PARENT & STUDENT HANDBOOK



2026/2027

International School of London

HELLO

WELCOME TO ISL

A very warm welcome to all our new and returning families to the International School of London. We look forward to helping your children grow academically and socially, and to achieve to the best of their abilities.

Founded in 1972, ISL is a diverse community of students, parents and staff from many parts of the world. Some students will start in our Early Childhood class and continue with us through the International Baccalaureate Diploma, while others arrive and leave at relatively short notice as their parents are posted from or to other countries around the world. For each student, putting wellbeing as our top priority, we aim to provide an educational home - a place to settle down and find friends, to learn about other cultures, languages and nationalities and a place where differences in background add to the richness and diversity of the educational experience.

This handbook gives you a comprehensive introduction to all aspects of daily life in our school, as well as setting out policies, procedures and rules to be followed. Please spend some time reading it carefully with your children. We hope you find it informative and useful as a reference.



MISSION

Since 1972, we have established a welcoming and inclusive community. Our diverse cultures and languages drive all our learning experiences.

We nurture creativity and curiosity to stimulate deep thinking. We foster insight, compassion and resilience to enable us to play a meaningful part in a changing world.

VISION

To make a positive impact in our shared world, we embrace our stories and recognise our worth.

APPROACHES TO LEARNING

HOW WE TEACH

Inspired by our amazing staff, we produce a truly unique experience for everyone within our community.
Everything we do is encompassed by three approaches, that encapsulate how we create this magic. This is HOW we add our personality to the already innovative IB Curriculum.

GLOBAL HOME, LONDON LAB AND HEAD & HANDS
In the next pages we will present you those three ways of making every day a special learning journey.





GLOBAL HOME

MULTILINGUALISM

WELLBEING & COMMUNITY

At ISL, every student's identity is celebrated, diversity is cherished. In this welcoming environment, children thrive, their potential flourishes. Here, every individual is seen, heard and valued. At the heart of our philosophy lies a commitment to wellbeing. We know that a student's mental, emotional and physical health are key to their success and that is nurtured by a strong community and a multi-award-winning positive transitions care programme.

We teach 24 languages in our Home Language programme, bridging cultures and fostering understanding. This preserves linguistic heritage and empowers students to connect with their roots. We believe education is about shaping compassionate, globally-minded citizens, providing a sanctuary where students grow intellectually and emotionally.





HEAD & HANDS

PRODUCT-BASED LEARNING

STUDENT AGENCY

At our vibrant school, we teach a curriculum that embraces both HEAD & HANDS, encouraging students to make connections between subjects and tackle real-world challenges. This innovative approach sparks their imagination, honing problem-solving abilities as they craft tangible demonstrations of their learning and creativity. Our focus extends beyond traditional knowledge; we instil practical, 21st-century life skills crucial for their future success. The ISL curriculum is a dynamic fusion of intellect and action, equipping students to navigate an ever-changing world with confidence and flair. Here, education is a stimulating adventure, preparing our students to lead, innovate and thrive.





LONDON LAB

LOCAL COMMUNITY

BEYOND THE CLASSROOM

Sitting on the edge of Gunnersbury Park, our school enjoys the endless learning opportunities offered by the city of London. With easy access to Central London, we extend education beyond our classroom walls. Students embark on enlightening journeys through our local communities, immersing themselves in the rich culture, art and history on offer. Museums, galleries and world-renowned attractions become their interactive 'LONDON LAB', where learning comes to life in vivid, real-world context. This hands-on approach fosters a deeper understanding and appreciation for their studies, empowering students to connect theory to the pulse of everyday life. Here, education thrives in the heart of a dynamic city and within the welcoming embrace of our local communities.

OUR VALUES

THINKING **WITH PURPOSE**

/ At ISL we encourage students to approach learning and decision-making with intention, curiosity and global awareness. Students are taught to reflect deeply, ask meaningful questions that consider long-term impact - especially on people and the planet - fostering a mindset geared toward sustainability and responsible leadership in an interconnected world.

LEADING **WITH CARE**

/ At ISL we understand that true leadership is rooted in compassion. It means nurturing a community where every individual feels valued, supported and empowered to grow - creating an environment where empathy drives action and everyone can thrive.

EXPLORING **WITH COURAGE**

/ At ISL we appreciate that real growth requires courage. To truly explore our potential, our community must be willing to step into the unknown with resilience and curiosity - embracing uncertainty as a space for discovery, learning and transformation.

HONOURING **OUR STORIES**

/ At ISL, we recognise that every member of our community carries a nuanced personal history that shapes who they are. We honour these individual journeys as the foundation of identity, fostering a culture of respect, empathy and belonging, where every voice matters.



Let's give opportunities to every one of us to take initiative & showcase our talent.





SCHOOL ORGANISATION JOINING US

ATTENDANCE

All students are required to be in school every day, for the full school year, so that they do not miss out on learning time and other community activities. Vacations should only be planned during school holidays, with absences during term time only being permitted in exceptional circumstances. There are often exciting and memorable events taking place in the last days of term, so it is important for the cohesion of the community that all students can participate and feel part of our ISL family. Frequent or prolonged unauthorised absences will be monitored and reviewed and parents will be sent a letter from the school should attendance fall below 95%. An unauthorised absence is one where no valid reason has been given for absence. Please refer to page 53 and the attendance policy on our website for details.

SCHOOL DAY

The Primary and Middle School gates are opened at 08:10 at the 139 Gunnersbury Avenue campus. Children should not arrive at school earlier than this as there will be no teachers on duty.

College students make their own way to the College, at 15 Gunnersbury Avenue, which is open from 08:10.

Parents bringing their children to school must ensure that children do not cross through or stay in the playground area marked off for school buses.

PYP and MYP students leave at 15:30 daily, and on Wednesday we finish at 14:00 to allow for staff development. College students' finishing time may extend to 17:30 depending on their subject choices.

SCHOOL HOURS

	PYP	MYP	COLLEGE
REGISTRATION & FORM TIME	**08:30-09:00**	**08:30-09:00**	**08:10 COLLEGE OPENS**
LESSONS	**09:00-10:40**	**09:00-11:00**	**LESSON TIMES ARE DEPENDENT ON SUBJECT CHOICES.** The College day runs between 08:30 and 17:00. On occasion, finishing time may extend to 17:30.
BREAK	**10:40-11:00** *20 minute slot varies according to the age group	**11:00-11:20**	
LESSONS	**11:00-12:00**	**11:20-13:20**	
LUNCH/ BREAK	**12:00-13:00**	**13:20-14:10**	**STUDENTS NEED TO BE IN COLLEGE FOR THEIR TIMETABLED LESSONS.** At any other times they may come and go as necessary.
LESSONS	**13:00-15:30**	**14:10-15:30**	
DISMISSAL	**15:30 DAILY** 14:00 on Wednesdays	**15:30 DAILY** 14:00 on Wednesdays	

TERM DATES 2026-2027

AUTUMN TERM 2026

MONDAY
31 AUG
Summer bank holiday

TUESDAY
1 SEP
Orientation Day
for new students

WEDNESDAY
2 SEP
First day of term 1

MONDAY - FRIDAY
21-25 SEP
G11 Residential Trip Week

MONDAY - FRIDAY
26-30 OCT
Half term break

FRIDAY
11 DEC
Last day of term 1

SPRING TERM 2027

MONDAY
4 JAN
First day of term 2

MONDAY - FRIDAY
15-19 FEB
Half term break

MONDAY
22 FEB
Professional development
for staff (no classes)

THURSDAY
25 MAR
Last day of term 2

SUMMER TERM 2027

MONDAY
12 APR
First day of term 3

MONDAY
3 MAY
Bank holiday (no classes)

MONDAY - FRIDAY
10-14 MAY
Primary & Secondary Residential Trips Week
(G3-G10)
Exact dates vary for
different grade groups

MONDAY - TUESDAY
31 MAY - 1 JUN
May bank holiday break
(no classes)

FRIDAY
2 JUL
Last day of term 3

ACADEMIC YEAR 2027-2028*

MONDAY
30 AUG
Summer Bank Holiday

TUESDAY
31 AUG
Orientation Day
for new students

WEDNESDAY
1 SEP
First day of term 1
2027-2028

* Please note the
above dates are subject
to confirmation

ISL is committed to ensuring that students and their families have a smooth transition into our community.

