



# International School of Helsingborg

## Parent and Student Handbook

### Important Contact Information

#### Addresses

<b>PYP, MYP1-4 and Fritids</b>	<b>MYP5, DP</b>
International School of Helsingborg Östra Vallgatan 9 251 89 Helsingborg	International School of Helsingborg Studievägen 2 251 89 Helsingborg

**E-mail:** [ish@helsingborg.se](mailto:ish@helsingborg.se)

**Fritids:** [ishfritids@helsingborg.se](mailto:ishfritids@helsingborg.se)

**Website:** [www.helsingborg.se/internationalschool](http://www.helsingborg.se/internationalschool)

**Main Office:** Mrs. Julie Little and Mr. Simon Vickers  
Petri: 042-105705 or 042-105755 / Nicolai: 042-106470  
Fritids: 042-105875    Daycare: 0735-716461

<b>Head of School/DP Principal</b>	Mr Oivind Linnerud
<b>PYP Principal</b>	Mrs. Carla Johansson
<b>MYP Principal</b>	Mr. Michael McAneney

**PYP Coordinator:** Carla Johansson  
**MYP Coordinator:** Sally Christensen  
**DP Coordinator:** Daniel Blair  
**Nurse:** Elisabet Leijonhielm  
**Career Counsellor MYP and DP:** Gabrielle Mastmeier  
**School Counsellor:** Lina Albin

# Mission Statement



**International School  
of Helsingborg**

## Our Vision

At ISH we believe learning has no boundaries.  
The school community at ISH will strive to  
become:



who demonstrate these attributes through the actions  
they choose to take both now and in the future.

Creative

Vibrant

Global

Unified

Balanced

## Our Mission

We model action to inspire action.

### Values in Action

- Students and staff enjoy learning together in a safe and secure environment.
- Diversity is recognized, acknowledged, understood and celebrated.
- Opportunities to inquire, to think and to reflect, are provided so that we may learn from our experiences.
- Partnerships in learning are developed within the school community, which then expand to both the local and global community.
- Continued development of mother tongue languages and the learning of new languages strengthen our ability to fulfill our mission.
- The ISH community acknowledges our host country by appreciating and learning the language and culture of Sweden.
- Students are empowered to be able to make responsible choices as global citizens through learning engagements which bring knowledge, skills and attitudes together.
- In our school community we use communication and information technologies to enhance and expand the traditional role of education.

# Learner Profile

The aim of all IB programmes is to develop internationally minded people.

Therefore, all members in the IB community should strive to be:

**Inquirers** They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

**Knowledgeable** They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

**Thinkers** They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

**Communicators** They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

**Principled** They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

**Open-minded** They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

**Caring** They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

**Risk-takers** They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

**Balanced** They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

**Reflective** They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

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## **Absences**

Reporting Absences: 042- 105705

Parents must inform the school by 8:00 if their child will not be attending school that day. If there is no one answering the telephone, please leave a message on the answering machine. The class teacher will receive the message before the school day begins. Students in PYP 1 - DP 2 can be registered in the attendance system Skola24. If a student is absent, this can be reported by calling 0515-869 42 (English) or 0515-777 604 (Swedish).

Please note that all students are expected to attend school during each day of the school year unless they are ill. If your child is in PYP or MYP 1 -4 and you are aware, in advance, of a period of time that your child will be missing school due to an extenuating circumstance, please contact the school and fill out the 'Request for Absence' form. If a student is absent for more than two days he/she must have approval from the school principal. The completed 'Request for Absence' form must be given to the class/mentor teacher well in advance as consent must be given before the time off can start. A copy of the 'Request for absence' form with/without consent is given to the parents and a copy is kept on file.

As with all cases of absence, it is the parent's/child's responsibility to find out what was missed in school and make up the work.

## Abbreviations

PYP – Primary Years Programme

MYP – Middle Years Programme

DP – Diploma Programme

IBO – International Baccalaureate Organization

CIS – Council of International School

NEASC – New England Association of Schools and Colleges

## Academic Evenings

Academic Evenings are held at the beginning of the first term of the school year. This is an opportunity to visit your child's classroom, meet the teachers and hear in more detail about the curriculum and procedures in your child's class.

## Clothing

We do not have a school uniform. Students should dress in an appropriate, non-suggestive manner with attention given to neatness and cleanliness. T-shirts or sweatshirts should not display offensive slogans or promote drugs, alcohol or tobacco. All students in PYP are required to wear indoor shoes at all times.

