



International
School of Bergen

Early Childhood Centre Comprehensive Guide

Preschool – Kindergarten

International Baccalaureate



Welcome to the International School of Bergen

Dear parents,

We are happy to welcome you to the International School of Bergen (ISB) and the Early Childhood Centre (ECC), where we are looking forward to another inspiring and rich school year with our students and families. In our environment we focus on learning through play, where we aim to provide a safe, inclusive, warm and engaging environment for our students.

The purpose of this handbook is to give you a one stop place with all the information you will need to ensure you are familiar with ECC routines, expectations and curriculums that make up the framework for the learning and play environment we provide for our students.

ECC encompasses Preschool 1&2-Kindergarten and is authorized to offer the Primary Years Programme (PYP) of the International Baccalaureate. We also work inline with The Norwegian Kindergarten Act and follow The Norwegian framework plan for Kindergartens.

Our goal in delivering the PYP is to develop internationally-minded students with the knowledge, skills, concepts, attitudes and learner profile attributes needed to continue learning into the Middle Years Programme (MYP).

As our students progress through Preschool 1 & 2 to Kindergarten, they develop increasing independence, a greater sense of responsibility and understanding of the world around them. Their role to play as citizens of the world is nurtured over the course of their early childhood education, where the Programme of Inquiry, the subject areas outlined in the Norwegian Framework Plan and ISB's Core Values, play a significant role.

Our staff are committed to working closely with everyone in the ISB community to make each and every year a special one for our students and families.

We are looking forward to the 2022-2023 school year!

Ingebjørg Rensvik
Principal - Early Childhood Centre

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General Information

School Day

Opening hours:	7:30 – 16:30
In class:	9:00 – 15:00
Supervision:	7:30 – 9:00 and 15:00 – 16:30

Preschool 1&2 follow separate routines adjusted to the children's age and needs. Their supervision takes place in their classroom. They have their own sleeping area outside, where they are safeguarded by a member of staff at all times. More details will be provided by the homeroom teacher at the beginning of the school year.

Meals

Morning snack, lunch and afternoon snack are provided by the student's family. We encourage all families to provide healthy meals for their child to enjoy. Please read more about the importance of meals – nutritious and healthy food recommended for preschool children by The Norwegian health authorities [here](#)

Birthday treat

We provide a tasty birthday treat for all our students. To ensure an inclusive and consistent celebration for everyone, we ask you not to bring cake or other snacks from home.

General Supplies

You can find more information including a supply list for students on our website isbergen.no, under learning at ISB.



Classroom Environment

ISB places a strong emphasis on the importance of having a positive and nurturing learning and play environment. Through learning activities and play children develop skills to promote social competence, focusing on the core areas of empathy, emotion management (impulse control, emotion regulation, anger management), and social problem solving.

There is also a strong focus on preventative bullying strategies and helping students in developing a variety of relationship skills, including strategies for making and keeping friends and steps for joining a group activity.

Assembly and Circle Time

ECC students meet in assembly and circle time on a daily basis. These are opportunities to come together, ensure common focus, communicate, share ideas and reflections, learning experiences and performances.

Individual Needs

Aiming for an inclusive and warm learning and play environment also means making sure that individual needs are met, where diversity is seen as an important and valuable part of our ECC environment.

At ISB we aim to ensure that students with individual needs achieve their potential through differentiating and adjusting our educational programmes, The PYP and The NFP, to the child's needs. When a child or a group of children need extended support and extra resources, we collaborate and receive support from The Educational-Psychological Service, the health services for children and other support services (all part of Bergen kommune), to develop appropriate programmes and ensure high quality student support.

School Counsellor

The school counsellor supports the school community in helping to ensure a positive and nurturing learning environment. She is available to meet with students and parents.

Communication ECC-Home

Parent-teacher conferences

The parent-teacher conferences and Toddle student learning journals play an important role in terms of providing timely information to parents regarding their child's development, strengths and goals.

The parent-teacher conferences are scheduled in November and May.

Parents can also arrange to meet with the homeroom or specialist teachers at any point during the school year to discuss their child's development, progress or other issues. We always accommodate parent requests for meetings for whatever reason.

Toddle

Toddle is the main avenue of communication with our families in the ECC and Lower School. For new families, please follow this link for parent information from the Toddle administrators.

