

International School of Poznan

HANDBOOK FOR PYP PARENTS





International School of Poznan

Telephone: +48.61.646.37.60

Email: info@isop.pl

Website: www.isop.pl

Address:

Taczanowskiego 18

60-147 Poznań

Public Transportation (due to ongoing road constructions in Poznań, please, check city's public transportation schedule)



Lines 63 – bus stop ‘Taczanowskiego’
Lines 50, 64, 79, 69 – bus stop ‘Ściegiennego’



Lines 1,6,13,15 – tram stop “Stadion miejski”



All PYP classrooms are located in Building B. Our Front Desk attendant, Edyta Frankowska will assist you with any issues you might have Monday through Friday, 7.30 am- 4.00 pm.

Patrycja Brodziak, our PYP School Administrator, will help you with all the formal paper work Monday through Friday, 7.30 am – 4.00 pm at the Office B, Building B.



FRONT DESK

Edyta Frankowska

edyta.frankowska@isop.pl

PYP OFFICE

Patrycja Brodziak

info@isop.pl

patrycja.brodziak@isop.pl





This handbook is an important source of information for parents on current school guidelines, programs, and procedures. We have tried to anticipate what you need to know to make this school year successful. We urge you to read this handbook and keep in mind that more detailed policies and procedures are available at www.isop.pl.

We are looking forward to a fantastic school year! Please let us know how we can help you.

Sincerely,

Małgorzata Pyda

Primary School Vice Principal, PYP Coordinator

International School of Poznan



Welcome to International School of Poznan!

