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# PYP Elementary Student & Parent Handbook

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Osaka International School of Kwansei Gakuin

August 2020

## Teaching and Learning with COVID19



**The mission of SOIS is to develop**

**informed, caring, creative individuals contributing to a global community**

This guides all we do in the elementary school. It is hoped that the following information will help all students and parents to understand how we organize ourselves in support of our mission.

## The IB Primary Years Programme at Osaka International School

The Primary Years Programme [PYP] enables OIS elementary students to learn WHY they should know something and how it connects to other subjects and the world around them. Our team of 17 teachers brings expertise from different countries including Australia, Brazil, Canada, Japan, Sweden, Trinidad and Tobago, the UK and the US. They plan together each week to ensure students learn in varied and effective ways.

Teaching and modelling the “Learner Profile” is at the core of each of the three IB programmes and is evident in all aspects of learning in IB schools. The learning community works towards developing the following ten attributes:

- **Inquirers:** We ask questions, show an interest in the world, and actively enjoy learning.
- **Thinkers:** We think before we act and develop our own ideas.
- **Communicators:** We share our ideas through verbal and graphic language.
- **Risk Takers:** We try new ways of doing things.
- **Knowledgeable:** We know and understand a lot about the world around us.
- **Principled:** We know the difference between right and wrong. We appreciate other people’s points of view and show a sense of fairness.
- **Caring:** We show sensitivity towards the environment and the needs and feelings of others.
- **Open-Minded:** We are receptive to new experiences, ideas and beliefs of others. We can accept people’s differences.
- **Balanced:** We understand and demonstrate the importance of physical and mental balance and personal well-being.
- **Reflective:** We think about our own behaviour and learning. We can constructively identify our own strengths and weaknesses.

### School hours

KA & KB: 08:30 – 15:20

Grade 1 – Grade 5: 08:30 – 15:30

**Arrival:** Elementary students should **arrive from 08:10** when supervision begins. This allows them time to play in the playground or the big gym, and to get ready for learning.

**Departure:** Elementary students should **be collected at 15:30** (KA and KB at 15:20) from the driveway at the school entrance. If parents know that they will be late picking up their child, they should notify the business office and collect their child from there. After 15:45 the teacher will take the child to the business office.

- Notification must be sent in advance to the class teacher in the event of a child being picked up by anyone other than their usual collector.

### **Travel to and from school**

A bus service is provided from Kita Senri, Senri Chuo, Minoh Station and Ashiya. Please arrange payment at the business office. Students are checked onto the buses at 15:40 and supervised for the journey to Senri Chuo, sitting on designated seats for social distancing.

Bicycles can be ridden to school so long as they are insured. Please show your insurance documents at the business office to get a parking sticker.

### **Attendance procedures**

#### **Late arrival**

Students who arrive after 08:30 should report to the genkan reception desk (red counter) before going to class. An 'admit slip' is issued to the student which must be shown to their class teacher.

#### **Early departure**

If your child needs to leave school early, please inform the class teacher in advance. Students need an exit slip, signed by a teacher, in order to leave.

#### **Absence**

If your child will be absent from school, please notify the school by 09:00 by calling the business office on 072 – 727 – 2305, or email the homeroom teacher and [studentinfo@senri.ed.jp](mailto:studentinfo@senri.ed.jp)

When returning to school after a contagious disease, the student must bring a doctor's letter to the business office.

In the case of a planned absence, please notify the elementary principal and homeroom teacher by email or letter as far in advance as possible.

The PYP curriculum is based on learning in a social context whereby students work together to construct knowledge and develop their skills. To maintain their skills, absent students are encouraged to regularly do the following:

- Keep a graphic or written journal of daily activities and experiences.
- Practise mental mathematical skills.
- Read in English and their home language.

## **Curriculum**

Elementary students at OIS study the International Baccalaureate Primary Years Programme [PYP]. Further details can be found on the OIS website and that of the International Baccalaureate Organization (<http://www.ibo.org/programmes/primary-years-programme/>). There is also a Japanese translation of “What is an IB Education” available here:

<https://www.ibo.org/globalassets/digital-toolkit/brochures/what-is-an-ib-education-2017-jp.pdf>

## **Assessment**

Student progress is assessed frequently and in a variety of ways. You will be informed of your child’s progress through reports and conferences. You will receive two reports each year: mid-year and at the end of the school year, January and June. Each year there are also three conferences: a parent / teacher conference in October; a ‘three-way conference’ between parents, student and teacher in March; and a ‘student-led conference’ between parent and student in June. Additionally, you may schedule a meeting to discuss your child’s progress at any time with their teachers.

