



International School

# Welcome to Reception

## 2017 -2018

**Prague 6 Campus (Reception to Year 5):**

Norbertov 3, 162 00 Praha 6, Czech Republic  
Tel: +420 220 512 653

**Website:** [www.parklane-is.com](http://www.parklane-is.com)

**email:** [info@parklane-is.com](mailto:info@parklane-is.com)

**Prague 5 (Nessie) Campus (Pre-Nursery to Year 1):**

Nad Bertramkou 10, 150 00 Praha 5 - Smíchov  
Tel.: +420 251 56 05 31

**Website:** <http://www.nessie.cz>

**email:** [info@nessie.cz](mailto:info@nessie.cz)

**Sibeliova Campus (Nursery to Reception):**

Sibeliova 16, 162 00 Praha 6 – Czech Republic  
Tel: +420 734 26 52 58

**Website:** [www.parklane-is.com](http://www.parklane-is.com)

**email:** [info@parklane-is.com](mailto:info@parklane-is.com)

Dear Parents,

Welcome to Park Lane International School. This booklet is designed to provide helpful information about the programmes and procedures associated with the School. You and your child/ren are about to embark on a memorable year at Park Lane International School and we hope that this information will ensure a smooth and happy transition to school life.

We believe parents play a significant role in their child's education and we look forward to a positive home-school partnership.

## Mission Statement

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

## Our Philosophy

At Park Lane International School we sincerely 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 students reach adulthood, they are likely to be engaged in occupations and tasks that do not currently exist; utilising technology which has yet to be invented. Moreover, if they are to compete, thrive and survive in the decades to come, their mindsets 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.

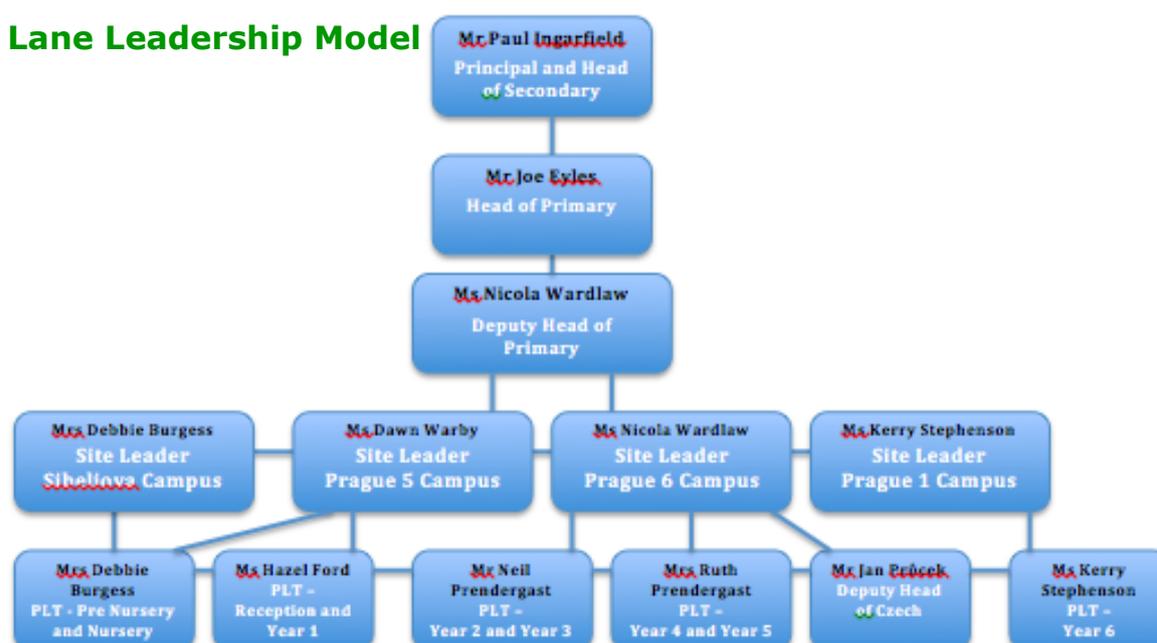
## Aims

- ❖ To enable each pupil to achieve their potential within a stimulating, supportive, happy and caring environment.
- ❖ To establish and maintain a positive relationship with parents.
- ❖ To help pupils to learn that courtesy, good manners and consideration for others are essential qualities.
- ❖ To provide a broad and balanced curriculum.
- ❖ To provide social skills and communication/independent learners through extra-curricular activities.