PRIMARY SCHOOL CONTACT INFORMATION

PRIMARY SCHOOL PRINCIPAL

Aneta Zbucka

aneta.zbucka@isop.pl



PYP COORDINATOR, PRIMARY SCHOOL VICE PRINCIPAL

Małgorzata Pyda

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PYP TEAM LEADER

Anna Żyska

anna.zyska@isop.pl



PYP SCHOOL ADMINISTRATOR

Patrycja Brodziak

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tel. +48.61.646.37.60



PYP FRONT DESK

Edyta Frankowska

edyta.frankowska@isop.pl

Tel. +48.61.646.37.60





PRIMARY HOMEROOM AND CO-TEACHERS 2018-2019

K1

Teacher: Katarzyna Magierska-Kudlińska katarzyna.kudlinska@isop.pl

Co-teacher: Agnieszka Donaj agnieszka.donaj@isop.pl

K2a

Teacher: Katarzyna Tabaczyńska katarzyna.tabaczynska@isop.pl

Co-teacher: Natalia Lauda natalia.lauda@isop.pl

K2b

Teacher: Monika Młodystach monika.mlodystach@isop.pl

Co-teacher: Anna Leśniak anna.lesniak@isop.pl

G1a

Teacher: Wiesława Krysa wieslawa.krysa@isop.pl

Co-teacher: Agata Brzezińska agata.brzezinska@isop.pl

G1b

Teacher: Joanna Wawrzyniak joanna.wawrzyniak@isop.pl

Co-teacher: Dominika Dutkowska dominika.dutkowska@isop.pl

G2a

Teacher: Justyna Łukasik justyna.lukasik@isop.pl

Co-teacher: Katarzyna Jadzińska katarzyna.jadzinska@isop.pl

G2b

Teacher: Clara Colombo-Kośmider clara.colombo@isop.pl

Co-teacher: Katarzyna Jadzińska katarzyna.jadzinska@isop.pl

G3a

Teacher: Anna Cholewińska anna.cholewinska@isop.pl

Co-teacher: Sylwia Osińska sylwia.osinska@isop.pl

G3b

Teacher: Marta Matuszewska marta.matuszewska@isop.pl

Co-teacher: Sylwia Osińska sylwia.osinska@isop.pl

G4a

Teacher: Anna Żyska anna.zyska@isop.pl

Co-teacher: Monika Tomaszewska monika.tomaszewska@isop.pl

G4b

Teacher: Marta Niewiadomska marta.niewiadomska@isop.pl

Co-teacher: Monika Tomaszewska monika.tomaszewska@isop.pl

G5a

Teacher: Katarzyna Tabin katarzyna.tabin@isop.pl

Co-teacher: Bartosz Jadziński bartosz.jadzinski@isop.pl

G5b

Teacher: Karolina Kajzer karolina.kajzer@isop.pl

Co-teacher: Bartosz Jadziński bartosz.jadzinski@isop.pl



SINGLE SUBJECT TEACHERS

POLISH

K1 - Agnieszka Donaj agnieszka.donaj@isop.pl
K2a - Anna Leśniak anna.lesiak@isop.pl
K2b - Nataia Lauda natalia.lauda@isop.pl
G1a - Agata Brzezińska agata.brzezińska@isop.pl
G1b - Ms. Dominika Dutkowska dominika.dutkowska@isop.pl
G2a - Katarzyna Jadzińska katarzyna.jadzinska@isop.pl
G2b - Justyna Łukasik justyna.lukasik@isop.pl
G3a - Marta Matuszewska marta.matuszewska@isop.pl
G3b - Anna Cholewińska anna.cholewińska@isop.pl
G4a - Sylwia Kołodziejczyk sylwia.kolodziejczyk@isop.pl
G4b - Katarzyna Ramicka katarzyna.ramicka@isop.pl
G5a - Katarzyna Ramicka ktarzyna.ramicka@isop.pl
G5b - Sylwia Kołodziejczyk sylwia.kolodziejczyk@isop.pl

POLISH AS AN ADDITIONAL LANGUAGE

G1,G2 - Marta Niewiadomska marta.niewiadomska@isop.pl
G3 - Karolina Kajzer karolina.kajzer@isop.pl
G4 - Monika Tomaszewska monika.tomaszewska@isop.pl
G5 - Bartosz Jadziński bartosz.jadzinski@isop.pl

ENGLISH AS A SECOND LANGUAGE

Katarzyna Wasik katarzyna.wasik@isop.pl
Clara Colombo clara.colombo@isop.pl

YOUNG READER LIBRARY

Katarzyna Wasik katarzyna.wasik@isop.pl

SPANISH

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ICT

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COMMON ROOM COORDINATOR

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SUPPORTING TEAM

SCHOOL PSYCHOLOGISTS

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Justyna Borowska justyna.borowska@isop.pl

SPEECH THERAPIST

Dorota Niemir

NURSE

Katarzyna Milejczak katarzyna.milejczak@isop.pl

SCHOOL CUSTODIAN

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CLEANING PERSONNEL TEAM LEADER

Monika Zawodna monika.zawodna@isop.pl



MISSION STATEMENT

The International School of Poznan is committed to providing international education of high academic standards and prepare students to become valuable world citizens.

To achieve this, the school promotes active and effective learning in a safe and supportive environment and helps students to become responsible and sensitive members of the local and global community.

The school encourages students to challenge their potential and become independent thinkers and lifelong learners.

ISOP OBJECTIVES

International School of Poznan was officially approved by the International Baccalaureate Organization to have the status of the PYP Authorized School in December 2010, and it follows the curriculum designed by this organization with the following criteria at the heart of international education:

- developing citizens of the world - culture, language and learning to live together
- fostering students' recognition and development of universal human values
- stimulating curiosity and inquiry in order to foster a spirit of discovery and enjoyment of learning
- equipping students with the skills to learn and acquire knowledge, and to apply these skills and knowledge across the broad range of areas
- encouraging diversity and flexibility in pedagogical approaches
- providing appropriate forms of assessment

LEARNER OUTCOMES

Within their own age groups the International School of Poznan students work to become:

- **effective communicators**

An effective communicator openly and confidently receives, reflects upon and expresses ideas, thoughts and information through listening, writing, speaking and visual means in more than one language. An effective communicator is able to work independently and with others, applying the knowledge of communication willingly in a variety of settings to differing audiences. To fulfill these goals, an effective communicator will competently use a variety of tools, including information technology.

- **open-minded, independent and reflective thinkers**

The open-minded student is receptive to different cultural, educational and philosophical values. The independent thinker assesses, evaluates and synthesizes ideas and information from an unbiased perspective and, through this, is conscious of his or her own cultural presuppositions.

- **curious about the world**

By developing their individual talents as well as sharpening skills needed to investigate and explore their world, as students relate their school experiences to the realities of the world outside.

- **principled and caring**

Students understand their own ethical belief systems and respect those of others. Students show respect for human differences and have compassion and tolerance for others. Students respect basic academic principles, such as honesty, perseverance, patience and flexibility. Students are committed to developing awareness of environmental issues.

