitable dimensions</li> </ul>
<b>Art</b>	<ul style="list-style-type: none"> <li>• Waterproof painting apron with sleeves (available in both Coop and Migros)</li> </ul>
<b>Additional</b>	<ul style="list-style-type: none"> <li>• A spare set of labelled clothes (including underwear and socks) in a labelled plastic carrier bag</li> <li>• A box of paper tissues each term</li> </ul>

Year 2- Year 6 children will need:	
<b>PE</b>	<ul style="list-style-type: none"> <li>• The official IIL sportswear is mandatory for Physical Education lessons. It includes shorts, a tee-shirt, a complete tracksuit</li> <li>• One pair of sports trainers (in addition to any black trainer type shoes worn to school)</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>• A school bag of <b>suitable dimensions</b> is required to carry books and other items as necessary. <i>Additionally, IIL book bags are provided to avoid damage to school reading and library books.</i></li> </ul>
<b>Art</b>	<ul style="list-style-type: none"> <li>• An old shirt or similar should be provided for use in the art room</li> </ul>
<b>Additional Equipment for Year 3-Year 6</b>	<ul style="list-style-type: none"> <li>• Pencil case containing pencils, crayons, ruler, rubber, glue-stick, scissors and sharpener.</li> <li>• English dictionary</li> </ul>
<b>Additional Equipment for Year 4-Year 6</b>	<ul style="list-style-type: none"> <li>• A cartridge or handwriting pen (not a biro) with black or dark blue ink</li> </ul>

### 5.3.1 The School Shop

The school baseball cap, sweatshirt and polo shirt with the IIL logo, grey skirts, pinafore and summer dresses, shorts, trousers, socks and tights are available from the School Shop at the following times:

Monday 3:30 pm–5:00 pm / Wednesday 11:30am–1:00pm / Friday 8 :00am–9:00am

### 5.3.2 The School Shop August 2018 Opening Hours

Open for IIL school wear from:

Thursday 23rd	8h to 17h
Friday 24th	8h to 17h
Monday 27th	8h to 17h
Tuesday 28th	8h to 17h
Wed 29th to Friday 31st	8h to 12h

## 5.4 General Information on School Resources

- Parents must ensure that sport trainers have non-marking soles.
- Unless told otherwise by their class teacher, children are expected to come to school in their school uniform and change at school for PE lessons.

- The school will supply classroom pens, pencils, crayons, textbooks, writing books and other educational materials. The cost of these items will be included in the termly bill for school fees.
- In Year 3 children will be given a fibre-tipped handwriting pen as this is the transition year for changing from writing in pencil to pen.

## 6. Breaktime and Lunchtime

**Please refrain from sending sweets or any items containing nuts to school.**

- A healthy snack and drink may be brought to eat at break and for those children that are staying for *étude*. Fruit and water is preferred.
- Each class teacher will establish playtime expectations (relevant to the year group and play area used) including the availability of equipment, activities and resources.
- Class teachers are present at school lunches to monitor children's food intake. Please inform the school ([viescolaire@iil.ch](mailto:viescolaire@iil.ch)) if you wish to order a vegetarian or a special meal for religious reasons.
- Children who are not having school lunch are required to bring a picnic lunch. A realistic amount of food should be provided i.e sandwiches, fresh/dried fruit and biscuits/cereal bars. Uneaten food will be sent back home so that parents can monitor the amount of food being eaten by their child.
- Drinks should be provided in a screw-top flask or carton; glass bottles and cans are not accepted.
- Nursery and B1 children have a short 'rest' after the lunch period. A bed, pillow and duvet are provided for each child in the sleep room.

## 7. Housekeeping

- We remind children to take pride in their belongings and ensure their book bags are used solely to carry books and classroom resources. Food should not be carried in book bags.
- Children must change into plain slippers/canvas shoes (**with a heel support**) once they are inside the school building; no crocs allowed.
- Children can store their resources and personal items e.g. books, pencil cases etc in their classroom lockers.
- Children must refrain from bringing valuable, personal items to school e.g. mobile phones, iPods, mp3s, money (unless requested in writing to class teacher and Miss Power).
- Children should bring their gym clothes in a small, named, material bag or backpack – not a plastic carrier bag.
- All clothes must be clearly labelled with your child's name.
- Jewellery should not be worn to school. Children who have pierced ears should wear a small, plain stud or small hoop. These must be removed for PE or not worn on PE days.
- Please follow the ENT calendar to access the section's assessment calendar and general calendar with important dates: [www.ent.iil.ch](http://www.ent.iil.ch)

❖ **Please visit The English Primary Section's pages for further information:**

[Information To Parents, English Primary and Bilingual Sections](#) (path: [IIL.ch](#)>teaching>primary>downloads)

[IIL START](#) (path: [IIL.ch](#) > teaching > START(EYFS & Bilingual))

[KS1 and KS2 page](#) (path: [IIL.ch](#) > teaching > primary)

**\*Please note that all links will become active from 4th September 2018.**

## **OPENING HOURS**

### **SECRETARIAT**

Monday to Friday 7.30am to 6pm  
Holiday periods 8am to 5pm (closed between 12am and 2pm)

### **SCHOOL SHOP**

### **LOST & FOUND**

**Details to follow at a later date.**

### **BUS DEPARTURE**

Regular daily service

Monday - Tuesday - Thursday - Friday 4.30pm  
Wednesday 12.45am

### **CONTACTS**

Reception/Secretariat: 022 794 26 20 / [info@iil.ch](mailto:info@iil.ch)

Vie Scolaire : 022 884 90 16 / [viescolaire@iil.ch](mailto:viescolaire@iil.ch)

After school supervision (garderie) : 022 884 90 28

Service Bus : 022 884 90 32 / [servicebus@iil.ch](mailto:servicebus@iil.ch)

School nurse : 022 884 90 33 / [infirmierie@iil.ch](mailto:infirmierie@iil.ch)

Extra-curricular activities: 022 884 90 34 / [extrascolaire@iil.ch](mailto:extrascolaire@iil.ch)