## Calendar

Every family is e-mailed a copy of the school calendar. Contact the school if you have not received the Calendar within the first week of term. Information is also available at [www.parklane-is.com](http://www.parklane-is.com)

## Park Lane Leadership Model



**Head of Primary**      **Mr Joe Eyles**      **joe.eyles@parklane-is.com**

## Reception Team

### Prague 6 Campus

**Class Teacher**      Ms Ella Bowler      ella.bowler@parklane-is.com

**Teaching Partner**      Ms Kinga Uggla      Kinga.uggla@parklane-is.com

### Prague 5 Campus

**Class Teacher**      Mrs Emma Lunt      emma.lunt@parklane-is.com

**Teaching Partner**      Ms Sally Whitworth      sally.whitworth@parklane-is.com

### Sibeliova Campus

**Class Teacher**      Ms Pavla Smotlachova      pavla.smotlachova@parklane-is.com

**Teaching Partner**      Ms Kate Kingdavis      kate.kingdavis@parklane-is.com

**Czech Teacher**      Ms Iva Dvořáková      iva.dvorakova@parklane-is.com

**Czech Teacher**      Ms Katerina Jiroudkova      katerina.jiroudkova@parklane-is.com

**CAL Teacher**      Ms Michaela Lopes      michaela.lopes@parklane-is.com

(Czech as an additional language)

**CAL Teacher**      Ms Eva Müllerová      eva.mullerova@parklane-is.com

(Czech as an additional language)

## Specialists

**PE Teacher**      Mr David Hoile      david.hoile@parklane-is.com

**Music Teacher**      Ms Amy Dowdell      amy.dowdell@parklane-is.com

## Arrival at School & Registration

The recommended arrival time for your child is no later than **08.50am**. All pupils are expected to be in class in time for **registration**, which takes place each morning at **9.00am for Nursery to Year 1**. Please note, pupils will be recorded as late if they are not in class by **9.05am**.

## Reception School Day

8.50am	Arrival at school
9.00am	Registration
12pm - 1pm	Lunch and Break
3.30pm	End of Day
3.30pm – 4.15pm	Clubs programme
4.30pm – 5.00pm	Late supervision

## End of School Pick Up Arrangements at Prague 6

Apart from wet weather days, parents should wait on our **astroturf area at the right entrance to the school building**. Parents/Carers may enter the gate at the front of the school and turn right onto the enclosed astroturf pitch. Members of staff will escort pupils to their designated spots on the playground and line up as a class before releasing a child to parent/carer from **3.30pm**. Pupils who are attending clubs will go directly to their designated rooms from **3.30pm**.

## End of School Pick Up Arrangements at Prague 5

Pupils can be collected from their **class** at **3.30pm**. Pupils who are attending clubs will go directly to their designated rooms from **3.30pm**.

## 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.

## eSchools (Home-School Communication)

We strongly believe that co-operation between your family and Park Lane International School is an important two-way process. Please feel free to use **eSchools** to email the teachers with any questions or concerns you may have, or you can write them a note. Our eSchools (Virtual Learning Environment) is our main form of communication. All pupils and parents will have their own log in details given to them at the start of term. Please do closely monitor your child's class page to share your child's learning.

The best time to speak to a teacher is in the morning, at pick up time or, if necessary, by arrangement at a mutually convenient time. For all organisational issues, our school office staff members are ready to help!

## Reporting to Parents

Throughout the school year, we will keep you fully informed of your child's progress. Park Lane International School organises **twice-yearly Parent-Teacher Consultations**. This is an opportunity for you to discuss with the class teacher your child's progress, behaviour and targets. Also **twice yearly, you will receive a written report (December and June)** regarding your child's academic and personal attainment and achievements.

## Aims & Learner Profile

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

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

## Curriculum

At Park Lane International Primary School we take pride in our excellent standards and high expectations. However, it is also of the utmost importance to us to foster development of the whole child and encourage excitement and engagement in learning.

## Learning in the Early Years Foundation Stage

Reception is where the excitement begins! The children learn together in an environment which is developed around their interests. We pride ourselves on being an exciting and engaging place to be - **encouraging our pupils** to be **independent learners** through a range of both adult-led and child initiated practical activities.

Our teaching is delivered through carefully planned whole class lessons, and carefully planned continuous provision and small group activities. These activities give pupils a wide variety of learning experiences and are all linked to the EYFS curriculum. Their development is tracked through detailed, daily observations and child-initiated interaction.

Within the Early Years Foundation Stage curriculum there are **seven key areas of learning**:

1. **Personal, social and emotional development**
2. **Physical development**
3. **Communication and Language**
4. **Literacy**
5. **Mathematics**
6. **Understanding the world**
7. **Expressive arts and design**

## Personal, social and emotional development

Pupils will be given the opportunity to develop their confidence and self-esteem. They will be supported to make friendships, to respect themselves and others. They will be encouraged to have a positive attitude to learning, to concentrate and persevere at activities and to **develop independence** with dressing and self-help skills.

