



INSTITUT INTERNATIONAL DE LANCY
Collège Marie-Thérèse fondé en 1903

2009 - 2010
ENGLISH PRIMARY SECTION
INFORMATION FOR PARENTS

ARRANGEMENTS FOR THE FIRST DAY OF SCHOOL AND EACH MORNING

Nursery

Children should be taken directly to the Nursery Classroom by their parents between 8.15am and 8.45am. The English Nursery Classroom is on the first floor of the Claire-Joie building. It is the first classroom at the top of the stairs.

PLEASE NOTE: English Primary Section only

Entry to the school for English Primary Section pupils and the **access to the “quiet playground” and covered play area within the “L” of the new building should be from the side gate entrance to the school, in the Parc Marignac.**

For parents with children in different sections of the school however, access is possible from the main entrance by coming through the glass hallway, going immediately left down the steps and along in front of the cafeteria to the side gate.

NB: Care must be taken due to the arrival of school buses!

Reception, Year 1 and Year 2

Children should wait in the covered play area within the “L” of the new building. There will be teacher supervision in this area from 8am. At 8.10am one of the teachers on duty will blow the whistle and children must line up quietly. The remaining class teachers will come downstairs to collect their children and take them upstairs into the classroom.

Parents of children in these classes may initially accompany their children to the classroom if they wish. Whilst of course the first two weeks may give rise to exceptions, parents of children in Years R, 1 and 2 will be expected to say goodbye to their children, each morning, at the play area.

Year 3 to Year 6

Children are to wait in the covered play area within the “L” of the new building. There will be teacher supervision in this area from 8am. At 8.10am one of the teachers on duty will blow the whistle and children must line up quietly. The remaining class teachers will come downstairs to collect their children and take them upstairs into the classroom. Parents are expected to say goodbye to their children, each morning, at the play area.

LATE ARRIVAL

With the exception of the Nursery Class, all children **MUST** be in the play area by 8.15am each day. Latecomers miss valuable teaching time and disturb classes that have already started.

JEUNE GENEVOIS - public holiday

The school will be closed on Thursday 10th and Friday 11th September 2009.

BREAKTIME

A healthy snack and drink may be brought to eat at break and for the short time after 3.20pm for those children that are staying to *étude*. Fruit and water is preferred.

As we now have several children with severe allergies, do not send sweets, nuts or chocolate, or other snacks, which contain nuts or chocolate.

LUNCHTIMES

Class teachers are present at school lunches to ensure that the children eat properly. Please inform the school if your child is allergic to specific foods, or if you wish to order a special meal for dietary or religious reasons.

Children who are not having school lunch should bring a picnic lunch. Adult supervision is present to ensure that the children try to eat what they bring, but a realistic amount of food should be provided, for example : sandwiches, fresh or dried fruit and biscuits or cereal bars. **As we now have several children with severe allergies, do not send sweets, nuts or chocolate, or other foods, cakes and spreads, which contain nuts or chocolate.**

Drinks should be provided in a screw-top flask or carton, glass bottles and cans are unacceptable. Uneaten food will be sent back home so that parents can monitor the actual amount of food eaten.

Nursery children have a short 'rest' after the lunch period. A bed, pillow and duvet are provided for your child in the classroom.

ETUDE

Children who will be staying to take the school bus will remain in the classroom with a member of staff. During this *étude* period younger children will have a supervised play activity, whilst older children will complete their homework.

Garderie (supervision) facilities are available until 6pm. Please ask at the Secretariat for details.

ARRANGEMENTS FOR THE COLLECTION OF CHILDREN

Nursery

Parents should initially wait outside the Nursery Classroom at 3.20pm, and 11.40am on Wednesdays.

Years R, 1 and 2

Parents should wait for their children in the "Quiet Playground" at 3.20pm or 4.20pm, or 11.40am on Wednesdays. The teaching staff of these classes will bring the children down for collection from this area at these times. Children who take the school bus will also be taken to the appropriate bus.

