



## Academic Year 2017-18: General Guidelines for Secondary School Parents & Pupils

Welcome to the Park Lane's secondary school community. This document is a summary of our daily routine and other important information intended to help your son/daughter make a smooth and successful transition to life in our senior school. We hope you will find the following information helpful.

### Secondary Personnel: 2017-18

<b>Secondary Leadership Team (SLT):</b>	
<b>Name</b>	<b>Role(s)</b>
Mr. Paul Ingarfield	Principal & Head of Secondary
Mrs. Erica Warne	Deputy Head of Secondary & teacher of English
Mrs. Marie Rowley	Head of Czech programme
Mr. Jan Čihák	IB Diploma Programme Coordinator, Key stage 4 Coordinator & Czech teacher
<b>Other teachers and their teaching/leadership roles:</b>	
<b>Name</b>	<b>Role(s)</b>
Mr. Alex Anea	Subject leader, Humanities – teacher of Geography, MUN Coordinator
Mr. Christopher Boatwright	EAL teacher
Mr. Peter Whitehouse	Learning support teacher
Mrs. Suzanne Bode	Teacher of German & History
Mr. Matthew Brown	Teacher of Physics and Coordinated Sciences
Mr. Timothy Burcher	Teacher of English, English Literature and German.
Ms. Lauren Castello	Teacher of Science and Mathematics (KS3)
Mr. Jim Dunwell	Teacher of Science/IGCSE Chemistry
Ms. Jolanta Dura	Teacher of Mathematics
Mr Greg Garner	Teacher of PE and Duke of Edinburgh's IA coordinator
Mr. Mark Gifford	Science Subject leader + IGCSE Biology
Mrs. Susan Gifford	Learning Centre Leader, EAL teacher & learning support
Mr. James Goodman	Teacher of English and English Literature
Mrs. Kim Goodman	Special Educational Needs coordinator
Mr. Carl Hansen	Subject leader/ teacher of Computing/ Computer Science, IT Director
Mr. Samuel Hirst	Lead teacher of History
Ms. Hiart Hernández	Teacher of Spanish
Mrs. Virginia Ingarfield	Teacher of French
Ms. Lada Bartošová	Subject leader & teacher of Music
Mr. Richard Maclean	IGCSE Business Studies and Economics teacher, Cambridge Exams Officer
Ms. Iveta Martinů	Teacher of Czech (incl. History & Geography), CAS Coordinator
Mrs. Silva McGuinness	Teacher of Czech as an additional language, Lab technician
Mrs. Stephanie Morand	Subject Leader for MFL & Teacher of French
Miss Eva Müllerová	Teacher of Czech and Czech as an additional language
Mr. Matthew Sandiford	EAL leader & teacher of IGCSE Global Perspectives

Miss Klara Staníková	Teacher of Czech
Ms. Kamila Swiatkowska	Subject leader and teacher of PE, PSHEE Coordinator
Mr. Tommie Teasdale	Subject leader/ teacher of Art & Design, Key stage 3 Coordinator
Mr. Charlie Watts	Teacher of Geography & History
Dr. Callie Welstead	Mathematics Subject Leader & CAS Coordinator
Mrs. Siobhan Woodruff	Teacher of English and English Literature
Mr. Bartek Zajac	Teacher of Computer Science
Mrs. Marta Zajac	Teacher of Mathematics
(Mr. Christopher Jackson	Science teacher from 3.1.2018)