## Communication

The school is focusing on the environment and for that reason the school requests parent e-mail addresses in order to send home school communication. Please remember to inform the school if your e-mail address changes, just as you would inform if your telephone or physical address changed.

Weekly bulletins will be sent out to keep you informed of the events at the school.

## Field Trips

Prior to any field trip, a letter with information and a permission slip will be sent home. The permission slip must be signed and returned. Students will not be allowed to attend without the signed consent form. Students are sometimes required to bring a packed lunch to school if they are going out on a school trip. These should not include candy, chips, chocolate biscuits or fizzy drinks.

## Fritids/Before-After School Care

Fritids e-mail address should be used for sending messages to the Fritids staff regarding schedule changes or absences. The address is: [ish.fritids@helsingborg.se](mailto:ish.fritids@helsingborg.se)

Please also keep in mind that Fritids is from 7:00am. Students should not arrive to Fritids after 8:05. Fritids is open until 18:00, with a healthy snack provided at 14:30. More information can be obtained through the main office.

Students are allowed to attend the before and after school care programme until the year they turn thirteen.

## **Funding**

The municipalities in which the students live finance the International School of Helsingborg. The school is a public school so there are no school fees. Charges for daycare and before and after school programmes are governed by the city of Helsingborg.

## **Grading/Reporting**

By law in Sweden, ISH does not issue grades to students up to PYP6. Progress reports are provided through Managebac, an online reporting system. If a parent has any questions or concerns about their child's progress, they may contact the teacher and make an appointment to discuss this with them.

The system for grading in the Swedish system (MYP1-4) is A, B, C, D, E and F. All grades above F are passing grades.

MYP assessment levels are issued according to MYP regulations.

DP students receive predicted grades and ongoing feedback related to their course work.

## **Holidays**

ISH observes all Swedish national holidays within the approved school calendar. In addition to national holidays, there is an Autumn Break, Winter Break, Sports Break and Spring Break.

A list of important dates will be provided to you in the weekly bulletin.

## **Invitations**

No personal party invitations may be passed out at school. This includes after school distribution and on the playground. It is very hurtful to those who may not be invited and causes unnecessary problems.

## **Early Release**

Students who are required to leave school early will have to sign out in the office and must have written approval by guardian/parent. The sign out sheet is located at the entrance of the school office.

## **Laptops/iPads**

All students enrolled in MYP 1-4 are issued an iPad, and all students in MYP5-DP2 a laptop, and all students have access to wireless internet. How to care best for your iPad or laptop and expected iPad/laptop usage is in the iPad/Laptop Loan Contract which is issued to all students. This contract must be signed by both student and parent/guardian.

## **Library**

The library is a quiet place for the school community to read, study or do research. The library is open during school hours. If a child misplaces a Petri library book, he/she will need to give 50 SEK to the library staff in order for the school to replace the book.

## **Lockers**

All students in the PYP5-MYP and DP are assigned a locker at the start of the year so a lock is needed from the first day.

## **Lost and Found**

The Lost and Found is located at the main entrance in the Petri building and in the main office at the Nic building. Once every 5 - 8 weeks, , unclaimed articles are donated to charity.

## **Lunch**

Students in PYP and MYP1-4 are required to eat the free school lunch that is provided by the school. Students in MYP5, DP1 and DP2 are offered free lunch every day.

The meals contain ingredients required for a balanced diet. If your child has a special dietary concern, please let the school know about it immediately.

Due to allergy concerns the school is a nut free environment. Please do not send snacks to school that contain nut products.

## **Managebac**

Managebac is a web based application that the school uses for planning the curriculum as well as reporting student progress to parents. Upon progress report time, families and students who are new to the school will get an e mail from Managebac with a password and directions on how to access the student's report. Parents and students simply log on to the website with the link and secure password to view the report.

## **Medical Matters**

A school nurse and a school doctor are available at the school on a part time basis. Students wishing to visit the school nurse during class time must inform staff.

## **Mentor Teachers**

In the PYP each class has its own class teachers who are responsible for the day-to-day running and organisation of the class. In the MYP and DP students have two to four class teachers , one of which is the student's mentor teacher. Class teachers are responsible for the day-to-day running and organisation of the class. Mentor teachers are responsible for following up on social and academic development and for discussing this with students and parents at progress talks.

## **Mobile Phones**

Mobile phones are not to be used during lessons. They should be turned off and stored appropriately. Phones that cause a disruption will be confiscated. Repeated disruptions will result in the phone being turned into the office and may be kept until the end of the school day.

