

School Handbook



**CAMBRIDGE
INTERNATIONAL
SCHOOL**
BRATISLAVA

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Preface

Dear Parents,

Welcome to the Cambridge International School Handbook for Academic Year 2025 – 2026.

We hope that it will provide a useful guide and framework for our international educational approach and to working positively with the students in our care and the families within our community.

Please note that this Handbook should be read in conjunction with the specific policies to which it refers.

This handbook is subject to updates and revisions in relation to changes in school policies and directives from the Slovak Ministry of Education. The date of publication or revision is noted at the end of this document, and any questions should be based on the latest version.

Please note that this Handbook is not exhaustive and does not seek to answer all questions which existing or prospective parents may have. However, should you have specific queries about its content, or queries which are not covered in this Handbook, please contact our:

- Parent Relations Manager (for existing parents):
parentrelations@cambridgeschool.eu
- Admissions Manager (for prospective parents):
admissions@cambridgeschool.eu

They will be very happy to offer any clarification which is required.

Thank you for your support of Cambridge International School and for ensuring that you and your children understand and adhere to the contents of this Handbook.

For further information on our school, please visit our website: www.cambridgeschool.eu
Additions and amendments will be published in the school newsletter or sent individually by email/letter. Other related documents and the latest version of the school handbook are available on our website cambridgeschool.eu.

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1 Purpose of the School Handbook

The CIS School 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. This Handbook intends to give you as much helpful information as possible about the day-to-day running of our school and the basic regulations that guide our school life. An essential factor to remember is that the school caters for students from early childhood to adulthood. Thus, some expectations and rules will vary with the student's age and stage. 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 all abide by the regulations contained within the Handbook. The regulations concern all programmes organised by the school and all time during which the school is responsible for students.

2 Introduction to Cambridge International School Bratislava

This School, including its Funiversity Kindergartens cater for students aged between approximately 3 and 19 years old. We currently have students from more than 20 countries and many different home languages. As an international school, we value individuality and aim to nurture within our students a knowledge and understanding of the differences and commonalities of the peoples of the world. However, all students must primarily speak English in school and at school 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 signed by Cambridge Assessment International Education (a department of the University of Cambridge) and broadly based on the National Curriculum in England. We recognise that children transfer to and from many different school systems and bring a varied educational and cultural background. We, therefore, design our curriculum to best serve the needs of our international student body as a modern European school in context. Further details of our curriculum from ages 6 to 19 and throughout our Key Stages of Primary and Secondary Education are available from the school website at www.cambridgeschool.eu.

Cambridge International School (CIS) welcomes children of all nationalities, races and religions and promotes equal opportunities for all those within it. The educational requirements of a child are of the greatest importance to us, and we seek to meet these entirely within our curricular and wellbeing programmes and with specialist provision for English and Slovak as Additional Languages and for children with specific individual or Special Educational Needs. However, there may be occasions when the school cannot adequately or appropriately provide education for a particular child. Each admissions and contract extension decision, is individually based on the child and encompasses special, emotional, social, physical, academic, language and behavioural needs.

3 School Year 2025-2026

3.1 Normal Age for Each Year Group 2025 - 2026

The age of admission for year groups in the School is primarily based on the student’s age on 31st August each year before the start of the academic year. At his discretion, the Director may allow flexibility of, in most circumstances, up to one year where appropriate. The terminology used is that of British schools where the term Year is used rather than Grade. The ages for each year group are based upon the norms in British and British international schools as we use a British-based curriculum designed for students of the age within each year group. It is important however to understand how this relates to the Slovak schooling system also. Classes in Cambridge International School are arranged as follows:

Slovak Educational System		CIS Class System			Age of Student 31.08.2025	Age of Student 31.08.2026
Primary	Year 1	Primary	KS1	Year 2	6	7
	Year 2			Year 3	7	8
	Year 3		KS2	Year 4	8	9
	Year 4			Year 5	9	10
	Year 5			Year 6	10	11
	Year 6		Secondary	KS3	Year 7	11
	Year 7	Year 8			12	13
	Year 8	Year 9			13	14
	Year 9	KS4		Year 10	14	15
Secondary	Year 1		KS5	Year 11	15	16
	Year 2	Year 12		16	17	
	Year 3	Year 13	17	18		
	Year 4	Year 14		18		

3.2 Year/Class Groups

Students are generally placed into the relevant Year group according to chronological age. The school, however, reserves the right to place a new student into the Year deemed most fit by the Director based on their maturity, language and academic ability and on the availability of school places. Students are placed in groups according to their school year. A teacher leads the group, called the Class Teacher. Class Teachers have daily tutorial sessions with their group and are available by appointment for one-to-one meetings with students or parents.

It is likely that a student will have a different Class Teacher each school year however, we aim for students in the IGCSE years (Years 10-11) to retain their Class Teacher and in the A-level years (Years 12-13) also to have the same class teacher for the two-year programme. At particular points in the school journey, usually between phases, on entering Key Stage in Year 4, on entering Key Stage 3 in Year 7 and upon entering Key Stage 4 in Year 10, the School will often mix classes in order to bring balance to the groups for the start of the next phase. The school also reserves the right to mix classes at other times deemed appropriate by the School Leadership Team based on the student number and opening of new classes or based on other factors within the year group. The school may consult parents on such decisions; however, the Director reserves the right to make such changes as he deems appropriate for the management of the school.

