



ICSLONDON

INTERNATIONAL SCHOOL

PRIMARY 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.



SCHOOL, PARENTS & GUARDIANS WORKING TOGETHER

HOW CAN THE SCHOOL AND PARENTS/GUARDIANS/CARERS WORK TOGETHER?

As a school, we welcome parental involvement and see it as an integral part of our students' development. We are always happy to discuss aspects of your child's development here at ICS London. We ask that parents or guardians make appointments to discuss their child so that this discussion may take place at the appropriate time and in appropriate surroundings. It is important that students have the full attention of their teacher throughout the school day. We also celebrate our diversity and differences at ICS London and are always happy when parents are able to share their cultures with us.

HOW CAN THE SCHOOL HELP?

During the first half term of school, we hold a settling-in conference to communicate how your child is adapting to their new year group and to find out more about him/her from a parent's perspective.

During the second term, parents are invited to a 3-way conference to discuss their child's progress with the class teacher and child to ensure continued success through to the end of the year.

In the third term, you are invited to a student led-conference where students share with you their highlights and a portfolio of their learning.

At the end of the year, Year 6 students take responsibility for presenting a personal inquiry at the PYP Exhibition.

A full school calendar is available on our website and we encourage you to check this calendar for important dates: www.icslondon.co.uk/student-life/academic-calendar. There will also be weekly communication from the class teacher via email with updates on school activities, events and learning. The Principal provides a newsletter every month with updates so that parents are kept informed.

HOW CAN PARENTS HELP?

We are always grateful for any help and assistance you can give sharing your wealth of knowledge, culture and expertise with a class. We really enjoy our parents and guardians being involved with school and ask you to join us by reading with your child at home and at school. We often try to involve parents in home learning so please take the time to help your child whenever appropriate. On some excursions, parents and guardians may be asked if to join us. Your time and efforts are greatly appreciated. Class teachers will send letters and/or emails to request your support. Parents are expected to respect student confidentiality and not share information regarding other students.

HELPING YOUR CHILD AT HOME

The best help any child can receive is through the encouragement of their efforts and the best way you can support your child is to show interest in what he/she is doing in school. For many years, the primary learning environment is the home. It is extremely important to talk and listen to your child. Helping your child to be independent about his/her daily routine will help the transition to school when he/she will not have the undivided attention of an adult.

HOME LEARNING

More and more research is proving that home learning (homework) has very limited impact on student achievement during Primary School age. At ICS London, we value home learning as a way for students to extend their thinking outside of the school environment. Home learning can look different for each child based on child development, learning, and appropriateness. Your child's teacher will share with you at the beginning of the year an outline of home learning for the year group, your child, and your family.





THE IMPORTANCE OF READING FOR PLEASURE

Multiple studies have shown that successful students are ones who read at home for pleasure. We encourage students to read each evening with family members and by themselves in a way that instils a love of reading, whether in their home language or the language of instruction. We rarely suggest a specific time for reading each night as then the natural inquiry is taken away and it becomes a task for the student, instead of a matter of their own choice.

COMMUNICATION

We send letters and/or emails home regularly to keep you well informed about what is happening at ICS London. Each week parents will receive an update from individual class teachers via email. There will also be a newsletter sent home every month by the leadership team. In the case of an extreme emergency such as the school having to close due to weather conditions, 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.

THE PARENT COUNCIL

The Parent Council provides a network for parents so they can get to know each other and become involved in school events. Events are held throughout the year, and we encourage all parents to become involved. Workshop-style Parent Academies and coffee mornings are organised by the Primary leadership in conjunction with the Parent Council. The Parent Council coordinators will be in touch during the school year.

OTHER IDEAS FOR HOME-SCHOOL LINKS

- Parent/Guardian support/ input into units of inquiry
- Attending celebrations/ presentations at the end of units
- Parents/ Guardians volunteering to assist with sports activities / events/ competitions
- Joining school excursions
- Sharing your expertise with students or the staff or invite a class to your workplace
- Joining or providing a language class

We look forward to meeting all of you throughout the year. If you have any questions or ideas for ways in which you might be able to get involved in school life, please contact the Principal.

PARENT CONTACT DETAILS

In order to ensure that we are able to get in touch with you at any point during the school year, parents must inform the school if their contact details change, including address and phone numbers.

