



ICSLONDON

INTERNATIONAL SCHOOL

SECONDARY PARENT HANDBOOK





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WELCOME TO ICS LONDON

Serving and leading our diverse international community is an absolute privilege. As the Head of School, I extend a sincere and warm welcome to families contemplating joining us on our exceptional educational journey.

The decision to choose the right school for your child is a significant and at times, a challenging one. We genuinely understand the importance of this choice in shaping your child's educational path. Our mission is to take an innovative approach to education, inspiring each student to discover their strengths within a community of future leaders.

We are dedicated to living and breathing this mission, striving for excellence in every aspect of our school. Our ultimate goal is to see our students develop holistically, motivated to be the best version of themselves each day. With the exceptional support we provide, we empower students to unlock their potential.

Our vision extends to creating a community of compassionate and inspired global citizens. Embracing inclusivity, we acknowledge the uniqueness of every child and maintain a delicate balance between academic and pastoral support. Our staff ensures that each student is treated as an individual, fostering a personalised and innovative approach to learning.

We take immense pride in the achievements of all our students, working tirelessly to ensure each student feels valued in our school community. Regular celebrations throughout the school are aligned with our vision and mission.

Our commitment to small class sizes and a tailored learning approach has yielded remarkable results, including a 100% pass rate, an IB diploma point score average significantly higher than the world average, and a 100% acceptance rate into first-choice universities. ICS London consistently ranks among the top 10 IB small schools in the country. Embracing students from diverse backgrounds—representing over 50 nationalities—our commitment to diversity fosters an environment where students from various cultural backgrounds learn and develop together. We actively promote kindness, compassion, and respect, caring for ourselves, our global community, and our environment.

At ICS London, we are all lifelong learners, committed to becoming our best selves. Our teachers create a nurturing classroom environment while providing an appropriate level of challenge. We encourage students to embrace failure and mistakes as opportunities to reflect and learn. Every member of our community is urged to be innovative and realise their true capabilities. We teach resilience by consistently striving to do the right thing, even when faced with challenges. Upholding values such as honesty, open-mindedness, reliability, and fairness, we prepare every child to make a positive impact in an ever-changing and increasingly challenging world.

ICS London transcends being just a school; it is a second home. As you step through our doors, you will sense the incredible support and a place where students feel a profound sense of belonging. I strongly encourage you to visit us and experience it firsthand. We look forward to welcoming you to ICS London.



Mona Taybi
Head of School at ICS London



MISSION, VISION & VALUES

ICS LONDON MISSION

"Our innovative approach to education inspires each and every student to discover their strengths within a community of future leaders."

ICS LONDON VISION

"We aim to be a community of compassionate and inspired world citizens."



INTEGRITY

We always do the right thing, even when it's challenging. We are honest, open minded, reliable, and fair.

RESPECT

We are kind, compassionate and respectful. We take care of ourselves, our global community, and our environment.

RESILIENCE

We are all lifelong learners, committed to becoming our best selves. We embrace failure and mistakes as opportunities to reflect and learn.

COURAGE

We are creative leaders who inspire each other to be innovative and discover our full potential.



ROLES, RESPONSIBILITIES & COMMUNICATION

As an inclusive IB school, ICS London appreciates that students have diverse learning styles, strengths, and needs. In addition to the mainstream IB curriculum, ICS London offers a successful extra-curricular programme of activities. This document serves as a guide for our community to help everyone understand the roles within the school.

Advisory Board

Overall responsibility for all aspects of the school.

Head of School

Responsible for overseeing and managing the entire school. Works closely with the Secondary and Primary Principal to ensure that ICS London is offering a high level programme to all students. Oversees student welfare and health and safety on all sites.

Primary School Principal

Responsible for the day to day running of the school, including teaching and learning, safeguarding and student welfare, health and safety and child protection.

PYP Coordinator

Responsible for the implementation of the International Baccalaureate Primary Years Programme at ICS London.

SENDCO

Ensures that student support provision matches the needs of students. Acts as a coach for staff to ensure that individual learning needs are supported. Works closely with the Coordinators and the Principal to ensure that programmes have a coordinated approach and that student support is a successful element of ICS London.