3.3 Our Curriculum

The school's curriculum is broad, balanced, and interesting and involves formal international examinations in the senior years. From Year 2 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. Thousands of schools use the various courses from Cambridge 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; Computer Science; Business Studies; Media Studies; Music; Art; Physical Education; Economics; Psychology (in the final two years only). All students also study PSHE/Life Skills throughout the School and have weekly University Guidance and Careers sessions in Years 12 and 13. Students from Year 10 onwards have a wide range of choice in the subjects which they choose to study.

Most of our students go on to university and higher 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 can apply for a wide range of highly regarded universities around the world (including the UK, throughout Europe, North America and Australia). When the time comes beginning in Year 11 and formally throughout Year 12 and 13, we will advise students and support their applications to university, whether in Europe, the USA or further afield.

When they enter Year 12, students are asked to select initially 4 or in some cases 3 subjects (in addition to Slovak if a Slovak national) 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 significant detail and to a depth beyond the first year of many international university courses.

In the UK, it is only required to study three or at most four subjects at AS/A Level to enter even the most selective courses at the top-ranked universities. What are also of significant importance are the sporting, social and cultural activities students engage in during their final years at school – universities are looking for 'well rounded' students who are mature, socially competent and engaged with the world around them, not simply those who have excelled academically.

3.4 Slovak Language

All students are required to study Slovak Language and Literature or Slovak as an Additional Language from Year 2 to Year 11 as part of the Language and Communication educational area, which is focused on developing students' communication skills in their mother tongue, acquiring correct spelling and grammar in oral and written form, and acquiring reading skills. Good mastery of language and stylistic subjects, and especially communicative competences, creates the prerequisites for developing the ability to successfully apply themselves in later life.

The common goal of the language components is to guide students to increase their language culture, their verbal oral and written language expressions. The greatest emphasis is placed on their own creation of language expressions, working with information, reading literacy, and the ability to argue. Slovak students continue their studies in Year 12–13 with the option to take the Slovak Matura exam in the additional year of Year 14. Slovak citizens without other citizenship are required to study Slovak language and literature. Students with Slovak citizenship who have lived abroad for a longer period of time receive additional support through support classes.

3.5 Assessment

Aside the test and exam results, the overall development of the student is key to us. Teachers at CIS strive to develop a wide range of skills in each individual to become a full-fledged member of society. We set high standards with the idea of taking students beyond their comfort zone and helping them reach their potential. Everyone has the chance to succeed in something in the classroom or outside it, so we approach each student as a unique individual. And on their personal educational journey, where they strive to become the best version of themselves..

With this in mind, please understand that all our teachers are prepared to be honest and fair when assessing students. We have a group of highly qualified teachers here at CIS, so we 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.

Each half term, parents with children in Years 3 to 13 will receive formal assessment grades at an Assessment Point which will be made visible to parents through the Edupage system, based on the Slovak grading system from 1-5. Various factors will be considered in arriving at these grades. In addition, at most assessment points, students in Years 10-13 will also receive a Progress Grade Profile (PGP) which also reflects their attainment in relation to their own abilities and the demands of the Cambridge Assessment International Examinations subject requirements which they are studying.

Twice a year (January and June), we issue our own written reports so that parents have a regular formal record of their child's progress¹. These narrative reports in English for subjects taught in English, Slovak for Slovak Language and Literature and Bilingual for SAL, are in addition to the distribution of the Slovak Výpis známok and Vysvedčenie grade sheets which are also distributed to parents at the end of January and June. In addition, individual parent-student-teacher conferences, (PSTCs) are also usually held twice a year.

The School Assessment Policy for Primary and Secondary can be viewed on the school website.

¹ 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.

3.6 Learning Support – Student Assessments

At the point of admissions to the school and at certain times in the year or transfer between school phases, we may take a closer look at individual students if we suspect there may be some kind of learning difficulty. We will inform parents accordingly if we discover that supportive action is necessary.

As parents, if you feel that your child might be experiencing some unexpected difficulties with their school work, please bring it to the attention of their Class Teacher or subject teacher if the challenge is in a particular area. 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 specific learning difficulties, and about 4% are severely dyslexic for example. Therefore 1 in 10 children will experience some learning difficulty during their education. The sooner these difficulties are picked up, the sooner they can be supported and remedied. Consequently, we must know of any history of learning support given to your child. If you have not disclosed this, please advise us immediately.

You can find the EAL (English as an Additional Language) and the SEN (Special Educational Needs) Policies on the School website.

4 The School Day

The school building is open between 07:30 and 17:00 during term time.