## Physical Development

Pupils will have opportunities to develop their fine and gross motor skills. They will learn to control and co-ordinate their movements. They will learn to become confident in managing their own basic hygiene and personal needs, including toileting and changing independently.

Good physical development helps pupils to become confident and feel the benefits of being healthy and active. A great deal of emphasis is placed on pupils being physically active outdoors and we are fortunate at Park Lane to have a well-equipped 'outdoor classroom'.

## Communication and Language

As pupils develop their speaking and listening skills they build the foundations for literacy, for making sense of visual and verbal signs and ultimately for reading and writing. In the Reception class, they will be given opportunities to interact with others, to develop their communication and speaking skills through all activities.

## Literacy

We encourage pupils to develop a love of books and stories and to practise mark making skills through a variety of media. At Park Lane, we teach children to read and write by using Ruth Miskin's approach known as Read, Write Inc and Letters and Sounds.

## Mathematics

This area of learning includes numbers, counting, sorting, patterns, calculating, shape, space and measures. Pupils will be supported to understand these concepts through practical activities and real-life situations. Pupils will use the Ten Town number based learning programme.

## Understanding the world

This area of learning helps pupils to develop the knowledge, skills and understanding which will enable them to make sense of the world. Pupils will have the opportunity to explore and investigate objects and living things, to find out about everyday technology, to find out about their local environment and the natural world and about different people and places

## Expressive arts and design

Pupils will be given opportunities to: design and make things using various tools and resources, express and communicate their ideas, thoughts and feelings through a range of media and materials, role-play, dance, singing and music.

## The Online Learning Journal

### What is Tapestry?

Tapestry is a website and app, designed for Early Years Practitioners and parents, to record photos, videos and observations of a child, in an online learning journal. This system allows us to work with parents and carers to share information and record the children's learning and development, during their Reception year, both in school and at home.

Tapestry provides each individual child with their own learning journal and observations are linked to the Early Years Foundation Stage (EYFS) curriculum statements.

## Music

Music flourishes at Park Lane International School and your child will have many opportunities to gain confidence and enjoyment from musical activities. The Primary School has its own choir, which rehearses, after school. The school has strong links with the International School of Music and Fine Arts (ISMFA) and can arrange for your child to receive individual instrumental lessons throughout the year. There are also a number of peripatetic teachers offering private instrumental tuition who can be engaged via the schools extra-curricular co-ordinator, **Ms Kristýna Zíková**.

## Learning Support Department

The Learning Support Department exists to support pupils who need help with their learning so that they can achieve to the best of their ability. The degree of support varies according to the individual needs, the majority of pupils have moderate rather than severe learning difficulties. The **Head of Learning Support is Mrs Ruth Prendergast** ([ruth.prendergast@parklane-is.com](mailto:ruth.prendergast@parklane-is.com)) is always happy to speak to parents and pupils in order to offer support and advice. In some circumstances where your child needs one to one intervention on a regular basis parents will be asked to financially support the appointment of a Learning support assistant for their child.

## Czech Education Programme (Czech for Czech Native Speakers)

This programme is for pupils who have Czech as their first language. It enables Czech pupils to achieve a high standard of spoken and written Czech and to sit the Czech Ministry of Education examinations on an annual basis as part of these lessons. The programme starts in Reception and continues up to Year 13. From Year 2 children of Czech nationality need to be formally registered in a Czech state school, chosen by their parents. Our Czech partner school is Základní škola Jeseniova in Prague 3.

## Czech Education Programme (Czech as an Additional Language)

This programme is for pupils who do not have Czech as their first language. The lessons are taught by our Czech teachers and enable pupils to learn basic Czech vocabulary for use in their environment. Pupils learn colours, numbers, animals, common phrases etc. After successfully undertaking an initial assessment test, pupils with other nationalities, who prove fluent in Czech, can also join the classes primarily aimed at the children of Czech nationality.

## Parent Teacher Association

The PTA is a body of people who not only organise a number of social activities but who, by their fund-raising activities, help the School to purchase a variety of items which, otherwise, we would not be able to afford. It is very much hoped that you would wish to become involved with the PTA and to support their events. Details of all meetings and events are published in the Calendar.

## Class Parents

Class parents are designated parents who are a vital link between the class teacher and the parents of a particular class. They help the class teacher and the teaching assistant to organise class trips (find volunteers, volunteer themselves, etc.) They suggest ideas that may enrich the curriculum/class activities with the approval of the teacher and help all parents of their child's class get further involved in the wider Park Lane community through participation in various school events.