- **knowledgeable in several areas of inquiry**

Students work to excel in the areas of their talents and skills, but also to develop a deeper knowledge of a variety of subjects. They seek knowledge beyond the boundaries of textbooks and aspire to become life-long learners to function and succeed in the modern world.

- **balanced, self-motivated and willing to take appropriate risks.**

Students pursue a broad spectrum of interests which embody an awareness of social, physical and emotional well-being. They can define and follow through with life goals, and consciously meet the challenges necessary for their personal development, thereby becoming responsible decision-makers.

OUR CURRICULUM

The **Primary Years Programme (PYP)** is designed for students between the ages of 4 and 11 and is spread across various disciplines. It encourages the development of the whole child, in and outside classroom. PYP students gain an understanding of the six transdisciplinary themes and they become aware how knowledge and skills are interrelated. They learn to think creatively and independently and they are encouraged to develop a sense of community and responsibility, not only for oneself but also for others.

THE WRITTEN CURRICULUM

The most significant and distinctive feature of the IB Primary Years Programme is the **six transdisciplinary themes**. These themes are about issues that have meaning for, and are important to, all of us. The programme offers a balance between learning about or through the subject areas, and learning beyond them. The six themes of global significance create a transdisciplinary framework that allows students to "step up" beyond the confines of learning within subject areas.

- Who we are
- Where we are in place and time
- How we express ourselves
- How the world works
- How we organize ourselves
- Sharing the planet

These transdisciplinary themes help teachers to develop a programme of inquiries—investigations into important ideas, identified by the schools, and requiring a high level of involvement on the part of the students. These inquiries are substantial, in-depth and usually last for several weeks.

Since these ideas relate to the world beyond the school, students see their relevance and connect with it in an engaging and challenging way. Students who learn in this way begin to reflect on their roles and responsibilities as learners and become actively involved with their education. All students will come to realize that a unit of inquiry involves them in in-depth exploration of an important idea, and that the teacher will collect evidence of how well they understand that idea. They will expect to be able to work in a variety of ways, on their own and in groups, to allow them to learn to their best advantage.



THE ASSESSED CURRICULUM

Assessment is an important part of each unit of inquiry as it both enhances learning and provides opportunities for students to reflect on what they know, understand and can do. The teacher's feedback to the students provides the guidance, the tools and the incentive for them to become more competent, more skillful and better at understanding how to learn.



School Policies, Procedures and Routines

SCHOOL DAY

7.30-7.50 -- Extended Day provides Before-School Supervision in the Common Room

8.00-9.30 -- Instruction

9.30-9.50 -- Snack Break

9.50-12.05 -- Instruction for Kindergarten (K1 and K2)

9.50-12.30 -- Instruction for Lower-Primary (G1 and G2)

9.50-12.50 -- Instruction for Upper-Primary (G3-G5)

12.05-1.30 -- Lunch Break and Recess for Kindergarten (K1 and K2)

12.30-1.30 -- Lunch Break and Recess for Lower-Primary (G1 and G2)

12.50-1.30 -- Lunch Break and Recess for Upper-Primary (G3-G5)

1.30-3.00 -- Instruction (K1 and K2 students finish their regular classes at 2.30)

3.00 -- Dismissal

3.00-5.00 -- Extended Day provides After-School Programs and Activities

TEACHER-PARENT COMMUNICATION

The School Agenda is an important tool to help establish and maintain good school-home communication. Parents are asked to set aside some daily time at home to check the Agenda and to discuss with their child any information that is written for each day, to use the Agenda to share information with classroom teachers, to request a meeting, or to respond to the teacher's messages. Parents are expected to sign the Agenda nightly to indicate the Agenda has been checked. Parents and teachers are expected to respond quickly to messages written in the Agenda. It is working together to establish good work habits that ensures greater success.

Agenda Expectations for Students, Parents and Teachers:

- The Agenda will go home every night. Parents are responsible for checking the Agenda and nightly homework assignments.
- Students will bring their Agenda to school with them every day.
- Students will record daily homework and assignments in their Agenda.

GENERAL ATTENDANCE/ABSENCES

Regular school attendance is expected of all students and essential for a student to make the most of his or her education.

Students are expected to be in school on regular basis to receive instruction. Absences are excusable for illness, doctor's appointments or recovery from an accident.

