

# School Handbook



**CAMBRIDGE**  
INTERNATIONAL SCHOOL

The information contained here may be amended or added to from time to time. Additions/amendments will be included with newsletters or sent by individual email/letter. Further related documents, and the latest version of this handbook, can be found on our website at [cambridgeschool.eu](http://cambridgeschool.eu).

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# **1 Introduction to the School Handbook**

The intention of the CIS School Handbook is to give you as much information as possible about the day-to-day running of our school, without being cumbersome. The Handbook aims to support the effective running of the school, the smooth management of the school's teaching and learning, and the organisation of the community of students. The Handbook's pages will eventually outline not just important information, but the basic regulations which guide the school's day-to-day operation. An important factor to remember is that the school caters for students from early childhood to adulthood. Thus some of the expectations and rules will vary with the age of the student. Please bear this in mind as you read through these pages.

The students of the school, the parents/guardians of the students and the teaching and non-teaching staff should abide by the regulations contained within the Handbook. The regulations concern all programmes organised by the school where the school is responsible for the students. Please don't hesitate to contact us if you have queries that are not answered by the Handbook.

## **2 Introduction to Cambridge International School Bratislava**

This school caters for students aged between 3 and 18 years old. We also have a sister school, Funiversity, in central Bratislava offering programmes for children from 3 to 6 years old on Gajova ulica/street. We currently have students from around 20 countries and with many different home languages. As an international school we value individuality and aim to develop within our students a knowledge and understanding of the differences and commonality of the peoples of the world. However, all students must speak English in school and at events as the development of English language skills is one of the fundamental objectives of the school.

We are licenced to operate an international curriculum based on programmes from Cambridge International Education (a department of the University of Cambridge) and the National Curriculum of England. We recognise that children transfer to and from very many different school systems and bring with them a varied educational and cultural background. We therefore design our curriculum to best serve the needs of our international student body. A Curriculum Handbook giving many details of our curriculum from age 6 to 18 is available from the school website at [www.cambridgeschool.eu](http://www.cambridgeschool.eu).

Cambridge International School (CIS) welcomes children of all nationalities, races and religions, and promotes equal opportunity for all those within it. The educational requirements of a child are of the greatest importance to us, and we will seek to meet these fully within our curricular and pastoral programmes. However, we will advise parents against keeping their child at Cambridge if the school cannot adequately or appropriately provide education for that child. This ruling encompasses special, emotional, social, physical, academic and behavioural needs.

### **2.1 Normal Age for Each Year Group 2016-2017**

The age of admission for Year groups in the school is based on the student's age on 31<sup>st</sup> August 2016 before the start of the school year. The Director may, at his discretion, allow flexibility of up to one Year where appropriate; e.g. a student of Year 5 age could be placed in Year 4 or 6

depending on their educational background / results of the placement process. No other variation is possible. The terminology used is that found in British schools where the term Year is used rather than Grade. The ages for each Year group are based upon the norms in British schools as we are using a curriculum which is British based and designed for students of the age within each Year group. Classes in the school are arranged as follows:

Class	Curriculum Based on (Cambridge means University of Cambridge International Examinations Curriculum)	Age of Student at 31 <sup>st</sup> August 2016 before start of school year	Age of Student at 31 <sup>st</sup> August 2017 after end of school year	Student Date of Birth
Nursery	English Early Years Foundation Stage Curriculum	3	4	1/9/2012 to 31/8/2013
Reception	English Early Years Foundation Stage Curriculum	4	5	1/9/2011 to 31/8/2012
Year 1	Cambridge Primary Stage 1 + English National Curriculum Year 1	5	6	1/9/2010 to 31/8/2011
Year 2	Cambridge Primary Stage 2 + English National Curriculum Year 2	6	7	1/9/2009 to 31/8/2010
Year 3	Cambridge Primary Stage 3 + English National Curriculum Year 3	7	8	1/9/2008 to 31/8/2009
Year 4	Cambridge Primary Stage 4 + English National Curriculum Year 4	8	9	1/9/2007 to 31/8/2008
Year 5	Cambridge Primary Stage 5 + English National Curriculum Year 5	9	10	1/9/2006 to 31/8/2007