ORIENTATION DAY

A day before term begins, we host an Orientation Day for all new joiners. This is an information-filled day for all new students and their parents to welcome you to your new school. It helps prepare for the upcoming school year with an opportunity to meet teachers and classmates, and to become more familiar with the school premises. The day is concluded with a social gathering in the local park, hosted by the Parent Teacher Association (PTA).

THE FIRST DAY OF SCHOOL

The first day of school can be both daunting and exciting. Our community is eager to welcome newcomers and to help you feel at home. Students start off the day with their Class Teachers or tutor groups and enjoy community building activities and learn about the expectations for the new academic year. In Secondary, the emphasis is on establishing strong pastoral connections, introducing the curriculum and outlining the use of technology.

The Transitions and Pastoral Teams run workshops on transitions with activities to welcome students back to school. The Home Language teachers also play a key role in supporting the students with their acculturation. Our dedicated Positive Transitions Care programme supports our community throughout their time at ISL and beyond.

Scan the QR code for Grade 6 & 7 iPad info

Scan the QR code for full BYOD policy

WHAT TO BRING ON THE FIRST DAY

The school supplies all textbooks, workbooks and exercise books. All students should have a compact school bag – either a satchel or a backpack.

Primary students Class teachers will meet students in the hall on Orientation Day and take them to their classrooms. Students will be provided with pencils, crayons and basic stationery, but some may wish to bring their own pencil case. All PYP students must bring a rain jacket, rain trousers and wellies to keep in school.
Students in Early Childhood (EC), Kindergarten, Grade 1 and Grade 2 require a change of clothes. Please bring a healthy snack for the morning and afternoon break as well as a refillable water bottle. No money should be brought to school, unless required by the school for a specific purpose.

Secondary students Students should bring their own pencil case with pencils, pens, eraser and pencil sharpener. Secondary students will need a scientific calculator; we recommend the Casio fx-991ex for Grade 6 to Grade 8; for G9 upwards we recommend the Casio fx-cg50 or fx-cg100. However, other models with similar functionality will also be acceptable. ISL can provide the Casio fx-cg-50 at a discounted price, more details will be provided to students at the start of term.

STUDENT DEVICES

Grade 6 & 7 students will be required to purchase an iPad as specified by ISL: please use the QR code adjacent.

Grades 8 - 12 students need to bring their own laptop, and it should meet the specifications set out in the BYOD agreement. Please refer to the Welcome Pack for two other forms to sign in the Required Documents section. Laptops can be purchased from Academia via the QR code on the top left, or any other reputable retailer.

MOBILE PHONES

Our mobile phone policy is designed to encourage our students to fully engage in their school day and become socially integrated into the community.

Students may bring mobile phones to school but they may not be used at all during the school day. If parents need to contact their child during the school day, you should call the Front Office and they will pass the message on.

If students are leaving school at lunchtime, they will be permitted to take their phones with them for safety reasons. For school trips, we do not encourage use of mobile phones and usually the same rules apply that students would not have access to their phones during the trip day.

WHAT TO WEAR

Whilst the school does not have a uniform, we do have a dress code. Students are expected to dress in a manner that is appropriate for a learning environment and demonstrates respect for themselves, others and the school community. Clothing should be suitable for participation in learning activities throughout the day and should promote a safe, inclusive and respectful environment. Examples of clothing that may not be appropriate for school include garments that are excessively revealing or clothing that could disrupt the learning environment. During sunny weather, students should take care to wear clothing that shields them from the sun.

Footwear must be safe for a school environment. There are special requirements in the Physical Education, Science and Design rooms which must be observed (eg. PE - sports shoes; Science and Design - closed shoes). Individual students whose dress at any particular time is not aligned with the guidelines above, will be required to change into appropriate dress and if this is not possible, parents may be contacted and asked to bring to school more appropriate clothing.



Physical and Health Education (PHE) Kit

PHE or swimming kit must be worn to lessons on the appropriate days. All items of clothing should be marked with the student's name. No jewellery is to be worn in PE lessons. The school is not responsible for the safekeeping of property left unattended.

Provided by the school in the student's first year at ISL:

- 1 sports t-shirt
- 1/4 zip track top
- PE shorts, trousers or leggings
- A swimming bag (G3-G5)
- A swimming cap in their house colour (G3-G5)

Parents will need to provide:

- A warmer ISL jacket for cooler months
- Additional pair of ISL trousers/ leggings
- Trainers
- Swimming suit/trunk (G3-G5)
- Swimming towel (G3-G5)

Additional items of sports kit can be ordered via:
www.kukrisports.co.uk/teamshop/internationalschooloflondon

LUNCHTIME

Primary and Middle School students can sign up and have lunch provided by the school or bring their own lunch. The menu changes daily and we provide a varied and balanced diet that caters for the needs of the school community. Please let us know of any allergies and dietary requirements for your child.

Lunchtime is an important part of the day. Students are expected to be respectful and well-behaved and make the time pleasant for all. Before leaving the canteen, students must clear their trays and leave tables and chairs tidy.

PRIMARY STUDENTS will be taken to the canteen by their teacher. Primary students may also bring fruit, vegetables or other healthy snacks for break time, but sweets and crisps are discouraged. The Primary lunch schedule is organised on a rotational basis and students will be informed of the schedule. EC students eat in their classrooms.



MIDDLE SCHOOL STUDENTS dining room times are organised on a rotational basis and students are informed of their times.

/ If you would like to request school lunches for your child, please email *accounts@isllondon.org*
You will be invoiced each term along with the school fees.



COLLEGE STUDENTS make their own arrangements for lunch. They can bring a packed lunch or buy food at the local shops. Students have their own kitchen area in the common room equipped with microwave, fridge, toaster and mini-grill oven. The College is close to various shops and cafes in Ealing Common.



TRAVELLING TO AND FROM THE SCHOOL

Visitor protocol

At ISL London, safeguarding and promoting the welfare of children is always our priority. To fulfil this responsibility effectively we must consider what is in the best interests of our students. With this in mind, we would like to remind you of the following:

- Parents and visitors are required to report to the Front Office and sign in using the reception iPad or ISL QR code.
- All visitors must wear a visitor/ parent's badge.
- Any visitors on site who are not recognised, or who are not appropriately badged will be politely approached and accompanied to the Front Office to sign in.
- Parents and visitors must be accompanied at all times.

Parking

Parents and visitors can use the car park located across the road at Park Place, London, W3 8JY. Please note this car park is managed by a separate parking management company (Parking Eye), and not by the school.

