

International School of Paris

# Primary School Handbook 2026-27



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Please note that this Handbook should be read in conjunction with ISP's internal policies and handbooks, all of which can be consulted on the [ISP Parent Portal](#):

Link - <https://www.isparis.edu/welcome-to-parent-portal/school-policies>

|                           |                                    |
|---------------------------|------------------------------------|
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| Anti-bullying Policy      | Learning Support Handbook          |
| Child Protection Handbook | PYP Curriculum Guide               |
| Complaints Policy         |                                    |

*Throughout this handbook, the term 'Parent' is used inclusively to refer to any individual who holds legal responsibility for a student, including but not limited to parent(s), legal guardian(s), and caregiver(s) with official custodial authority.*

## Our Vision

Educating *for* complexity

## Our Mission

As the leading International Baccalaureate World School in France, we prepare our students to engage with and succeed in a complex world.

## Our High Quality Learning Definition

High quality learning is a social and experiential practice. It sparks students' curiosity and stimulates their natural creativity. It inspires them to strive for excellence, and to take ownership of their own inquiry and research. It shapes the learner and the learning community, nurturing growth and new understandings.

A SOCIAL AND  
EXPERIENTIAL  
PRACTICE (SEP)



SPARKING  
CURIOSITY AND  
CREATIVITY (ICC)



TAKING OWNERSHIP  
OF INQUIRY AND  
RESEARCH (TOI)



STRIVING FOR  
EXCELLENCE  
(EXC)



SHAPING THE LEARNER  
AND THE LEARNING  
COMMUNITY (SLC)



NURTURING GROWTH  
AND NEW  
UNDERSTANDINGS (NGU)



## Our Definition of Wellbeing

At ISP, wellbeing means **connecting and caring**.

*Together we aspire towards wellbeing in the following ways:*

- **Emotional:** cultivating an environment in which we know we can be ourselves
- **Physical:** encouraging a balanced, safe, and healthy way of living
- **Relational:** connecting, communicating, and maintaining support networks
- **Belonging:** feeling part of our diverse and inclusive community
- **Responsibility:** ensuring those who come after us can also be well

## Our Guiding Statements

### 1 Learning for Complexity

We prepare students for the opportunities and challenges of living in a dynamic, interconnected, rapidly evolving world.



## Guiding Statements

*These 7 Guiding Statements further articulate our Vision and Mission. They provide a set of commitments that make explicit why and how we will educate for complexity.*

**VISION:** Educating for Complexity

**MISSION:** As the leading International Baccalaureate World School in France, we prepare our students to engage with and succeed in a complex world.

### 2 Embracing Diversity

We explore and celebrate differences and similarities to create an inclusive culture that can engage globally.



### 3 Inquiry, Innovation and Learning

We develop the values, skills and strategies to face complex issues in new and different ways.



## 4 Learning To Be Well

We understand the importance of balance in personal development and in building and maintaining safe, positive relationships.



## 5 Global Citizenship

We share a responsibility to act individually and collectively to create a fair and sustainable world.



## 6 Language Learning

We promote effective communication, the development of identity and the appreciation of other cultures through the learning of languages.



## 7 Experiential and Service Learning

We provide authentic and relevant learning experiences that shape our lives and impact the lives of others.



## Our Values

At ISP's Primary School, we have a set of core values that were developed together and are in harmony with the IB Learner Profile. They are embedded in our school life and are at the heart of our daily interactions. These values underpin how all students and staff are expected to relate to each other.



## The School Day

|                                                                                     |                                                                     |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------|
|    | School gates open for Grades 1, 2, 3, 4, and 5.                     |
|    | School gates open for Early Years (Nursery, Pre K and Kindergarten) |
|    | School day starts for all students                                  |
|    | School day ends for Early Learners (Nursery and Pre-K)              |
|   | School day ends for Kindergarten, Grades 1,2,3,4, and 5             |
|  | ECAs (Extended Curriculum Activities) end                           |

## Attendance and Registration

The register is taken twice a day, during morning homeroom and afternoon homeroom. This information is entered into our database, iSAMS, to monitor student attendance.

## Absences

If you know that your child will be absent, please inform the school reception by telephone before 9:00 (**01 81 70 44 11**). If the answering machine is on, please leave your child's name, their class, the reason for absence, and the duration of the absence. Alternatively, you may email [reception@isparis.net](mailto:reception@isparis.net).

If your child's absence is to be prolonged, the school should be informed in writing. We require a medical certificate for an absence of **more than two days** to be presented to the school nurse, [ispnurse@isparis.net](mailto:ispnurse@isparis.net) and the school reception [reception@isparis.net](mailto:reception@isparis.net).