Form tutors			
<i>Key stage 3 Coordinator:</i> Tommie Teasdale <a href="mailto:tommie.teasdale@parklane-is.com">tommie.teasdale@parklane-is.com</a>			
7C	Lauren Castello Gregory Garner	Room 1	<a href="mailto:lauren.castello@parklane-is.com">lauren.castello@parklane-is.com</a>
7Z	Bartek Zajac Jim Dunwell	Science Lab	<a href="mailto:bartek.zajac@parklane-is.com">bartek.zajac@parklane-is.com</a>
7M	Iveta Martinu Charlie Watts	Room 5	<a href="mailto:iveta.martinu@parklane-is.com">iveta.martinu@parklane-is.com</a>
8G	Kim Goodman Tim Burcher	Room 2	<a href="mailto:kim.goodman@parklane-is.com">kim.goodman@parklane-is.com</a>
8H	Samuel Hirst Siobhan Woodruff	Room 6	<a href="mailto:samuel.hirst@parklane-is.com">samuel.hirst@parklane-is.com</a>
9B	Suzanne Bode Matthew Sandiford	MPR	<a href="mailto:suzanne.bode@parklane-is.com">suzanne.bode@parklane-is.com</a>
9G	James Goodman Jolanta Dura	R4	<a href="mailto:james.goodman@parklane-is.com">james.goodman@parklane-is.com</a>
<i>Key stage 4 Coordinator:</i> Jan Čihák <a href="mailto:jan.cihak@parklane-is.com">jan.cihak@parklane-is.com</a>			
10E	Cornelia Edwards Carl Hansen	K1	<a href="mailto:cornelia.edwards@parklane-is.com">cornelia.edwards@parklane-is.com</a> <a href="mailto:carl.hansen@parklane-is.com">carl.hansen@parklane-is.com</a>
10M	Steph Morand Chris Boatwright	K5	<a href="mailto:steph.morand@parklane-is.com">steph.morand@parklane-is.com</a> <a href="mailto:chris.boatwright@parklane-is.com">chris.boatwright@parklane-is.com</a>
11A	Alex Anea Richard Maclean	K6	<a href="mailto:alex.anea@parklane-is.com">alex.anea@parklane-is.com</a> <a href="mailto:richard.maclean@parklane-is.com">richard.maclean@parklane-is.com</a>
11Z	Marta Zajac Richard Maclean	K9	<a href="mailto:marta.zajac@parklane-is.com">marta.zajac@parklane-is.com</a> <a href="mailto:richard.maclean@parklane-is.com">richard.maclean@parklane-is.com</a>

Petra Janatová	Nurse	<a href="mailto:petra.janatova@parklane-is.com">petra.janatova@parklane-is.com</a>
Barbora Hrušková	School Counsellor	<a href="mailto:barbora.hruskova@parklane-is.com">barbora.hruskova@parklane-is.com</a>

<b>Admin &amp; Support Team: Prague 1</b>		
Mrs. Karolína Schreiberová	Operations Executive, Registrar, PR Officer & Event Coordinator	<a href="mailto:karolina.schreiberova@parklane-is.com">karolina.schreiberova@parklane-is.com</a>
Ms. Kristýna Zíková	School Office Administrator, School Trips & After-school Clubs Coordinator	<a href="mailto:kristyna.zikova@parklane-is.com">kristyna.zikova@parklane-is.com</a>
Ms. Jana Řídelová	School Office Administrator, support for Principal/SLT & CPLP Organiser	<a href="mailto:jana.ridelova@parklane-is.com">jana.ridelova@parklane-is.com</a>
Ms. Veronika Somorová	School Bursar	<a href="mailto:veronika.somorova@parklane-is.com">veronika.somorova@parklane-is.com</a>
Mrs. Barbora Zárubová	School Office Administrator & Communications	<a href="mailto:barbora.zarubova@parklane-is.com">barbora.zarubova@parklane-is.com</a>
Ms. Andrea Bielková	School Office Administrator	<a href="mailto:andrea.bielkova@parklane-is.com">andrea.bielkova@parklane-is.com</a>
Ms. Kristýna Gerychová	HR Officer	<a href="mailto:kristyna.gerychova@parklane-is.com">kristyna.gerychova@parklane-is.com</a>

### **School Mission, Aims and Learner Profile**

#### **Mission Statement:**

*Preparing the young people of today for the unknown occupations of tomorrow.*

#### **Our Philosophy**

At Park Lane International School we believe that every young person, irrespective of race, cultural heritage, faith or ability, is entitled to lead a happy, safe and productive life. However, we realise that in today's ever-evolving world, the future that our young people are working towards is entirely unpredictable. We understand that when our pupils reach adulthood, they are likely to be engaged in occupations and tasks that do not currently exist; utilising technology that has yet to be invented. Moreover, if they are to compete, thrive and survive in the decades to come, their mind-sets will need to become fully attuned to international developments, global issues and other cultures.