If you use the car park, you will need to submit your vehicle registration number using the PARKING EYE QR Code located at our front desk at 139 Gunnersbury Avenue to avoid any penalty charges. You can do this after you have parked your car, but you must **register your car before you drive out of the car park**, otherwise you will be issued a ticket by the parking management company.

Parking is valid for a period of 24 hours each time you submit your registration, meaning that you will not need to repeat the process if you drive in and out of the car park more than once on the same day.

If you are visiting the College, there is pay and display parking at Warwick Road, or you can use other neighbouring roads outside parking hour limitations.

THE END OF THE SCHOOL DAY

School bus

We provide a door to door service, for EC-G10 students, to the 139 Gunnersbury Avenue campus, making sure that all our students are safe travelling to and from school. We plan our routes carefully to minimise the time spent on the bus, and we work hard to accommodate all requests within the areas we serve. Our catchment is large, including Chiswick, Kew, Ealing, Richmond, Brentford, Fulham, Notting Hill and Kensington. All addresses for Term 1 buses must be communicated to our Transport team at *transport@isllondon.org* by Friday 7 August 2026, to ensure transportation routes are confirmed for the start of term. For full details please refer to our Bus users handbook and the website. There may be a delay in bussing start dates if we have not received your address by that date.

The safety of your child whilst attending school each day is our most important priority. At the end of each day, the playground, which serves as the bus departure area, is carefully monitored by school staff. Parents should not enter this area at this time.

Uncollected child policy

We will ensure that at the end of the school day and after co-curricular activities (after-school clubs) all children are collected by their parents/carers or a designated adult. Children will remain in the care of the school until they are collected by their parent/ carer or a designated adult. Parents are expected to collect children even if their siblings are in clubs. There is a detailed policy for uncollected children that can be found in full on our website.

Parents collecting their children

It is very important that parents collecting their children at the end of the school day, or during and after a school event, supervise their children at all times. Primary student collection is from two gates: the middle gate for Grades 3 - 5 students and the Annexe gate for EC to Grade 2 students. The gates will be opened at 15:30.

Please remember the following:

- **Do not park on the slip road adjacent to the school, in front of the neighbours' driveways, or the entrance to the annexe of the church.**
- The police or traffic wardens do issue parking penalties for inappropriate parking.
- If you are delayed in traffic and arrive late, your child will be waiting in the front office. Please note that the school closes at 17:00.
- You can park in Park Place; be sure to register using the QR code at reception.



EMERGENCIES

Medical emergency

There are trained first aiders on the staff at school. In case of a medical emergency or illness, the school will contact the parents; students will be kept in the first aid room until their parents can collect them. In case of an extreme medical emergency, parents will be immediately notified and emergency services will be called by school staff. The student will be taken to the Emergency Department of the nearest hospital as quickly as possible. Parents will be kept informed at all times.

Emergency closure

If the school has to close at short notice for any reason (eg. severe weather, security/ health alerts or transport strike), every effort will be made to contact all parents. A notice will also be placed on the school website.

Please ensure that the school office has an up-to-date UK mobile number so that we can contact all parents quickly in case of emergencies.

Fire, lockdown and evacuation procedures

Throughout the school year, fire and lockdown drills are held to familiarise students with correct emergency procedures. Full details of how students and staff should exit the school and where to gather are displayed around the school.

Medication

If your child/children needs to take medication at school, you must complete the form **'Administering medication'** and return it to the Front Office.

Medication will then be administered according to the written instructions from parents and on the label. Any medication brought into school must be taken to the Front Office and clearly labelled. Front office staff will store medication safely and securely in the medical room.

Students are required to go to the medical room to take their medication; students are not permitted to carry their medication on them. Please see our Medicines Policy for further information.

Scan the QR code to access the form Administering medication

WELLBEING FOR THE WHOLE COMMUNITY

Wellbeing is at the heart of our school culture. We focus on all areas of wellbeing including emotional, physical, social and societal wellbeing. We encourage our students daily to have a growth mindset and to be positive.

Specifically, in the PYP, in each classroom, we begin each day with a Morning Meeting. Students are greeted and welcomed daily. We plan a fun activity as well as prepare our children for what is ahead in the school day. Naturally, this builds a stronger community where students immediately feel safe and secure as we prioritise wellbeing at the beginning of each school day. Our Primary staff look to incorporate outdoor learning into the curriculum frequently and we visit Gunnersbury Park daily for children to have access to green space with room to run, have fun and be a child! Forest School is also in the schedule for each of our PYP classes. Our Forest School leaders develop lessons that foster resilient, confident, independent and creative learners.

MYP students have designated pastoral time at various times during the week which focuses on wellbeing, ATL skills and themed Relationships, Sex and Health Education (RSHE) topics, in addition to quick check ins with the tutor after lunch each day. College students also have designated RSHE sessions themed around life skills, College life, university preparation and ATL skills. This is in addition to tri-weekly 1-2-1 meetings with their tutors to monitor their progress and wellbeing.



Students have Transition Workshops to welcome them to the school and to support them with their move to a new school. The Transitions Team, Student Ambassadors, School Counsellor, Parent Teacher Association, student buddies, parent class representatives, language representatives and Class Teachers / Tutors, Heads of Year and Home Language teachers are actively involved in this process.

There are ongoing opportunities throughout the year for the community to get together such as Transition Workshops, Parenting Workshops, Parent English Language and English Cultural classes, and other parent-run clubs.

SAFEGUARDING

ISL takes child protection very seriously and all staff are fully aware of the part they play in safeguarding and promoting the welfare of all children at the school. The Child Protection and Safeguarding Policy on our website sets out how the school ensures that everyone adheres to the responsibilities set out in the Education Act 2002, section 175 (Section 157 for Independent Schools, Academies and City Technology Colleges).



STUDENT SUPPORT

Usually, the school contact to discuss a student's progress or welfare (outside the scheduled parent/ teacher meetings) is the MYP/ College Tutor or PYP/ Primary Class Teacher. It is the role of this tutor to monitor a student's academic progress and social and emotional welfare at school.

In addition to this, we have a School Counsellor, Timea Virag, who students can talk to about any social or emotional difficulties they may be experiencing. We may refer a student to these members of our Student Support Team if we feel that this will benefit the student. Where we have further concerns about a student's welfare, we always involve parents at the earliest opportunity.

Where a teacher feels that a student is facing academic difficulties, we may decide to refer the student to our Special Needs and Disability Coordinator (SENDCo) **Raul Rodriguez** and our Head of Student Support and Transitions Care, **Claudine Hakim** who will assess what kind of support or advice the student may require in order to overcome such difficulties. If it is felt that the student needs specific and/or regular support with some aspect of their learning, parents will again be involved at the earliest opportunity.





PARENT TEACHER ASSOCIATION (PTA)

The ISL Parent Teacher Association provides a vital link between parents and the school, creating a sense of community and providing support for new and existing parents. All parents of children currently attending the school are automatically members of the PTA as are all members of the school staff. Class and language representatives play a very important role in the school; they are here to introduce you to the ISL community and day-to-day life inside and outside our school. They are involved in organising numerous events and occasions that help to promote social responsibility amongst our students and make the school a fun place for our children.

The PTA also organises clubs for parents and the group meets once a month. The meetings provide a forum for discussions of ideas and concerns by providing a line of communication with the Senior Leadership Team (SLT).

There is also a closed Facebook group for parents to which you can request access via facebook.com/groups/islpta as well as optional WhatsApp groups for individual classes and languages. Further information about the PTA can be requested from the school office.

