SECONDARY HANDBOOK

INFORMATION FOR PARENTS
Attendance

Research shows a clear link between attendance and success. We encourage and promote good attendance.

MEDICAL ABSENCE
IF YOUR CHILD IS SICK
Email reception@cambridgeschool.eu and the Class Teacher at firstname.surname@cambridgeschool.eu

IF YOUR CHILD IS SICK (for more than 3 days)
Please send a medical note, which must be signed and dated, to school with your child upon their return. This should be given to the Form Tutor who will update the attendance record.

ABSENCE FOR PERSONAL/FAMILY REASONS
Each student can have excused absence on 3 occasions each half year.
If the 3 days have been exceeded, each absence after this will appear as unexcused and be included in the Vypis and Vysvedcenie.

ABSENCE FOR OTHER COMMITMENTS (e.g. sport, music lessons)
Please apply to Mr Radoja (Director) in writing at office@cambridgeschool.eu.
Each request will be dealt with on an individual basis and the school may or may not support the request. Generally, we do not support absence from school for other commitments or holidays. Every lesson counts!
School day and Homework diary

Please ensure that your son/daughter arrives as close to 08:10 as possible. Students should be with their form tutor between 08:10 and 08:25 each day.

Lessons finish at 15:30 each day. Students will be learning valuable things up until this time, and we expect that students should not be leaving earlier. Some Sixth Form lessons continue to 16:00 each day.

Your son/daughter has been issued with a homework diary. These are optional in the Sixth Form. They will be expected to have it signed, each week, by you. You can use this diary as a form of communication with the Form Tutor.
Clothing for School

Please ensure that your son/daughter is dressed appropriately for a school/learning environment that holds children from six years old and upwards.

Clean and Appropriate Clothing:
• not transparent
• no underwear exposed
• waists covered
• shorts/skirts of modest length (knee-length recommended)
• no torn clothing (e.g. ripped jeans)
• no pyjama clothing
• tattoos covered

Clothing can vary greatly, and therefore we may treat an individual item of clothing separately. If we deem the item of clothing as inappropriate then we will ask the student not to wear it again in school.

During break/lunchtimes students will be expected to go outside, and therefore students should bring suitable clothing for this.

Indoor shoes should be worn once the student leaves the cloakroom area.
Students are not permitted to bring unhealthy foods (fizzy/energy drinks, sweets, snacks etc) into the dining room or anywhere else in school.

- Chewing gum is not permitted.
- Water is allowed in the classroom and all other areas of the school.
- Students cannot order takeaways or fast food, and they are not allowed to leave the building to go to the shop (even during after school clubs).
Students are NOT ALLOWED to have/use their mobile phone during the school day.

If you need to arrange to collect your son/daughter in an emergency, please do so by contacting the reception at either reception@cambridgeschool.eu or +421 220720679.

Unless it is an emergency, parents should contact the school in advance if they need to collect their child earlier than 15:30.

If you would like to meet and discuss something with a teacher, please do so by arranging an appointment. You can do this by emailing the teacher directly at:

- firstname.surname@cambridgeschool.eu
- office@cambridgeschool.eu.

We will try to respond to you within 3 school days.
Exams and Assessments

End of Year Exams (for Years 7-10) will take place in June 2020. Dates are on our website.

Each exam will have a triple weight score to the final IZK grade for each subject.

IGCSE (Year 11) and AS/A Level exams (Year 12-13) will take place in May and June of 2020.

All students must be available during these times. Non-attendance to an exam will show up on the End of Year Report.

We do not offer re-tests to students. We would like to encourage students to learn from their mistakes and respond positively and proactively to grades they are less satisfied with.
In addition to the Slovak Vypis and Vysvedcenie that students receive in February and June respectively of each year, all Secondary students will receive an End of Year report written in the English language:
**The End of Year Report**

**Half Year Grade**
This will be the grade awarded on the Vypis in February of the same year. The grade allocated will be based upon various factors in addition to the average IZK assessment grade on EduPage. Each teacher will make their expectations clear to the students.

**Exam Grade**
End of Year Exam Grades are reported on these reports. If your son/daughter is in Year 10 or 11 they will also see an IGCSE grade (A*-C)

**Final Year Grade**
Similar to the Half Year Grade, this grade covers the overall performance of the student throughout the entire year. It also takes into account the End of Year Exam Grade.
## The End of Year Report

### Attendance

This will show (as a percentage) how often the student attended school (irrespective of excused/unexcused absences).

We have a large number of students who make every effort to attend each and every lesson throughout the year, and now we would like to reward this on their reports by including the Attendance data.

### Participation in School

IZK grade (1-5) to reflect a student’s participation in school. Students are expected and encouraged to have an active involvement in school activities and events.

### Behaviour Grade

IZK grade (1-5) based on the student’s overall behaviour for the year. This grade will be taken from the system that we have in school. We look to reward and encourage positive behaviour.
Involvement and Participation in School

Recent research has also shown that, aside from solid academic grades, worldwide universities seek ‘well-rounded’ students, those who have been committed to other extra-curricular activities and developed lifelong skills outside of their lessons. The School Participation Grade is designed to actively encourage students to seek out and take advantage of the other opportunities in school. This can range from taking part in leading an assembly or bake sale to having a long commitment representing the school in activities such as Model United Nations or as a School Prefect.

We also use this grade to reward those students to take part in class trips at the end of the year and the annual Sports Day. Students will be advised each month with ideas and suggestions on how they can participate in school-wide activities.
Here at CIS our students are known for their good manners and courtesy. Again, we would like to recognise and reward those who show exemplary behaviour through the Behaviour Grade. The grade is also aimed at encouraging students to think about their overall organisation and preparedness for lessons. If one or two students forget their equipment, for example, this can create disruption in a lesson and disrupt the learning taking place. As with the Participation Grade, students will be regularly reminded and informed about our values and how they can achieve an IZK 1 grade for behaviour. Both of these grades will be reviewed and discussed with each student during PSHE lessons.

As with everything in school, we plan for your son/daughter to be supported and mentored in their development as global citizens and we would encourage them to ask any one of us if they need additional support. We are committed to supporting each young individual, assisting them in setting personal development goals, and ones which are manageable and achievable, relating to the needs and capabilities of each student.
# CIS Secondary Values

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We encourage the following in our students:

**CONFIDENCE** - Allow yourself to be challenged. Have the confidence to try. It is normal and healthy to make mistakes.

**ATTENDANCE** - Every day counts. It’s never too late to improve your attendance. Be punctual.

**MANNERS** - CIS students are known for their friendliness and courtesy. Please reply to any teacher (and each other) in a polite way.

**BEHAVIOUR** - Highest standards are expected at all times. Move around safely. Be where you should be. No mobile phones in the school building.

**REPLENISH** - Drink lots of water, eat well and get some good sleep. Healthy body = healthy mind.

**INDIVIDUAL** - Be yourself. You are just as important as anyone else in the CIS family.

**DRESS** - Please dress appropriately for a learning environment. Bring the correct equipment.

**GENUINE** - Be genuine and honest with yourself, and everyone else. We can all learn and change something about ourselves (and that’s okay!)

**ENGLISH** - You are here to use and practise English as much as possible. It is the language that we all share. Please use it and be inclusive.