Although the pupils of Park Lane are able to extend their horizons through the academic programme itself, they also have much to gain from a range of leadership and enrichment opportunities, which aim to develop capable, resourceful and resilient individuals.

At Park Lane we celebrate the diversity of languages and cultures that come with being an international school. During English medium lessons, we ask that students use our shared language - English - and we encourage the shared language to be used at other times to avoid anyone feeling excluded because of a language barrier. Non-Czech speakers are offered opportunities to learn the Czech language in order that they may be able to immerse themselves in the culture and we offer English as an additional language support to those students who require it.

## Aims

At Park Lane we are committed to creating and sustaining an environment where our pupils are

- successful learners;
- industrious and curious;
- respectful and empathetic;
- cooperative and collaborative;
- honest and trustworthy;
- knowledgeable and competent in their use of technology;
- aware of environmental issues;
- resourceful and responsible global citizens.

## The Park Lane Learner Profile

In keeping with the school's mission to prepare the young people of today for the unknown occupations of tomorrow, we expect our pupils at KS3 and KS4 to be **Respectful, Responsible, Resilient and Resourceful Risk-takers**. In addition to the 5 R's, we also expect our secondary school pupils to be considerate, reflective and reliable learners.

The concept of the 5R's feeds into the **IB Learner profile**, which reflects the holistic approach to teaching and learning at KS5 - the IB Diploma Programme of study.

## Calendar

The school calendar is available on the school's website and may be downloaded as a PDF document.

## The School Day in Key Stages 3 & 4

The regular school day runs from Monday to Friday from 8.10 to 15.25. **The latest recommended arrival time for your child is 8.05, the earliest 7:55**. Pupils should report to their assigned form room in order to register with their form tutor before moving on to Lesson 1, which begins at 8:15 sharp.

The following lesson and break timings apply to all secondary students:

<b>Morning Registration</b>	<b>08:10 (in form room)</b>
Lesson 1 starts at	08:15
Lesson 2	09:00
Lesson 3	09:45
Snack & Break	10:30
Lesson 4	10:45
Lesson 5	11:30
Lesson 6	12:15
Lunch & Break	13:00
<b>Afternoon Registration</b>	<b>13:50</b>
Lesson 7	13:55
Lesson 8	14:40
After-school enrichment programme	15:30 – 16:15

### **Late Arrival**

**Pupils arriving any time after 8.15 for any reason must sign the 'Late Book' in the school office.** The office personnel issue a green card confirming that the pupil concerned has recorded the reason for their late arrival. The pupil, in turn, hands this card to the relevant subject teacher.

At Park Lane, we take punctuality very seriously and will contact parents whenever a pupil's punctuality becomes a cause for concern.

### **What to do if your child is absent:**

#### **Unexpected absence:**

If your child is going to be absent from school, you are kindly requested to contact the Prague 1 office **by 8:30am at the latest**, either by telephone, SMS or e-mail. The administrator on duty will update the register accordingly.

#### **Please contact the admin team via:**

**Email:** [office.valdstejska@parklane-is.com](mailto:office.valdstejska@parklane-is.com)

**Tel (landline):** 257 316 182

**Mobile phone or sms:** 732 352 311

#### **Requests for Absence and Holidays:**

It is essential that you refer to the school calendar when choosing the dates for your holidays and schedule them in accordance with the school holidays set for the year. If you have a family emergency or other special circumstances that require your child to be absent from school outside of school holidays, this must be discussed with and **approved by the Principal** via an Absence Request Form. This can be found on the school website or via the school office.

In the event that your child has an **extended absence from school due to illness or other special circumstances**, we ask that you notify the school office and your child's form tutor as far in advance as possible of the dates of your child's absence so that plans can be made with each of his/her subject teachers.

Longer absences tend to have a significant impact on learning and can adversely impact on a pupil's progress. Such absences can be particularly critical during the secondary stages where your son/daughter is taught by up to ten different teachers! Therefore, we strongly recommend that pupils attend school unless advised by a physician to stay at home.

**Please note that any form of absence that has not been approved by the school principal will be recorded as 'unauthorised' on the school report.**

N.B. Our full 'attendance policy' may be found on the school website.

#### **Home-School Communication**

We strongly believe that cooperation between your family and Park Lane International School is an important two-way process. Please email your child's form tutor/subject teacher via his/her school email addresses with any questions, concerns or notices that are **NOT** related to absence. In this case, please contact the school office directly.