SCHOOL GOVERNMENT

ISL prides itself on community consultation on all major decisions and central to this is student voice and agency. We see Student Government as far more than a student council but a key stakeholding body in taking the school forward.

LOCKERS AND PERSONAL BELONGINGS

Primary students use hooks and a personal storage space in the classroom for storage of their personal belongings. During the first week of school, all Secondary students are issued with individual lockers to store their personal belongings. Grade 6-12 students will also be issued with a school locker key.

Students who lose their key will need to pay for a replacement. MYP students may wish to use the storage hooks available around the school for temporary placement of items as they move between classes – this should be done sparingly, as students are encouraged to plan their school day, carry only what is needed for morning, midday or afternoon classes, and use their lockers as the main and safe storage space for items.

LIBRARIES

The resources held are for the use of students and staff for academic purposes and for reading in school and at home. The main library at 139 and the one at the College are open throughout the school day for students' use. Primary students have a timetabled library lesson every week. MYP students can use the library at break and lunch times and when their class is booked in for a lesson. College students can use the College library independently at any time and have a timetabled weekly Directed Study Session.

Our purpose is to build a culture of research and to develop strong academic skills as well as reading for pleasure and borrowing books. The library manages a wide range of online subscriptions for academic study, e.g. JSTOR, Britannica, GALE In Context, New Scientist and many others. We also subscribe to ePlatform which is an eBook and an audio book library.

Books borrowed from the library are the responsibility of the borrower. Students and staff are asked not to lend their library books to others, but to return them to the library to be lent to others. If a library book is lost or damaged, an invoice for the cost of replacement will be issued. This is non-refundable if the book is later found.



SCHOOL CURRICULUM







WHAT'S AN IB SCHOOL?

International Baccalaureate (IB) schools are educational institutions that offer a specific curriculum designed by the International Baccalaureate Organisation (IBO). The IBO is an international non-profit organisation that provides a comprehensive education programme that aims to develop well-rounded students with critical thinking, problem-solving and communication skills. The IB curriculum consists of several programmes, including the Primary Years Programme (PYP), Middle Years Programme (MYP), Diploma Programme (DP) and Careers-related Programme (CP).

These programmes provide a rigorous and challenging curriculum that covers subjects such as mathematics, science, language, humanities and arts. Additionally, the IB curriculum has a strong focus on intercultural awareness, environmental responsibility and community service, which helps students become responsible global citizens. IB schools also have a unique approach to assessment, focusing on student learning, through various means including exams, projects, portfolios and group work. In summary, IB schools offer a comprehensive, international curriculum that emphasises critical thinking, problem-solving and intercultural awareness, and assesses student learning through multiple means.

ISL delivers the curriculum using the IB continuum of the Primary Years, Middle Years, Diploma and Careers-related Programmes.

The International Baccalaureate (IB) **LEARNER PROFILE** describes a broad range of human capacities and responsibilities that go beyond academic success. They imply a commitment to help all members of the school community learn to respect themselves, others and the world around them. Each of the IB's programmes is committed to the development of students according to the IB learner profile. The profile aims to develop learners who are:

KNOWLEDGEABLE
They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

OPEN-MINDED
They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are used to seeking and evaluating different points of view, and are willing to grow from the experience.

THINKERS
They exercise initiative in applying thinking skills critically and creatively to recognise and approach complex problems, and make reasoned, ethical decisions.

BALANCED
They understand the importance of intellectual, physical and emotional balance to achieve personal wellbeing for themselves and others.

INQUIRERS
They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

COMMUNICATORS
They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

PRINCIPLED
They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

RISK-TAKERS
They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

CARING
They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

REFLECTIVE
They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

PYP

Starting in EC1 and running through to Grade 5, our goal with the Primary curriculum is to create happy learners engaged in every aspect of their school life, from the academic, arts and sports, through to the social and after-school activities. In addition to the rigorous academic programme, the values and understandings our students gain allow them to transition easily, whether into our programme mid-year or returning home at the end of their time at ISL. We aim to support students in becoming confident, caring, internationally-minded communicators and lifelong learners.

The International Baccalaureate (IB) Primary Years Programme (PYP) is designed to provide students with the opportunity to engage with the world in a 'hands-on' and interactive manner, encouraging an active learning approach, as they construct meaning from experiences through the social and physical world that surrounds them.

There are six Units of Inquiry at each grade level, with the exception of Early Childhood, and Kindergarten, who explore 4 units each year. The Units of Inquiry are organised under the transdisciplinary themes: Who we are; Where we are in place and time; How we express ourselves; How the world works; How we organise ourselves and Sharing the planet. The units provide opportunities to develop an understanding of our host country and emphasis is also given to the students' home countries, the cultures of individual students and the culture of others.

Our day begins with students being greeted by their Class Teachers in classrooms. Students have a mid-morning and mid-afternoon break, in addition to their lunch break. Literacy, Mathematics, Units of Inquiry, ICT and Visual Arts are taught by the class teacher, while PE, Music, Forest School and Home Language or Language Acquisition classes are led by specialist teachers.

Scan the QR code for further information about the IB

MYP

Teaching and learning in Grades 6 to 10 follows the International Baccalaureate (IB) Middle Years Programme (MYP) curriculum framework. The MYP is an inquiry-based programme in line with the PYP and is an excellent preparation for the Diploma Programme (DP). The programme aims to develop inquiring, knowledgeable and caring young people. It provides a framework of academic challenge that encourages students to embrace and understand the connections between academic disciplines and the real world, and become critical and reflective thinkers.

Students study English (as Language and Literature or as Language Acquisition), their first language (as Language and Literature), an additional language (as Language Acquisition), Individuals and Societies, Integrated Sciences, Mathematics, Visual and/or Performing Arts, Physical Health Education and Design.

MYP students are also expected to be actively involved in a sustained, self-directed inquiry: Grade 8 through the Community Project and Grade 10 through the Personal Project. Each year, all students are also expected to engage in our enriching and highly personalised Community Engagement Programme, a highly rewarding and open-minded pursuit, with community and individual wellbeing as a focus.

COLLEGE

ISL has offered the IB Diploma since 1976. As one of the first schools in the world to pioneer the Diploma Programme, ISL has extensive experience in guiding IB students to continue their education in colleges and universities worldwide.

Students in Grades 11 and 12 follow a 2-year International Baccalaureate programme culminating in a series of externally examined oral and written assessments: the Diploma Programme (DP) or Career Related Programme (CP).

DP students complete 3 higher level (HL) and 3 standard level (SL) subjects from six subject groups, graded from a minimum of grade 1 to a maximum of grade 7, in addition to the DP core components of Theory of Knowledge (TOK), Creativity, Activity, Service (CAS) and the Extended Essay (EE). HL and SL courses differ in scope but are measured according to the same grade descriptors, with students expected to demonstrate greater knowledge, understanding and skills in HL subjects. To achieve the Diploma, students must obtain a minimum of 24 points, of which 12 points must be from HL subjects, and passing all core requirements. A maximum of 45 points can be achieved, including up to 3 points from TOK and EE.

CP students complete a minimum of 2 to a maximum of 4 DP subjects as above (no HL limitations), a National BTEC Level 3 Diploma awarded by Pearson (equivalent to two A-levels), and the CP core components of Personal and Professional Skills (PPS), Reflective Project (RP), Community Engagement (CE), and Language and Culture Studies (LCS).