THE CURRICULUM

ICS London provides high-quality education to students aged between 3 and 18 years based upon established curricular models. The Secondary School curriculum works within the framework of the International Baccalaureate Middle Years and Diploma Programmes (IB MYP and IB DP). In year 10 and Year 11, the IGCSE Cambridge international syllabus will be taught within the IB framework. This programme is built on sound educational principles and up-to-date research into the way children learn. It is concept-driven and has inquiry-based learning at its heart.

For further information about these programmes, please visit www.ibo.org, www.cambridgeinternational.org

ASSESSMENT & REPORTING

How do we Assess?

- Ongoing through teacher monitoring, observation, conferencing with children, and the use of formal testing materials.
- We assess not only academic knowledge and skills but also conceptual understanding, attitudes, and behaviour in order to track the development of the whole child.
- Assessments are used to not only inform the students' progress but also the effectiveness of the curriculum and teaching methodology.
- Student self-assessment is encouraged and valued as a means for students to develop their full potential and to help them take responsibility for their own learning.
- Teachers support their students to develop targets they can set for their own improvement.
- Formal written progress reports on student achievement are sent home twice a year in February and June and an interim report is sent home in October. Throughout the year teachers keep parents and guardians informed of important developments on an individual basis.

HOMEWORK

- Students should expect to do some homework every day.
- Parents are expected to monitor homework assignments via Managebac for Year 13 only.
- Parents are expected to monitor homework assignments via Toddle for Year 7- Year 12.
- When homework is not satisfactorily completed parents may be contacted by form tutors and additional work set, with the possibility of detention.

Year 7- Year 9

- Homework set should take 1 hour a day (Literacy, Numeracy, Reading)
- This is set through a range of different subjects

Year 10-Year 13

- Homework is subject specific and your child will receive a homework timetable during their first week at ICS.

STUDENT WORK

- All assignments are due by the deadline given.
- Work can be sent via email or by hard copy. Failure of technology is not an excuse for late work.
- Students may see the teacher before the due date of work to seek an extension, if appropriate.
- Form tutors should not petition the subject teachers for extension, and students themselves should be encouraged to take responsibility for resolving issues with the deadline agreed.
- It is at the sole discretion of the subject teacher whether or not to grant the extension. Reasons for extensions must be legitimate and acceptable.
- Assignments that are required for the class cannot be accepted late. i.e. oral presentations, peer and shared work.
- Students who have authorised absences must speak to subject teachers before their absence to rearrange deadlines.





POLICIES & PROCEDURES

ACADEMIC INTEGRITY POLICY

This, as with all policies, can be found on the website. Any questions about this policy can be directed to the MYP/IGCSE/DP coordinators.

TODDLE, THE SCHOOL INFORMATION MANAGEMENT SYSTEM FOR PARENTS, STUDENTS & TEACHERS

Parents will be given log-in details by the end of the second week of term. This will enable them to check student homework assignments and student's reports as and when they wish. Parents are actively encouraged to log into the system and follow their child's progress both pastoral and academic.

SCHOOL EQUIPMENT

Students are expected to bring a pen, pencil, eraser, and ruler with them to school every day. Other resources such as textbooks and student notebooks will be provided. Students will be sanctioned if they do not have the correct equipment for school every day.

SCHOOL DEVICES

ICS London will issue a device to your child. Secondary School students are not required to bring in their own laptops/tablets/netbooks to school each day. Below are a few guidelines with regards to the use of the school hardware:

- Software: The school will provide all software necessary for completion of the curriculum. This will include specialist software for specific subjects such as Design and Technology and Computer Science.
- Maintenance: Students are responsible for the maintenance of their own equipment. Students should ensure their laptop/tablet/ notebook is fully charged each day before they come to school; they will need to develop an awareness of how to manage battery reserves for example working offline by turning off the wireless adapter and only connecting to the wireless network when necessary.
- Assistance with school issued devices: Please note that the IT department will provide assistance where appropriate for all school issued devices. Please email: support@it-logik.co.uk
- Security: Students need to take care of all school devices. Should a student experience a security issue, they should report this immediately and turn off the device.
- Provision has also made been for regulated use of these devices in line with Online Safety Policy during the school day.