We request that a family's travel plans respect the [school calendar](#). Parents should book doctors, dentists, and other appointments after school or during holidays.

## Late Arrivals

It is important that students arrive on time for the start of the day. If you drop off your child after 9:00, please take them to the reception. This way, we can register them as present in our system. Students who arrive after 9.10 will officially be registered as late.

## Changes in Routine

If there are any changes to your child's normal dismissal routine, please email the Primary School Reception at [reception@isparis.net](mailto:reception@isparis.net) and your Homeroom Teacher. If you are unable to email, please call **01 81 70 44 11**.

## Buses

ISP outsources its school bus service to [Hopways](#), which has been operating since 2013. Hopways has developed recognised expertise in child transportation and support, collaborating with multiple schools in the Île-de-France region.

Children's safety is a top priority for Hopways, with drivers trained in child-specific safety measures and vehicles equipped with seat belts and age-appropriate seats. Hopways emphasises safety, with drivers chosen and supervised by the Hopways team. They have a "*Charte de Confiance*" (Trust Charter) to ensure quality for families and drivers.

A dedicated shuttle service is organised for student transportation, with van routes to and from the Primary School campus. A WhatsApp group is created for each shuttle, enabling efficient coordination of schedules and real-time communication between parents and drivers. Vehicles are equipped with GPS, allowing parents to track their child's location at any time.

In addition to the above, beyond school transport, Hopways offers support services for various activities, trips to other family members, or medical appointments, ensuring comprehensive mobility solutions for children.

If you are interested in registering for the service, you can access the Hopways ISP-specific link [HERE](#).

### Hopways School Bus Guidelines for ISP Students

- **Wear seatbelts at all times** while the bus is moving.
- **Speak politely** and use respectful language with everyone on the bus.
- **Follow the driver's instructions** promptly and respectfully.
- **Remain seated** throughout the journey unless directed otherwise by the driver.
- **Keep your hands, feet, and belongings** to yourself and inside your own space.
- **Avoid loud voices or disruptive behaviour** that could distract the driver.
- The **Vice Principal Wellbeing will support safe bus travel** by helping with seating plans and checking behaviour regularly.

## During the School Day

### Lunch, Break, and Drinks

Students have the option to bring their own lunch or have a hot lunch provided.

ISP has an optional catering service (hot lunch) available to students from Nursery - Grade 5 only. The fee for this catering service can be found in the [Fee Schedule 2026-27](#) and is invoiced on a term or annual basis. Students may sign up for the catering service throughout the school year by contacting our Primary School Administrative Coordinator, Katarina Hodgson ([khodgson@isparis.net](mailto:khodgson@isparis.net)). Please note, however, that invoices require billing for a full term basis (e.g. it is not possible to select only certain days for which to participate).

ISP has a contract with an independent French catering company, [Ekilibre](#), which delivers healthy and balanced meals directly to the school each morning.

Our Primary school nurse selects from the choices offered by Ekilibre a starter and main dish with accompanying vegetables, dairy and dessert. Each meal is served with a small roll. Kindly note that all students are served the same meal.

Hot Lunch students must bring with them their own plate, fork, knife and spoon. This makes it easy to serve the food on a plate rather than eat from the containers. The students are responsible for rinsing their own plates each day.

While we are able to offer a no-pork option, we regret that we are unable to offer a vegetarian or vegan option. As the majority of our students bring a packed lunch from home, we would encourage each family to make an individual choice regarding the lunch meal and to consult our school nurse with any questions. Students with specific food allergies are advised to bring a packed lunch to school each day to avoid any potential allergens in the food preparation process.

You can access a [sample menu here](#). The choices are noted for each day with the corresponding number of meals.

### Healthy Choices

We encourage our students to eat healthy, balanced lunches. These should include fruit and vegetables. Please provide your child with a healthy snack for mid-morning and after school if staying for ECA's.



- Fresh fruits (e.g. apple slices, grapes, berries, banana)
- Vegetable sticks (e.g., carrots, cucumbers, bell peppers) with hummus or yoghurt dip



- Sugary processed snacks (e.g., sweets, cookies, chocolate bars, chewing gum, lollipops)
- Highly processed snacks (e.g., chips, cheese puffs, sugary cereals)

- |                                      |                                                                                         |
|--------------------------------------|-----------------------------------------------------------------------------------------|
| - Whole grain crackers or rice cakes | - Soda and sugary drinks                                                                |
| - Low-fat yoghurt or Greek yoghurt   | -Energy drinks                                                                          |
| - Cheese sticks                      | - High-fat or fried snacks (e.g., potato chips, fried chicken)                          |
| - Hard-boiled eggs                   | - Allergenic snacks (e.g., peanuts, tree nuts) as there are allergies within the school |
| - Snacks with less packaging         |                                                                                         |
| - Naan bread                         |                                                                                         |
| - Rice balls                         |                                                                                         |

Students should also have a refillable water bottle at all times. Water is available from the drinking fountains. Lunch boxes should be clearly labelled with the student's name and class.