More information on the curriculum will be available throughout the year during Parent Information Evenings, in our ISL Programme Handbooks (MYP/DP/CP) and by written communication.

ASSESSMENT

PYP

The fundamental purpose of assessment is to understand where a child is at any given time and over time in their learning, and to use this information to promote and support further learning. Teachers will assess a child's level of development by using a range of methods, allowing for different learning styles and understanding that children all learn and progress in their own ways. Regular student support meetings are held in which teachers can discuss how best to support students' needs.

We also work closely with parents throughout the year, as they play an integral role in their child's wellbeing and progress. We have three conferences per year where parents, students and teachers discuss and reflect on the child's learning.

MYP

MYP assessment at ISL comprises a broad range of performance tasks that measure what students can 'do', rather than based on a sequence of tests and exams. Teachers use assessment data to create personalised teaching and students value the assessment opportunities to reflect on what they have learnt. This continuous process supports and promotes a personalised approach to teaching and learning.

Regular meetings are held in which teachers discuss the progress of each student with the MYP Heads of Year, Heads of Department and the MYP Coordinator. Students will receive the appropriate support to meet their targets.

DP/CP

Student work is regularly assessed and any grades awarded are also used to provide ongoing feedback on learning. Regular guidance meetings are held in which teachers discuss the progress of each student with the IB Diploma Coordinator, department leads, and the pastoral team. Students who are not making expected progress in a variety of ways are supported with learning plans and additional support. Grade 11 students have internal exams on all components in January, and again in June. In Grade 12 students have mock exams at the end of November in preparation for the final exams at the end of April and throughout May.

CP students will be assessed for BTEC units throughout the course at the end of each unit whether as an internal assessment or an exam. This is in addition to the IB exams for their chosen Diploma subjects which will take place at the same time as the DP students. You can find important deadlines for all academic submissions on the DP/CP timelines.

HOMEWORK/ HOME-LEARNING

As an integral part of the courses in each subject, home-learning tasks help students develop academic and organisational skills. Please direct any queries to the relevant person as outlined in the Communications section of this handbook.

KG-G5

Home learning begins in mid-October for PYP students Before the October break, students learn the routine of homework and practice with teacher support. Students are given homework/home-learning tasks weekly.

Recommended time allocations and load of tasks are given at the beginning of the year from the student's classroom teacher. Parents should help monitor their child's homework. The emphasis for home-learning in Primary is on practising and consolidating literacy, maths, science, and spelling skills. If a student is spending significantly more time on tasks than outlined by the classroom teacher please contact your child's teacher to discuss.

G6-10

Home-learning tasks are set regularly in each subject. Parents have access to ManageBac and can check on all significant tasks including home-learning tasks on ManageBac.

Any task-specific queries regarding home-learning tasks should be directed to the Class Teacher. Any concerns regarding the amount of homework in general should be directed to the MYP Coordinator.

IB COLLEGE

The IB DP and CP are pre-university programmes where home-learning and homework are an integral part of the IB programme. Parents have access to ManageBac and can support their child as necessary. Any queries about homework should be addressed to the IB Coordinators.

SCHOOL REPORTS

PRIMARY

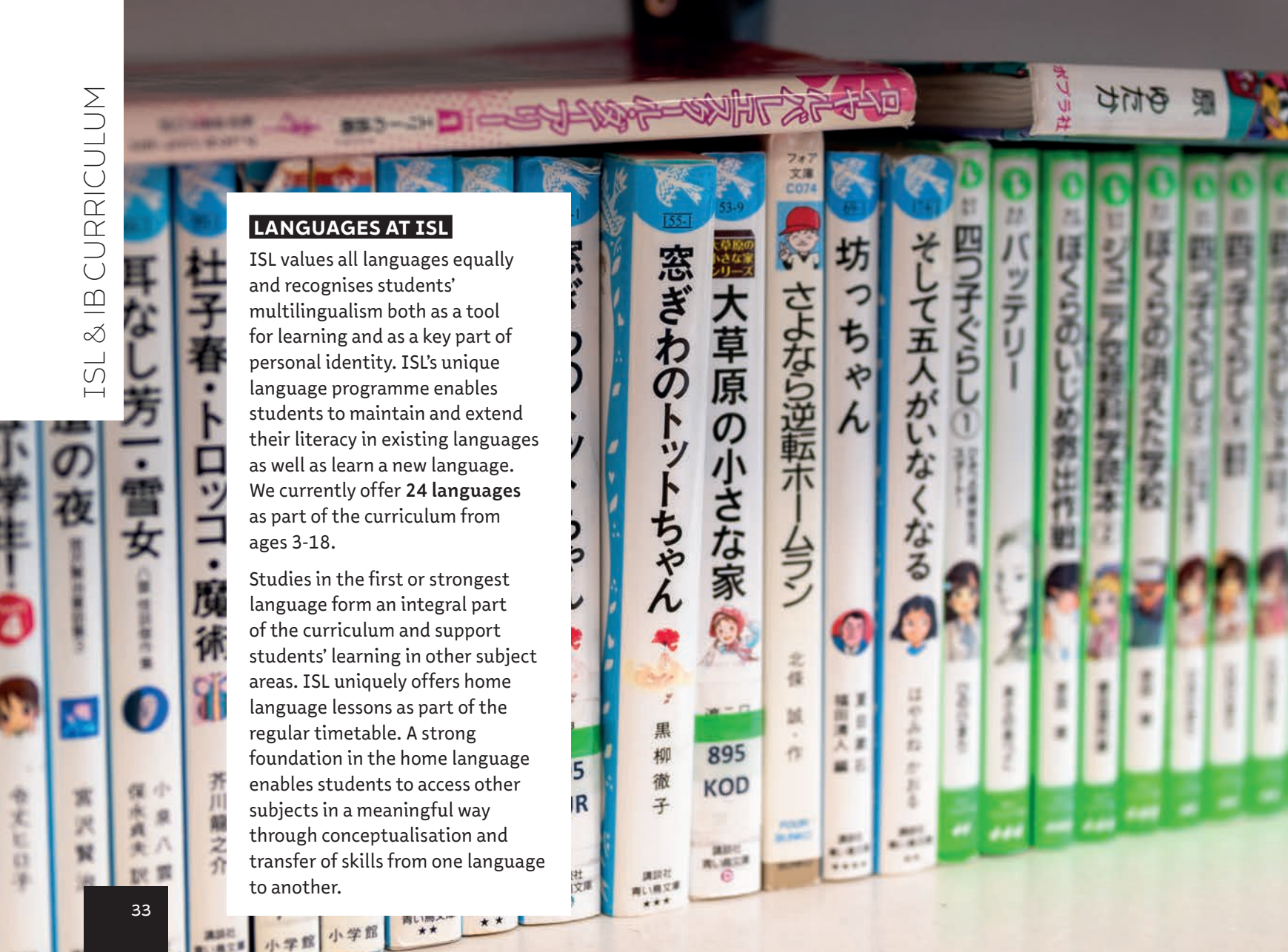
Written reports containing informative comments outlining student achievement and next steps/ goals for learning, and effort and attitude are sent home in February and June.

SECONDARY

Attitude and effort reports are produced twice a year in October and February. A full written report with teachers' comments and targets is produced at the end of each year in June.