## Outings and Excursions

Park Lane International School is situated close to some places of great interest – all within an easy coach journey or by the public transport system.

Teachers are actively encouraged to arrange visits to support and enrich curriculum activities. These normally take place at least 3 times a year. Parents are kindly asked to support these extended learning opportunities and pay or contribute to the cost of particular excursions or residentials as appropriate. Parents will be notified in advance of particular year group trips and their costs.

## Behaviour

The school encourages all EYFS pupils to follow the key Golden Rules and values of good behaviour and manners. We encourage you to work with the school to make sure that your child behaves well, is polite and helpful to other children and adults.

### Park Lane Learners 5'R's are:

- **respectful**
- **responsible**
- **resourceful**
- **resilient**
- **risk-takers**

## The Golden Rules:

- Do be honest, kind and helpful.
- Do work hard.
- Do look after property.
- Do listen.
- Do be gentle.
- Do be safe.

This behaviour plan is designed to teach pupils how to make responsible choices, which work, for everyone. We need to impress upon pupils that they choose their behaviours and certain consequences may occur from those choices.

Our Code of Conduct is intended to assist pupils in being more responsible for their own behaviour. If pupils clearly understand the consequences of their behaviours, they can choose their behaviours in an intelligent and responsible way that ensures the rights of all pupils to enjoy the educational experience at school.

For a behaviour policy to be effective, it must be consistent. To achieve this consistency, teachers, parents and pupils must share in the responsibility for upholding school rules.

**TEACHERS** are responsible for instructing their pupils on the rules of acceptable behaviour. They are also responsible for applying proper consequences when a pupil's behaviour is inappropriate.

**PARENTS** are responsible for reviewing the rules of appropriate behaviour with their own child/children. They are responsible too, for supporting and co-operating with the school in applying consequences, which result from inappropriate behaviour.

### Absence Forms

To help you let us know if you want to take your child/ren out of school there are 3 different forms for you to choose to complete, these can be collected from the school office and they are:

- **One off school absence permission form (medical /doctor etc...)**
- **Regular school absence permission form (Tennis / sports coaching etc...)**
- **Permission to travel from school form (Holidays and travelling away from school)**

**Please hand completed absence forms to the school offices, thank you.**

### Appointments

If your son or daughter has an external appointment (e.g. dentist), please advise the school office in writing 24 hours in advance. Your child may then be collected from the School office at a mutually agreed time.

### Attendance Policy

Regular and punctual attendance is required of pupils on all school days. This is a condition of enrolment at the school. Daily regular attendance is mandatory and parents must seek **permission from the Principal or Head of Primary** should they wish to take their children out of school during term time.

Teachers, staff and parents should work together to ensure that pupils miss as little school as possible. Where significant absence is impacting on pupil progress, the school reserves the right to review an individual's level of attainment and decide on whether transition into the next school year is appropriate.

Please see the procedures to be followed in the case of absence from school:

- *Illness:* When your child is unwell and needs to stay at home, please inform the school/teacher by phone or e-mail. When they return to school, please confirm their absence in writing. This is important for our records as, without this, absences are recorded as unauthorised. If your child is absent for more than three days, the school needs a doctor's certificate, which should also confirm they are well enough to return to school. In cases of diarrhoea or vomiting we strongly recommend students are kept at home for at least 24 hours once they have recovered.
- *Personal Reasons or Family Holidays:* We recognise that there are times when you may wish to take your child out of school for personal reasons or a family holiday. Please write to us well in advance requesting your child's absence, and do not automatically assume your request will be granted. During these times teachers are not required to set work for your child to take with them.
- *Religious Observance:* The school recognises that due to the international nature of families, school holiday periods may not coincide with your family's religious celebrations. Time away from school will usually be allowed for religious observances. Please write to us well in advance requesting your child's absence.
- Absence from school for special family occasions (e.g weddings) may be given. Requests for such absence must be made in writing to the appropriate Head of School at least five days in advance of the start of the event. It should not be assumed that the request will be granted.
- Pupils may be given a maximum of ten days' 'leave of absence' per academic year for personal or family reasons, including extended holidays. Any additional days of absence beyond this, even with prior notice, will be regarded as an 'unauthorised absence' and recorded as such.
- If a pupil is absent because of ill health, the site administrator should be informed immediately, by telephone or e-mail. The administrator will inform the pupil's class teacher and relevant subject teachers. When returning to school, the pupil should bring a written note from parents/carers confirming the day/s off, and reasons for, the absence.
- All absences and late arrivals will be recorded on the pupil's records and reports. Parents may be invited in to school in order to discuss persistent absence or lateness.