MEDICAL INFORMATION

To ensure that we are able to provide a safe environment for all children, parents are required to complete a medical form annually. Parents must also update the school during the school year if a child's medical needs have changed.





SCHOOL TRANSITIONS

THE FIRST STEPS

The experience of moving from one country to another can be extremely challenging and exciting. The staff at ICS London have a great deal of knowledge and understanding of the transition process and are very willing to help and support our new families. Members of our staff have often spent time living abroad or are from overseas themselves. They often have an awareness of other educational systems around the world. We can provide a network of advice and support for families.

TRANSFER TO SECONDARY SCHOOL

Our primary-aged children transfer to our Secondary School located in Star Street, close to Edgware Road, at the end of Year 6 when they are 11 years old. During the school year, Year 6 students have a programme of six transition days to the Secondary School. Parents are welcome to visit the Secondary School at any point in the school year in order to gain a better understanding of the school's programmes. Please contact the admissions office to set this up.





THE CURRICULUM

ICS London provides high-quality education to students aged between 3 and 18 years based upon established curricular models. The Primary and Early Years curriculum follows the framework of the International Baccalaureate Primary Years Programme (IBPYP). 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.

For more information regarding our primary curriculum, at the beginning of the school year teachers will provide Year Level Overviews that explain the learning concepts for that year level in more detail.

ASSESSMENT & REPORTING

Assessment is ongoing through teacher monitoring, observation, conferencing with children and the use of standardised materials. At ICS London 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. Our assessments are used to not only inform student 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 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 December and June and an interim report is sent home in April. Throughout the year teachers keep parents and guardians informed of important developments on an individual basis.

HOME LANGUAGES

We value the importance of students learning through their home language. It is an essential part of learning, and we encourage all parents to find opportunities to help their children learn to read, write and understand math concepts in their home language. At ICS London, we find many ways to incorporate students' home languages into the school day. Students are encouraged to make connections and discover differences between English and their home language.



BRITISH VALUES & THE LEARNER PROFILE

ICS London is an international school in Britain, welcoming 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 and tolerance of those with different faiths and beliefs and for those without faith

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.

MUTUAL RESPECT & TOLERANCE OF DIFFERENT FAITHS & BELIEFS

Fundamental British values at ICS 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 upper 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, through the curriculum theme "Who we are". This is taught in all year levels and informally in class meetings and sharing time. By reflecting on how important identity is to each child, students can better understand how important others' beliefs, cultural identity and background will be for them.

Students learn about the importance of standing up against discrimination in developmentally appropriate ways, 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 take to counter discrimination in different forms.

The Primary behaviour expectations are centred around respect and reinforce that discrimination on any grounds is unacceptable. 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.

THE RULE OF LAW

British values are also taught at ICS London through the recognition that citizens and visitors to this country must adhere to the rule of law. The curriculum explores the link between the law and the moral decisions of what is right and wrong through the theme of 'How we organise ourselves' in developmentally appropriate ways, according to the students' year group.

The upper years' curriculum enables students to explore the different types of law. Through the curriculum students are taught to respect the law and learn the role of key institutions in Britain, including Parliament. They develop the understanding that laws protect citizens and aim to ensure everyone is treated fairly.

As part of the behaviour expectations, students are prompted to create class essential agreements as a code of behaviour which will encourage responsibility and protect their feeling of safety and ability to learn in school. They are encouraged to be principled, sticking to moral decisions and to learn about the different codes of behaviour expected in different situations.

DEMOCRACY

At ICS London students learn respect for the democratic process. The election of student council representatives are an early and consistent way that students develop an understanding of democracy. Students learn that their vote counts and that the school decision-making is influenced by elected representatives.

Student (and parent) voices are regularly sought through formal surveys and focus groups and informal conversations so that students learn that they have a say.

Students learn about democracy in more depth in the upper years' curriculum where they explore its strengths, limitations, aims and processes.



INDIVIDUAL LIBERTY

Students at ICS London are encouraged to make choices independently. They have opportunities to reflect on their choices and whether these are principled choices. They are also encouraged to reflect on the consequences their actions have for others and how different choices could be taken in the future.

Through online safety, the students are made aware of the importance of privacy and security. Through the curriculum, time is set aside for student inquiry and students are encouraged to ask and answer questions based on their learning and connected to their interests and curiosity.