We expect students to arrive and leave at the following times:

- Start of the School Day: 08:00 (KS1 and KS2)
08:25 (KS3, KS4 and KS5)
- End of the School Day: 14:30 – KS1 and KS2
14:55 – KS3
15:45 – KS4 (Monday to Thursday)
14:55 – KS4 (Friday)
15:45 – KS5
- Afterschool Activities: 15:00 – 16:00 (KS1, KS2 and KS3)
16:00 – 17:00 (KS1 to KS5)

Supervision is available for Primary students from 07:30 - 08:00 in the playground or canteen in inclement weather, and until 17:00 after the school day finishes. If Secondary students arrive between 08:00 and 08:25, they should go directly to the canteen, and they will be supervised. Secondary students are expected to leave school after their afternoon snack at 14:55 for KS3 and 15:45 for KS4 and KS5 if they are not attending a club.

At present, for the Academic Year 2025/2026, all students should arrive and leave the school strictly through the Main Entrance.

4.1 Registration

Students should arrive at school by 08:00 (KS1 and KS2) or 08:25 (KS3, KS4 and KS5) for registration. As they enter the building, they must scan their attendance chip using the turnstiles to register their arrival at school and also swipe out when they leave the building for the final time at the end of the school day which may be after a club. Student attendance is recorded on EduPage. If a student has forgotten or lost their attendance chip, they must report this immediately to the Reception Team.

During the registration period, Class Teachers confirm the registers in their classrooms prior to closing them at 08:10 for KS1 and KS2 or 08:40 for KS3, KS4 and KS5.

The first lesson begins at 08:15 for KS1 and KS2 and at 08:40 for KS3, KS4 and KS5; students must be ready to start the lesson by this time.

- During school hours, including morning and lunch breaks, students can only leave the school building at the formal request of their parents.
- Whenever a student leaves the school grounds during the official school hours unaccompanied by a member of staff, they must sign out at the School Reception desk and swipe out with their chip.
- If a student returns to school, they must sign in at the reception as soon as they enter the school building.

By special individual arrangements 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 (for further details please, see Section 6 - Absence). Students in Year 12 and 13 may also be granted school and parental permission to leave the School during the lunch break. All students must however be in their allocated classroom at the beginning of each lesson. Such privileges for senior students may also be taken away individually or collectively at the discretion of CIS Director and Head of Secondary, if they are abused.

4.2 Timetables

Timetables exist for all classes, and you will receive a personalised copy for your child's class. For students in Year 10 and above, a Year Group rather than a class timetable may be issued. The school education programme is strictly from 08:15/08:40 until 14:30/14:55/15:45 based on the child's year group.

The timetable is constructed on 25-minute blocks, and one lesson is comprised in most cases of two blocks equating to approximately 50 minutes. Some lessons, in particular in the senior years of the school, are double lessons, equating to approximately 100 minutes.

There are no bells in the school, so lesson times include travelling times and toilet time between lessons of approximately 5-minutes for Secondary students before the next lesson starts. The morning break lasts 25 minutes, and the lunch break lasts 50 minutes.

Primary students have a timetabled afternoon snack break and secondary students can collect a snack from the canteen at the end of their school day if they wish.

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KS1

Lesson	1	2	Break	3	4	Lunch	5	6	7
Session	1.- 2.	3.	4.	5.- 6.	7.- 8.	9.- 10.	11.- 12.	13.- 14.	15.
Time	8:15 – 9:05	9:05 – 9:30	9:30 – 9:55	9:55 – 10:45	10:45– 11:35	11:35 – 12:25	12:25 – 13:15	13:15 – 14:05	14:05 – 14:30

KS2

Lesson	1	2	Break	3	4	Lunch	5	6
Session	1.- 2.	3.- 4.	5.	6.- 7.	8.- 9.	10.- 11.	12.- 13.	14.- 15.
Time	8:15– 9:05	9:05– 9:55	9:55 10:20	10:20– 11:10	11:10– 12:00	12:00– 12:50	12:50– 13:40	13:40– 14:30

KS3

Lesson	1	2	Break	4	5	Lunch	6	7
Session	2.- 3.	4.- 5.	6.	7.- 8.	9.-10.	11.-12.	13.-14.	15.-16.
Time	8:40 9:30	9:30 10:20	10:20 10:45	10:45 11:35	11:35 12:25	12:25 13:15	13:15 14:05	14:05 14:55

KS4 and KS5

Lesson	1	2	Break	3	4	Lunch	5	6	7
Session	2.- 3.	4.- 5.	6.	7.- 8.	9.-10.	11.-12.	13.-14.	15.-16.	17.-18.
Time	8:40 9:30	9:30 10:20	10:20 10:45	10:45 11:35	11:35 12:25	12:25 13:15	13:15 14:05	14:05 14:55	14:55 15:45

4.3 Visitors

It is essential for legal purposes and 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.

Visitors to the School must report to the main reception, sign in and wear a visitors' badge for health and safety and safeguarding reasons. Members of the public and parents who are not students or teachers, are not permitted to enter beyond the reception area without signing in at the reception and they may enter the school premises only for previously approved events. Non-parental visitors are also required to sign a safeguarding declaration when they sign in to the school and should be always accompanied by a member of staff.