- The school should immediately be informed if a pupil is diagnosed with a serious infectious disease e.g. scarlet fever. Families of other members of that year group and, if appropriate, members of the whole school community will then be informed that there is a case of the illness in the relevant year group. The student must not return to school until certified by a medical practitioner to be clear of the infection.
- If a pupil has head-lice, he or she cannot return to school without a signed note from a medical practitioner stating that the infestation has been cleared. Families of other members of that year group will be informed immediately that head-lice have been found within the cohort.
- Pupils who are unfit to take part in PE must bring a written explanation from parents or a medical practitioner. If not participating, they will be expected to watch the session or perform some simple tasks beneficial to the school community. Those with long-term or chronic conditions may be allowed to work in the Library or classroom, but in these cases a medical note must be provided.

## Academic Success and Rewards

Park Lane International School seeks to provide a balanced and stimulating curriculum which engages pupils and encourages individuals to maximise their potential. To help support and motivate pupils we implement a number of reward systems to further enhance their school experience.

### Formal rewards

- Classes and year groups have a variety of methods, including charts, stars and stamps, to acknowledge all aspects of effort and progress.
- Progress and good learning in all subjects is encouraged and rewarded through positive oral and written comments.
- 'Star of the week' certificates are completed by class teachers and awarded each week during assemblies for excellent behaviour, effort or attainment.
- Pupils are congratulated in assemblies for all endeavours and achievements including awards, certificates and badges from out of school activities, e.g. Dance, music and other sports.

### Prize giving

At the end of each academic year, prizes are awarded for **best attendance**, **academic achievement** and **progress** to each class **from Year 3**. Special Year 6 Prizes acknowledge an individual's service to the school, their contribution to Music and their progress in Sport. At Prize Giving, 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- this award is given to the individual who has been a great ambassador for the school throughout their time at Park Lane, they have engaged in School Council/charity initiatives, they have been active prefects or House Captains and contributed fully to the wider life of the school. This individual is a great role model and mentor for other pupils.

### The House System

The house system is used to as a positive approach to encourage pupils to work hard and follow the school behaviour system by providing rewards in the form of house points. Park Lane International School has a four-house system. They are named after the four elements. However, they are more commonly recognised by their designated colour.

- Air or Yellow House
- Fire or Red House
- Earth or Green House
- Water or Blue House.

All pupils are a member of a House. They are placed there when they enter Park Lane. Children are placed in a house on a random basis, unless he or she has a brother or sister currently in the School, in which case every effort is made to ensure they are placed in the same house as their sibling. Careful consideration is given to keep the number of boys, girls and the overall totals equal. This becomes an important factor for house sports team selection.

Each house has one or two Captains depending on the size of the cohort. These are chosen by the staff from the current Year 5 pupils at our Prague 6 campus and from our Year 6 pupils at our Prague 1 campus at the start of the autumn term and are announced at an assembly after the first few weeks of the new school year.

### House events

Throughout the year we have a number of House competitions to enthuse and excite pupils and encourage co-operation.

## Homework

### Reading

Pupils learn to read through a variety of activities which your child will undertake during the day at school and at home. The main focus of learning to read is through the use of our reading scheme. The books are colour coded and children advance through the colour bands as their reading skills progress. When the pupils have good reading skills they come off the scheme and are known as 'Free Readers'. This means that they can read a book of their own choice either from home or chosen from our class or school library.

All pupils at Park Lane International School are expected to read at home every night. It is best to find a comfortable, quiet place to read with your child and establishing a routine is advantageous to both you and your child. This is supposed to be an enjoyable experience for your child and support and encouragement from you is essential.

While your child is learning to read, we ask for you to hear your child read every night and for you to make a comment in their reading record book. This will evolve as their reading develops until your child reads independently and makes a comment in their book. It is important that this independent reading is monitored and we ask that you make a comment in the reading record book weekly.

### Outdoor Play Arrangements

The opportunity for our pupils to experience learning and enjoy free play outside, whilst interacting with their peers is a fundamental part of school life. We fully appreciate however that as the temperatures drop we need to determine how long these sessions should last for or whether it is appropriate to go outside at all. Where appropriate, we will do our utmost to ensure our pupils have access to outside and appreciate your support by making sure all of our children come to school with **suitable outdoor clothes to keep them warm including hats, scarves and gloves**. We understand that due to medical concerns there may be a need for your child to stay inside- if this is the case please could you let your child's class teacher have the **medical note** from your doctor. As we need to ensure our outdoor play is properly supervised and fully staffed we are unable to keep pupils inside without a medical note. Those pupils who need to stay in during this time will be sent to our school nurse or office for the duration of the break-time.