Year 6	Cambridge Primary Stage 6 + English National Curriculum Year 6	10	11	1/9/2005 to 31/8/2006
Year 7	Cambridge Secondary 1 Stage 1 + English National Curriculum Year 7	11	12	1/9/2004 to 31/8/2005
Year 8	Cambridge Secondary 1 Stage 2 + English National Curriculum Year 8	12	13	1/9/2003 to 31/8/2004
Year 9	Cambridge Secondary 1 Stage 3 + English National Curriculum Year 9	13	14	1/9/2002 to 31/8/2003
Year 10	Cambridge International General Certificate of Secondary Education (IGCSE)	14	15	1/9/2001 to 31/8/2002
Year 11	Cambridge International General Certificate of Secondary Education (IGCSE)	15	16	1/9/2000 to 31/8/2001
Year 12	Cambridge Advanced Subsidiary Level (AS Level)	16	17	1/9/1999 to 31/8/2000
Year 13	Cambridge Advanced Subsidiary Level (AS Level) and Advanced Level (A Level)	17	18	1/9/1998 to 31/8/1999

## 2.2 Year/Class Groups

Students are generally placed into the relevant Year group according to their chronological age. The school however, reserves the right to place a student into the Year deemed most fit by the Director, at any time. Students are placed in groups according to their school Year. The group is led by a teacher, called the class teacher or form tutor. Tutors have weekly tutorials with their group and are available by appointment for one-to-one meetings with students or parents.

## 2.3 Our Curriculum

The school's curriculum is broad, balanced and interesting, and involves formal international examinations in the senior years. From Year 1 to Year 9, the core subjects of English, Mathematics and Science follow the international curricula of the University of Cambridge in England. From Year 10 to Year 13, our entire examined curriculum comes from Cambridge.

The various courses from Cambridge are used by thousands of schools in over 160 countries worldwide.

Currently, subjects studied within the school include the following: English; Mathematics; Science (separate Biology, Chemistry, Physics or Coordinated Science); Geography; German and Spanish (from Year 4); History; Computing; Drama; Music; Art; Physical Education; Psychology (in the senior years only).

Most of our students go onto further education after they complete Year 13. Using the IGCSE subjects taken in Years 10 & 11, and the AS/A Level subjects taken in Years 12 & 13, your son/daughter will be able to apply for a wide range of highly regarded universities around the world (including the UK and USA). When the time comes, we will advise students and support their applications to UK and other universities whether in Europe, the USA or further afield.

When they enter Year 12, students are asked to select 3 or 4 subjects (in addition to Slovak if a native-speaker) that they will pursue over the next two years. It may feel strange for the student that they appear to be narrowing their studies, however please be assured that this is normal within British curriculum schools in England and internationally. These subjects are studied in detail and to a significant depth in preparation for the demands of top international universities. In the UK it is only required to have studied three or four subjects (in most cases, three) at AS/A Level for entry to even the most selective courses at the top ranked universities. What are also of significant importance are the sporting, social or cultural activities that a student engages in during their final years at school – universities are looking for ‘rounded’ students, not just the narrowly focussed!

#### **2.4 How we Assess our Students**

Aside from exam/test success, it is the growth and development of the whole child/student that is of great importance to us. We as teachers believe that we have a duty to help equip each and every individual with a wide range of skills and develop them into well-rounded members of society. Your child should expect to be challenged, yet fully supported, in all aspects of their education. We set high standards with the idea of taking students beyond their comfort zone and helping them to realise their potential. Everyone has the chance to succeed at something, and so we treat each student as a unique individual.

With this in mind, please understand that all of our teachers are prepared to be honest and fair when they assess students. Your child may not achieve the highest grade for every assessment, and we want students to understand that this is a normal part of life and that we, as humans, can always improve at something. By encouraging students to respond positively to a grade they may be disappointed with, through listening to advice and trying again next time, we believe that we are helping each child develop and prepare for the realities of life beyond school. We have a group of highly qualified teachers here at CIS and so we would ask you to trust our experience and judgements, as everything we do in school is in the best interests of your son/daughter’s growth and development.

Normally twice during the school year, at the ends of January (half-year) and of June, we issue our own reports and certificates so that parents have a regular formal record of their child’s

progress<sup>1</sup>. This is in addition to individual parent-teacher meetings which are usually held twice a year.

### **3 The School Day**

The school building is open between 07:30 and 17:30 during term-time. We expect most students to arrive after 08:00 and to leave between 15:30 and 17:00 following the end of after-school clubs. Playroom is open for our Primary children from 07:30 - 08:20 and until 17:30 after the school day finishes. Secondary students are expected to leave the school after their afternoon snack at 16:00 at the latest if they are not attending a club/course.