Parent information meeting

All parents are invited to a parent information meeting at the beginning of a new school year. More detailed information can be found in the Summer mailing (which you will receive in June and August),

ECC Coordinating Environment Committee

To ensure comprehensive communication and collaboration, where our families have a voice and a chance to contribute to the ECC learning and play environment, we schedule 3-4 ECC CEC meetings per school year.

The ECC CEC consists of parent representatives from the individual classes, ECC staff members and the ECC principal representing the owner/ISB. Parent representatives are elected during the parent information meeting at the beginning of the school year.

Student Records

Only authorised school personnel and a student's parents have access to a student's records. Permission will be sought from parents for the transfer of records to another school.

Introduction to the Primary Years Programme (PYP)

International Baccalaureate Primary Years Programme at ISB



ISB offers children between the ages of 3 and 11 the Primary Years Programme (PYP). The PYP has recognition worldwide as a model of exemplary educational practice. Its philosophy is based on constructivist theories of learning, which state that children construct their learning from what they already know and can do. Students build their learning by finding the answers to questions they inquire into. The teaching approach is transdisciplinary so that traditional subjects are integrated into one another to help students appreciate that the world is a complex place in which it is important to see connections.

The PYP focuses on five essential elements of learning:

- understanding of concepts
- acquisition of knowledge
- mastering of skills
- development of attitudes
- decision to take action

The knowledge component is developed through inquiries into six transdisciplinary themes of global significance, supported and balanced by six subject areas.

The six themes are:

- Who we are
- Where we are in time and place
- How we express ourselves
- How the world works
- How we organize ourselves
- How we share the planet

The six subject areas include:

- Language
- Social Studies
- Mathematics
- Arts (Visual Arts and Performing Arts)
- Science and Technology
- Personal, Social and Physical Education



The IB PYP is a concept driven, holistic approach to education and consists of the Essential Elements:

- Transdisciplinary Skills
- Knowledge (Transdisciplinary Themes/Traditional subjects)
- Concepts
- Learner Profile
- Action

The IB Learner Profile is the International Baccalaureate's mission statement translated into learning outcomes. It is at the heart of this common framework and an embodiment of what the IB means by "international-mindedness". These ideals inspire, motivate and focus the work of schools and teachers, uniting them in a common purpose. For more information, please see [IB Learner Profile](#).

Introduction to the Norwegian Framework Plan for Kindergartens

The Norwegian Framework plan for Kindergartens - contents and tasks makes up one out of two management tools in the ECC, and ensures that we work in line with the Norwegian Kindergarten Act, when aiming for a high quality learning and play environment for our students. The Norwegian Framework plan is also offered as the main curriculum to our youngest students in Preschool 1&2. The PYP and International Baccalaureate is offered from the age of 3, and from there both curricula make up the framework for our learning and play environment.

The Norwegian Framework Plan highlights the importance of our social mandate, where the plan describes 9 key areas to ensure an inclusive, inspiring and challenging learning and play environment for all students.

The key areas describe:

1. Core Values
2. Roles and responsibilities
3. Objectives and content
4. Children's participation (agency)
5. Co-operation between home and kindergarten
6. Transitions
7. Kindergartens as a pedagogical undertaking
8. Working methods (approaches to teaching and learning)
9. Learning areas (subject areas).

For more information, please see the [Norwegian Framework Plan for Kindergartens](#).

The core values, subject areas and approaches to teaching and learning comply with the PYP, therefore our Preschool 1&2 students also play and learn in line with the PYP learner profile and the Programme of Inquiry, adjusted to their developmental level and focusing on agency. This ensures alignment and progression throughout their time in the ECC and into Lower school.

Weekly collaboration within the teachers' team, in addition to the individual teachers' monthly and weekly planning ensures a read line from plan into practice.

Through weekly pedagogical documentation via Toddle, our families are invited to communicate, observe and experience how learning and play within the framework of these two curricula contributes to their child's development.

The outdoor classroom makes up an important part of our learning and play environment in the ECC. All our classes go for weekly walks in the local community, in addition to outdoor play time in our playgrounds every day. It's a joy to observe how our students play and thrive outdoors in all kinds of weather. Please ensure that your child is dressed appropriately/according to the weather every day (referring to the Supply list on isbergen.no).

Thank you for choosing our ECC, we are looking forward to having your child join us.

Please contact your child's teacher or the ECC principal if you have any questions or concerns. We are always here to support our students and families.



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