Years 3 to 6

Children in Year 3 to Year 6 will finish lessons at 3.20pm, 11.40am on Wednesdays or after etude at 4.20pm, and then collect their belongings together and make their way down to the waiting area or the school buses.

NB: Parents should not come into the school building to collect children at or in between these times other than for previously notified arrangements.

CLOTHING

The children in the English Primary Section from Reception to Year 6 are expected to wear the **School Code of Dress EVERY DAY** and have the correct PE kit.

School Code of Dress for Years R to 6

- Dark green sweatshirt, jumper or cardigan.
- White **collared** shirt or blouse (long or short sleeved), polo shirt, (or roll neck long sleeved top in winter)
- Grey trousers (short or long), dress, skirt or pinafore
- Black shoes
- IIL baseball cap

The school baseball cap, sweatshirt and polo shirt with the IIL logo, grey skirts, pinafore and summer dresses, shorts, trousers, socks and tights are available at the Salle Polyvalente in the basement of the new building at the following times:

Monday 3:30pm–5:00 pm / Wednesday 11:30am–13:00pm / Friday 8 :00am–9:00am

PE

Nursery

Children do not need gym clothes but do need sport trainers with velcro/scratch fastenings.

Year R and Year 1

- One plain white or grey T-shirt.
- One pair of black **sports** shorts with elasticated waistband.
- One pair of sports trainers with velcro/scratch fastenings.

Years 2-6

- One grey IIL sports T-shirt
- One pair of **black sports** shorts with elasticated waistband
- One pair of sports trainers (in addition to any trainer type shoes worn to school).

NB: Parents must ensure that sport trainers have non-marking soles.

Children should bring their gym clothes in a small, named, material bag or backpack – **not a plastic carrier bag.**

Unless told otherwise by their class teacher, children are expected to come to school in their normal clothes and change at school for PE lessons.

SLIPPERS

All children MUST be provided with a pair of slippers to wear in the classroom. These should be plain and must have a heel support and **not** be a “slip on” toe covering only.

ART

Year N, Year R and Year 1

A waterproof painting apron with sleeves should be provided for use during art and craft lessons. These are available in both the Coop and the Migros supermarkets.

Years 2 - 6

An old shirt or similar should be provided for use in the art room.

MONEY AND VALUABLE ITEMS

Please do not send money to school with your children unless otherwise requested. Children should not bring mobile phones, walkmans or electronic games to school. Jewellery should not be worn to school. Children who have pierced ears should wear a small plain stud or small hoop. These must be removed for PE or not worn on PE days.

SCHOOL BAG

A school bag of **suitable dimensions** is required to carry books and other items as necessary. ILL book bags are provided to avoid damage to school reading and library books.

CLASSROOM EQUIPMENT

The school will supply classroom pens, pencils, crayons, textbooks, writing books and other educational materials. The cost of these items will be included in the termly bill for school fees.

Year 3 to Year 6

Children should be provided with a pencil case containing pencils, crayons, a ruler, rubber, glue stick, scissors and sharpener.

Year 4 to Year 6

Children should also be provided with a cartridge or handwriting pen (not a biro) with black or dark blue ink.

Year 3

Children the transition year for changing from writing in pencil to pen, will be given a fibre tipped handwriting pen.

Year 3 to Year 6

Children must have access to an **English dictionary** at home, to enable them to complete English homework tasks.

ADDITIONAL ITEMS

Year N, Year R and Year 1

A spare set of clothes named, (including underwear and socks), in a **named plastic carrier bag**, must be sent to school in case of emergencies! Children in these classes should also be sent with a box of paper tissues.

Nursery children should be provided with a plastic drinking mug and for wet weather play, a waterproof raincoat and rubber boots are required, and will be kept at school.