MATHS CALCULATORS – Year 10, 11, 12 & 13

Students taking Maths/Sciences in MYP1, MYP2 and 3 will need a basic scientific calculator.

Students taking Maths in IGCSEs, Diploma 1 and Diploma 2 will require:

- a) Texas Instruments TI 84 Plus silver edition or the upgrade,
- b) TI-Nspire (non-CAS) CX Graphing Calculator.

Please note that these two calculators are permitted for use on the SAT, AP, PSAT/NSMQT*, IB®, and ACT® college entrance exams, as well as many USA state standardized tests. Also, they will be used for MYP and IB coursework and investigations as well as during normal lessons at ICS and will be available for purchase via the Secondary School Maths department or via Amazon.

PLEASE DO NOT BUY THE CAS VERSION OF THE ABOVE CALCULATOR AS IT IS NOT ALLOWED FOR USE IN IB, SAT ETC, EXAMINATIONS.

TRANSCRIPTS AND COPIES OF STUDENT REPORTS

There may be on occasion where you, as parents, will request copies of reports and/or transcripts. In the case of reports, every parent has an individual login for Managebac (DP2) and Toddle (Year 7- Year 12) should print them off directly from the system. The school will then be happy to stamp them, if necessary.

To assist anyone who, for some reason cannot print, the School will print one copy which will enable parents to make as many copies as they need.

Transcripts must be requested before the end of the academic year. Three days notice should be given in order to general transcripts. Please note that parents must take responsibility for any transcripts they need to mail to their respective institutions.

BEHAVIOUR MANAGEMENT

Students are encouraged to see good behaviour as a means of empowering them as learners and providing them with opportunities to progress socially, emotionally, and academically. It is from these values that the Behaviour and Antibullying Policies have emerged, thus providing us with the building blocks of our school mission to create 'compassionate and inspired world citizens'.



BRITISH VALUES & THE LEARNER PROFILE

ICS London is an international school in Britain, welcomes students and their families from a broad mix of countries to the remarkable, multicultural city of London. As such we promote what the Department for Education calls fundamental British values; part of the spiritual, social, moral and cultural development of each student.

Democracy

The Rule of Law

Individual Liberty

Mutual Respect for All

These values will resonate with people from different countries and they inform the ethos of our school. These values are upheld within the school actively through its policies, curriculum, and its support structures and systems. The values are in line with the UK Government's anti-radicalisation PREVENT strategy, itself part of the counter-terrorism strategy, CONTEST.

Fundamental British values at ICS London include the teaching of respect and tolerance towards people from various faiths, races and cultures. Classes actively embrace the diversity of culture, background, and beliefs as part of our inclusive mission and vision. It is an important part of personal and social development for students in the school. Students learn through certain units of inquiry about different beliefs and cultures from their own. This could involve them exploring celebrations from across the world in the younger years, or exploring religious expressions of belief in the older years.

The Learner Profile, a set of attributes to develop an intercultural and internationally-minded character, teaches students how to be caring, open-minded, and principled. Respect and tolerance are explicitly taught as attitudes within the curriculum, as is empathy. Through teaching the key concept of perspective students get to explore differing views and beliefs in each year of school.

ICS London provides opportunities for students to express their own beliefs, cultures, and backgrounds and strengthen their own spiritual, social, moral, and cultural development and identity formally through the curriculum theme “Who we are”. This is taught in all year levels and informally in class meetings and sharings. By reflecting on how important identity is to each child, students can better understand how important others’ beliefs, culture, and background identity will be for them.

Students learn about the importance of standing up against discrimination in developmentally appropriate ways and in various units of inquiry and through the personal and social education curriculum. They learn about situations where people have been discriminated against and what has been done to counteract the situation using school-based scenarios and local and global case studies. They learn about the responsibilities individuals, groups, and nations have taken to counter discrimination in different forms.

The ICS London Behaviour Policy, which is centered around respect, reinforces that discrimination on any grounds is unacceptable and will result in sanctions. Discrimination is not tolerated; everyone is entitled to respect, and it is the responsibility of all members of the school community to respond to any cases of discrimination.