When you know that your child will be absent, please **notify the school by phone or note in the Agenda** in advance, if possible.

Your child will be expected to complete any missed assignments from their absence upon return. The absence will be unexcused until a parent leaves a note in Days of Absence chart in the Agenda (page 6).

Excessive absence from school is defined as **ten or more days absent** and/or ten or more days tardy. If absences are excessive, verification from a physician will be required. Parents are requested to call the school by 9.00 am on **the day a student is absent** from school. Prolonged illnesses and contagious diseases should be reported to the school office as soon as diagnosed.

Any **pre-arranged, extended absence** must be reported to the child's teacher in **writing (in the Agenda)** prior to the absence.

If you want to cancel school lunches due to your child's absence, please contact the canteen manager Michał Czapla at info@vicanteen.pl

TARDINESS

Students arriving late to school must immediately proceed to their classrooms. A child is considered late for primary school if he or she is **not in the classroom by 8.00 am** ready to begin the school day.

Therefore, we recommend that PYP students arrive at least 10 minutes before the start of class, which gives them time to get ready and be on time.



DAILY SCHEDULE

Promptly upon their arrival at school in the morning, the students should get ready for class. We recommend that K1 and K2 students are dropped off by their parents to the Common Room (before 7.50 am) or directly to their classrooms (between 7.50 and 8.00 am).

G1-G5 students should enter the school on their own. Please be reminded that our classrooms are not available to the students until 7.50 am. All students arriving before the aforementioned time should head for the Common Room after getting ready for class. Staff provides supervision there starting at 7.30 am.

HOMEWORK/MAKE-UP WORK

Homework will be required and must be completed by the student. When absences occur, immediate attention is to be given by the student, parent, and teacher to work missed by the student. In case of an absence, parents should collect school materials from the catch-up box after 3 pm. For more details about homework, please see ISoP PYP Homework Policy.

STUDENT CODE OF CONDUCT

International School of Poznan shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of others with students exercising their rights responsibly. Students who violate the rights of others or school rules shall be subject to disciplinary measures.

DISCIPLINE TECHNIQUES

The guiding principle of our school and classroom management is that its purpose is not to punish but to teach and encourage students to accept responsibility for their actions and decisions and to regard the rights of others with as much reverence as their own. Discipline techniques may include: reinforcement, behavioral contracts, verbal correction, withdrawal of privileges, detention, removal from class, community service hours, suspension, time-out/isolation, and expulsion.

BULLYING

We are committed to a safe and civil educational environment for all students, **free from harassment**, intimidation or bullying. Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline, suspension or even expulsion will be used to remediate the impact on the victim and change the behavior of the violator.

INJURY/ILLNESS/STUDENTS WITH MEDICATION

A nurse is stationed on campus to assist students who become ill or injured while at school or have a medical problem that pertains to school hours. If your child must take medication while at school, please notify the nurse in writing about the details. Parents must bring the medications to the nurse, not the child.

EXTENDED DAY

We provide before- and after-care at the Common Room. The hours are 7.30 am until the start of the school day and from dismissal time until 5.00 pm. A variety of activities or outside time is offered. Please be informed that late pick-ups will result in withdrawing your child from the Common Room and other afternoon programs.

AFTER-SCHOOL ACTIVITIES

We offer an array of after-school programs for the students. When deciding on an activity, parents are advised to choose an age-appropriate program, which does not clash with any other classes the student is to attend. Once enrolled, the pupil is expected to attend extracurricular activities **regularly**. Please notify the child's teacher in the Agenda of any pre-arranged absence or illness. **Three unexcused absences** will result in the student's withdrawal from the program.

LANGUAGE POLICY

We are an **English speaking** community! English is the language of instruction and communication. It is essential that both parents and students recognize and honor this international setting. For more details, please refer to the ISoP Language Policy.



DISHONESTY

ISO P and the IBO promote academic and personal honesty and expect all students to be truthful. Students found cheating, plagiarizing or guilty of malpractice will be dealt with severely. First time violators shall receive a warning of subsequent consequences. Repeated dishonesty will result in serious disciplinary action, including suspension from school activities.

ELECTRONIC DEVICES AND TOYS

Some common items not allowed at school without prior approval include electronic games, IPODs/MP3 players, tablets, CD players, valuable toys, and other items administrators consider inappropriate. Please **do not bring them to school**. They will be taken up and kept in the office until a parent can come to school to reclaim the item.