The school will routinely communicate general information with you via Secondary Updates which are emailed once per week. The school may also be in touch via email regarding matters concerning your child.

For all organisational and non-academic issues, our school office staff members are ready to help!

### **Medical Appointments**

If your son or daughter has an medical or dental appointment, **please advise the office (see contact details above) in writing 24 hours in advance.** Your child may then be collected from the school office (or leave the school premises independently) at a mutually agreed time.

**As far as possible, parents should aim for all non-urgent medical appointments to be scheduled outside of school hours.**

### **Dress Code**

Your son/daughter is strongly encouraged to come to school in comfortable clothing ready for learning. While we do not have a school uniform, we do expect students to look smart and to respect the following basic guidelines for school dress:

For the comfort and safety of your child, please:

- **No 'beachwear':** hot pants/skimpy shorts, flip flops/pool shoes, crop tops, etc.
- **No high-heeled or dress-up shoes;**
- **No sleeveless vests/tops;**
- **No mini skirts;**
- **No offensive language or images should be displayed on clothing;**
- **Jewellery - should be minimal; stud earrings or small sleeper hoops may be worn but are **not permitted for PE lessons or sporting activities for health and safety reasons;****

Parents will be notified if their children are not conforming to the dress code. We thank you for your cooperation and understanding.

### **PE Kit**

The Park Lane PE kit may be purchased from the school office and consists of a customised sky blue Nike Dri-Fit t-shirt and navy blue Nike shorts including the school badge. The Park Lane PE kit, which is compulsory for all students, is available to purchase from the school office.

### **Behaviour Standards**

Our secondary school pupils are expected to adhere to the following **Code of Conduct:**

*'Park Lane International School expects all students to be a credit to themselves, their parents and their school and to show consideration for others at all times.'*

*'For the benefit of the whole school community, school rules must be observed at all times.'*

### **Code of Conduct - Our Expectations:**

#### **All Park Lane Pupils:**

- are expected to be polite, respectful and cooperative;
- are expected to be quiet and orderly inside & outside the classroom;
- are expected to be punctual for all lessons;
- are expected to arrive at lessons with all necessary books and equipment;
- are expected to be ready to start lessons on time;
- are expected to be attentive in class and remain on task;

- are expected to respond to all instructions without delay;
- are expected to refrain from damaging (or drawing graffiti on) school property;
- are expected to keep the school environment clean and tidy at all times and refrain from dropping litter;
- must not be absent from timetabled lessons without special permission;
- must not bring a mobile 'phone or any other electronic item to school without the Principal's permission;
- must not go to any prohibited area without special permission;
- must not leave the school site during the school day, unless accompanied by a teacher;
- must not indulge in any form of \*bullying or aggressive behaviour (verbal, physical, via phone calls/ texts or on networking websites).

### **Anti-Bullying Policy**

Each individual at Park Lane International School has the right to feel safe and happy at school and to be protected whenever he or she feels threatened or vulnerable. Pupils are expected to show respect to other people at all times. Threats, physical attacks, name-calling, mocking, harassment, racism, sexism and all forms of victimisation, including via emails, social networking sites or mobile phones and video/text messages, are regarded as serious interference with the right to happiness of other pupils. They will not be excused on the grounds of their being 'part of a game'. Persistent abuse of this form may lead to pupils being asked to leave the school altogether. **If you suspect your son/daughter is being mistreated, you should contact the relevant form tutor and/or Key stage Coordinator without delay.** You may also choose to contact the school counselor, Mrs. Barbora Hruskova: [barbora.hruskova@parklane-is.com](mailto:barbora.hruskova@parklane-is.com)

### **Parent-teacher meetings and pupils' school reports**

We promise to keep you informed of your child's progress. Park Lane International School organises progress meetings at different stages of the school year. These sessions are an opportunity for you to discuss your child's progress, behaviour and targets with his/her subject teachers and form tutor.

In addition to these face-to-face opportunities, you will receive a report regarding your child's academic and personal attainment and achievements three times per year, i.e. before the winter break, before the spring break and at the end of June.