## Playtime

All students have a morning break on the school playground.

- Early learners to Grade 1, lunchtime play is on the school campus.
- Grades 2 to 5 (and G1 later in the year) lunchtime play is at Ranelagh park.

Students will have outdoor breaks except in severe weather. Please ensure that your child is suitably dressed for the weather.

## Student Dress Code

All students must be dressed appropriately for school activities and for the specific learning environment in line with our [ISP Dress Code](#).

## Physical Education & Swimming

ISP encourages students in Kindergarten to Grade 5 to wear sports clothes and shoes for PE classes. Certain PE classes happen outside or off campus, so please ensure your child is dressed appropriately. For safety reasons, students who do not wear the right clothing and shoes cannot join lessons.

All Grade 2-5 students will have one semester of swimming as part of the Physical Education curriculum. They will need a towel, goggles, a swimming hat, and a one-piece swimsuit for girls. Boys should wear tight "speedo" style trunks (no shorts, as these are not allowed in French public swimming pools).

Your child should wear clothes that allow them to change on their own. Spare swimming kits will be given to students who forget their kit on swimming days.

If your child is unwell, please provide a doctor's certificate to excuse them. For sudden illnesses, the school nurse will make the final decision.

## Curriculum Supplies

Students will be supplied with the necessary classroom materials, including workbooks and stationery. It is optional for students to bring in a pencil case of their choice if they wish.

## Paris As A Classroom (PAAC) and Residential Field Trips

[Field trips](#) are a key part of the educational experience at ISP. Paris As A Classroom (PAAC), helps students connect with the city for real-world learning. Staff lead all trips, but we may also bring in external guides for their expertise. Parent/carer volunteers may be asked to help supervise students during these outings.

Each class will go on several field trips during the school year. These trips support the units of inquiry and specialist subjects. Grades 4 and 5 also have a 4-day residential trip. The cost of curriculum-linked field trips is included in the school fees. You may wish to provide your child with a Paris Navigo card, which can be obtained online [here](#).

Students on school trips represent the school and must follow school rules. During events like ISP field trips, they must stick to event procedures, Primary School agreements, behaviour standards, and the permissions on the event form.

## Parent Volunteers

We invite parents to join us on our Paris As A Classroom trips (PAAC). To ensure safety, parents are asked to attend a Safeguarding Training Session before they participate. We will share information about these sessions throughout the year. We encourage parents to attend so they can support these valuable learning experiences. All volunteers should sign in and wear a lanyard while on campus.

## Student Leadership (Service and Action)

Students can develop their leadership skills by joining projects that connect with the Learner Profile. They can practice communication, teamwork, and responsibility.

These projects also nurture global citizenship. Students gain awareness of global issues and are inspired to take action in their communities. By engaging in activities that foster empathy and respect, they expand their understanding of their role in the world and the impact they can have.

Sustainability plays a major role in these leadership projects. This reflects ISP's commitment to eco-friendly practices. Students look for ways to reduce waste, conserve resources, and promote green initiatives both in school and beyond. Through hands-on experiences and group projects, they learn how to contribute to a sustainable future for themselves and generations to come.

## Extended Curriculum Activities (ECAs) and After-School Care

The school provides a range of [Sports and Extended Curriculum Activities](#) for students in Kindergarten to Grade 5 from 16.00 to 17.30 daily. Please make sure that you collect your child on time or inform us in advance if you are going to be late. Parents will be connected if there is repeated lateness.

For changes to pick-up regarding Extended Curriculum Activities, email the Sports and ECA Director, Carlos Silva, [csilva@isparis.net](mailto:csilva@isparis.net).

After-school care provision is available from Early Learners to Grade 5 from 16.00 to 17.30 daily and is provided on a fee-paying basis. All information about ECAs, After-school care, pricing, and registrations can be found on the ECA page of the ISP Parent Portal or on Schools Buddy. Some ECAs are included in school fees, and some are paid.

The ECAs offer a variety of experiences for students across a range of areas. We add new ECAs each year. In previous years, we have offered hip-hop, Lego, chess, basketball, swimming, and French.