4.4 Parking

There is a heavy traffic flow outside the school buildings 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. Úprkova street is one way for the entire 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 out of respect for our neighbours. When visiting the school, please park in the Visitors' Parking outside the Gym and avoid parking, leaving your vehicle or taking a long time for your child to exit your vehicle outside the school, particularly in the morning.

5 Behavioural Expectations

Students should behave appropriately at all times in school and at events outside the school grounds. They must be courteous and talk and behave politely with others including all adults and other students. To avoid accidents, students must not run, push, play with balls inside, lean out of the windows, slide down stairwells in the school building, climb trees, manipulate electrical equipment, or participate in any other dangerous or irresponsible activity. Please note that this is not an exhaustive list. Further details regarding behaviour expectations and sanctions can be found in the Behaviour Policy.

5.1 General Expectations

At all times, students are expected to:

- Arrive on time to school and to lessons;
- Bring the correct equipment for the lesson;
- Seek to achieve the highest level and to be up-to-date with their learning;
- Complete all classwork and homework in the manner and timing required;
- Speak in English to ensure we are an inclusive community;
- Behave in a responsible, respectful and polite manner to all members of our community;
- Show respect for the school environment;
- Refrain from behaviour that could harm either themselves or anyone else at all times and in all locations in the school buildings or campuses;
- Use information technology exclusively for the purposes of academic work;
- Behave respectfully and act as an ambassador for the school in the vicinity of the school, transitioning to other school buildings or during lessons or trips out of school.

5.2 Examples of serious misconduct include, but are not limited to:

- Bringing to school or consuming any illicit or illegal article or substance (including but not limited to cigarettes, vaping products, alcohol, intoxicating drugs, pornography, weapons, items likely to corrupt the morals of others, and abusive or offensive literature or clothing);
- Deliberate damage, theft, defacing or destruction of any other student, staff or school property or equipment;
- Causing fire;
- Any criminal action;
- The use of offensive, swearing or discriminatory words or phrases in any language;
- Bullying;
- Truancy.

We recognise and reward 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.

The school will sanction students who:

- neglect their 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 without citation or using an AI text generator).

5.3 School rewards and sanctions:

Examples of school rewards include:

- Green Notes in Secondary;
- House points;
- Letters of Commendation or Role of Honour Certificates;
- Prizes in assemblies and at an official prizegiving;
- Pizza parties for specific activities and classes or year group rewards.

Our School is a largely friendly, happy and harmonious community. We hope that we will rarely have to sanction students. However, if it is necessary, below are some examples;

- Red Notes in Primary and Secondary
- Same day teacher reflections
- KS coordinator reflections
- Class Teacher warning
- Internal support reflections
- Repeated violation of school rules
- CIS Director's warning
- Lowering of the Student Behaviour Grade
- Non-renewal of academic contract for the following year

The school sanctions above increase in severity, however the School Director reserves the right to apply sanctions at any point on the scale as he deems appropriate to the seriousness of the offence. In particular, in the case of serious misconduct, a significant sanction may be used immediately.

5.4 Bullying

As of 1st February 2025, all public schools in Slovakia are obliged to follow the Directive No. 1/2025 on the prevention and resolution of bullying of children and pupils in schools and in educational establishments issued by the Ministry of Education, Research and Development and Youth of the Slovak Republic.

For further details, please click here: <https://www.minedu.sk/data/att/d76/32441.fb1a83.pdf>

We are proud of being an inclusive international school and we treat all our students equally and expect them to be tolerant and kind to each other. In our School we aim to create a friendly and fully inclusive environment for all our students and staff. Any type of physical or verbal aggression towards any member of the school community (including all staff, students, parents, visitors or local residents) will not be tolerated and will be taken very seriously.

Bullying is usually a form of aggressive, undesirable behaviour in which someone intentionally and repeatedly causes another person injury or discomfort. Such behaviour is typically motivated by the intention to gain superiority over the bullied, to humiliate the bullied or to obtain a forced position of power, as a result of which the creation of an intimidating, hostile, embarrassing, humiliating, humiliating, degrading, intentionally hurtful or offensive environment occurs or may occur in the form of verbal bullying, physical bullying, psychological bullying, emotional bullying, dangerous electronic harassment or dangerous stalking. Bullying can be physical, verbal or

psychological. It can happen face-to-face or online, direct or indirect.

Some examples of different forms of bullying may be:

Verbal:

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting or saying unkind words
- Threatening to cause harm
- Cyberbullying - verbally threatening or harassing someone through social media, email or phone
- Sexting
- Requesting or sharing inappropriate or explicit images

Social or emotional:

- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumours about someone
- Embarrassing someone in public
- Hurting someone's reputation or relationships

Physical:

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or damaging someone's belongings
- Making rude, offensive, or suggestive gestures

The reason for bullying is mainly a special characteristic of the bullied person, usually consisting of his/her health disadvantage, gender, religious religion or belief, nationality or ethnic group affiliation, sexual orientation, gender or gender identity, language, social, societal or financial status of his/her family, or other personal characteristic usually associated with wearing glasses, being overweight or having low motor skills.

Bullying can constitute a criminal offence, in which case the bullying person from the age of 14 may be prosecuted.