The secondary department provides other opportunities for parents to become well acquainted with school procedures and plans through its advice forums held at least once per term.

You may contact our teaching staff at any time, should you have concerns regarding the progress of your child. Likewise, individual teachers will communicate any concerns with you if necessary.

The following progress meetings are scheduled to be held during the 2017/18 academic year. Any additional forums or advice sessions will be advertised separately during the school year.

### **Term 1:**

11th October - Year 7 progress evening  
7th November – Year 10 & 11 IBDP parent forum and progress evening  
16th November – Year 8 & 9 progress evening  
6th December - Year 9 IGCSE and Year 11 IBDP Options Evening

### **Term 2:**

8th January - IBDP accreditation parent forum  
1st February - Year 7 & 10 progress evening  
6th February - Year 8 & 9 progress evening  
13th March - Year 11 IGCSE parent forum

### **Term 3:**

17th April - Student led conference day & progress check (Years 7, 8, 9 and 10)  
15th May - Y7 and 8 IGCSE parent forum

### **After-school enrichment programme**

We provide a varied range of enrichment activities from 15.30 to \*16.15 (\*N.B. Language lessons end at 16:30). These after-school activities encourage confidence, teach new skills and allow our young people to socialise with pupils from other year groups. The range of activities alters throughout the year in order to cater for a range of interests and hobbies. These activities are optional but we do encourage all pupils to participate in at least one per week. Please note that some activities are free while others require payment. Details of the activities available and the registration procedures are emailed to parents in late August each year and again at the end of each 'season'.

Please contact [kristyna.zikova@parklane-is.com](mailto:kristyna.zikova@parklane-is.com) for more details.

### **Pick-up times**

The pick-up time for parents who collect their children is 15.30 unless the pupil concerned is staying for an after-school enrichment session or scheduled school activity. It is possible to arrange alternative pick up times if necessary, but, where possible, we ask that you inform the school office in advance, in order not to interrupt the daily routine or activity of your child.

### **Change of pick up arrangements**

If, for any reason, your pick up arrangements change during the day, please contact the school office immediately. **Please note, that if the new arrangement includes a person not listed as a third party in your child's enrolment form, they will be required to present a valid form of photo identification such as a passport or National ID Card to the office before being permitted to collect your child.** There are **no** exceptions to this rule as your child's safety is paramount.

### **Students Travelling to/from School Independently**

If you would like your child to travel to and from school on his/her own (or with a classmate) on a regular basis, you will need to sign a special permission form. This form will be emailed to all parents before the school year begins.

If you ordinarily collect your child from school (or he/she normally uses the school bus service) and you would like him/her to travel home independently for any reason on any particular day, you should always email a specific request to your child's form tutor in advance. We will also accept written requests signed by a parent. In all such cases, the school office will call you to clarify the arrangement.

### **The School Bus Service**

If you have registered your child for the school bus service, we would like to remind you that the routes of the school buses are planned once a year before the first day of school. Although we try our best, Park Lane International School cannot always accommodate changes of pick up locations during the school year. If you are not registered for school transport, please note that new requests can only be considered when space allows.

### **Student Planners**

Each secondary pupil is issued with a diary-style student planner. Pupils are expected to use this planner to record important information, including all homework assignments and deadlines. Pupils' individual timetables are inserted in a plastic sleeve inside their planner. You may also receive a digital version of your child's school timetable.

Please note that all Key stage 3 achievement 'merits' are recorded in the student planner.

### **Text Books and Exercise Books**

Please note that many of the textbooks that will be issued to your child will be used for years to come. Therefore, children will be strongly discouraged from writing on the pages of these books. However, for certain subjects, e.g. Mathematics and Science, we do provide student workbooks, which will, of course, be used by your child only. We will also provide exercise books for each main subject. Most of these exercise books are A4 size and are colour-coded to help pupils and parents identify the different subjects. Should any parent wish to purchase a personal copy of a school textbook, this can be arranged by contacting our bursar: [veronika.somorova@parklane-is.com](mailto:veronika.somorova@parklane-is.com)

### **School Resources**

We ask that all Secondary pupils have the following items with them in school every day:

- Glue stick
- Black and blue ink handwriting pens
- Erasable pens
- 30cm Ruler
- Pencil and rubber
- Coloured pencils and felt tips
- Pencil case
- Highlighter pens
- Compass & protractor
- TI 30 X calculator