During units of inquiry, time is also allocated to fostering student-focused action, based on their learning. Students are encouraged to independently take action. A relevant action could include teaching others, promoting a cause or sharing the results of additional independent research.





STUDENT SUPPORT & INCLUSION

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, 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.

ICS London focuses on the strengths, abilities and talents of all students. In a highly diverse and inclusive setting, ICS London provides a curriculum committed to reflective and purposeful inquiry. When planning, teachers set suitable learning challenges and respond to children's diverse learning needs.

Some students, with special educational and EAL (English as an Additional Language) needs, have particular learning and assessment requirements that require differentiated strategies and support in order for them to successfully access the full curriculum. The teachers take into account these requirements and make provision to support individual students and thus enable them to participate effectively in the educational and social activities that take place in the school.

As students progress through the primary school, teachers take into consideration the type and extent of the difficulty experienced by the student at different stages of their learning journey. This ensures that planning, differentiation and modification of teaching and learning strategies for children with diverse educational needs are implemented effectively.





OUTDOOR LEARNING

We aim to extend children's learning by taking them on field trips or to places of educational interest such as museums, galleries, theatres and concert halls. As a central London campus, we have a wealth of opportunities on our doorstep. Parents and guardians are encouraged to join us.

All students have the opportunity to take part in outdoor learning; for our youngest students, this takes place weekly.



EXTRA-CURRICULAR 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 are yoga, cooking, art, dance, martial arts, drama and robotics.





THE SCHOOL DAY

Monday - Friday

**School doors open: 08:30. Classes begin: 08:45
School finishes: 15:30**

All children must be brought to school and collected at the end of the day by a responsible adult, unless travelling on the school bus. We appreciate your punctuality to ensure students are in class on time and are collected on time at the end of the school day. During lunch times, students are taken to the playgrounds at Paddington Street Gardens and Regent's Park, where they are supervised by both teaching and non-teaching staff.

FIRST DAY OF SCHOOL

In order for families and students to enjoy the excitement of the first day of school and for our office to receive all of the necessary paperwork, all students must arrive at school on the first day with a member of their family. The bus service will commence on the afternoon of the first full day of school.

DISMISSAL PROCEDURES

In order to ensure safety of students and accuracy of records for daily transportation, any changes to afternoon transportation and pick-up plans must be communicated before 12:00pm. Changes to transportation and/or pick-up will be accommodated whenever possible, if communicated in time. Please call the office or e-mail primary@ics.uk.net and your child's classroom teacher before 12:00pm.

PLAYDATES & BIRTHDAY PARTIES

We recognise the importance of playdates to help foster student friendships. All playdates and parties must be organised directly by parents and the parents of all children involved must communicate any dismissal changes with our office. Please be aware it is not possible for our team to orchestrate play dates or birthday parties as well as the regular school day and we are unable to use our internal email lists to send out invitations.

PBirthday celebrations during the school day must be requested via email through your child's teacher at least a week in advance. In-class celebrations will occur at 3pm. Treats brought in by parents should align with our sustainability and healthy eating goals, such as fruit parfaits or miniature cupcakes. Small tokens or gifts are also acceptable. Alternatives to sugary treats include reading your child's favorite book, sharing cultural birthday traditions, or leading a group game. These guidelines ensure quality teaching and learning, uphold our school values, and support healthy choices. For questions or ideas, please contact your child's teacher.



ATTENDANCE & PUNCTUALITY

At ICS London we are committed to providing a high standard of education for all our students to ensure they achieve their potential. We believe that maximum attendance from every student is required to benefit from the education that we are offering. We expect all students to arrive at school on time and be prepared for the day ahead. We will do all we can to ensure that any problems which impede attendance are identified and acted upon as soon as possible.

It is the responsibility of all parents and guardians to report their child's absence(s) from school by 09.00 am. Parents and guardians are contacted via a phone call if a student is absent and the reason has not been communicated to the school. Parents are expected to respond to this e-mail or call the school to provide a reason for the student's absence as soon as possible.

Parents have a legal duty to make sure that their children go to school regularly. Please note that we are also legally required to inform the Home Office when a student is persistently absent under the Visa Sponsorship Programme. Based on the guidance on attendance by the DFE, we will authorise absences on each individual case but only in exceptional circumstances.

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 9.00 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, by 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.