During school hours students can only leave the school building at the request of their parents in person or in writing. The form tutor/class teacher will issue written permission. In exceptional circumstances, where there has not been a parental request, an older student may ask for written permission from the Director. Whenever a student leaves the school grounds during the official school hours of 08:30 to 15:30, they must sign-out at the school reception desk. If a student returns to school, they must sign-in at the reception as soon as they enter the school building. If a parent removes a child early, they must inform the reception and class teacher before leaving, even when the arrangement has been agreed in advance. It is essential for legal purposes and also for health and safety reasons that we know who is on the school premises at any time, thus the need for a clear record of arrival and departure.

#### **3.1 Registration**

Students should arrive at school by 8:20 at the latest and register. Primary students who arrive before 08:20 register in the Playroom, Secondary students register at the reception. Class teachers take the registers after this time and sign the students in their classrooms. After Registration, completed by 08:30, students may not leave the school grounds during official school hours: 08:30 to 15:30, including break times. By special individual arrangement agreed in advance between parents and the school, students in Years 12 and 13 may arrive later or go home earlier in the afternoon if they have no lessons. All students must be at their allocated classroom for the beginning of each lesson.

Any student arriving after the end of morning Registration must sign-in at the school reception desk to be registered as late. They must not go to lessons or any other part of the school buildings until registered at the reception.

The front doors are locked after morning Registration and throughout the whole day for security reasons. Please use the bell on the left side of the main doors to call for admission.

#### **3.2 Timetables**

Timetables exist for all classes and you will receive a personal copy for your child's class. The school education programme is strictly from 08:30 until 15:30 (15:05 for classes to Year 3 and to 16:00 for Years 12 and 13). Timetable periods are for 25 minutes, and lessons will usually be two periods long. Occasionally there may be single period lessons or ones which are three or

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<sup>1</sup> Our curriculum is also fully validated by the Slovak Ministry of Education which will provide an Apostille stamp on our own school reports/certificates for official use in other countries.

four periods long. The ending of lessons will usually allow a 5 minute break before the next lesson starts. Morning break lasts for 25 minutes and the lunch break for 50 minutes. In the earlier years, the class teacher has more flexibility in the arrangement of the class day. However as greater numbers of teachers become involved with a year group higher up the school, the timetable becomes more rigid and has to be strictly adhered to.

## **4 School Rewards & Sanctions**

### **4.1 School Rewards**

The school recognises students who:

- produce excellent school results;
- show exceptional effort or progress;
- serve the school community well;
- succeed in educational, sporting or cultural events/competitions;
- enhance the school's good reputation.

### **4.2 School Sanctions**

Ours is a small, friendly, happy, family oriented community. We hope that we will rarely have to sanction students. However, the school will sanction students who:

- neglect studies;
- break the regulations of the School Handbook or other issued rules;
- miss school without authorisation;
- behave unacceptably;
- plagiarise (calling another's work one's own. e.g. handing in an essay copied for example from a website).

Students should behave properly at all times in school and at events out of the school grounds. They must be courteous, and talk and behave politely with others. To avoid accidents students must not run, push, play ball inside, slide down the stair bars in the school building, climb into trees, or participate in any other dangerous or irresponsible activity. The foregoing is not an exhaustive list. At all times students must comply with the Student Code of Conduct which states that all students should:

- treat each other equally;
- be polite to each other, to teachers, to other staff and to visitors;
- look after school property, equipment and other students' possessions;
- respect other people's cultures;
- make new students feel welcome;
- be honest;
- understand and abide by the school regulations.

In the case of careless or deliberate damage by a student, her/his parents/guardians are liable for the cost of the damage. The cost of any damage is determined by the Director.

If a student performs below the minimum acceptable standard during the year, they may be required to undergo a commission exam before readmission to the school. The Director reserves the right to require a student to repeat a school year if insufficient progress is made.