## **Home learning**

Our students are very active in their learning throughout the school day. To be balanced individuals they need time and space to rest and relax with their family when they come home. We strongly encourage families to be mindful of their children’s need to be balanced and avoid having them participate in numerous activities after school or in the evening. Early bedtimes are also important. Students need an uninterrupted 9 to 11 hours of sleep per night.

Any home study should help them reflect on class and personal inquiries. KA and KB students should be encouraged to look at picture books and be read to by parents. Older students may be given short tasks to review or prepare for class learning. Students are strongly encouraged to read regularly in both English and their home languages.

## **Distance Learning**

Teaching and learning will be maintained if the school has to close due to COVID19. Online teaching includes video conferencing, activities assigned and assessed on Seesaw, and class blogs.

## **Support services**

The support department (counsellor, learning support teacher, principal and EAL [English as an Additional Language] teacher) works alongside classroom teachers and parents to help the students be successful at school. Areas of support include EAL , academic, social/emotional, and health and wellness.

## **After-school activities**

For the first trimester of this year there will be no activities in school due to COVID19 safety measures.

Some activities may be continued using video conferencing.

Instrument lessons for individuals continue online. For further information please contact Mr Daniel Ligon, the elementary school music teacher, who coordinates the private-lesson teachers providing these lessons: [dligon@soismail.jp](mailto:dligon@soismail.jp)

## **Actioneers**

Each trimester, a committee of students from upper elementary classes (grades 3 – 5) is elected by their peers to develop an appreciation of community both local and global. These students organize events in the school calendar, take leadership roles in assemblies, run charity drives and lead initiatives to promote student agency.

## **Communication**

All families are issued with a school email address (SOIS mail). This is the main channel of communication used by the school so please activate and frequently check your school email

account. Parent conferences are organized using an online platform. Help can be requested from the school technology department, [techsupport@senri.ed.jp](mailto:techsupport@senri.ed.jp)

Elementary homeroom classes use blogs to share news of students' learning. Please ensure you have signed up to the appropriate blog used by your child's class.

Grades 1 to 5 also use the Seesaw platform to enable students to share their learning with their families. We appreciate and encourage parent involvement in this means of communication.

**If you have a concern relating to your child, please contact the appropriate class or subject teacher in the first instance. Should the matter require further discussion, please contact the elementary school principal.**

## **Health and safety**

**Please check the guidelines sent out to all parents concerning COVID19.**

### **[SOIS Reopening Guidelines for Fall 2020](#)**

**To ensure the health of all students in school we ask the following:**

Masks are worn at all times on campus except in some PE classes and if very hot, then they can be removed when the student is 2 metres away from others.

Take your child's temperature each morning and submit using the online form before 9:00am. [Body Temperature Check Form](#) If your child has a temperature of 37.5 degrees or higher they cannot come to school.

- They must remain at home for a day after the fever drops and they have a normal temperature.
- Even if they don't have a fever, but have a physical condition such as a cold-like symptom or strong fatigue they cannot come to school.

A family must inform the school if they have been infected with COVID-19 or have been in close contact with someone who has the virus. School needs to know the details of the situation.

All students should bring a **'Sabers Safe' Kit** to school containing a spare face mask, hand wipes and hand sanitizer.

- Each student should know a parent's contact telephone number, or this number should be placed in their school bag for quick access.

- Accurate emergency medical and contact information should be maintained with the school at the student information centre and the school nurse. Please update this information when it changes.
- If your child is sick, let them recover fully at home.

### **SOIS Clinic**

The school nurse is on duty from 08:30 until 16:45. She provides first aid as needed. If your child becomes ill, the nurse will contact you and you will be expected to pick up your child and take them home from school.

If your child is unable to participate in any part of the programme due to injury or illness, please provide a letter or email of explanation to the relevant teacher (in the case of PE, please provide an explanatory letter).