### **MacBooks**

We expect that all pupils joining (or continuing with) *Park Lane International School* in Years 7-11 should use a *MacBook Air 13"* or *MacBook Pro 13"* or *MacBook 12"* for their school projects and research. This highly portable and versatile computer can be brought to school daily for extensive use during a variety of lessons. While we expect all Secondary school parents to provide one of the above Macs for their child, please note that the school is able to purchase the Mac for you and obtain a 10% discount with 1 year laptop warranty or 6% discount with 2 years warranty. Alternatively, you may prefer to purchase the Mac independently.

### **Safekeeping of MacBooks and other items**

Each of our Key stage 3 pupils has an assigned locker with sufficient space to store a Mac computer and other items. We also have Park Lane backpacks available for sale in the school office. These backpacks are ideal for transporting MacBooks and traditional books!

Our new Year 7 pupils will receive plenty of advice designed to minimise the weight of their school backpacks. Unless it is absolutely unavoidable, pupils will not be expected to carry multiple textbooks to and from school on a daily basis.

### **Homework**

Secondary pupils are expected to complete homework each night from Monday to Thursday. While some reading and research tasks are set on Fridays, we generally avoid setting homework for weekends in Key Stage 3. Pupils are expected to record all homework assignments and due dates in their student planners.

N.B. Some teachers utilise Google Calendar, Google Classroom or Google sites in addition to the student planner.

### **School Events and Trips**

Park Lane International School believes in enriching your child's learning, boosting self-confidence and developing an understanding of the community through the discovery of the outside world and through public performances and cultural visits.

We believe that school trips, special guests and events are an integral part of the curriculum and are essential for the development of our students. Throughout the school year, Park Lane International School organises various educational field trips, athletic and cultural events related to the curriculum.

In the senior school, our central location makes it feasible for us to organise a variety of local trips, some of which are planned a long time in advance while others may crop up as learning enrichment opportunities at fairly short notice. Therefore, for the sake of practicality, **the office will ask you to sign a 'one-time' annual permission slip for all local trips.** You will, of course, be notified of the trip details in advance and we require a new permission slip annually.

### **Outdoor Activities**

At Park Lane International School, we give outdoor activities a high priority and each day (weather permitting) our KS3 pupils enjoy time in our safe and secure playground and garden. In the case of inclement weather, break times are held in form rooms and/or the school hall.

### **Health and Hygiene**

The school nurse/ counsellor will contact you should your child become ill during the school day.

In the interests of all children's health at the school we ask that you **do not send your son/daughter to school if they are sick or have an infectious disease.** If your child develops symptoms at school, you will be notified immediately so they can be collected.

If your child has been prescribed medicine that needs administering during the school day, please ensure that it is clearly labelled with your child's name and the dose required and give it to our school nurse. Non-prescription medicines should be given to your child before and after school, as we do not allow pupils to bring these into school.

### **Nutrition**

We believe that healthy and nutritious food is essential for the healthy development of children. We ensure that the food is varied and balanced, and contains a sufficient amount of lean meat, fish and whole -grain products, fruit and vegetables. Pupils are encouraged to drink water at all meals and snack times.

'Brain' food – If you would like to send your child to school with a snack from home we ask that you choose from the following foods: fruit, yoghurt, muesli bar, rice cakes, healthy sandwiches or vegetable sticks.

**Park Lane is a nut-free school so please refrain from sending anything to school that contains nuts.**

All students at our Prague 1 campus have controlled access to a vending machine and are able to purchase a range of nutritious snacks and drinks. Our student-led Garage Café is another option at certain times of year.

### **Drinking**

Research shows that being properly hydrated helps students maintain energy levels and enhances brain power and concentration. Drinking fluids is an essential part of lunch and snack times. We ask that you provide your child with a water bottle, especially during the summer months, so that your child can drink whenever they are thirsty. Filtered water dispensers are located on each main corridor of the school.