School sanctions increase in severity in accordance with the gravity of the problem and the school's Director reserves the right to apply sanctions as he deems appropriate. In particular, in the case of serious misconduct, a severe sanction may be applied immediately, including exclusion from the school. Examples of serious misconduct include but are not limited to:

- aggression;
- physically hurting someone;
- behaviour likely to harm self or others;
- verbal abuse of any member of the school community (including visitors and members of the Funiversity community), and/or the use of bad language;
- bringing to school or consuming any illicit or illegal article or substance (including but not limited to cigarettes, alcohol, intoxicating drugs, pornography, weapons, items likely to corrupt the morals of others, abusive or offensive literature);
- deliberate damage, theft, defacing or destruction of any other student, staff or school property or equipment;
- causing fire;
- any criminal action;
- repeated unauthorised absence.

## **5 Absence**

Absence from lessons or other school commitments must be authorised. Authorisation may be by doctor's certificate (please hand it to your class teacher) or parent's email/letter to our school reception at [reception@cambridgeschool.eu](mailto:reception@cambridgeschool.eu) and to your child's class teacher ([name.surname@cambridgeschool.eu](mailto:name.surname@cambridgeschool.eu)). If a student is unexpectedly absent (e.g. due to illness), please telephone the reception to let us know the reason, preferably by 08:30 on the morning of the first day of absence. If a student returns from an absence and a parent has not contacted us, a note explaining the absence must be sent with the child.

If more than 30% of the school year is missed (100-120 lessons), the student may be required to take commission exams or he/she will not receive a certificate of completion of the school year and may be required to repeat the same class/Year. Termination of education may also take place if the reasons for absence are unsatisfactory.

An absence is unauthorised if the school does not receive any valid authorisation within 5 days of the start of absence. The school reserves the right to terminate education and/or withhold student reports and other documentation where a student has more than 5 days of unauthorised absence during the school year. Excusable reasons for absence include illness, extremely bad weather conditions, public transport failure, and student participation in competitions at a regional or national level.

If you are not able to attend a club you've signed up for, please inform our After-school Activities Coordinator at [clubs@cambridgeschool.eu](mailto:clubs@cambridgeschool.eu). Course leaders set up their expectations and communicate them to the parents in the beginning of the course.

### **5.1 Lateness**

Students should arrive at school by 08:20 at the latest. Morning registration is open until 08:30 and class teachers share important notices and instructions with their classed during

this time. Any student arriving after this time must sign-in at the school reception desk to be registered as late. This is formally recorded into our online mark book IZK and shows on our official school reports as unexcused lessons unless the parents inform our school reception by phone/e-mail about the reason for the absence or give their child a written note. A late student has to show the note to the teacher teaching the lesson he/she is late to and then pass it to the class teacher.

### **5.2 Requests to regularly miss school**

Every Lesson Matters at our school and consequently any lesson missed is a potential loss to the student. Whilst it is of course possible to catch up, missing school regularly even for just a period a week, means they are at a disadvantage for their next lessons in the subject, having missed content, experience and the growth and development opportunity. Consequently, we will not authorise regular absence from school except under very special circumstances. For instance, it may be permissible to miss PE to attend an official physical activity alternative, e.g. a regional team training session. However, it cannot be authorised to miss any Slovak Ministry of Education specified compulsory subjects to attend non-equivalent alternatives.

At CIS we adhere to very high international standards with regard to student attendance and we strongly discourage student absence from school. Please understand that, if it is your decision to take a holiday during term time, we will of course not physically stand in the way. However, your son/daughter's absence will have to be recorded as 'unauthorised' into the official Slovak online record of attendance. With regard to the important work that your son/daughter will miss it is a school policy that teachers do not provide homework tasks during periods of absence such as this, as it would be seen to condone and support (and therefore potentially encourage) such arrangements.

Our concern is always for the student and their schooling and so whilst we recognise that parents will on occasion decide to keep a child from school for a non-approved reason, it is strongly discouraged and will be recorded as unauthorised into the official Slovak online record of attendance. We hope we have your support in this standard policy.

## **6 School Environment**

Anyone using the school building and its grounds must:

- respect and take care of any property of the school or of individuals;
- keep the school neat, tidy and clean – all rubbish must be thrown away in the bins provided and shoes must be wiped clean of mud, snow and water on the mats at the entrances;
- obey the school's safety, health, fire and work regulations.

After eating school lunch, students must take trays, plates and utensils to the dishwashing window in the Dining Room. Spilled food must be cleaned off the table. Lunch food may not be taken out of the Dining Room.