Our Anti-Bullying policy outlines the school's approach and response to bullying incidents in more detail. This document can be found on the school website.

5.5 School Dress Code

To keep our school environment clean and tidy, every student must have a pair of indoor footwear, such as plain shoes, sandals or other appropriate footwear. This is particularly important for students in Primary who have Forest School and Outdoor Learning sessions each week. Children go outside at break times unless it is raining or snowing heavily, so they should be sent to school with outdoor clothing appropriate to the weather.

Students are expected to wear clothing and accessories which follows the below rules:

- Clean, modest and appropriate for a learning and working environment
- Safe and appropriate fit: torn (e.g., ripped jeans) or overly baggy clothing is not acceptable
- Clothing should not be transparent and must not expose any underwear
- Shorts/skirts should not be shorter than mid-thigh
- Large or offensive logos, words or symbols are prohibited
- Students must change into a separate set of sports clothes for any sports activity
- Hair should not be dyed in non-natural colours
- Hats should not be worn inside the school building
- Make-up is acceptable in secondary but should be discreet
- Tattoos must not be displayed, and piercings should be discrete

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 individually. If we deem a specific item of clothing inappropriate, we will advise the parents and student not to wear it in school again. We also encourage students to dress up for formal occasions and important school events such as Open Days, Slovak, German and Spanish celebrations, Musical Concerts, School Photography days etc. in order to celebrate our community and its vibrant culture.

Specific and more detailed guidance is issued to Secondary students in relation to appropriate clothing in warm weather.

All items of clothing must be labelled with the student's name (as should all personal items).

The School's Dress code policy in Primary and Secondary can be found on the School Website.

6 Absence

All absence from lessons or other school commitments must be authorised. **All absence requests are submitted on EduPage**, from where it will be authorised by the Class Teacher. The Class Teacher is responsible for recording all absences accurately in the system and has to inform parents about exceeding the days.

If a student is unexpectedly absent (e.g., due to illness), please let the Class Teacher know the reason by 08:00 on the morning of the first day of absence by sending an absence request on EduPage.

If a student returns from an absence and a parent has not contacted the school, an email explaining the absence must be sent to the Class Teacher upon return. In line with the Ministry of Education's *Guidelines on the General Rules for Excusing Student Absences*. Our school operates under these **strict regulations**.

In "strict regime" parents may excuse their child's absence for a maximum of **5 consecutive school days** or **15 school days per half year**. Acceptable reasons include illness or injury, a

doctor's prescribed restriction from attending school, exceptionally adverse weather conditions, sudden disruption of public transportation, extraordinary family circumstances, or participation in competitions (if not representing the school).

Beyond this limit, a **medical confirmation** will be required. Specifically, a doctor's note must be submitted:

- If the absence lasts for more than **5 consecutive school days** (e.g., Thursday, Friday, Monday, Tuesday, Wednesday = 5 consecutive school days),
- if, **within the half year**, the student misses more than **three times the weekly number of lessons** according to the curriculum (weekly number of lessons × 3).

In case of absence, upload the completed form to the "Attendance" section of Edupage.

All types of absence requests are available for download on the school website.

If you cannot attend a club you have signed up for, please inform our Afterschool Activities Coordinator at clubs@cambridgeschool.eu. Course leaders set expectations and communicate them to the parents at the course's beginning.

6.1 Lateness for lessons

Students should arrive at school by 08:00-08:15 (KS1 and KS2) or by 08:00-08:25 (KS3 to KS5) at the latest by year. Morning registration is open until 08:10 or until 08:35 by year, when Class Teachers share important notices and instructions with their classes. Any student arriving after this time must sign in at the school reception desk to be registered as late. This is formally recorded in our electronic mark book system- EduPage. The parents will inform the Class Teacher about the reason for this lateness through EduPage. A late student has to show this note to the teacher who is teaching the lesson when they arrive and then pass it to the Class Teacher. Students who are repeatedly late may receive a sanction in line with our Behaviour Policy.

6.2 Missed Lessons

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

6.3 Commission Examination

If a student misses more than 30% of the lessons in individual subjects, a commission examination may be proposed. For serious objective reasons (usually due to illness), students may be classified in a substitute term after successfully completing the commission examination (Section 57 of the Act of the National Council of the Slovak Republic No. 245/2008 Coll. on Education (School Act) and on amendments and supplements to certain acts).

Commissional Exam

1. A student is evaluated based the results of a commissioned exam if:

- a) they are being examined in a substitute term,
- b) they are taking a retake exam,
- c) the retake is requested by the legal representative,
- d) the retake is held at the initiative of the principal,
- e) they are following a special method of school attendance,
- f) they are permitted individual education,
- g) they is completing education to obtain a degree.

2. A student who has been permitted individual education based on the recommendation of a general practitioner for children and adolescents, due to a health disadvantage, does not take the commissioned exam. The pedagogical employee who ensures the education of the student submits a written report to the school principal on the progress and results of educational activities with the student every quarter, on the basis of which, after discussion in the school pedagogical council, the student's progress is evaluated.