CELL PHONES

We prohibit the use of all telecommunications devices, including cellular phones. All telecommunication devices should be turned off during school day, from the morning entry to the moment the student leaves the school premises. Disregarding this rule will result in the confiscation of a given device by the teacher. In case of emergencies, a student may use the office telephone. For more details, please refer to the Use of Electronic Devices Policy.

Students shall be allowed to use laptops for in-class academic purposes. The school is not responsible for the loss of any electronic devices or valuables on the school campus.

SCHOOL UNIFORMS

School uniforms are compulsory **Monday through Friday**. Please refer to the Uniform and General Appearance Policy on our website.

PE/INDOOR SHOES

PE will be held in the gym or outside, depending on the activity, weather and the teacher. We request that all K1- G5 students wear the school sports outfit to physical education class. Students need to have a pair of gym shoes with non- skid marking soles. These shoes will be used for the gym. Also, we request that all PYP students bring a pair of indoor shoes that he/she will change into while at school and keep in the hallway shelf.

CHANGES TO REGULAR PICK-UP

Should you decide on a play date with a classmate after school hours, make sure you notify the child's teacher **in writing** (in the School Agenda). We may release your child only to people authorized to pick them up by you.

STUDENT INFORMATION AND RECORDS

Please let the child's teacher and school office know when you change address or phone number so that we may update the information and contact you in case of any emergency.

FIELD TRIPS

Field trips will be related to the program in your child's class. Teachers will inform parents of the field trip ahead of the scheduled date of the trip. All students must have a signed Field Trip Permission Slip on file before being allowed to participate in any field trips or off campus activities.

Should you decide to opt out of a field trip, your child will participate in regular class work with a different class. We mostly use our school bus or rely on public transportation.

All safety procedures will be covered before the planned field trip.

GREEN SCHOOL

Green School is the name given to a longer trip taken by PYP students under the supervision of their home- and co-teachers. Its timing differs from year to year, however, it takes place during spring months – May or June. Its duration depends on the grade:

- Kindergarteners (K1-K2) go only for one school day (leave in the morning and come back in the afternoon)
- G1 students spend 2 days on the Green School (they stay overnight)



- G2-G5 students go for a 3-day-long Green School.

Green School is a fun experience of free time spent with classmates and teachers outside the school. It helps to integrate the group, develops independence and responsibility, improves cooperation, communication, self- management skills and many more. Most importantly ... it is loads of fun! Homeroom teachers always organize an orientation meeting for parents before Green School where all the relevant information is passed on and all questions concerning details are answered.

Parents pay for Green School in advance. The price depends on the destination and duration of the Green School.

LOST AND FOUND

The Lost and Found Box is located on the ground floor of Building B. If your child is missing clothing or other belongings, please have them check there. Each year large amounts of clothing and other personal belongings are accumulated in the Lost and Found Box. These articles are kept for a reasonable amount of time. Unclaimed items are eventually donated to charity.

To help prevent the loss of belongings, please label your child's jackets, coats, sweatshirts, lunch boxes, backpacks, etc. This is especially important for school uniforms because of the difficulty of identifying a specific item when a large number of children own nearly identical clothing.

EXCUSES FROM ACTIVITIES

Children unable to take part in an activity should have a note from his/her parent in the School Agenda.

Please remember that your child's participation in all classes promotes a balanced social, academic and physical life.

PARENT TEACHER ASSOCIATION (PTA)

Our PTA is designed to support parents, teachers, and pupils in the community. **All parents and teachers** are encouraged to join and take part in the many activities available for the sake of our students. Parent volunteers are necessary, encouraged, and appreciated. If you are interested in becoming a volunteer, contact us at school or via email pta@isop.pl. WE NEED AND WANT YOU!

PYP PROGRAMME OF INQUIRY

The PYP Programme of Inquiry is available at www.isop.pl

VISIT THE SCHOOL WEBSITE/FACEBOOK

Keep track of all important news on the web. In addition to news, check all documents regulating important school matters at www.isop.pl and like us on Facebook <https://www.facebook.com/pages/InternationalSchool-of-Poznan-PYP-Section/424975490927909>

SCHOOL COMMUNICATION

Any questions? Need some help? Please call us at school.