THE TUTOR PROGRAMME

Students from Grades 6 to 12 have personalised support through our Tutor Programme. This is used to deliver the Personal, Social, Health and Education Programme (PSHE) which comprises Relationships Education (RE) in Primary, and Relationships, Sex and Health Education (RSHE) in Secondary. Students will acquire the knowledge, understanding and skills they need to manage their lives, now and in the future. Students will cover work on relationships, service, citizenship, careers and higher education. They will also get opportunities to discuss their academic progress with their tutors and set their own targets for improvement.



LANGUAGES AT ISL

ISL values all languages equally and recognises students' multilingualism both as a tool for learning and as a key part of personal identity. ISL's unique language programme enables students to maintain and extend their literacy in existing languages as well as learn a new language. We currently offer **24 languages** as part of the curriculum from ages 3-18.

Studies in the first or strongest language form an integral part of the curriculum and support students' learning in other subject areas. ISL uniquely offers home language lessons as part of the regular timetable. A strong foundation in the home language enables students to access other subjects in a meaningful way through conceptualisation and transfer of skills from one language to another.

PRIMARY STUDENTS learn two languages: English and their first language. Where English is the first language, students are given an opportunity to study a new language, either French or Spanish.

English
+
Home language
OR NEW LANGUAGE

SECONDARY STUDENTS study two or three languages: English, their first language (if different to English) and a third language, either French, Mandarin, Japanese or Spanish. Students whose first language is English study two languages: English and either French, Mandarin, Japanese or Spanish. These students also study Communications, a subject focusing on research skills and linguistics, or they can choose another language acquisition subject.

English
+
Home language
OR NEW LANGUAGE
+
3rd language
OR COMMUNICATIONS

New to English?

Students who are new to studying in English work with specialist English Language Learner (ELL) teachers to develop basic communication skills (reading, writing, speaking and listening). ELL teachers collaborate with classroom and subject teachers to ensure that students are learning English at the same time as acquiring conceptual knowledge and skills in subject areas.

ISL offers regular parent workshops and parent English classes to support students' and parents' language development.







“The mind that opens to a new idea never returns to its original size”

ALBERT EINSTEIN

TRIPS AND CO-CURRICULAR ACTIVITIES



CLUBS

ISL offers a wide variety of clubs each week in a range of different activities including sport, art, technology, sciences, service learning, global issues, coding club and music. The clubs are an exciting extension to the school day that allow students to embrace the activities they enjoy most or to try something new. The after-school clubs programme is delivered by both internal teaching staff and external coaches and providers. Most clubs operate from 15:30-16:30 daily and on Wednesdays from 14:00-16:30 (please ensure you check timings when you register) and the cost of clubs varies. Clubs will start on Monday 21 September. Pre-season preparation for ISSA Football and Volleyball tournaments will begin in week 2 and interested players (G7-12) should contact *clubs@isllondon.org*





Booking into clubs
All places are subject to availability and we operate a minimum and maximum number policy on all clubs.

The booking process must be completed prior to the club's start date via the ISL Clubs online platform (sign up details will be provided during Week 1).

All clubs must be paid for by the end of week 2; external clubs will not accept children where payment has not been made.

Pick up
At the time of the booking, (G6-G10) parents must indicate whether the student is allowed to travel home unsupervised or if they will be collected by a parent.

All children will be brought to the relevant pick-up point at the end of the club where a member of staff will ensure children are collected by a parent.

If a parent is more than 15 minutes late picking up their child after clubs, the parent may be liable for a late collection fee. Repeat late pick-ups may lead to exclusion from the activity for the remainder of the term.

Children must be collected directly from the following external club venues: Gunnersbury Park Sports Hub, Gunnersbury Park tennis courts, Gunnersbury Park football pitches or Gunnersbury Sports & Social Club. Please check the activities online platform regularly for club finishing times.





ISSA TOURNAMENTS

The school participates in tournaments with other international schools through the International Schools Sports Association (ISSA) and players from Grade 8 to Grade 12 (G7-G12 for girls' football) will be selected to represent the school in volleyball, football, basketball, tennis and badminton.

INSTRUMENTAL MUSIC LESSONS

As part of the curriculum, PYP and MYP students are offered a range of music classes as well as educational workshops and trips. All students can also register for private lessons in piano, violin, drums and around 15 other musical instruments, as well as singing and music theory. For more information, please contact *jryan@isllondon.org*

EDUCATIONAL VISITS

During the school year, to support and enhance the curriculum, students visit theatres, museums, exhibitions, wildlife parks and places of special interest. Each visit is planned to maximise learning opportunities as well as to provide an enjoyable social environment for students and teachers together. Detailed information will be sent to parents well in advance of each trip.

RESIDENTIAL TRIPS AND ACTIVITIES

The ISL trips are packed full of inspiring adventures to bring out the best in our students. We will build confidence in our students to try challenges in new environments, increase engagement back in the classroom, encourage and strengthen team building and develop essential life skills for the next stage of their learning journey. The trips will give our students the chance to take away more than just fantastic memories; the students will bond with their peers and become more motivated, engaged and enthusiastic. The trips aim to instil self-confidence and a sense of achievement through a positive experience which is educational and enjoyable, challenging and rewarding. Most ISL trips have a strong service-learning component in line with the values of our school. Details of available trips will be circulated at the appropriate time.

BEHAVIOUR ON SCHOOL TRIPS

To make the most of our trips, students are expected to be fully engaged in activities and to behave well, allow others to enjoy themselves and bring credit to the school. In the case of extreme misbehaviour, students may be excluded from the remainder of the trip, with consideration as to whether the student will be permitted to attend future trips.

Please refer to our behaviour policy on the website for full details.

As part of our **Transitions Programme**, all students from G3 and above go on a residential trip with their year groups. The main purpose is to build strong relationships with their peers, to discover new skills and to challenge themselves beyond the walls of the classroom.

Usually G3 students stay away for 3 days, G4 - G10 students stay away for 4 days and G11 students go for 5 days.

There are some key items that your child is likely to need for the trip, particularly if they will be camping, such as a sleeping bag, sturdy walking boots or shoes and a torch.

Information sessions about each year group adventure will take place prior to the trip. Each trip leader will provide an official checklist to their group.

If you are new to the country and you are concerned about your child's spoken English, please be assured that we have strategies to overcome this issue. You can discuss it with your form teacher and they will help to find a solution that gives your child an amazing first immersion to the language.

Week Without Walls







Good communication between the school and home is very important for a child's academic and social growth and success. There are a number of opportunities to find out about your child's learning and for you to contact members of the school staff. For most day-to-day enquiries your first point of contact should be your child's Form Tutor or Class Teacher, and if they are unable to help, they will suggest the best person to speak to.

PARENT/ TEACHER MEETINGS AND STUDENT-LED CONFERENCES
are held throughout the year; the dates are listed on the school calendar. These meetings are a chance for parents to discuss the progress and welfare of their children with their teachers.

WRITTEN REPORTS
are produced at the end of each semester (February and June) for PYP, and, at the end of the year, for MYP and College in addition to other interim attitude and effort reports during the year.

SCHOOL POST
is our main parent communication method. Twice a week, on Tuesday and Thursday, an email 'newsletter' will be sent to you, containing all messages from staff that are relevant to your children.

SOCIAL EVENTS AND CELEBRATIONS
occur throughout the school year and provide an opportunity for student performances and displays of student work. In addition, these events provide a relaxed social time during which parents can meet each other and members of staff.