The Grade 4 & 5 drama activity leads to a performance that takes place in a professional theatre where anyone from the ISP community can attend.

## Primary Leadership Introduction

The Primary School Leadership Team ensures the smooth operation of the Ranelagh campus. It consists of the following four members:



**Jason Taylor**  
Primary School  
Principal

[jtaylor@isparis.net](mailto:jtaylor@isparis.net)

**Clodagh Ryan**  
Vice Principal,  
Organisation for  
Learning

[cryan@isparis.net](mailto:cryan@isparis.net)

**Elisabeth Mailhac**  
Vice Principal,  
Wellbeing  
Designated  
Safeguarding Lead

[emailhac@isparis.net](mailto:emailhac@isparis.net)

**Maria Tullberg**  
Primary Years  
Programme  
Coordinator

[mtullberg@isparis.net](mailto:mtullberg@isparis.net)

## Middle Leadership Team & Homeroom/Specialist Teachers

In the Primary School, each student has a Homeroom Teacher who monitors the students' wellbeing, provides a range of support strategies for everyday concerns (academic or personal/social), and mediates issues. The Homeroom Teacher should be a parent's first point of contact, should they have any concerns or questions. The Homeroom Teachers work with the Vice Principal of Wellbeing to support all students.

In addition, the Primary School has a Middle Leadership, which consists of Department Leaders and Grade Level Leaders. Contact details for these members of staff can be found below.



**Sean Walker**

GLL for Nursery, Pre-K,  
Kindergarten  
& Grade 1  
[swalker@isparis.net](mailto:swalker@isparis.net)



**Isabel Aldama**

GLL for Grade 2  
& Grade 3  
[ialdama@isparis.net](mailto:ialdama@isparis.net)



**Tracy Evans**

GLL for Grade 4  
& Grade 5  
[tevans@isparis.net](mailto:tevans@isparis.net)



**Maria Larragan**

Student Support  
Services Leader  
[mlarragan@isparis.net](mailto:mlarragan@isparis.net)



**Anna Jeziorowska**

PE Leader  
[ajeziorowska@isparis.net](mailto:ajeziorowska@isparis.net)



**Patricia Minier**

French Leader  
[pminier@isparis.net](mailto:pminier@isparis.net)



**Craig Morgan**

Arts Leader  
[cmorgan@isparis.net](mailto:cmorgan@isparis.net)

## Student Wellbeing

### The Primary School Student Wellbeing Team

The Primary School Student Wellbeing Team is led by the Vice Principal of Wellbeing, Elisabeth Mailhac, and includes the following:



**Elisabeth Mailhac**  
Vice Principal  
Wellbeing  
Designated  
Safeguarding Lead



**Marie Figuiet**  
Primary School  
Nurse



**Maria Larragan**  
Student Services  
Coordinator



**Jason Taylor**  
Primary School  
Principal

The International School of Paris believes that education encompasses the welfare of the whole child. ISP promotes a collaborative working practice and, at any time, parents may request a meeting with the Vice Principal of Wellbeing. The Student Wellbeing Team works collaboratively to ensure that students are safe, happy, and learning.

### Vice Principal of Wellbeing

The Vice Principal of Wellbeing coordinates the Wellbeing Team and ensures that the needs of both the individual and the community are met. They help create a positive, harmonious learning environment. We use an internal Behaviour Toolkit as a guide to ensure a positive and restorative approach is used.

We understand that all children are unique, and staff should use their knowledge of the child and their professional judgement when shaping their decisions around the actions they take.

There are always exceptions to challenging behaviour, and so, in conjunction with the Behaviour Toolkit, we have a clear set of Behaviour Guidelines to use, on the rare occasion that inappropriate behaviour escalates further. We engage fully with parents in these conversations to ensure there is a consistent and coordinated approach.

Play is an essential part of children's development; therefore, playtimes and lunchtimes are rarely taken away as a sanction. However, if students are struggling with their behaviour at these times, an alternative programme will be devised by their Homeroom Teacher with the support of the Vice Principal of Wellbeing.

## Child Protection Policy

ISP is committed to maintaining the highest standards of safeguarding and believes it is the responsibility of everyone who works at ISP. Our Child Protection and Safeguarding Handbook addresses the school's and individuals' responsibilities to protect the students in our care. If any member of the community has any questions or concerns about safeguarding or our policy regarding it, they should contact the Vice Principal of Wellbeing or the Principal.