Outdoor temperatures are monitored closely and if they should drop to an unacceptable level (less than minus 5 degrees Celsius) all of our pupils will remain inside.

### Extra-Curricular Activities for Reception upwards

We provide a varied range of school clubs and activities from **3.30pm to 4.15pm/4.30pm**. These exciting activities encourage confidence, teach new skills and allow pupils to socialise with pupils from other classes. Activities will change throughout the year in order to cater for a range of interests and hobbies. These clubs are optional but we do encourage all pupils to participate in at least one club per week. Please note that some clubs are free and some require payment. In addition most clubs are in English but we also have a few clubs in Czech.

### Supervision at Prague 6

Park Lane International School, offers morning supervision from 8.00am to 8.50am located in the dining hall. Afternoon supervision from 3.30pm to 4.30pm for Nursery to Year 1 which takes place in the playground or in the ground floor classrooms during wet weather. Please note, supervision opens from 8.00am and if your child arrives before this time you should wait with them in the foyer of the school.

### Supervision at Sibeliova

Park Lane International School, offers morning supervision from 8.00am to 8.50am and afternoon supervision from 3.30pm to 4.30pm for Nursery to Year 1. Please note, supervision opens from 8.00am and if your child arrives before this time you should wait with them in the cloakroom of the school.

## Supervision at Prague 5

Park Lane International School, offers morning supervision from 8.00am to 8.50am and afternoon supervision from 3.30pm to 4.30pm for Nursery to Year 1. Please note, supervision opens from 8.00am and if your child arrives before this time you should wait with them in the office of the school.

## Late Supervision

**Late supervision is from 4.30pm to 5.00pm** and takes place outside in the playground or in the school hall during bad weather at the Prague 6 campus, outside in the playground or in the classroom at the Prague 5 campus. Late supervision for pupils at Sibeliova takes place at the Prague 6 campus. This is a complimentary service for you to use if your child arrives at school early or has to be picked up late. **Please make sure that your child is registered for this provision.**

## Dress and Appearance

Please ensure your child wears **comfortable and appropriate clothing**. This includes sensible indoor and outdoor shoes and clothing for PE (school PE kit). **PE kits** are available to purchase in the school office. We ask that children **do not wear jewellery** to school. However, it is acceptable for stud earrings to be worn and jewellery for medical/religious reasons. Long hair should be tied back particularly for PE for safety reasons. Make-up should not be worn by pupils.

## Lost Property

All clothing **must be clearly marked with sewn in name tapes in each garment**. Any Lost Property will be placed in the Lost Property lockers in the School foyer.

## Nutrition

We believe that healthy and nutritious food is essential for the healthy development of pupils. We ensure that the food at Park Lane International School is varied and balanced, and contains a sufficient amount of lean meat, fish and whole-grain products, fruit and vegetables. Each day the pupils have a morning snack, lunch and an afternoon snack. Drinks accompany all meals and snacks.

We work closely with our caterers to ensure that allergies and dietary requirements are met. Please ensure you contact our school office to inform us of any changes to your child's dietary needs from those listed on the enrolment form so that we can alter their lunches accordingly.

**'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 sandwich or vegetable sticks.**

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

Please contact your class teacher should you wish to bring in any external/home food to school for a birthday party or special occasion. It is important for the staff to know the ingredients in case of pupil allergies.

## Meal selection

Our students all receive the same soup and snacks each day but there is a choice of a meat, vegetarian or allergens free dish each day. The menu and the order form for the upcoming month is posted on the website along with the deadline for meal selection. The menu can be easily accessed and updated at <http://foodmenu.dataroom.cz/>. **Pupils are encouraged to take part in the selection process, as this helps to ensure that they feel satisfied with their meals.**

**If you do not make your choice by the requested date, Menu 1 will be automatically selected for your child. However, this can be easily modified via the menu website for the following week.**

## Cancellation of meals

Please remember that if you have to cancel lunches, you must phone or email the school office or cancel it through the website <http://foodmenu.dataroom.cz/>. 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.

### **Drinks**

Research shows that being properly hydrated helps students maintain energy levels and enhances brainpower and concentration. Drinking fluids is an essential part of lunch and snack times. Water is always available for your child throughout the school day, not only when the children are having snack or lunch. Your child can ask for a drink at anytime during the day. We ask that you provide your child with a named water bottle, especially during the summer months, so that drink is always available to your child throughout the day.