Students are not permitted to eat chewing gum, unshelled sunflower or similar seeds in the school. They may not order food to be delivered to the school (such as pizza). Students are

responsible for keeping their lockers tidy. Any found items/lost property should be handed to the school reception. Students will be required to pay for any lost or damaged school books.

Students are not allowed in the Staff Room at any time. If students wish to speak with a teacher, they should knock on the Staff Room door and wait outside for attention.

### **6.1 Toys / Games and Other Personal Property**

The school cannot accept responsibility for loss or damage to any personal items. Consequently, we ask that valuable or irreplaceable items are not sent to school. No electrical items should be sent to school except at the request of the class teacher. All items sent to school should be marked with the student's name. Any valuable items brought to school are entirely at the student's own risk.

Mobile phones are very strongly discouraged. If a student needs to have a mobile phone or other gadget at school, they must be turned off in all lessons to avoid disruption and also may not be used in the Dining Room. Primary school students have to ask for permission from the teacher to use a mobile phone. Secondary school students are only allowed to use their mobile phones during the morning and lunch breaks, and in accordance with the school rules. Any mobile phone/gadget that disturbs a lesson will be confiscated by the teacher and may be collected from the tutor at the end of the day. If this is repeated, the gadget will be given back to the parent only.

## **7 Out of Lesson Times**

Students are required to attend all the official school events in the calendar. Students must follow the School Handbook in any programme organised by the school. Failure to do so will result in sanctions in accordance with the school regulations.

Year 12 and 13 students may stay in their Study Room and the Library when they have no timetabled lessons. However, they must at all times be respectful and mindful of others, particularly when there are lessons in adjacent rooms.

### **7.1 School food**

Hot lunch is available for all students in the Dining Room. Morning and afternoon snacks are also provided. Students may bring food into school to eat at morning break or lunch time. Please do not send in fizzy drinks or drinks in glass bottles. We would like to promote healthy eating and therefore we ask that children do not bring unhealthy snacks (e.g. chocolate, crisps, etc.). Such unhealthy snacks will not be permitted in the dining room nor will it be permitted to share them with other students. Students may not order food to be delivered to the school (such as pizza). Chewing gum is not allowed at school. In the classroom, children should not eat and should only drink water or non-carbonated drinks.

If your child has a special dietary requirement, for instance for medical or religious reasons, it is necessary to fill the Student Medical Information Form and return it to our reception with a doctor's confirmation detailing your child's condition. Please set up a meeting with our Canteen Manager to discuss the dietary requirements of your child by phone at +421 903 246 540 or email [canteen@cambridgeschool.eu](mailto:canteen@cambridgeschool.eu).

Students need to drink plenty of water during the day for their good health. It is most convenient if all students have their own clearly labelled water bottles, with sealable lids, that can be refilled at appropriate times during the day, and used as and when needed.

## **7.2 After School Activities**

We offer a variety of afterschool activities for your children starting in the beginning of October. These activities are divided into clubs and courses. Clubs are led by our teachers as a relaxing activity for the students after school, and are not charged extra. Courses are led by experts with an aim to develop students' skills on a professional level, and are paid for. Our parents get information about the current offer of clubs and courses by email before the semester starts and sign up online. You can send your enquiries about our afterschool activities and sign up for one of them in the course of the year at [clubs@cambridgeschool.eu](mailto:clubs@cambridgeschool.eu).

After school clubs generally start at 15:30/45 and finish at 16:30/45. Students are encouraged to participate in at least one club. Students must ensure that they continue to participate in their chosen club for the entire term.

## **7.3 Field Trips and Outings**

Trips within the Bratislava region that are wholly within school time will be announced by email or by letter. A permission slip will not be necessary. Trips further afield or outside normal school hours will require the completion of a permission slip. No permission slip will mean no trip for that particular student!

## **7.4 Homework**

Homework is an integral part of the school curriculum. Teachers will set homework as appropriate. There is no hard and fast rule, but generally, the older the student, the more homework that will be set. Students must do the homework set and study for lessons. The purpose of homework is to support students in their learning, not to trip them up, test them or make their lives difficult.

## **7.5 Library**

Students should read as much as possible in English. Children are encouraged to choose a book from the school library each week. Help your child by reminding them to read at home – television and the internet are no substitute for the educational opportunities contained within a good book.

The School Library is open according to the opening hours displayed. Students can only take books out of the Library if they are signed out by the Librarian or by a teacher. Damaged or lost books must be paid for by the student borrowing them.