## Responsibilities and Rights

All students and members of the community have rights and responsibilities, as follows:

| Students have a right to:                                                                                                                                                                                                                                                                                                                                                                                                         | Students have a responsibility to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>- learn and play in a safe and clean environment;</li> <li>- learn and play in a supportive environment;</li> <li>- be respected;</li> <li>- access adequate and appropriate facilities;</li> <li>- express their opinion;</li> <li>- express themselves in an appropriate manner;</li> <li>- privacy;</li> <li>- learning experiences that cater to individual requirements.</li> </ul>   | <ul style="list-style-type: none"> <li>- actively promote safe and clean practices whilst at school;</li> <li>- participate in school activities to the best of their ability;</li> <li>- respect the rights of others;</li> <li>- care for school facilities in a respectful manner;</li> <li>- tolerate opinions of others;</li> <li>- express themselves in a socially acceptable way;</li> <li>- allow others their privacy;</li> <li>- respect the learning styles of peers;</li> <li>- report perceived bullying.</li> </ul>                                                                                            |
| Parents have a right to:                                                                                                                                                                                                                                                                                                                                                                                                          | Parents have a responsibility to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>- be respected by staff, students and the wider community;</li> <li>- be welcomed at our school;</li> <li>- have their child's full potential realised within the limitations of available resources;</li> <li>- meet with staff and discuss issues relating to Primary School policy and procedure, their child's progress and reports;</li> <li>- have their opinions valued.</li> </ul> | <ul style="list-style-type: none"> <li>- show respect towards staff, students and the wider community;</li> <li>- model appropriate behaviour, including language;</li> <li>- be available to discuss their child's progress;</li> <li>- ensure their child is sent to school prepared to be involved in the formulation and support of Primary School policy;</li> <li>- support programs developed by the Primary School;</li> <li>- express themselves in a socially acceptable way</li> <li>- allow others their privacy;</li> <li>- respect the learning styles of peers;</li> <li>- report welfare concerns.</li> </ul> |

## Behaviour Examples

| Inappropriate Behaviour                                                                                                                                                                                                                                                                                                                                                                           | Possible Strategies and Consequences                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <ul style="list-style-type: none"> <li>• Not following ISP School Values</li> <li>• Not adhering to classroom agreements</li> </ul>                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Verbal reminder about appropriate behaviour</li> <li>• Student works away from peers</li> <li>• Reflective work is assigned to be completed at home or during breaks</li> </ul>                                                                                                                                                                      |
|  <ul style="list-style-type: none"> <li>• Verbal aggression</li> <li>• Deliberately physically hurting another student</li> <li>• Minor disrespect towards others or property</li> </ul>                                                                                                                         | <ul style="list-style-type: none"> <li>• Student works out of class with the Vice Principal Wellbeing or Primary School Leadership Team</li> <li>• Meeting with Homeroom Teacher and Vice Principal Wellbeing, parents informed;</li> <li>• Appropriate consequence related to the incident</li> <li>• Email or phone call to parents</li> <li>• Agreement to a behaviour contract</li> </ul> |
|  <ul style="list-style-type: none"> <li>• Physical assault or harm to others</li> <li>• Bullying or intimidation</li> <li>• Theft</li> <li>• Intentional damage to property</li> <li>• Verbal and/or sexual harassment</li> <li>• Willful disrespect for community members / ISP Values</li> </ul>               | <ul style="list-style-type: none"> <li>• Meeting with key staff and parents</li> <li>• Student may stay home and complete reflective work</li> <li>• Counselling may be suggested/ required</li> </ul>                                                                                                                                                                                        |
|  <ul style="list-style-type: none"> <li>• Serious misbehaviour</li> <li>• Serious physical assault or harm to others</li> <li>• Serious/repeated verbal/sexual assault</li> <li>• Repeated bullying or intimidation</li> <li>• Racist abuse and defiance that risks the safety of oneself or others</li> </ul> | <ul style="list-style-type: none"> <li>• The student may be asked to stay at home for an extended period and complete reflective work, as decided by the Vice Principal Wellbeing and the Primary Principal</li> <li>• Counselling may be suggested/ required</li> <li>• Re-registration may not be offered</li> <li>• Possible immediate or permanent withdrawal from ISP</li> </ul>         |

## French Law

If a concern is serious enough under French Law to be reported to authorities, the Wellbeing Team will manage this with the prior approval of the head of school and, where appropriate, with due notification to parents. In this respect, the school will act vigorously to protect all individuals in the community from drugs, violence, weapons, sexual harassment or theft.

Particular attention is drawn to our obligation as a school to report to the French educational authorities any serious incident committed by or against a student in or around school - (*Rapport d'infraction en milieu scolaire*).