ALL CLOTHES OR ITEMS OF EQUIPMENT MUST BE CLEARLY MARKED WITH YOUR CHILD'S NAME

PARENT EVENINGS

These take place once in both the autumn and spring terms. You will be invited to your child's class to discuss his or her progress, and to look at the work the children have produced over the term. An informal introductory parents' evening will take place on Tuesday 8th September at 6.30pm in the school cafeteria. We hope that this will allow you to meet the teachers and other parents.

SCHOOL REPORTS

You will receive a written school report in February and July. Special arrangements will not normally be made for children who leave between these times.

HOME-SCHOOL DIARY – Nursery, Reception, Years 1 and 2

This is provided as a means of communication between parents and teachers. It is not necessary to write something every day. Please use the diary instead of taking up valuable time in the mornings. Any queries that need to be discussed directly with the teacher, should take place at the end of the school day.

HOMEWORK BOOK - Years 2 to 6

This is provided as a means of communication between parents and teachers. It sets out the work your child is expected to do at home, and may also be used for short messages. It is not necessary to write something every day. Please use the book instead of taking up valuable time in the mornings. Any queries that need to be discussed directly with the teacher, should take place at the end of the school day.

ABSENCES

If your child is absent from school for any reason, please telephone the school secretary by 10am on the first day of absence. When a child returns to school after an absence they must bring with them a formal letter of explanation for the teacher. Absences for dental or medical appointments should be notified in advance to the class teacher. Absences for reasons other than illness should be discussed first with Mrs Lee. We do not encourage the removal of children from school during term time.

HEALTH

If your child has suffered from, or been in contact with a contagious illness, please let us know as soon as possible. Children who have contracted a contagious illness should not return to school until after the medically prescribed recuperation period. In addition, children who have been prescribed antibiotic medicine should not return to school until a minimum of 48 hours after diagnosis.

MEDICATION

If your child is fit enough to attend school but must continue with any medication, **please send it to school, clearly named with a signed, written letter of permission stating the exact times and dosage to be given**, in order that it may be administered by the school nurse.

HEAD LICE

All schools have problems with head lice. Please check your child's hair regularly. If an outbreak occurs we will inform you, and expect parents to take the necessary steps to treat the problem.

Any additional queries should be addressed to Mrs Annette Lee.

SCHOOL HOURS

Monday, Tuesday, Thursday, Friday 8.15am – 3.20pm
(Etude: 3.30pm – 4.20pm / Self-study 4.20pm - 6h)
Wednesday 8.15am – 11.40am

SECRETARIAT OPENING TIMES

Monday to Friday 7.30am to 6pm
Holiday periods 9am to 5pm (closed between 12am and 2pm)
Closed on Public Holidays.

OPENING TIMES FOR SCHOOLWEAR

Monday 3:30pm–5:00 pm / Wednesday 11:30am–1:00pm / Friday 8 :00am–9:00am

CONTACT

Secretariat: 022 794 26 20 / Fax 022 794 51 13 / info@iil.ch
Vie Scolaire (Ana Vienne): 022 884 90 16 / vie.scolaire@iil.ch

SCHOOL YEAR CALENDAR 2009/2010

Beginning of school year

Monday 31.08.09 Classes resume

Jeûne Genevois

Wednesday 09.09.09 End of class or supervision

Monday 14.09.09 Classes resume

Mid-term break

Friday 16.10.09 End of class or supervision

Thursday 29.10.09 Classes resume

Christmas break

Friday 18.12.09 End of class or supervision

Internal teacher training day

Wednesday 06.01.10 **No classes or supervision**

Thursday 07.01.10 Classes resume

Mid-term break

Friday 19.02.10 End of class or supervision

Monday 01.03.10 Classes resume

*Easter break

Wednesday 31.03.10 End of class or supervision

Monday 12.04.10 Classes resume

**Ascension

Friday 07.05.10 End of class or supervision

Monday 17.05.10 Classes resume

***As Easter is early this year, the Ascension break has been extended to a full week.*

Whitmonday
Monday 24.05.10

End of Term
Wednesday 30.06.10 End of class or supervision