Should your child need medication during school hours, please arrange to meet the nurse at the school clinic to organize this. Nurse Inoue can be contacted at [ninoue@soismail.jp](mailto:ninoue@soismail.jp)

### **Accident insurance**

“OIS covers students against loss of life and physical impediment for 2 million yen and accidental medical reimbursement indemnity for 500,000 yen per accident whilst attending classes or participating in official school-sponsored and supervised activities on or off school premises anywhere in Japan and worldwide. Earthquake and similar disasters are included. Furthermore, the commuting cover is included. In case of an accident, claim forms can be obtained from the Health Center. With residents of Japan legally obliged to have health insurance in place, the school’s policy is intended as an additional layer of cover so that, within the limitations of the policy, families are not out of pocket for injuries sustained as a result of accidents while in school or on school-sponsored activities.” (Student Info, July 2019)

### **Emergency procedures**

Fire and earthquake evacuation drills are practised each trimester.

Should bad weather or other occurrence enforce the cancellation or late-opening of school, you will be notified by email from the head of school. Please also check the school's website for up-to-date information on serious weather conditions affecting school.

## **Library**

All elementary students regularly spend time with the librarian learning about how to use the resources to extend their inquiry skills and knowledge. Social distancing measures are now used and books are placed in "quarantine" for 3 days when returned. Then they can be safely reissued. Elementary students are encouraged to borrow up to six English and six Japanese books every two weeks. Parents may also borrow up to ten books every two weeks. If a book is lost or damaged, payment of its cost will have to be made by the family. Students cannot be left in the library unsupervised.

## **Dress code**

Students are not required to wear a uniform. They have an active day, learning in different environments, so should wear comfortable, easy-care clothing and safe shoes (no flip flops or heels).

Jewellery should not be worn at school. Not only can it be lost or broken but it can also result in injury to the wearer or others.

When there are major events happening at the school (e.g: concerts, book week), please be sure to read all correspondence from the school explaining specific outfits needed.

## **PE clothing**

An appropriate change of footwear is required for PE, and loose, comfortable clothing should be worn. In the first and third trimesters, students will need to bring a swimsuit and towel for swim lessons. KA and KB students' swimwear and towels will be washed and kept at school. All students also need a pair of indoor shoes for the big gym which are kept at school.

## **Art Smock/Apron**

All students should bring their own smock to wear in art classes. This will need to be cleaned at home occasionally.

## **Possessions**

All equipment needed by elementary students is provided by the school. At this time no play items are allowed except jump ropes and kendama which can be used individually. KA and KB can bring their own sand toys. It is important that students don't bring toys, balls or valued possessions to school as these often get lost and cause upset.

Phones are to be kept in the student's cubby / locker until after school. Please do not call your child during the school day. If they need to call you during the school day, they should call through the business office.

Personal items that are brought to school such as bags, clothing, water bottles should be clearly labelled with your child's name. Photographs of items left around school are sent to parents to check if any belongs to your child. Ask at the business office to view the collection if your child loses a personal item.

## **Snack & lunch**

All students are encouraged to bring a healthy snack such as fruit to eat at break. They should also bring a bottle of water which can be refilled at a water fountain.

**It is elementary school policy that sugary food and drinks are not permitted as a snack or lunch option in school. Elementary students are not permitted to use the vending machines on campus.**

Students bring either packed lunches from home or parents pre-order a bento lunch for the whole trimester.

Lunches are eaten in classrooms sitting socially distant quietly.

Lunchtimes: KA and KB 11:25 – 11:55

Grades 1 and 2 12:00 – 12:30

Grades 3, 4 and 5 11:30 – 12:00

## **Behaviour**

Elementary students are encouraged to monitor their behaviour to reflect the IB learner profile and PYP attitudes, and the SOIS Five Respects: respect for self, respect for others, respect for learning, respect for the environment, and respect for leadership/authority.

### **Essential agreements**

Teachers work with their students to develop essential agreements explaining how to behave towards others at OIS. Students are expected to respect and follow these essential agreements made with their classmates and teachers.

Unacceptable behaviour by a student will be addressed through the following steps:

1. The teacher will discuss with the child ways to prevent further episodes.
2. Parents will be informed of the incident and strategies developed to prevent further occurrences.
3. Parents will meet with the elementary principal, class teacher and other relevant teachers to develop an action plan to improve behaviour.
4. If a student continues to display unacceptable behaviour, that student will leave the school.

Steps can be skipped at the discretion of staff based on the seriousness of the incident.