## Medical Care

ISP has a full-time qualified and registered nurse. The nurse is available to meet students' immediate medical needs and also to advise the Wellbeing Team on health-related issues. The nurse also liaises with external organisations and ensures that ISP meets all our medical obligations with regard to French law. You can contact our nurses by email at [ispnurse@isparis.net](mailto:ispnurse@isparis.net).

Parents should inform both the Homeroom Teacher and the nurse of special health information. It is essential for us to know of any allergies, short- or long-term health problems or medical conditions. If your child needs specific medication during the day, it is important to communicate the administration instructions, accompanied by a valid prescription, to the school nurse, class teacher and receptionists, who are also first-aid trained. Whilst we prefer the communication to be in writing, we understand that sometimes circumstances mean it will be via email, on the phone or face-to-face.

If students become unwell while at school, they must go to the nurse's room. The school nurse, or a nominated member of staff in the case of her unavailability, will evaluate the student's medical condition and decide whether or not the student should go home. The school will notify the student's parents to come and pick up the child. Parents or another person that they nominate on the phone must come to collect the student within a reasonable delay.

Please note that if a student has a minor complaint, the School Nurse or authorised staff member may administer medication. In the case of a more serious concern, the school will contact the parents and/or the SAMU (emergency medical service). In the case of an emergency, the school will contact the SAMU, and the French emergency medical team will make required medical decisions in concert with the family.

The school is insured for all school-related operations and persons in our care. The school is not liable for material damage or injury to others caused by your child, even if the event takes place on school grounds. It is important that your children are covered for their activities related to the school. Your household insurance policy may cover incidents involving your child for which you could be held personally liable (*responsabilité civile*). Please double-check to make sure you have adequate insurance cover before a problem occurs. If you do not have an assurance multirisques, we recommend you purchase a student liability policy.

## Illness

If your child has any contagious illness, please notify our school nurses at [ispnurse@isparis.net](mailto:ispnurse@isparis.net), as well as the Primary School Reception at [reception@isparis.net](mailto:reception@isparis.net) as soon as possible. This includes measles, mumps, scarlet fever and chickenpox. Please also notify us if your child has ringworm.

We request that students do not come to school when ill and/or if they have a fever. To help avoid spreading an infection, students should be fever-free (and not as a result of medication) for 24 hours before returning to school.

If your child has diarrhoea and vomiting can spread easily, your child should stay off school until they have not been sick or had diarrhoea for at least 2 days.

## Head Lice

At ISP, we promote healthy lifestyles, which means that we value the physical and emotional health of everyone in our school community. When dealing with issues such as head lice, we recognise the

importance of everyone in our school community working together. Please inform the school by sending an email to [ispnurse@isparis.net](mailto:ispnurse@isparis.net) if you detect your child has a case of head lice.

We can then remind families to check regularly and treat them effectively. If this is followed school-wide, heavy or recurrent lice conditions should not occur.

Parents will be notified if a case of head lice affecting their child is detected in school and asked to come and collect them from school to ensure that prompt treatment is administered.

## Safety & Security

### Information Technology (IT) - Student access to essential learning platforms

Technology plays a vitally important part in our pedagogical process. We use three main digital learning platforms and a host of other additional services and/or resources and tools to enhance every student's educational experience. Aligned with our mission to prepare students to engage with and succeed in a complex world, some of the platforms and tools that students may use for learning include Artificial Intelligence (AI) tools. This is done thoughtfully, ethically, and with learning at the centre. Students, with teacher guidance, may use AI to explore ideas, refine their thinking, and engage with complex problems, while always developing their own voice and understanding. Our goal is also to help students question AI outputs, recognise bias, and use these tools critically and responsibly. Where AI is used with students at ISP, it is through platforms we have selected and vetted, such as Flint, our secure educational AI platform.

Student accounts for these platforms are created using the least possible amount of personal data. In most cases, this is just the student's name and an email address created for them by the school.

In Primary School, these accounts are co-managed by the teachers, parent(s) and the student. In Secondary School, we encourage students to take personal ownership of the accounts; teachers support students throughout their educational journey to accomplish this by utilising the Approaches to Learning skills (AtLs).

The core learning platforms for Primary are:

- Google Workspace – used for communication and collaboration
- ManageBac – used for end-of-semester report
- Seesaw – used to share student learning

## Digital Citizenship

We take e-safety very seriously. We have established programmes and support tools for teachers and students, including a firewall optimised for educational use, allowing age-appropriate content filtering. For the system to be effective, students must be accessing online content through the school's wireless and internet connections and not through personal hotspots or alternative VPNs. We make this a key rule in our [Information Technology \(IT\) Policy](#).