ATTENDANCE & PUNCTUALITY

At ICS London we are committed to providing a full and effective education for all our students to ensure they achieve their potential in all that they do. We believe that maximum attendance from every student is required to benefit from the education that we are offering, and therefore, the school sets out clear expectations and guidelines for student attendance in the Attendance and Absence Policy.

Please note that in the UK schools do not have an automatic right to grant leave of absence meaning that 100% attendance is the expectation.

What do we expect at ICS London?

- Full attendance from all students but accept that there will be times where a family will experience exceptional circumstances and while a number of families have homes abroad and very often members of their immediate family living in their home country, parents have a legal duty to make sure that their children go to school regularly.
- Parents complete our 'Leave of Absence Form' giving the necessary details of the reasons for absence so the Principal can review the situation and authorise the students' absence, if circumstances are indeed exceptional.
- The 'Leave of Absence' form is completed and signed before the absence takes place, so please ensure this is applied for in advance, wherever possible.
- Taking the above into consideration, please ensure that your child's attendance always remains above 95%.

In addition, please be aware that we are legally required to inform the Home Office when a student is persistently absent under the Visa Sponsorship Programme and where the school has not been notified of a student's absence for a period of several days, we are required by law to report the child as 'missing' to the Local Authority.

STUDENT ABSENCE SHOULD BE REPORTED TO THE SCHOOL OFFICE BY 8.30 AM ON THE DAY IN QUESTION, EITHER BY TELEPHONE OR EMAIL. FAILURE TO DO SO MAY RESULT IN THE SCHOOL CONTACTING POLICE OR SOCIAL SERVICES IN LINE WITH GOOD SAFEGUARDING PRACTICES.

For students who take the school bus, we request that you inform the school bus service, Kura, calling **0203 196 3304** as early as possible on the day of absence. Please note it is necessary to also contact the school directly regarding attendance.

If the student is absent from school because of illness or a medical appointment, please telephone before 8.30 a.m. each morning or alternatively email the designated address – secondary.attendance@icslondon.co.uk.

It is extremely important that the school is informed of any absence. Your child's safety and welfare are important to us and if they are not present when they should be, we need to know the reason why. The 'Leave of Absence' form can be found on the following [link](#).

REGISTRATION FOR ALL STUDENTS IS AT 8:45 AM HOWEVER ALL STUDENTS SHOULD ARRIVE BY 8:42 AM IN ORDER TO ARRIVE IN THEIR CLASSROOMS IN TIME FOR REGISTRATION OR ASSEMBLY.

If a child is late on a continuous basis, you will receive a formal letter stating our concerns with a copy placed in your child's file. When students are not in class on time, they miss essential learning and also cause a disruption to teaching and learning with their arrival.





BUS SERVICE

STUDENTS & THE ICS LONDON BUS SERVICE

Students at ICS London may use the School's minibus service to come to and from school each day and/or throughout the academic day to access sports facilities, trips, and cultural activities within the London area.

We strive to operate a transport service that has safety and security at the forefront of its operations. We also want our passengers to travel in comfort and to enjoy journeys away from School. This is best achieved when passengers are well behaved and respectful both to each other and to their driver. To this end, we have developed a set of simple rules and procedures for all students, which are fully explained to first-time passengers.

SCHOOL TRANSPORT - THE TRANSPORT DEPARTMENT

The company "Kura" coordinates all our school minibus travel and transportation of students to and from school. Please find all the details here: <https://ridekura.com/ics-london-routes/>

HEALTH, SAFETY & WELFARE ISSUES

School transport buses are identified with ICS London branded signage in the front widescreens of the vehicles.

Drivers will wear Kura branded Lanyards displaying their names.

All vehicles are overseen by Kura's experienced service delivery team who proactively track vehicle locations and passenger boarding events supported through the Kura driver & passenger applications. For this reason, ICS School does not employ the use of chaperones on the vehicles.

The transport line is staffed by Kura's Control Centre team from 06:30 in the morning until the last student is dropped off in the evening and they have an overnight messaging service should you wish to speak to someone outside of those hours. Any questions/issues please contact the centre, not the school, on 0203 196 3304.

Please note that students in Years 12 & 13 may have lessons (depending on subject choices) that finish at 4.30pm and would therefore not be able to take the school bus in the afternoon.