### **Parties and Invitations**

The school takes an interest in the welfare of its pupils outside school hours. Our policy is that out of school birthday invitations should be distributed to all pupils within the class. If only a selection of pupils are to be included, such invitations must be **distributed privately and not brought to school**. We are happy for pupils to bring in a cake and snacks to share with their class towards the end of the school day to celebrate their birthday but the school **cannot accommodate parties within the school premises**. Please always liaise with the class teacher about these arrangements so that we can continue to ensure minimal disruption to our teaching and learning programme.

### **Safeguarding**

Park Lane International School is committed to safeguarding and promoting the welfare of every pupil. Our pupils' welfare is of paramount importance. We are all responsible for creating a safe community and environment, in which the understanding and awareness of risk is embedded within the culture. All pupils have a fundamental right to be protected from harm and from all forms of neglect, abuse and exploitation and should feel safe and secure at school.

As part of the school's INSET training all staff, academic, administrative and support staff have regular annual safeguarding and child protection training.

The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The School's Child Protection Policy is available via the school website ([www.parklane-is.com](http://www.parklane-is.com)) or a paper copy may be requested from the Principal.

If you have any concerns about your safety and welfare you can raise those issues with the Designated Persons for Safeguarding. Your concerns will be taken seriously, you will be encouraged to talk and will be listened to.

### **The Primary School Designated Person for Safeguarding is Mr Joe Eyles.**

Mr Joe Eyles- Telephone : 0731194715 E-mail : [joe.eyles@parklane-is.com](mailto:joe.eyles@parklane-is.com)

### **School Nurse**

There is a School Nurse available to treat any minor injuries at our Prague 6 campus. At our Prague 5 and Sibeliova campus all members of staff are fully qualified First Aiders. Parents will be sent a medical questionnaire each year and are asked to inform the School Nurse if any medical details change. No pupils should have drugs or medicine at school without the knowledge of the School Nurse. Pupils taking regular medication may leave a supply with the School Nurse and can then access this as required. Non-prescription medicines should be given to your child before and after school, as we do not allow children to bring these into school. We will contact you should your child need to be picked up from school due to illness or as a result of any injuries sustained at school.

In the interests of all pupil's health at the school we ask that you do not send your child 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. Please contact the school immediately if your child has a communicable disease, such as chicken pox or headlice so that parents can be informed of an outbreak.

### **Headlice**

"Once a week take a peek!"

Head lice or nits are very common within the general population but most prevalent within Primary Schools and most especially the youngest of children. At any given time 1 in 10 children will have head lice. Contrary to popular belief they do not jump but move through head to head contact. Hygiene is also not a deciding factor.

An infestation of head lice has to be dealt with as a community. As a school we can not check your children's hair, but would recommend that you do so on a weekly basis. If you require help or advice on how to do so effectively please consult the school nurse.

If you do find either live head lice or nit (empty egg sacks) please inform school immediately. Once school has been contacted a letter will be sent to all parents within the class. If you receive such a letter please check your child's hair and treat immediately if necessary.

Some useful websites:

[www.headlice.co.uk/school/s/scholls.aspx](http://www.headlice.co.uk/school/s/scholls.aspx)

[www.onceaweektakeapeek.com/](http://www.onceaweektakeapeek.com/)

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

## Fire Practices

We hold regular fire drills during the term so that all pupils know exactly where they should go in the event of a fire.

## E-Safety

In addition to the filtering and monitoring facilities which are part of the school's IT network, we also run a series of e-safety training sessions for teaching staff, non-teaching staff, parents and pupils. This programme is designed to be educational, laying emphasis on the raising of awareness of digital capabilities and of the possible consequences, intentional or inadvertent, of their use and misuse. This includes:

- Showing pupils how to stay safe on line using age appropriate teaching materials.
- How parents can help ensure their child remains safe in their use of the internet and mobile technology as well as in their exposure to computer and video games.

We very much believe that we should help all pupils to understand and manage the risks that they will inevitably face. Excellent advice is available from a number of websites including:

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

[www.bbc.co.uk/cbbc/help/web/staysafe](http://www.bbc.co.uk/cbbc/help/web/staysafe)

## Severe Weather

It is our policy to remain in session whenever possible, provided that the safety of pupils is not at risk. The following procedures might apply when the overriding concern for safety obliges the school to consider curtailment of the school day.