### **Anti-Bullying Policy of OIS**

We have zero tolerance of bullying. We strive to foster an anti-bullying school culture by using the IB learner profile and SOIS Five Respects to teach our students to be responsible for their interactions with others.

Definition of bullying

repetitive — a bully hurts someone over and over again

intentional — a bully hurts someone on purpose

power — a bully aims to control others

Types of bullying

physical assault on the person and their belongings

verbal abuse, eg: name calling, teasing, making threats

indirect, eg: gossiping, spreading hurtful stories about someone and excluding people from social groups like games

cyber-bullying via mobile phone or online, eg: email, social networks or instant messenger

#### Prevention

The school runs Personal Social and Emotional classes to help students recognize bullying and address it or seek help.

In the elementary school classes are led by the principal and counselor as part of the SELF programme.

In the secondary school, long homeroom, assembly and Friday flex are used by homeroom teachers to focus on bullying issues.

#### Action

All known/reported incidents of bullying will be investigated by the class teacher, counselor or principal.

Step One: Intervention

Step Two: Discipline

Step Three: School Leadership Council

A school leadership council with the Head of School, Principal, School Counselor and other relevant personnel will be held to determine if the bullying student can remain in the school.

Updated April 2017

## **Birthday Celebrations**

We are happy to celebrate a student's birthday with their class but no food or gifts can be brought to school at this time.

## **Conclusion**

We hope everyone enjoys a happy and successful year in the Primary Years Programme of OIS. We will continue to find new ways to share learning as we live with COVID19. Most importantly ask your children about their experiences and discoveries, listen to their explanations and try some activities together to extend their thinking — and your own!

## Staff contacts

Dawn Inada	KA class teacher	KA classroom N142	<a href="mailto:adinada@soismail.jp">dinada@soismail.jp</a>
Wakaba Mori	KB class teacher	KB classroom N143	<a href="mailto:wmori@soismail.jp">wmori@soismail.jp</a>
Paula Dezem	Grade 1 class teacher	G1 classroom N235	<a href="mailto:pdezem@soismail.jp">pdezem@soismail.jp</a>
Craig Nelson	Grade 2 class teacher	G2 classroom N234	<a href="mailto:cnelson@soismail.jp">cnelson@soismail.jp</a>
Ingela Summerton Carolyn Marshall	Grade 3 class teachers	G3 classroom E229	<a href="mailto:isummerton@soismail.jp">isummerton@soismail.jp</a> <a href="mailto:cmarshall@soismail.jp">cmarshall@soismail.jp</a>
Claudelle Lewis	Grade 4 class teacher	G4 classroom E230	<a href="mailto:clewis@soismail.jp">clewis@soismail.jp</a>
Trevor Jones	Grade 5 class teacher	G5 classroom E231	<a href="mailto:tjones@soismail.jp">tjones@soismail.jp</a>
Jennifer Henbest	Art teacher	N232	<a href="mailto:jhenbest@soismail.jp">jhenbest@soismail.jp</a>
Daniel Ligon	Music teacher	E137	<a href="mailto:dligon@soismail.jp">dligon@soismail.jp</a>
Leanne Entwistle	PE teacher	Small gym	<a href="mailto:lentwistle@soismail.jp">lentwistle@soismail.jp</a>
Kazuya Sakanaka	Japanese teacher	N233	<a href="mailto:ksakanaka@soismail.jp">ksakanaka@soismail.jp</a>
Kaori Algie	Japanese teacher	N233	<a href="mailto:kalgie@soismail.jp">kalgie@soismail.jp</a>
Cary Mecklem	EAL support teacher	Learning Lab E344	<a href="mailto:cmecklem@soismail.jp">cmecklem@soismail.jp</a>
Esther Yoo	Learning support teacher	Learning Lab E344	<a href="mailto:eyoo@soismail.jp">eyoo@soismail.jp</a>
Maricar Ronidel	School counsellor	Room N341	<a href="mailto:mronidel@soismail.jp">mronidel@soismail.jp</a>
Melissa Cooper	Librarian	Library	<a href="mailto:mcooper@soismail.jp">mcooper@soismail.jp</a>
Ingela Summerton	PYP coordinator	G3 classroom E229	<a href="mailto:isummerton@soismail.jp">isummerton@soismail.jp</a>
Carolyn Marshall	Elementary principal	Room 248	<a href="mailto:cmarshall@soismail.jp">cmarshall@soismail.jp</a>