

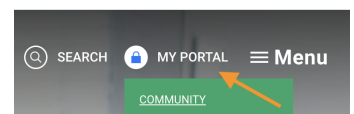
Primary School Basics

BIS email account

Your BIS parent email account (...@bis-parents.org) is used for all communication with school. Please check it regularly.

This account also gives you secure access and single sign-on to:

Community Portal - your central hub for all things BIS - accessible via the 'My Portal' option on our website www.bonn-is.de



Our policies, procedures, school calendar, curricular outlines, Co-Curricular Programme, lunch menu and other essential details can be found here.

Absence/Attendance

Spontaneous (illness, lateness): enter into [ManageBac](#)

Planned: fill out the [Planned Absence Form](#) found on Community Portal>Essentials>Family Handbook and submit for approval

Hot lunch

Detailed information and guide: Go to Community Portal>Essentials>Cafeteria

Order via [ClubsBuddy link](#)

Payment: Automatically set up during the online order process.

Classroom information, portfolio of your student's work and communicating with homeroom teachers

Toddle: download app or <https://web.toddleapp.com>

Login with your BIS parent email account

More information given by your teacher at Back to School Evening on Tuesday, 2 September.

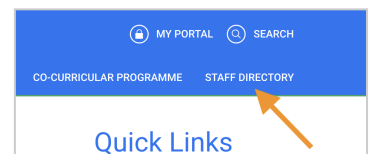
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Sign-ups for Co-Curricular Programme, after school care (Kidz Klub), conferences

Login via our website Community Portal and select the CC Sign-Ups button (SchoolsBuddy platform)

Staff Directory with photos and contact information

Available on Community Portal in the top Menu



Semester half-yearly reports

Login via Community Portal and access the [ManageBac](#) platform from the Quick Links menu (right-hand column).

Select Reports from the dashboard.

Medical and dietary updates

Important medical and dietary updates that may be relevant during the school day or on trips need to be registered with our School Nurses: nurse@bonn-is.de

Keep connected with your child's grade - WhatsApp grade level groups

Hosted by our Parent Volunteers, WhatsApp groups help parents to connect and communicate with other parents in their child's grade. A great place to ask questions about things you may have missed. Stop by Waves Room 154 to scan a QR code to sign up.



*** Questions? Pop by our Help Desk 8:15 - 9:00 in the Waves Entrance during the first week of school.