Parents and guardians can formally make a request to the School Principal for a leave of absence during term time using the '**Request for Leave of Absence**' form in advance of the event, which will only be considered in exceptional circumstances. This form is available to download on our website, under 'Policies'. All such requests should be directed to the Principal through the school office: primary@icslondon.co.uk

LATENESS

We appreciate that most parents recognise the importance of regular attendance in improving student achievement and do their best to make sure their children come to school on time every day that they can.

REGISTRATION FOR ALL STUDENTS IS IN CLASS AT 8:45 AM. STUDENTS WHO ARRIVE AFTER 8:45 WILL BE MARKED AS LATE.

Please note that students should arrive at ICS by 8:40am in order to have time to organise their belongings and be ready for the first lesson at 8:45am.

If a child is late on a continuous basis (more than 10% of school days), 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.





SCHOOL MEALS

Hot school meals are served daily. Menus are planned carefully so that the children have healthy, well-balanced meals that are tasty and appealing. As an alternative, children may bring a packed lunch, which should also be a well-balanced meal. We strongly encourage waste-free packed lunches, and ask that your child bring reusable cutlery and a reusable water bottle in the lunch bag every day.

Menus will be made available at the start of the school year and on a regular basis.

SNACKS & BREAK-TIMES

During morning break-time many children like to have a snack. We ask them to bring in a healthy snack, such as a piece of fruit. We encourage all children to bring a reusable water bottle to school daily, which they may refill during the day. Children are not allowed to have chocolate, sweets, gum or fizzy drinks during school hours or on school premises. Single-use plastic bottles are not allowed, as part of our Eco-Schools commitment.





SCHOOL CLOTHING

School clothing is compulsory throughout the primary school, and we ask all parents to support us with this. We believe that the uniform encourages children to have a sense of belonging and pride in their school community. We aim to ensure that children wear clothing to school that is safe and practical. Students are required to wear an ICS London top but may wear their own choice of trousers or skirt. If your child is wearing layers, please ensure that all layers are ICS London uniform tops; ICS London T-shirts, polo shirts, jumpers and/or hooded jackets. A light rain jacket should be kept at school for lunch park time due to the potential for rain showers.

Please support us in ensuring that your child wears the correct clothing every day. Please let us know if there are temporary extenuating circumstances. Teachers will follow up with parents if a child is not following our school clothing rules.

Please label all student clothing and materials with the child's name. If the clothing is labelled, it has a higher probability of being returned when it is mislaid.

[Purchase uniform here.](#)

PHYSICAL EDUCATION

In addition to daily play in neighbourhood parks, the children have Physical Education every week. They should come to school wearing appropriate clothing and running shoes. All children should wear ICS London shirts, tracksuit bottoms or shorts and suitable, supportive athletic shoes for indoor or outdoor use. Children can change into shoes at school. All children should be dressed for the weather as some lessons will be outside.

SWIMMING

We offer swimming once a week to all-year groups at some stage during the year. All children must attend swim lessons. For swimming, all children must be in a suitable swimming costume or rash vest, and quick dry swimming shorts. Children must also have a towel. Goggles and swim caps are optional but recommended in a labelled bag.

We ask that your child does not wear any jewellery to the swimming lesson. Any child who is to be excused from Sports or Swimming is required to provide a letter from the parents. If it is an extended absence from the class, we may require a doctor's note.



STUDENT WELFARE

The welfare 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. To ensure that the child/student is at the heart of the school, a portfolio of policies and practices has been put in place to support students through their education and school experience. These policies are known as 'Safeguarding policies' and are conceived around the safety and protection of students in the school and more specifically, they are in accordance with UK law.

WHAT IS SAFEGUARDING?

Safeguarding is not just about protecting children from deliberate harm. It includes issues for schools such as: pupil health and safety, bullying, racist abuse, harassment and discrimination, use of physical interventions, meeting the needs of the pupils with medical conditions, providing first aid, drug and substance misuse, educational visits and intimate care. It can also include wider issues such as online safety and school security which may be specific to a local area or populations, e.g. gang activity, female genital mutilation, preventing radicalisation and extremism and child sexual exploitation.

The Whole School Policy for Safeguarding Including Child Protection is the bedrock of the school's safeguarding practices as we endeavour to provide a safe and stimulating environment for our students both within the school and outside of the school.