## Valuables, Phones - Lost & Found Items

Students are asked not to bring valuables into school. Occasionally, students may wish to bring valuable items into school as part of their learning. Under these circumstances, any valuables should

be given to the Homeroom Teacher for safekeeping. The school cannot be held responsible for the loss or theft of valuables.

Ideally, students should not bring mobile phones (or similar devices such as smart watches) to school. We understand that some students may choose to do so (if they walk home alone for example); however, they should keep it in their bag out of sight. If parents need to be contacted, the student can ask the receptionist to call home. Students found using their mobile phones, watches or other unauthorised electronics may have them confiscated and returned only to a parent.

Lost and found is kept at reception. We ask that all your child's articles be clearly labelled with their name. Any uncollected items are sent to a charitable organisation at specific times during the school year. The school is not able to take responsibility for lost belongings.

## Dangerous Items

Students must not come to school in possession of anything that may pose a danger to themselves or others, or that resembles a weapon of any sort.

## Road Safety: Bicycles and Scooters

Primary-aged students must wear a helmet when coming to school by bike, whether they are riding or just a passenger. This is required by French law for all children under 12 years of age. Scooters and bikes left in school during the day should be securely locked. All use of bicycles and scooters must follow the French code de la route.

All students should use marked road crossings when crossing the road during or between school activities. Primary students also wear high-visibility vests to help keep them safe when crossing roads.

## Emergency Procedures

Fire drills, evacuation and lockdown exercises are carried out regularly throughout the year. Parents visiting the school should be familiar with the emergency procedures that are clearly posted around the school.

## Campus Security

All visitors to the campus are required to report to the security guard at the school gate, where their identity will be checked before admission. They will then be directed to the reception area where they will receive a visitor's badge, to be displayed at all times.

- It is important to close the entrance gates behind you at all times to ensure the security of the school.
- Students and parents should not open doors to visitors. They will be allowed in by security guards or receptionists who have access to video surveillance.
- Gate 2 will be opened at 8:30 each morning when Grade 1 to Grade 5 students may enter the playground. Teachers are on duty from 8:30 and not before.

- At 8.45 Early Learners and Kindergarten, children may enter. Kindergarten students go to their own playground area until 9.00. Early Learner children may wait with parents until 9.00 when parents can take them to the Early Learner classrooms.
- To maintain a calm morning routine, parents of Grade 1 to Grade 5 students should not enter the playground and should say goodbye at the gate. We allow parents of Kindergarten students to enter for the first week or so until the students can independently go to their own playground and wait from 8.45.
- Please do not leave young children unattended in front of the school.
- Parents are requested to drop off their children at the main gate only (Gate 2) in the morning.
- Between 15.30 and 15.45 Early Learner parents may enter the courtyard via Gate 1 and go directly to the Early Learner classrooms to collect their children. For other grades, parents should wait outside the gates at 15.45 at the following locations:
  - Gate 1 – Kindergarten and Grade 1
  - Gate 2 – Grade 5
  - Gate 3 – Grade 2 and Grade 3
  - Gate 4 – Grade 4
- If you know you are going to be late to pick up your child, please inform the school in advance by calling 01 81 70 44 11.
- Children who need to go home unaccompanied will only be allowed to do so if they have completed a permission form. Please see reception in order to do this.
- Children will meet Extended Curriculum Activity (ECA) teachers at allocated meeting points at 15.45 for ECA.
- After ECA, the supervising teachers will accompany the children to the front gates where parents can pick them up at 17.30.
- Every day, when ECAs are in operation, a member of the Primary School Leadership Team or the ECA Director will remain at school until the last student has left campus.

These guidelines are very important for the safety of all students; your cooperation is greatly appreciated.

## Communication

### General Information

The school strives to model sustainable development and this means taking active steps to reduce our carbon footprint. Therefore, we have paperless communication whenever possible, and this can be summarised as follows:

- **Emails from “ISP NEWS”:** The school will email parents with news about specific events, special announcements, field trips or changes to our normal routine. In addition, all notices about electronic communication, including login details for the ISP Parent Portal (see below), are sent by email, so it is very important that your email address is valid and that you check your email account regularly for school news. Please note that the sender for most ISP-related regular mass emails will appear as “ISP News” or “ISP Communications”.
- **ISP Parent Portal:** ISP provides a resource for parents seeking more detailed information about school activities. Parents are strongly encouraged to log in to this secure area of the

school website. The Parent Portal contains an electronic directory of staff contacts, an archive of emails, curricular and school policies and handbooks, learning resources, and much more. The login details will be sent at the beginning of the school year.