### **Meal selection**

Our students all receive the same soup and snacks each day and there is a choice of a meat or vegetarian or gluten-free dish each day. Secondary school pupils may also choose to have a salad dish or sandwich instead. The menu and the order form for the upcoming month is emailed to parents in advance. We strongly recommend you involve your child in the selection process. N.B. **If you do not make your choice by the requested date, Menu 1 will be automatically selected for your child which always contains some kind of meat dish.**

### **Cancellation of meals**

Please remember that if you have to cancel lunches, you must phone or email the school office. Meals cancelled within 48 hours notice will not be refunded, as our caterer requires two full days to cancel an order. Refunds, which can be deducted from your next payment or deposited into your bank account, are made twice a year.

### **Child Safety and Insurance**

All pupils who attend Park Lane International School are automatically insured against injury and damage caused to them by the school or any other property. The school is also insured against damage caused by children.

Here at Park Lane International School, we believe that your child's safety is of the utmost importance. Policies and procedures are in place to ensure the safety of your child. The Health and Safety policy, which is available at the school office, describes our regulations and measures in detail.

### **Leaving the School Premises**

Please note that our Key stage 3 pupils are not permitted to go off site during the school day and only leave the premises for their scheduled PE or Art lessons and supervised school trips.

Key stage 4 students are permitted to leave the school grounds during lunch breaks, provided that a parental permission form and student contract have been handed in to the office. These will be distributed by form tutors at the start of the school year.

### **Lessons held at the Klárov branch**

Most Key stage 4 lessons will take place at our Klarov branch, as well as Key stage 3 Art and some Science lessons. Key stage 3 students will be escorted to and from the Klarov branch.

### **PE Lessons and After-School Sports**

Our timetabled PE lessons are held in sports centres and facilities in Prague 1, Prague 6 and Prague 7. Ordinarily, our pupils will be transported to/ from their PE lessons on a school bus.

Various sports and games are also available in the after-school clubs programme.

### **Rewards at Park Lane International School**

#### **Work of the Month:**

Each month, subject teachers and tutors nominate a student and a piece of their work to the relevant Key stage Coordinator for display at either the Valdštejská or Klarov branch. Students whose work is displayed will receive a mini pizza party during an agreed lunch time, with a small group of friends.

#### **Merits and Other Rewards:**

**Key stage 3 students'** achievements are rewarded using the Park Lane 'merits' system. Teachers can award merits for a range of reasons, as outlined in the school planner. The school planner is also where merits are recorded by teachers. Form tutors track the number of merits each student has received on a termly basis and vouchers are awarded to the student with the most merits in each year and Key stage 3.

The merits system is designed to recognise and celebrate students' accomplishments in the classroom and beyond.

Pupils are also eligible to claim achievement medals and certificates as follows:

**30 merits = Bronze Medal**

**50 merits = Silver Medal**

**80 merits = Gold Medal**

**120 merits = Diamond Award**

Medals/certificates will not be issued unless the student concerned completes and signs a claim form (available from the office), which should be handed to the school principal via tutors. Students are responsible for ensuring they hand their claim forms in at least 2 weeks before the end of each term. ***Teachers and form tutors are not expected to chase students up.***

**Key stage 4 students** will receive postcards home from subject teachers for exceptional progress, academic achievement or effort in a particular subject area.

In addition, each term teachers in all subjects will be asked to nominate students in the following categories related to the IB learner profile:

- **exceptional academic achievement (knowledgeable, balanced, thinker)**
- **exceptional effort to improve in any area, not only academic (principled, risk-taker)**
- **sustained innovative or creative approach in academic or other areas of the school life (open-minded, inquirer, reflective)**

Students with 2 or more nominations will receive a voucher to purchase a reward of their choosing. All nominees will receive a certificate.

### **Annual Prize-giving**

At the end of each academic year, prizes are awarded for academic achievement, effort and progress to each class from Years 7 -11. At our Prize-giving ceremony, in addition to specific awards, all aspects of the varied life of the school are celebrated.

The Park Lane Service to the School Community Prize is awarded an individual who has been a great ambassador for the school throughout their time at Park Lane. The recipient of this prize may have engaged in School Council/charity initiatives and/or has been an active prefect or House Captain and contributed fully to the wider life of the school. This individual is a great role model and mentor for other pupils.

Updated versions of this document will be issued when necessary.

**Paul Ingarfield**  
**Principal & Head of Secondary**  
**September 2017**