ICS London recognises its legal duty under Section 157 Education Act 2002 and the 1989 and 2004 Children Acts and takes seriously its responsibilities to safeguard and promote the welfare of children with reference to 'Working Together to Safeguard Children; a guide to inter-agency working to safeguard and promote the welfare of children', (July 2018).

Our Whole School Policy for Safeguarding Including Child Protection has been developed in accordance with the principles outlined in the above statutory guidance and also incorporates advice found in "Keeping Children Safe in Education (September, 2018)."

The school recognises that effective child protection work requires sound procedures, good inter-agency cooperation and a workforce that is competent and confident in responding to child protection situations. The policy provides the basis for good practice within the school for child protection work. Our policy is in keeping with relevant national procedures and reflects what ICS London considers to be safe and professional practice. Child Protection has to be considered within professionals' wider 'safeguarding' responsibilities that include a duty to cooperate under the Children Act 2004.

The Advisory Board takes seriously its responsibility under Section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure there are adequate arrangements within our school to identify, assess and support those children who are suffering harm.

We recognise that all adults, including temporary staff, volunteers and proprietors have a full and active part to play in protecting our students from harm and that the child's welfare is our paramount concern. 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.

VISITOR TECHNOLOGY & SOCIAL 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 and are required to not post any images of other children on social media sites.

SAFEGUARDING & CHILD PROTECTION INFORMATION FOR NEW PARENTS

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 policies and practices, 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 student's 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 of 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 students. 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.

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 a Child Student Visa. The school has a duty of care to report any exceptions to these regulations.

We have a 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 are out of the country or away from home, the school requires formal notification from parents. This means contacting 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 student's concerns.

STUDENT BEHAVIOUR: PRINCIPLES GUIDING SOCIAL EMOTIONAL WELFARE

At ICS London, we follow a Positive Behavioural Intervention System. Research shows that students are more able to learn when they are in an environment that caters to their social and emotional wellbeing. Your child will become an expert on the following 3Rs.

- Respect yourself
- Respect others
- Respect the environment

SUPPORT FOR FAMILIES

Where families are experiencing difficulties for any reason, the school will offer support as appropriate 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. The school encourages parents who are experiencing problems to speak with a member of the Primary Leadership Team as early as possible. The Leadership Team understands some circumstances are difficult to share but 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 emphasises 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.





PROBLEM SOLVING & FEEDBACK

If you have a concern or recommendation about anything at school, please discuss it with the class teacher. If the problem remains unresolved, please approach the Principal or another member of the Leadership Team. It is important to us that your feedback is dealt with constructively.

We formally invite your feedback once a year through our online parent questionnaire, which we encourage you to complete.



ADDITIONAL INFORMATION

PERSONAL ITEMS

Children may bring personal items like toys, but toys requiring batteries are not permitted. Mobile phones must be turned off and kept in student bags. Valuables are best left at home as the school cannot be held responsible for lost or stolen items.

EQUIPMENT

Students receive school supplies for classroom use, including books and writing materials. They may bring their own pencil case if desired. Responsibility for school items is expected, with timely returns. Students in Year 4 to Year 6 will receive iPads and must sign a contract outlining usage terms and damage consequences.

LOST & FOUND ITEMS

Students seeking lost items should check our lost property box located in the main school corridor. Again, we remind you to label all articles that students bring to school.

MONEY

From time to time children may need to bring money into school. Please ensure it is placed in a clearly marked envelope.

YEARBOOK

ICS London produces a wonderful Yearbook every year. You will be receiving an order form in May asking if you would like to purchase a book.



CONTACT INFORMATION

primary@icslondon.co.uk

- for all general inquiries and questions about the school
- for all attendance related issues such as lateness, sickness, leave of absence request, etc.

admissions@icslondon.co.uk

- for all inquiries regarding admissions, withdrawal notice and fees

icsparentcouncil@icslondon.co.uk

- for inquiries regarding the parent council and to get involved

payments@icslondon.co.uk

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

Class Teacher Emails: Use the following pattern: `firstname.lastname@icslondon.co.uk`

We hope you will enjoy your time with us and we look forward to working in partnership with you and your children.

“A culture of collaboration is required for the PYP to flourish within a school.” Making the PYP Happen. A Curriculum Framework for International Primary Education, IBO Publications, 2007.