- **Students travelling on School Buses (inward journey)**  
Parents will be contacted by the School office regarding any buses that are not able to operate. If no information is relayed, the services are operating as normal but may well be delayed.
- **Students travelling on School buses (return journey)**  
If snow or other severe weather conditions threaten, we will liaise closely with local police and our bus companies. Only if absolutely necessary, we will then send home early those pupils who travel on one or more of the school buses. Every effort is made in these circumstances to contact the parents concerned at home or at work; we will retain any children whose parents or relatives we have been unable to reach.
- **Extreme early morning conditions**  
In very severe conditions, it might be necessary to close the school for the day. In this very rare event, the relevant information will be posted on the school website.
- **Check before you set off.**

**Please do not attempt any journey that you feel may be unsafe.** If you are in any doubt as to the wisdom of undertaking the journey to school, check the school website. A message will be placed as early as possible, especially in the event of closure (target time: 7.00am). If your child arrives at school, a team of staff will be on duty to ensure his or her well being.

### Anti-Bullying

Each pupil 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 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 child is being mistreated, you should contact the Class Teacher or the Head of Primary without delay.

### Cameras and Audio Recording Equipment

The use of cameras and/or audio recording facilities in school or on school visits by the pupils is not allowed without specific permission of the teacher in charge.

### Address Changes

If you move house, it is vital that you inform the School Site Administrators and your child's Class Teacher of the new address and telephone number immediately.

### Equal Opportunities

Park Lane International School operates an Equal Opportunities policy for all pupils and staff. If individuals think that there has been a breach of this policy, they are encouraged to talk to a member of staff about it, especially their class teacher.

### Fees

Fees are set annually by the Managing Board who aim to provide a high quality education whilst keeping fees as low as possible. In order to make the most efficient use of the fees it is essential that they are paid on time. The school fees are inclusive and we try very hard to avoid extras, except where an obvious extra service is given, or a pupil goes on a specific trip. It is worth pointing out that our fees include personal accident insurance and travel insurance for all pupils. The smooth running of the school's finances depends upon the payment of fees on the appropriate dates: failure to pay on the given dates will be investigated by the Bursar. The school has the right to charge interest on overdue accounts. Please note that the school has no obligation and will not accept any liability to refund fees in the case of absence from school due to accident, illness or family leave circumstances.

### Insurance

Please note that while the school will take every reasonable care, it is not possible for the school to assume liability in the case of loss of or damage to personal possessions of pupils. Parents are strongly advised to take out their own insurance to cover items of value which may be brought to school by pupils, especially mobile phones, watches and musical instruments. Please keep a record of the type, model and maker's numbers of such items so that a full description is available in case of loss.

### Library

The School Library contains a selection of both fiction and non-fiction resources to support and enrich the curriculum. Classes regularly visit the library for sessions with the class teacher or librarian and pupils are expected to borrow books of their choice. Storytelling days and the annual book fair all encourage the pupil's involvement in reading.

### Mobile Phones

Bringing mobile phones and other portable electronic equipment to school is strongly discouraged, except for reasons of safety. If your child is travelling by public transport, school bus or walking a **permission slip** must be completed by a parent/guardian. Mobile phones must be handed in to the class teacher at the beginning of the school day and may be collected on dismissal for the journey home.

## Photographic & Video Images of Pupils

To comply with the Data Protection Act, the school needs parental permission to photograph or make recordings of your child. It is the school's policy to assume that parents are happy to have their son/daughter photographed or videoed for the purpose of school records, and for assessment and publicity purposes (e.g. the school website and prospectus). The school for use in future publications may then store these images. Names of children are often required for particular achievements to be reported (e.g. academic, sporting or musical triumphs). Please let the Principal know in writing if you object in any way to this practice.

## School Yearbook

The School Yearbook is published during the year and is given to all pupils. It is hoped that parents will make a point of collecting it from their children and reading through it, as there is much of general interest in its pages. Should you require any extra copies, please do not hesitate to contact the School Office. Parents who work in an environment where the School Yearbook could be displayed (eg Doctor's Surgery), are encouraged to request copies from the School Office.

## The School Bus

If you are registered for the School Bus, we would like to remind you that the route of the school bus is 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 transport on the Bus, please note that new requests can only be considered when space allows.

## Damages

We accept normal wear and tear on buildings and furniture, but when we are faced with wilful or negligent acts that cause damage, we will have no alternative other than to send parents a bill for the full replacement amount of the item(s) concerned.

## Withdrawal

Parents are asked to note that they are required to give notice in writing to the Principal for the withdrawal of a pupil from the school; otherwise, a term's fees are required in lieu of liquidated damages. **A 90 day notice period is required.**

## Complaints Procedure

All parents should know that Park Lane International School has a complaints procedure for Pupils and Parents. It is expected that most day-to-day matters can be sorted out internally, but if this is not possible we do have a system in place. If parents have complaints, it is hoped that they can be resolved between relevant staff and parents. Should that fail, the Principal will step in to mediate. If that does not resolve the problem then the Managing Board should be contacted. The full parental complaints procedure is available on the school website.