## **National Tests**

Students in PYP4, MYP1, and MYP4 take part in the Swedish National Examinations during the spring term.

## **Parking**

The school does not have a parking lot. There is a ten minute drop off and collection zone in front of the school. We are trialing a drop off procedure in the morning for the first two weeks of school. this information was sent to you before the start of term.



If you are intending to stay for longer there are public parking possibilities at the hospital parking house, the parking lot by the old Nicolai school and on the street Bergaliden. We request you to respect the ten minute rule along with not blocking the access to our neighbours' parking. The local parking authorities will issue tickets to vehicles not following the parking regulations.

## Physical Education

The students are **required** to wear appropriate clothing for PE lessons. Clean indoor shoes must always be worn when the lessons are indoors. A change of clothes, a towel and toiletries are expected to be brought to school for each PE lesson. Students should shower after their PE lesson.

## Progress Talks

Progress talks are held at least once a year for students and their parents. The objective of these conferences is not just to focus on the student's academic ability, but also to look at the social aspects of life at school.

If you are concerned about your child's progress, please do not hesitate to contact your child's teacher.

## PTA

This association consists of parents, staff and principals. The PTA Board is elected annually and is led by the PTA Chair. In addition to this board, there are also parent representatives from each class who are elected in the beginning of each school year.

The PTA requests a voluntary annual donation of SEK 300/500 from each family in the school depending on the number of children in the family. This money and all other funds raised by the PTA are invested back into the school. Investments that are made are to benefit all within the school.

In addition to the annual donation, each family is asked to volunteer throughout the school year. This may be done in a variety of ways, such as helping with school activities, assisting with PTA activities, or donating items. Please keep in mind how important it is for students, parents and teachers to be involved together in a child's education.

All new families moving to the area receive a helpful booklet with practical information from the PTA. The PTA has their own website where current information is published: <http://ishpta.wordpress.com/>

## Punctuality

PYP and MYP students arriving to school before 8:05 will not be permitted to enter the school before this time unless they are registered in Fritids/Daycare. Students must be in their classrooms as lessons start at 8:15.

Students arriving to school after 8:15 will be required to sign in at the office before coming to the classroom. If students are persistently late without good reason, then they and their parents will be called to a meeting.

MYP students are responsible for organizing themselves so they move from class to class efficiently and promptly.

## Skola24

PYP 1 - DP2 student attendance will be recorded using the system Skola24. This system allows teachers and parents access to current attendance records. Information will be provided at the beginning of the school year as to how parents can access this information.

## Snacks at Break

Students are allowed to bring a fruit snack, yoghurt or small sandwich to eat at break. The snack must be healthy. The school is a nut free environment, so please do not send snacks containing any form of nut.

## Student Support

At ISH, the students have access to support. There is a Student Welfare Team which consists of learning support teachers, psychologist, counselor, career counselor, school nurse and the principals.

Students who need extra support to meet the goals may have an action plan. This plan is created by the teachers, with input given from the guardians as well as the student.

The decision can be appealed according to 28 sect. 16 § school law to the Department of Education's appeal's panel by the student's parents and by a student who has turned 16 years of age. Send the appeal to the person who has made the decision, not directly to the Department of Education's appeal panel. The appeal should be submitted within three weeks of the date you have received the decision. Write which decision you are appealing, which change you want and why. Write the name, personal number and contact information. Sign the appeal.

Read more at [www.overklagandenamnden.se](http://www.overklagandenamnden.se)

## Textbooks/Technology

All textbooks, library books and resources must be cared for appropriately. Parents will be invoiced for damaged property.

## Toys/Games

Students are asked not to bring toys and games to school. The school is not responsible for lost/stolen items.

## Treats

Please check with your child's class teacher before sending treats to school for a special occasion. Many students have special dietary needs and may have allergies to the treat you plan to bring.

## Valuables

Students are encouraged **not** to bring items of value with them to school. If they do so, it is at their own risk. The school cannot be held responsible for loss and/or damage to any valuables during the school day.

## Visitors

Visiting adults, including parents, should report to the school office or the teacher responsible for the class as they are visiting. Visitors are asked to refrain from disturbing the atmosphere in which students are engaged in learning activities.

Friends of ISH students may not attend classes as it becomes a distraction for both the teacher and the students. Please organize visits outside of school hours.

## **Withdrawing from ISH**

If the parents have plans to withdraw their child from ISH, must fill in a school withdraw form which can be obtained at the main office.. Make sure to return laptop, textbooks and library books. DP students have checkout procedure that needs to be followed. All student work that is left at ISH after departing will be discarded.