3. If, for serious objective reasons, a student cannot be assessed on the regular date in the first semester, the student will not be assessed for the first semester. The Director will set a replacement date for his/her assessment, usually so that the student's assessment can be carried out no later than two months after the end of the first semester. The relevant subject teacher is responsible for the student's assessment.

4. If, for serious objective reasons, a student cannot be assessed at the end of the second semester, the principal will set a replacement date for his/her assessment, usually so that the student's assessment can be carried out in the last 4 weeks of August.

The school reserves the right to terminate education and/or withhold student reports and other documentation where a student has over five days of unauthorised absence during the school year. Education termination may also be considered if the reasons for absence are unsatisfactory.

6.4 Repeated Authorised Absence

All regular late arrivals and early departures or requests for longer periods of absence **require supporting documents** (from sports clubs, coaches, music teachers, therapists, etc.) **to be uploaded along the absence request form on EduPage**. We will be unable to process requests without supporting evidence and it may be necessary to meet in person prior to considering specific applications. The exact day(s) of the week, time or selected days need to be stated on the supporting document.

Absences authorised by the Class Teacher:

- a one-off absence of up to 5 days (such as illness)
- An early departure during the last period that is not repeated (after 2:00 PM for KS1 to KS3 and after 2:30 PM for KS4 and KS5)
- repeated early departures of a maximum of 3 days per week (with supporting evidence)

Any longer period of absence needs to be reviewed by the School Director:

- regular early departures 4 or more times a week
- regular early departures starting earlier than the last period (after 2:00 PM KS1 to KS3 and after 2:30 PM for KS4 and KS5)
- one-off non-medical absences of 6 days or more (with supporting evidence)

Concerning the vital 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, and it is the student's responsibility to catch up fully upon their return.

6.5 Absence due to Family Reasons

Our concern is always for the student and their schooling, but primarily for their overall welfare. If the Director is able to justify in good faith, that an absence request for clearly stipulated family reasons is crucial to a child's wellbeing and family cohesion, then it may be approved, however "family reasons" is not sufficient to authorise the absence. Potentially approved reasons might include funerals, attendance at family weddings, sibling graduations, family counselling sessions, travel related to significant long-term family separation as a result of international conflicts etc. In cases such as these, evidence will be required of the absence in order for the Director to approve it.

At CIS, we adhere to very high international student attendance standards and strongly discourage student absences. We publish our holiday dates well in advance. Please understand that if you decide to take a holiday during term time, your child's absence must be recorded as an 'unexcused absence' in the official Slovak online attendance record unless the Director is able in good faith to justify the trip as an extraordinary beneficial educational experience.

If you are unable to send your absence request online via EduPage, experience technical issues or have any further questions regarding absence, please, contact your child's class teacher or email the Director's office: directorsoffice@cambridgeschool.eu

7 School Environment

Anyone using the school building and its grounds must:

- Respect and take care of any property of the school or individuals
- Keep the School neat, tidy and clean at all times
- Obey the School's safety, health, fire and work regulations
- Smoking and drinking alcohol is strictly prohibited
- Lunch food, glassware or cutlery may not be taken out of the canteen
- Students are not permitted to eat chewing gum anywhere in the school grounds
- Students are responsible for keeping their lockers, storage boxes or individual classroom storage shelves tidy

Students are not allowed to enter Staffrooms or offices at any time unless by staff invitation. If students wish to speak with a teacher, they should knock on the staffroom or office door and wait outside for attention.

7.1 School Property

In the case of careless or deliberate damage by a student of school property or damage caused during a school residential trip, parents/guardians are liable for the cost of the damage. The Director will determine the cost of any damage in relation to replacement cost/installation etc. Students will be required to pay for any lost or damaged schoolbooks.

7.2 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. 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. Additionally, parents should ensure that these items are insured.

Electrical items should only be sent to school at the Class Teacher's request. Students in Upper Secondary (Y10-13) are expected to bring a learning device (tablet, iPad, laptop) to aid in their IGCSE and A-Level studies. It is expected that this device is brought in every day and cannot be a mobile phone. Students are responsible for its safe keeping. It should be connected to the School Network for safe and secure online usage.

The school has Slovak public liability insurance. The school does not provide personal accident insurance coverage, so parents should make their own arrangements. Further details of insurance requirements for residential trips and trips abroad will be shared with relevant parents prior to the trip.

7.3 Lost and Found Property

Any found items/lost property should be handed to the school reception. There is a box for smaller items such as jewellery, watches, glasses, water bottles and food containers where parents or students can find their lost items. Any items that are not collected by the end of September of the following school year will be disposed of. There is also a coat rack with all clothes that are found in the school. These are usually displayed on Fridays after school outside the school building for parents to go through and look for their lost property. All uncollected items of clothing will be donated to a local charity at the end of September of the following school year.

7.4 Mobile Phones in School

The use of mobile phones in CIS is perceived as a significant distraction and is fundamentally rejected.