Find Kura's Terms & Conditions and Code of Conduct here: <https://ridekura.com/ics-service-terms/>

ICS London has an overriding commitment to providing a safe, supportive, and friendly environment for our students from the moment they are collected in the morning to the time they are dropped off at home in the evening. The transport department's role in securing this is pivotal.

TRAVELLING TO SCHOOL EACH DAY BY THE ICS LONDON TRANSPORT SERVICE (KURA)

If a student would like to use the morning and afternoon door-to-door minibuss service to get to and from School, please express your interest here: <https://ridekura.com/ics-london-routes/>

With new students joining ICS London throughout the school year, occasionally bus routes can be subject to change, resulting in a change of driver or a pickup time. Students will be informed of this in advance either by telephone or in writing. If your child is not coming to school on a particular day or week, please inform the driver and the school.

Students travelling on the school bus are expected to demonstrate excellent behaviour at all times and to be respectful of all travelling with them. Our basic School Rules apply as follows:

Enter the bus in an orderly manner once the driver has told you, you may do so
Find a seat and do up the seat belt. The bus will not move until all have 'buckled up'
Enjoy the trip and remember to keep the conversation at an appropriate level
Do not take the seat belt off until the driver has told you to do so
Do not eat or drink on the bus
Do not leave rubbish behind when you leave the bus
Thank the driver and walk away from the bus in an orderly manner when instructed
Any misbehaviour on the bus will be managed by the driver and/or teacher using the ICS London regular Discipline policy

EMERGENCY SITUATIONS

Parent/Guardian Not at Home

It is the responsibility of parents/guardians to ensure that a responsible person is waiting at the curb or door to meet the school bus on its arrival. However, it will be deemed adequate if the driver can see this person in the doorway of the house.

If, for whatever reason, there is nobody present to accept the child, he/she will be retained on the bus while the driver calls the Transport Management who, in turn, will contact ICS London for instructions. The driver may then continue the school run dropping the child off en route to either the home address, or back to the school, whichever is deemed necessary.

ROUTE CANCELLATION

If in the unlikely situation the Transport Management deems conditions too dangerous for the School minibuss to operate (e.g. severe weather conditions), the route will be cancelled. Each family on the route will then be contacted, told why the route has been cancelled and any other instructions issued by the School. If the School is able to open for the day, parents have the choice of bringing their children to and from school that day themselves or keeping their children at home – this will be a decision based upon the parents/guardians own assessment of the circumstances.



PRACTICAL INFORMATION

PARENT INFORMATION MEETING

Parents are invited to learn more about our school programmes and safeguarding measures through information sessions organised by the programme coordinators. Parents are encouraged to attend these meetings and become familiar with the School's expectations such as assessment and procedures as well as the International Baccalaureate approaches to teaching and learning.

CHANGE OF ADDRESS/CONTACT INFORMATION

If you change your address and/or contact details you must inform the School immediately. ICS London must have every students' updated contact details for legal reasons and for organisations such as UKVI. Please email us with new contact information to: secondary@icslondon.co.uk or write to us at: INTERNATIONAL COMMUNITY SCHOOL, 21 STAR STREET LONDON W2 1QB.

SCHOOL COMPLAINTS PROCEDURE

Please note that the School has a Complaints Procedure which parents can follow if they find that an issue is not being addressed by the School and you wish the matter to be represented at a formal level by the Head of School or appropriate person. The following is a link to the ICS London Complaints Procedure Policy for further information: <https://www.icschool.co.uk/policies-and-forms>.

SAFEGUARDING INCORPORATING CHILD PROTECTION

We have a duty to ensure our children are not at risk from any form of abuse (physical, emotional, neglect, and sexual). We will investigate any physical injury until we are satisfied that the cause was accidental. If we suspect any form of abuse (physical, emotional, and sexual) we will report our concerns to Children's Services. Your child's safety and well-being are our priority. The School Pastoral team will do their utmost to ensure your child's safety and security are paramount.

As an international school, we celebrate our cultural diversity and acknowledge that schools throughout the world operate differently on a day-to-day basis. We recognise that expectations about communication, school policies, and student welfare procedures may differ significantly from one country to another. At ICS London we believe that the safety of our students is paramount in all that we do as a school, and no aspect of a child's school experience takes precedence over a child's wellbeing.