## **7.6 School Holidays**

The academic year starts in early September and ends at the end of June. There are three terms and the holiday dates are set in such a way as to try and make these three terms of comparable length. Term dates are sent home, and are also available on the website.

Holiday dates are published well in advance. Please note them and abide by them, arranging your family holidays to coincide with school holidays. Absence from school because of holidays

is disruptive to the school's programmes of work and other activities, as well as to the student's education, and cannot be officially authorised.

### **7.7 Student Committee**

The school seeks to have a Student Committee in which each tutor group is represented by one or two students on the committee. The committee is called and organised by the Deputy Director of School. It acts as a forum for students to voice ideas and concerns on appropriate school matters. The Director gives feedback to the committee on issues raised.

Students have the right to:

- receive a sound and modern education;
- be treated with respect and equal opportunity;
- receive appropriate information concerning their education;
- give their opinion and raise questions about their education in an appropriate manner;
- be given consideration to their concerns and questions;
- have their school tests marked and feedback given within two weeks;
- have a maximum of two major school tests scheduled on the same day;
- be informed of any major school tests in advance.

## **8 Health and Safety**

Students must:

- take responsibility for their own health and safety and that of others;
- be familiar with and follow the school's health and safety regulations;
- report any health and safety hazards/emergencies to a member of staff immediately (First Aid supplies are kept at the school reception and in the school office);
- take part in the annual emergency procedure practice;
- follow the directions given by staff in the case of an emergency situation (e.g. fire, bomb alert, natural disaster).

At the beginning of the school year, students are informed about the accident and fire management policies in a tutorial, and about any accident management in Science, PE and Computing lessons. The whole school building is a non-smoking area. Under no circumstances are students permitted to smoke at any time in the school, school grounds, or in the immediate neighbourhood.

Rules for PE lessons and sport activities:

- students are supervised by staff for activities in the gym and elsewhere;
- students must change into a separate set of sport clothes (trainers, socks, shorts, jogging trousers, T-shirts, jumpers) for any sport activity;
- students must remove jewellery for sport activities;
- students who have to miss PE lessons due to a medical problem must provide a reason in writing from their parents (if reason is temporary) or a doctor (if a long term health issue) and must give the written reason to the PE teacher before the start of the lesson.

### **8.1 Medical Care and Emergency Procedures**

Please ensure that the reception is promptly informed, in writing, of any change in address/contact email/phone numbers. If your child is to be collected by someone other than persons authorised to pick him/her up in the Enrolment Information Form, you must inform the school in writing.

If your child has any medical condition we must be informed in writing so that we can act in an appropriate way if an incident should occur.

### **8.2 Medicines at School**

If parents wish to request the administration of medicines by the school, they must complete an Authorization for the Administration of Medication form. The form should be signed and stamped by the prescribing physician for the administration of prescription drugs. In the case of non-prescribed medication (e.g. over the counter purchases), we still require that the student's parents agree to the administration of the medicine and complete the form. Both the completed form and the medication, in its original container must be taken to the school reception by the parent.

Students may not be sent to school with medication for self-administration unless it has also been cleared through the school reception. The same form must be completed in the same way; however, the form will indicate that the student will administer the medicine themselves. The parent must again make a personal visit to the school reception with the form, so that the school has complete records of who should be taking what and when.

Your child must clearly know never to share medicines with others. Do not send vitamins, natural or homeopathic remedies to school without the above authorization form being completed.

Remember to update your child's medical history forms as needed, preferably after each doctor visit.

### **8.3 Insurance**

Parents must ensure that they have medical insurance for students. Additionally, you must provide your own insurance for personal items.

The school has Slovak public liability insurance. The school does not provide personal accident insurance coverage, so parents should make their own arrangements.

## **9 Communication**

Students are informed about their education and school matters by:

- assemblies;
- Student Committee meetings;
- notice boards in the corridors;
- tutorials.

Parents get information about school life from:

- letters/newsletters sent to parents by email;
- the online mark book;
- student's Progress Book;
- school letters;
- notice boards in the reception area.

Parents are informed about their child's progress by:

- the online mark book accessed through our website at [cambridgeschool.eu](http://cambridgeschool.eu);
- Parents' Evenings;
- communication with the class teacher / form tutor or subject teachers by email or in person, arranged in advance;
- School Reports.