Based on the relevant provisions of the Education Act, effective from 1 January 2025, students (Y 2-4 at CIS) may not use mobile phones at all. It is forbidden to use a mobile phone, smart watch, smart glasses or other multimedia device during class hours and during breaks. The student's mobile phone must be turned off and put away in their bag. During lessons however, students in Years 7-10 (CIS) can only use a mobile phone as a digital aid at the instruction of the teacher, or with his consent or in exceptional cases notified in advance to the teacher. The full text of the Guidance can be found on the following link:

[Regulácia mobilov v školách | Ministerstvo školstva, výskumu, vývoja a mládeže Slovenskej republiky](#)

In Years 11-13 students must also follow the guidelines above, and must not use mobiles unless directed to by a member of staff and for a specific educational purpose. Sixth Form students may use mobile phones in their Common Room or Workroom. Once students enter the school building, their phones be kept on silent mode and in their bags or securely out of site in clothing at all times. If you need to contact your child during school hours, please do so by contacting their Class Teacher, Reception and/or through EduPage.

Teachers will confiscate any mobile phone/device that disturbs a lesson. Or is used inappropriately. Mobile phones will also be confiscated if they are used in other unauthorised places in the school building.

In KS3, their parent will need to collect it at the end of the day. Students in KS4 and KS5 will be permitted to collect the **confiscated** phone themselves, but if the issue is repeated, their parent will need to collect it on their behalf. If a student needs their phone for a medical reason, this can be discussed with the relevant Phase Coordinator and in conjunction with a doctor's recommendation.

7.5 School Food

Hot lunch is available for all students in the School Canteen. Morning and afternoon snacks are also provided. Students may bring healthy food if required to school for consumption during the morning break or lunchtime. But are strongly encouraged to make use of the meals and snack service provided. Please do not send in fizzy drinks or drinks in glass bottles.

We want to promote healthy eating and therefore ask that children not bring unhealthy snacks (e.g., chocolate, crisps, etc.). Such unhealthy snacks will not be permitted in the Canteen or shared with other students. Students may not order food to be delivered to the school (such as pizza). Chewing gum, caffeinated and energy drinks are not permitted at school. Unhealthy food will be confiscated from students and returned at the end of the day.

Cambridge International School is committed to providing a safe and healthy environment for our students. The school aims to protect children who have allergies to nuts. We do not allow nuts or nut products in the lunches and snacks which the school provides. We strongly encourage students not to share snacks which might contain any form of nuts and to clearly identify nut products at any bake sale. Students who suffer from allergies should be particularly careful in only consuming foodstuffs which they are certain will be safe.

Students must also drink plenty of water during the day for good health. All students should have clearly labelled water bottles with sealable lids that can be refilled when needed. Please inform your child's Class Teacher if they have forgotten it for any reason. Children should not eat in the classroom or outside and should only drink water during lessons.

If your child has a special dietary requirement for medical or religious reasons, it is necessary to fill out the Student Medical Information Form and return it to our Reception with a doctor's confirmation detailing your child's condition or parental explanation of a religious or cultural dietary requirement. Please meet with our Canteen Manager to discuss your child's dietary requirements by phone at **+421 903 246 540** or email canteen@cambridgeschool.eu.

8 Out of Lesson Times

Students are required to attend all the official school events and day trips on the school calendar and are strongly advised to take part in residential trips which are part of the school curriculum. Students must follow the School Handbook in any programme organised by the school to avoid sanctions in accordance with the school regulations.

Year 12 and 13 students may stay in their Study Room when they have no timetabled lessons. However, they must always be respectful and mindful of others, mainly when lessons are in adjacent rooms. Year 12 and 13 students should be making use of these academic facilities during study periods and should only be using the Sixth Form Snack Room during morning break and lunchtime.

8.1 Afterschool Activities

We offer a variety of afterschool activities each term for our students. Clubs are led by external providers and our teachers, providing engaging activities for the students after the end of the school day and are not charged extra. Our parents receive information about the current offer of clubs and courses by email and sign up on EduPage. This is now done on an annual basis in both Primary and Secondary.

You can send your enquiries about our afterschool activities and sign up for them during the year at clubs@cambridgeschool.eu. After-school clubs start at 15:00 for KS1 to KS3 and 16:00 for KS1 to KS5 and finish by 17:00. Students must ensure they continue participating in their chosen club for the entire term. Younger students are supervised from the end of their school day until the beginning of their school club.

8.2 Field Trips and Outings

Trips within the Bratislava region that are wholly within school time will be announced by email and EduPage and a consent form will be sent via EduPage for you to sign. Whilst we expect all students to attend education trips, no consent will mean no trip for that particular student, so we encourage parents to respond in a timely manner to requests.

8.3 Homework

Homework is an integral part of the school curriculum. Teachers will set homework as appropriate and in line with the Homework Policy in Primary and Secondary. Students must do all the homework and catch up on missed work or homework if they are absent. Homework aims to support students to consolidate and extend learning and so it should not be seen as an additional burden, but as an integral part of the learning experience and educational journey of each child. The Homework Policies can be found on the school website.

8.4 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 appropriate for their level and interests.

The School Library is open during the whole school day. Students can only take books from the library if the Librarian or teacher signs them out. Damaged or lost books must be paid for by the student borrowing them.