In keeping with this philosophy and in our desire to create a smooth transition for families new to our school, we feel it is important that parents are made aware of ICS London's Safeguarding and Child Protection policy, all of which are in accordance with English law. It is essential that parents understand that safeguarding is not just about protecting children from deliberate harm; it also ensures that the students' needs are at the heart of the school itself.

Some common examples where British expectations may differ from your home country:

- Leaving a child home alone
- Hitting a child
- Acceptable punishments for children
- Definitions of abuse
- Legal age for various activities e.g. smoking, drinking alcohol, online safety guidelines
- School attendance

ICS London also has a duty of care to confirm the name of the school that any child who joins us has come from and the name of the school that a child leaves us for. This information is used to track a child's educational history and well-being and is an important component in our safeguarding responsibility.

We recognise that all adults, including temporary staff, volunteers, and proprietors have a full and active part to play in protecting our pupils. If a child discloses information about possible harm, it is the school's legal responsibility to report this disclosure to the local child protection agency. Furthermore, under recent changes to English law, we are now legally bound to report suspected concerns regarding female genital mutilation and students who may be at risk of radicalisation and extremism.

To help us ensure that our students are kept safe at all times, ICS London requires formal notification from parents when they or the main carer/provider is out of the country or away from home. This simply means getting in touch with the school office and confirming the arrangements made to care for the children in the parents' absence. More information is available on the link.

FOR CHILDREN IN THE UK ON A CHILD STUDENT VISA (FORMALLY KNOWN AS TIER 4 VISA), IT IS ESSENTIAL THAT PARENTS COMPLY WITH UKVI VISA REGULATIONS.

The School must be informed if there are any changes in the guardianship responsibilities of the child(ren) or the address at which the child(ren) is residing. During school holidays, all travel plans must be shared with the school. Strict attendance rules govern all children including children on Child Student Visa. The school has a duty of care to report any exceptions to these regulations.

We would like to share our strong commitment to keeping your children/our students safe, and we would encourage you to contact the school for additional information and support or if you have any questions.

ABSENT PARENTS DURING THE SCHOOL YEAR

When both parents or the main carer and provider for a child is out of the country or away from home, the School requires formal notification from parents. This simply means getting in touch with the school office and confirming the arrangements made to care for the children in the parents' absence. This will enable the School to support parents in their absence and be especially mindful of the students' concerns.

COMMUNICATION IN EMERGENCIES

In the case of an extreme emergency such as the school having to close due to weather, parents will receive an SMS via their mobile from the school. In the case of an extreme risk situation where the school is required to remain in a lockdown situation to ensure student safety, parents will be notified via SMS on their mobiles with specific information.

SUPPORT FOR FAMILIES

Where families are experiencing difficulties for any reason, the School will offer any support within their ability to help students and parents deal with their particular circumstances. Very often the school will learn about the difficult circumstances a family may be experiencing when it is too late for some purposeful and helpful intervention. We encourage parents who are experiencing problems to express the situation to the School Leadership Team as early as possible. They will provide a listening and compassionate ear and will do their utmost to guide parents as to the best path to follow where the interests of the child are paramount regardless of the circumstances.

The Leadership Team does understand some circumstances are difficult to share but are firm believers in the view that a problem shared is a problem halved. The leadership teams of both schools will always take your call and your concerns seriously and would welcome the opportunity to support your family in any way possible.

Please note that where there are guardians responsible for a child/children the same information and procedures contained in this section of the handbook apply equally to them.

INFORMATION COMMUNICATION TECHNOLOGY (ICT) INCLUDING ONLINE SAFETY POLICY

The School emphasizes the importance of parents' understanding of the issues that can arise for their children in a world driven by the media and advanced technological learning tools. While there is much to be grateful for as a result of this technological revolution in learning, there are also some inherent dangers to students' safety. The School's response is to educate both students and parents to employ safer use of the internet and to this end, a number of workshops are held regularly throughout the school year to inform and support our community.

VISITOR TECHNOLOGY & MEDIA USE

In order to ensure the safety of all of our students, all parents and visitors are required to keep their mobile devices in their bags while visiting the school unless they have special permission. During school learning celebrations, parents are able to photograph and video their own child; however, they are required to not post any images of other children on social media sites.