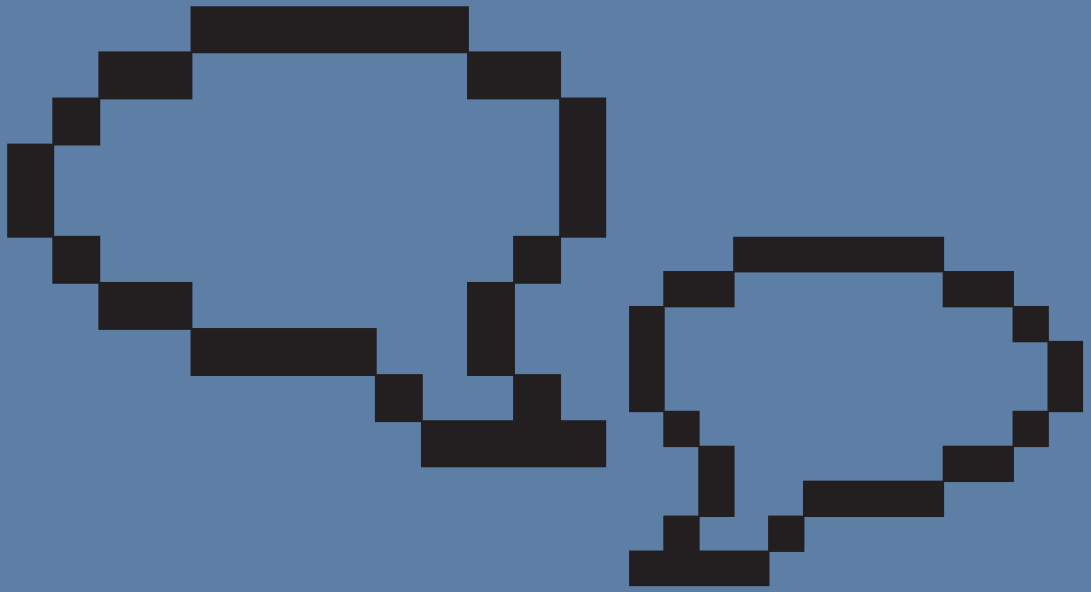
ELECTRONIC COMMUNICATION
The school uses Veracross and ManageBac as its learning platforms. Parents will be given details about how to log in at the start of the year. Details about trips, clubs and extracurricular activities can be accessed via the parent portal.

SOCIAL MEDIA CHANNELS
such as Instagram, Facebook LinkedIn and YouTube will showcase day to day activities, allowing parents to follow school life online.

INDIVIDUAL CONTACT
A member of staff may contact parents if they have a specific issue to discuss with them. Parents may also contact the school. A list of contacts is shown on the following pages.

ISL WEBSITE
Information about the school day, events and school policies can be found on the school website.

PARENT PORTAL
Our new parent portal is the place to find key school information such as dates and timetables, as well as a document library and photo galleries.



COMMUNICATION BETWEEN THE SCHOOL AND FAMILY

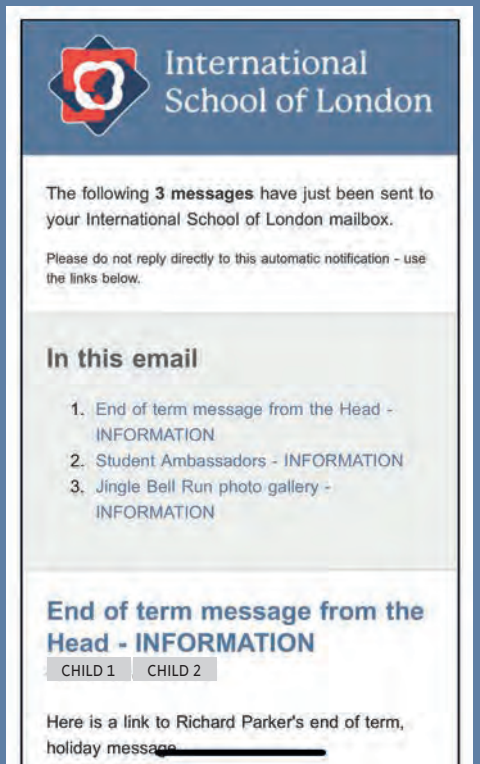
STREAMLINED PARENT COMMUNICATIONS TO KEEP THINGS SIMPLE

SCHOOL POST

ALL COMMUNICATION
FROM ISL IN ONE PLACE

-

ONLY THE MESSAGES
RELEVANT TO YOUR CHILD
/ CHILDREN



School Post is the platform we use to share information with parents and to ask for permissions and information when necessary.

Each week, on Tuesday and Thursday, you will receive an email that gathers together all messages related to your child. These messages are also kept on the School Post platform and you can access them at any time, even if you have deleted the original email.

By logging in to your School Post account online, you can search for previous messages (by date or by subject) and you can also find copies of any replies you have sent to school.

You already have an account set up, and when you access it for the first time you need to select **‹Request password reset›** and follow the instructions.

To go to your online account at any time, you can also click on the button **'View online'** at the bottom of any messages that come from School Post. Alternatively your School Post messages will appear in the parent portal.

If you need any help or have any questions about School Post, please contact *marketing@isllondon.org*

Scan the QR code to log in for the first time



RESPONDING TO QUERIES, CONCERNS OR COMPLAINTS

Most routine queries can be dealt with immediately or very quickly. Where the query relates to a more serious matter, an investigation may be necessary and will be carried out by the most appropriate member of staff as directed by the Head of School. We will generally endeavour to respond to the academic and/ or social concern within ten working days or sooner. If this is not possible, the school will communicate this to you with an explanation and any relevant updates.

While the outcome of such investigations and responses may not satisfy all parties, everyone should nonetheless feel that due consideration has been given and an investigation has taken place.

The school has a formal complaints policy which is published on the website.

During your child's stay at ISL, you may wish to contact the school at some point. If you have a question, please refer to the table opposite for details of who to contact.

URGENT CONCERNS

EC - G8:
Primary and Middle School Principal

G9 - G12:
High School Principal

If the concern or complaint relates to a **serious threat to child safety or allegedly inappropriate conduct** by another student or adult, this should be directed - without delay - to the Designated Safeguarding Lead.

ADMINISTRATIVE MATTERS

	REGARDING	CONTACT
EC-G12	School fees, your invoice or any other financial matters	Finance Department *accounts@isllondon.org*
EC-G12	Admissions or notice of departure	Head of Admissions *admissions@isllondon.org*
EC-G10	Transport	Transport Team *transport@isllondon.org*
EC-G12	Change of address, telephone number, notification of absence, dentist/doctor visit, letters for visas, etc.	Front Office *frontoffice@isllondon.org*
KG-G12	Clubs	*clubs@isllondon.org*

**The ISL administrative leaders mentioned above may also be contacted via 020 8992 5823.*

ROUTINE MATTERS

EC-G12 For routine matters concerning your child (e.g. absence notes, minor queries), parents should contact the MYP/College Tutor and PYP Class Teacher.

Contact details will be provided to you at the start of the school year.