8.5 School Holidays

The academic year starts in early September and ends in June and it is divided into three terms of generally comparable length. Term dates are sent home and are also available on the website and are shared with parents at the end of January ahead of the next academic year.

Holiday dates are published well in advance and seek to support busy families. Family holidays should be arranged to coincide with the school holidays. Absence from school because of holidays is disruptive to the school's programmes of work and other activities and the student's education and cannot be officially authorised (please see section 6- Absence).

8.6 Student Council

The school operates a Student Council in KS1 to KS5 in which each class is represented by one student. The council is called and organised by teachers in the school. It is a forum for students to voice ideas and concerns on appropriate school matters. Each class also has the right to voice perspectives and preferences via the Smart Student Council model which operates during Tutor Time, PSHE or Life Skills sessions.

All students have the right to:

- Receive a quality and modern education
- Be treated with respect and equal opportunities
- Receive appropriate information concerning their education
- Make informed choices about their education at relevant stages of their educational journey
- Give their opinion and appropriately raise questions about their education
- Have consideration given to their concerns and questions
- Feel confident about suggesting appropriate and realistic items for development within the school

9 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 in the Medical Room on the ground floor)
- Take part in annual emergency procedure practices
- Follow all directions given by staff in the case of an emergency (e.g., fire, threat alert, natural disaster)
- Avoid raising concern by communicating directly with parents or making personal arrangements during emergency situations or procedures

At the beginning of the school year, students are informed about the accident and fire management policies in a tutor session along with relevant 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 or vape at any time in the school, on school grounds, or in the immediate neighbourhood. Animals including pets, must also not be brought onto the school grounds or into school buildings by students, parents or staff unless by the express permission of the Director for educational purposes.

9.2 Rules for PE Lessons and Sports Activities:

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

Our school Safeguarding Policy can be viewed on the school website.

9.3 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 them up in the Enrolment Form, you must inform the school in writing, using the Permission to Leave Form.

Student Medical information form needs to be filled out at the beginning of every school year to ensure we have up-to-date medical information. If there is a change in a student's health or a diagnosis the school needs to be aware of, Reception needs to be informed in writing, and this information will be given to the School Health Coordinator.

The School Health Coordinator is a qualified medical professional available every day to examine and treat minor injuries in the Medical Room before the parents are contacted.

9.4 Medicines at School

If parents wish to request the administration of medicines by School Health Coordinator, they must complete an Authorisation for the Administration of Medication form (found at the School Reception). 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 administer the medicine and complete the form. Both the completed form and the medication, in their original container, must be taken to the School Reception by the parent. A meeting with the School Health Coordinator can be organised to discuss medication administration support and needs.

Students may only be sent to school with medication for self-administration if it has also been cleared through the School Health Coordinator. The parent must again visit the School Health Coordinator with the form so that the school has complete records of who should be taking what

and when and the form will indicate that the student has parental permission to administer the medicine themselves. This tends to be most appropriate for KS4 and KS5 students only.

If your child brings medicine to school, it is the parents' responsibility to ensure that it is replaced when it reaches its expiration date. Your child must know to keep medicines private from others.

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

9.5 Treating Injuries at School

When a student is injured or becomes ill at school, the student is sent to the Medical Room where the School Health Coordinator will evaluate and treat. If a student needs to go home or be referred to the hospital for further treatment, parents will be called by the School Health Coordinator or Reception.

For minor injuries, the teacher will be informed and a note will be sent to parents on Edupage (Primary) about the incident.

For Head Injuries that are suspicious of a concussion, the School Health Coordinator will call parents, and the student should be evaluated at the hospital. For minor head injuries that show no signs of a concussion, an email from the School Health Coordinator will be sent with information about the incident.

Parents must ensure that they have medical insurance for students.

10 Communication and Publicity

Students are informed about their education and school matters through:

- Assemblies;
- Notice boards in the corridors
- Our big-screen displays
- Daily time with their Class Teacher/Form Tutor
- Edupage communications
- Teams communications (in Secondary only)

Parents get information about school life from:

- Letters/Newsletters sent to parents by email
- EduPage
- School social media

Parents are informed about their child's progress by:

- EduPage: the online markbook accessed through our website
- Parent – Teacher Conferences (Years 2 and 3)
- Parent- Student- Teacher Conferences (PSTCs) from Year 4 upwards

- Communication with the Class Teacher or subject teachers by email or in person, arranged in advance
- School Narrative Reports and half yearly grade sheets
- Assessment Grade Profiles (KS4 and KS5)

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

10.2 Parent – Student – Teacher Conferences and Reports

All students receive school reports during and at the end of the school year. Formal PTCs in KS1 (Y2-3) or Parent, Student and Teacher Conferences (PSTCs) in KS2 to KS5, are held usually twice during the school year. Appointments are provided for parents to meet teachers to discuss their children's progress and sign up is via EduPage. There will also be an opportunity for parents to meet with their child's Class Teacher at the start of the term.

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

Any concerns regarding your child or the work of the school should be shared in the first instance with our Parent Relations Manager, Ms. Lucia Lauková who will then investigate and set up meetings with relevant members of staff. Please, arrange your meeting by email: parentrelations@cambridgeschool.eu.