SCHOOL CLOTHING

We have launched an ICS London uniform which is now available to purchase. All students from Year 7 - Year 11 must wear an ICS London polo shirt. However, in Year 12 and year 13 students are instructed to wear a smart casual dress-code.

All students must dress appropriately for school. This means: clothes that are not revealing and clothes free of offensive graphics or wording. Shorts and tops with spaghetti straps are considered revealing if worn on their own. It is also important that students wear clothes that are safe for learning in, especially with respect to Physical and Health Education lessons. No caps or hats are allowed in school. The school reserves the right to ask a student to change clothes if deemed inappropriate.

The school's aim is to prepare our students for all aspects of life beyond ICS London. Whilst we value individuality, students, parents, and carers need to recognise that appropriate dress, along with basic etiquette, are common requirements in the workplace and professional settings.

Guidelines:

1. No see-through clothing or leggings
2. No visible underwear
3. No sweatpants, tracksuits or sports attire
4. No deliberately ripped or torn garments
5. No clothing with offensive / inappropriate slogans or images
6. No hoodies or hats

Students have been issued guidelines about the school's dress code.

Students found to be inappropriately dressed will be expected to return home and change and make up missed lessons after school. Repeat offences will mean privileges removed from the student and parents / carers invited to meet with the Leadership team.

[Purchase uniform here.](#)

MOBILE PHONE POLICY

Yondr pouches were implemented at ICS London in August 2023, this was in order to prevent the negative impact of mobile phone use in school. Students arrive at school and put their mobile phone into a Yondr pouch which is locked for the whole of the school day. Should a teacher wish for students to use their mobile phone in a lesson, the Yondr pouches are unlocked for this purpose and locked again after the lesson. Students then unlock their mobile phones at the end of the school day.

AFTER-SCHOOL ACTIVITIES

We offer many opportunities for students to develop outside academic areas and one way is through our After School Clubs. We also have on-site programmes that vary throughout the year. Typical clubs from previous years have been art, horse riding, drama, costume design, eco-club, cooking, homework, football, tennis, and music. Detailed information about our After School Activity programme can be found on the website.

GLOBEDUCATE INTERNATIONAL SCHOOL EVENTS

As a member of the Globeducate International Group of Schools we have the opportunity to put forward our students to participate in 5 annual events each year. The events comprise the Arts Competition, the Academic Olympics, the Music Festival, Globeducate Model United Nations and the Sports Olympics. Students who are interested and who are put forward by ICS London will travel to Spain, Portugal, Italy, France, or the UK where one of the member schools will host one of the above events which are scheduled to happen during the 3 school terms. Parents will be informed of events taking place at the beginning of the academic year through the School newsletter.

INCLUSION AT ICS LONDON

We are proud that we successfully include children with a variety of linguistic, cultural, emotional, mild and moderate learning differences in our school. We are a team of teachers, therapists, specialists and leaders who work together to share responsibility for all children.

Our goal is that every adult and child is active in building and maintaining a culture of respect and understanding. We ensure that every student is an equally valued member of the school community. We provide an environment where students learn, progress, and are happy.



CONTACT INFORMATION

Absence/Illness/School Bus

Mrs Sally Sholgami
Email: secondary.attendance@icslondon.co.uk

First Aid & Medical Concerns

Mr John Callender
Email: john.callender@icslondon.co.uk

Year Group Form Tutors

Form tutors will email parents
to introduce themselves

Academic Programme Coordinators

MYP Coordinator: Ms Laura Yates
Email: laura.yates@icslondon.co.uk
IGCSE Coordinator: Mr Mark Buckingham
Email: mark.buckingham@icslondon.co.uk
DP Coordinator: Mr Vish Bhoja
Email: vish.bhoja@icslondon.co.uk

SENDCO

SENDCO: Michael Neville
Email: michael.neville@icslondon.co.uk

Financial Matters - Payments
(trips, tuition, other fees)

Bursar: Prem Guckool
Email: bursar@ics.uk.net

Accounts Assistant: Deeqa Kabadeh
Email: accounts@icslondon.co.uk

Admissions & Marketing

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