- **Weekly Newsletter:** This is a summary of recent and upcoming school events. In addition, there are links to the school calendars, as well as various important messages from the Head of School, Principals, Board of Trustees and PTA. We strongly recommend that you use this resource to keep up with school events and activities.
- **ISP Website:** The school website (<https://www.isparis.edu/>) provides details of major events, recent news, and up-to-date curricular information. Some of this is password-protected and not accessible to the general public.
- **Seesaw:** Seesaw is a digital communication and learning platform that allows teachers to share updates, student work, and announcements directly with parents. It helps keep families informed and engaged by providing real-time notifications, photos, videos, and messages related to their child's learning progress and classroom activities.

## Specific Inquiries

In most cases, the Homeroom Teacher/Specialist Teacher would be the first point of contact for parents with enquiries about their child's academic progress. Should you need to speak with one of your child's teachers, please call the school to schedule an appointment or contact the relevant person via email. All faculty and staff members can be found in the online directory through the ISP Parent Portal. Please note that under French law (*Droit à la Déconnexion*) all members of staff have the right to disconnect out of school hours. Therefore, parents may experience a delay in receiving a response to emails. For further information about ISP's communications systems or to provide feedback or suggestions for improvement, you are welcome to contact our communications team at [communications@isparis.net](mailto:communications@isparis.net).

## Personal Information

It is very important that we have complete and up-to-date student information and those we may need to contact in case of emergency. Please send an email to [reception@isparis.net](mailto:reception@isparis.net) and the child's homeroom teacher to make any changes or additions to the following details:

- home address;
- parents' and other contact details, especially mobile phone numbers and email addresses;
- medical information, including vaccinations, operations, allergies and anything else of relevance.

Please inform the school of any medication your child is taking by emailing [ispnurse@isparis.net](mailto:ispnurse@isparis.net).

## Parental Absence

Please notify the school if you are planning to take a trip away for more than a day. Please send an email to [reception@isparis.net](mailto:reception@isparis.net) and your child's homeroom teacher, with the details of an appointed guardian and their emergency telephone number.

## Permission and Information Forms

At various times during the year, we may need to contact parents directly for them to give permission or information in order for their children to take part in various activities.

Sometimes these will be paper forms, but in other instances, the permissions or information will be gathered electronically.

The digital authentication tools we use may depend on the nature of the information or authorisation required and could include: Google Forms, Finalsity (web service provider) forms, YouSign or DocuSign documents. We consider responses given through these systems to be binding.

## School Cancellation

Should it be necessary to close the school at short notice (for example, due to a public health emergency, severe weather, national emergency or transport strike), the school will notify every parent via email or by SMS, please follow the guidance carefully.

## Connecting with Parents

### Orientation

In August, we hold an orientation for new families to welcome them to the Primary School. We also offer smaller sessions for families who join at other points in the year.

In September, after the children have settled in, we have a 'Meet the Teachers Evening.' This event allows parents to connect with each other and meet the staff.

### Conferences

Each year, there are two official opportunities for parents to come to school to engage with teachers at our three-way and student-led conferences. There are also two written reports that are sent at the end of each semester.



## Volunteer Opportunities

We like to involve the parents in school life. Our parent population has a wealth of experience and culture, and we recognise that students benefit greatly from this. We welcome and encourage parents' input. These are just some of the ways in which you can participate:

- give a presentation about their country;
- share any special talents;
- chaperone field trips and social events;
- share career experience or expertise with students;
- help out in the library.

Any parents who would like to volunteer are asked to attend safeguarding training with the Vice Principal of Wellbeing to ensure that everyone has a shared understanding of how to keep our students safe. These dates will be shared with parents at the beginning of the school year.

## Parent Teacher Association (PTA)

The [International School of Paris Parent Teacher Association \(PTA\)](#) is a registered non-profit organisation. The purpose of the PTA is to:

- provide support to parents and staff members;
- support school goals through volunteer service, fundraising activities, and enhanced educational opportunities for students;
- provide a channel of communication between parents and the school;
- provide a forum for discussion of important issues and, where appropriate, inform the School administration and Board of Trustees of the opinions of the members of the association, at the discretion of the PTA Executive Committee.

### How can you be part of the PTA?

All parents are members of the PTA. During the school year, you will receive a PTA annual contribution request.

PTA Grade Level Reps will reach out to parents who will be invited to join a WhatsApp group. This group helps parents connect and plan community events, like coffee mornings and family picnics.



**International School of Paris**  
Educating *for complexity*

**Primary School**

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Tel: 01 81 70 44 11

**Middle School**

45 rue Cortambert  
75116 Paris, France

**High School  
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6 rue Beethoven  
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