	ACADEMIC CONCERNS	SOCIAL /PASTORAL CONCERNS
EC-G8	**1 >** Classroom teacher **2 >** Primary & Middle School Principal	
G9-12	**1 >** Classroom teacher **2 >** Head of Department **3 >** IB Coordinator	**1 >** Tutor **2 >** Head of Year **3 >** High School Principal

KEY STAFF



Richard Parker
Head of School
rparker@isllondon.org



Kathryn Firebrace
Primary & Middle School Principal
and Deputy Safeguarding Lead
kfirebrace@isllondon.org



EL Kahina Meziane
High School Principal & DP Coordinator
kmeziane@isllondon.org



Christie Allen-Down
PYP Coordinator
callen-down@isllondon.org



David Slaney
MYP Coordinator
dslaney@isllondon.org



Shiba Qureshi
Dept Lead Science & CP Coordinator
squreshi@isllondon.org



Claudine Hakim
Head of Student Support & Transitions
Care and Deputy Safeguarding Lead
chakim@isllondon.org



Raul Rodriguez
Designated Safeguarding Lead
and SENDCo
rrodriguez@isllondon.org



Zack Ekert
Head of Multilingualism
zekert@isllondon.org



Jeremy Chan
MYP Head of Year
jchan@isllondon.org



Johanna Ambaye
Head of Administration
jambaye@isllondon.org



Veuda Di Casola
MYP Head of Year and
Deputy Safeguarding Lead
udicasola@isllondon.org



Vera Legrand
School Administrator
ulegrand@isllondon.org



Max Hull
Head of I & S and Deputy
Safeguarding Lead
mhull@isllondon.org



Timea Virag
School Counsellor
tvirag@isllondon.org



SCHOOL RULES AND BEHAVIOURAL POLICIES

International School of London

We have a code of expectations that is derived from our Community Charter, including a Behaviour Policy, Anti-bullying Policy, Safeguarding Policy, Acceptable Use Policy and Mobile Phone Policy, all of which can be found here:

CODE OF EXPECTATIONS / STUDENTS

In line with our Mission and Core Values, ISL schools are driven by a passion to educate children of one world. We aim to develop in each student a global outlook that seeks to understand and appreciate the attitudes and values of others. In order to create a learning culture that supports this aim as well as ensuring each student is learning to their full potential, we ask that students are mindful of the expectations we have of them. We therefore have a no mobile phone policy to support students being fully engaged and present throughout the school day.

We expect that students will:

- **be courteous and respectful to all members of the school and wider community; this includes following the school rules of behaviour in the classroom, around and in the vicinity of the school, while on school transport and on educational visits.**
- **maintain these levels of courtesy and respect in their dealings with members of the school community both on and off the school premises - whether in person, in writing, by telephone or online.**
- **be welcoming and helpful to all fellow students.**
- **be present for the full school year and be punctual to all lessons.**
- **seek to achieve to the highest level and be up to date with their learning at all times.**
- **actively seek to understand and appreciate the variety of cultures represented at ISL.**
- **attempt all school assignments and acknowledge all sources used to produce these assignments.**
- **use information technology provided at school for purposes of academic work only.**
- **help to maintain a healthy, clean and safe environment at ISL.**
- **comply with requirements as set out in this handbook.**

CODE OF EXPECTATIONS / PARENTS

Parents and teachers have a shared responsibility for the education of our school's students. It is essential that we all work together towards this and that we support each other. To help make this possible, we need to know what we can expect from one another. The points below are our major expectations of you as parents, on which we need your agreement if your child is enrolled at this school.

We expect parents to:

- **ensure that students attend for the full school year, without taking unauthorised absences during term time, unless absolutely necessary (emergencies, unavoidable domestic reasons such as visa issues, funerals etc).**
- **ensure that your child is punctual reaching school.**
- **always send a written explanation by email to Front Office of any absence from school.**
- **provide a suitable place at home for your child to work.**
- **monitor homework in Primary. In Secondary, to check ManageBac for homework and other task details where necessary.**
- **ensure that your child takes part in all educational visits.**
- **support the co-curricular and sporting programmes by permitting and encouraging your child to take part.**
- **be involved and interested in your child's assignments, and to support appropriately.**
- **make every effort to attend parent-teacher meetings and to keep in touch with the school concerning progress and behaviour.**
- **accept and support the school's codes of expectations and its behaviour and disciplinary policies.**

In accepting the terms and conditions of admission, it is understood that parents and students will abide by the school's policies and procedures. Detailed versions of certain policies and procedures (including Academic Honesty, Discipline and Exclusions, Learning Support, Complaints and Child Protection) are published on the school's website, and hard copies are available on request.

NOTICE OF WITHDRAWAL OF CHILD

Written notice of withdrawal must be given as per the Terms & Conditions of Notice and Payments published on the Admissions page of the ISL website.

It is a statutory requirement to provide ISL London with the details of the new school in which your child will be enrolling.

ILLEGAL SUBSTANCES

ISL is committed to providing a safe and healthy learning environment. Through the curriculum, students are educated about harmful substances, their impact on mental and physical health, the legal consequences of their use and strategies for responding to peer pressure.

To protect the wellbeing of all students, the use, possession, or influence of illegal drugs and other intoxicating substances (including alcohol, vapes, tobacco, and so-called 'legal highs') is prohibited on school premises, in the vicinity of the school, during educational visits, and at any school-related activity.

Students found possessing, using, or under the influence of such substances will face serious disciplinary action, including permanent exclusion.

Any student involved in supplying or dealing drugs will be excluded from school with immediate effect, and the matter may be referred to the Police and other relevant authorities.

ABSENCES

In the event of an **unplanned absence** from school, regardless of the reason, parents are required to inform us via the parent portal or in writing via email at *frontoffice@isllondon.org*

In the event of a **planned absence**, parents should email the Front Office and request a **Request for Student Leave of Absence Form**. The form should be completed, signed and returned to the Front Office for signature by a Principal.

Remember the minimum attendance is 95%. If it goes below this figure, the school will contact the family for further discussion.

LATE ARRIVAL

As the school is legally required to have a complete attendance record, any student arriving late should report to the Front Office of the relevant campus so that their presence in school can be registered. No Secondary student can be admitted to class unless they have first signed in with the Front Office. Primary students who are late will be taken to class by a member of staff. The front offices keep a record of all late arrivals.

PLANNED ABSENCES AND LEAVING SCHOOL DURING THE SCHOOL DAY

If a student has a planned absence, for example a dental or medical appointment or a university visit, please send an email to the school in advance, and a leave request form should be completed. The student will obtain permission from the class teacher first and this will need to be confirmed prior to departure by:

- **Primary & Middle School Principal (EC1 - G8)**
- **High School Principal (Grade 9 - 12)**

This will be recorded with the School Office. Where possible, please avoid making dental or medical appointments within school hours.

For other planned absences, parents will need to complete a **Request for Student Leave of Absence Form** (available on the parent portal or from the Front Office) at least a week in advance and submit it to the relevant staff member, as indicated above, to be granted permission.

PERSONAL PROPERTY, VALUABLE ITEMS AND INSURANCE

Parents are advised that students should not bring items of value into the school unless absolutely necessary, nor should they have large sums of money on them.

Parents should be aware that the school has insurance policies to protect itself against legal liabilities arising in the course of school activities, but the school does not arrange medical or personal accident insurance for the pupils, nor insurance for loss or damage to their property. Under the school's general policy, insurance is only valid if it can be proved that the school has been forcibly entered. There is a small amount of cover for students' property in such cases, but essentially the private property of pupils should be insured privately if required.

ISL cannot accept responsibility for the loss or theft of personal property unless such property has been entrusted for safekeeping - by specific written request - to the school and that request has been granted.

WELCOME TO ISL

www.isllondon.org
T: +44 (0)20 8992 5823
frontoffice@isllondon.org

PRIMARY AND MIDDLE SCHOOL
139 Gunnersbury Avenue,
London, W3 8LG, UK

COLLEGE
15 Gunnersbury Avenue,
London, W5 3XD, UK

International School of London