Parents should notify the school immediately if there is a change of address, email, phone number or if there is any other material change in the student's circumstances.

### **9.1 Parents Evening and Reports**

All students receive school reports during and at the end of the school year. Formal Parent – Teacher Interview Evenings are usually held three times during the school year – a group informative meeting in the beginning of the school year and two individual meetings few weeks before we decide on final grades. Appointments are provided for parents to meet teachers to discuss the progress of their children.

Our teachers don't have work phone numbers so email is the main way of contacting them. They all have heavy teaching commitments so please understand if their own responses are delayed. Please arrange an appointment if you wish to discuss something in detail. If a matter is very urgent, telephone our reception and we will try to help you as quickly as possible.

## **10 Learning Support – Student Assessments**

At certain times in the year we may decide to take a closer look at individual students if we suspect that there may be a learning difficulty. If we then discover that supportive action is necessary, we will inform parents accordingly.

As parents, if you feel yourselves that your child might be experiencing some unexpected difficulties with his/her school work, please bring it to the attention of his/her class/subject teacher. We can then take a closer look and decide upon a course of action, if necessary.

Learning Support is nothing to be ashamed of: statistics suggest that about 10% of the population have some form of specific learning difficulty and about 4% are severely dyslexic. Therefore 1 in 10 children will experience some kind of learning difficulty at some time in their education. The sooner these difficulties are picked up, the sooner they can be remedied. It is therefore vital that we know of any history of learning support having been given to your child. If you have not disclosed this as yet, please advise us as early as possible.

## **11 School Dress Code**

In order to keep our school environment clean and tidy it is a requirement for every student to have a pair of indoor footwear, such as plain shoes, sandals or other appropriate footwear (e.g. Crocs). Students should change their shoes as soon as they enter the building. As children go outside at break times, unless it is raining or snowing heavily, they should be sent to school with outdoor clothing appropriate to the weather. All items of clothing must be named (as should all personal items). During PE students must wear appropriate clothing that is designed for sports activities, and it should be separate from clothes worn during the rest of the school day.

Students in all Years must wear clean & modest clothing that is appropriate to a learning and working environment. No pyjama or other bedtime attire (including sweat pants) should be worn. Clothing should not be transparent and must be worn so that it does not expose any underwear (e.g. trousers properly hoisted at the waist). If a student chooses to wear shorts/skirts then they should be of a suitable and modest length (e.g. not too short nor worn too high). Torn clothing (e.g. ripped jeans) or large offensive logos are not allowed and any tattoos must not be displayed. Students should not wear headgear inside the school building – hats can be put on as the student leaves. Hair may not be dyed in non-natural colours.

The dress code applies at all times in the school building, on school grounds and at school events. Please be aware that, because clothing can vary greatly, we may treat a questionable item of clothing on an individual basis. If we deem a specific item of clothing as inappropriate, we will advise the parents and student not to wear it in school again.

## **12 Publicity**

Filming or taking photographs, in particular those for publication in any media (including the internet) may only take place on school premises with the written permission of the Director.

Any publications showing pictures of or referring to the school, its students or staff may not be published, if such publications could bring the school into disrepute. The Director shall decide whether any material brings the school into disrepute.

Images of students may be used in school publicity material, such as the school's website, newsletters, social media, flyers, etc. Students' names will not be used. Parents who object to the use of their child's picture must inform the school at the start of the school year.

The school holds information on students in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess whole school progress. This information includes assessment of results, attendance information, personal details such as nationality and any relevant medical information or special educational needs. It may be necessary for the school to provide some of this data to the Ministry of Education and/or other educational authorities or to the Cambridge International Examinations Board or to another school in the case of the student transferring schools. Students and parents have the right to access their personal data.



## **13 Parking and Traffic Flow outside the School**

There is a heavy traffic flow outside the school building at the beginning and particularly at the end of the school day. We ask for your cooperation in making the road outside our school safe for all users. Uprkova is one way for the full length of the school building; drive with the school on the left only. Please do not park in front of the buildings opposite the school as the neighbours can become irate when access to their houses is impeded.

## **14 Contact Information for School**

Address: Uprkova 3, 811 04 Bratislava

Telephone reception: +421 2 207 206 79

Email: [school@cambridgeschool.eu](mailto:school@cambridgeschool.eu)

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For further information on our school please visit our website [www.cambridgeschool.eu](http://www.cambridgeschool.eu).