Application for the Early Learning Centre (ELC)

Instructions

To be able to consider your application to the Early Learning Centre (ELC), we require the following items for each child you would like to enroll:

- ☐ ISBerne Application for Admission Form - completed and signed.
- ☐ ISBerne Early Learning Centre Schedule Choice Form - completed and signed.
- ☐ ISBerne Finance Form - completed and signed.
- ☐ ISBerne Privacy Policy - completed and signed.
- ☐ ISBerne Meal Plan Order Form (optional) - completed and signed.
- ☐ ISBerne Before School Care (optional) - completed and signed.
- ☐ ISBerne After School Care (optional) - completed and signed.
- ☐ Health information (if applicable) - Doctor's certificates for allergies or sickness, IEPs, etc.
- ☐ Passport copy for your child.
- ☐ Passport copy of each parent/guardian.
- ☐ Photo of your child.

Please submit the documents by email to: office@isberne.ch

Once we receive your email, our team will send you a confirmation of receipt. Once we verify that your application is complete, it will be evaluated by the Divisional Principal and School Director. Following their review process, you will receive an email notifying you whether your child has been accepted at ISBerne.

Should you require any assistance, please contact our school office at +41 31 959 10 00 or office@isberne.ch.

Application for Admission

International School of Berne

Please attach a recent photo of the applicant (or send a digital version by email)

Student Information Please type or print clearly in block capitals

Last Name

First Name **Middle Name:**

Nationality **Date of Birth:** day/month/year **Sex** M F

Place of Birth

Proposed Date of Entry: **Entering Grade Level**

Admission Procedures

ISBerne welcomes applications from students who have demonstrated positive academic and social skills, a sound character, reliability and an eagerness to learn. Therefore, in the first instance, admission to ISBerne is based upon:

- the potential of the applicant to benefit from the educational services provided.
- the capacity of the school to meet the educational needs of the applicant.

It should be noted that:

- the campus is wheelchair accessible.
- the school is not able to provide appropriate programming for students with moderate to severe learning disabilities.

To evaluate a student's application, we must receive the following documents:

- A completed, signed Application Form together with a photograph of the student.
- School records for three previous years (where applicable – this could be in the form of a complete official transcript or report cards)
- Copies of any available standardized test result;
- Completed confidential reference form (supplied with the application materials).
- Passport copy of student and parents.

A personal interview is held whenever possible.

The following limitations apply:

- ISBerne does not admit students to Grade 12 unless they are transferring from an International Baccalaureate school and can demonstrate reasonable compatibility between courses undertaken at their previous school and ISBerne's DP programme.
- All admissions are subject to availability, and students may be wait-listed should their designated grade level be full.

All admissions are provisional during the first semester following the student's acceptance.
Admissions are subject to the final decision of the Director.

For Office Use Only

	Financial Regulations	Application Fee	School Records	References
Submitted				
	Programme Coordinator	Student Services	Principal	**Approved – Director**
Reviewed				
			Accounts	Grade Level
Date Application in				

Accredited by the Council of International Schools
and the New England Association of Schools and Colleges

International School of Berne AG
Allmendingenweg 9, 3073 Gümligen, Switzerland
Phone +41 (0)31 959 10 00, Fax +41 (0)31 959 10 01
office@isberne.ch, www.isberne.ch

School History

Present School

Name of School		
School Address		
Phone Number	**Present Grade/Class**	**Leaving Date**

Previous Schools

School	Address	Final Grade/Class	Enrolment Date	Leaving Date

In order to better address your child's needs ...

Has your child attended school regularly? Yes ☐ No ☐ Not Applicable ☐

If 'No' please explain

Has your child participated in any of the following programmes?

A. Gifted/Advanced Learner Yes ☐ No ☐ Not Applicable ☐

If 'Yes' please describe.

B. English as a Second/Foreign Language Instruction Yes ☐ No ☐ Not Applicable ☐

If 'Yes' please describe.

C. Extra Support Teaching Yes ☐ No ☐ Not Applicable ☐

If 'Yes' in which subjects, and when?

Has your child been referred for any educational testing? Yes ☐ No ☐

If 'Yes' please give details and attach reports and/or test results.

Has your child ever had need for psychological counselling? Yes ☐ No ☐

If 'Yes' please give details and attach reports.

Has your child ever been asked to leave a previous school? Yes ☐ No ☐

If 'Yes' please give details.

Has your child taken any standardised tests or external (non-school) examinations? If 'Yes' please attach test results. Yes ☐ No ☐ Not Applicable ☐

Does your child have any serious health problems (e.g. allergies, epilepsy) that the school should be aware of? If 'Yes', please attach details including symptoms, and any necessary emergency procedures. Yes ☐ No ☐

Languages

Mother tongue (first language)
What languages are spoken at home?
What was the language of instruction at the previous school?

Student's Knowledge of Languages (please X as appropriate)

	Fluent	Good	Satisfactory	Minimal
English				
German				
French				
Other:				

For children entering Kindergarten - Grade 10 please indicate your Foreign Language choice: German French

Students in Grades 9 and 10 may be able to study both French and German, depending on their language levels.

Parent and Family Information

Father/Guardian	**Mother/Guardian**
Last name	Last name
First name	First name
Nationality	Nationality
Personal E-Mail	Personal E-Mail
Present Contact Details	**Contact Details in Switzerland** (please update after arrival if necessary)
Address	**Address**
Phone	Phone
Work	Work
Mobile	Mobile
Fax	Fax
Valid until	Valid from

Please indicate with whom the applicant will be living while attending ISBerne:

Both parents in same home Father Mother Guardian* Step-parent Other*

* Please give details:

Sibling Name:	Sex: M / F	Date of birth:
Sibling Name:	Sex: M / F	Date of birth:
Sibling Name:	Sex: M / F	Date of birth:
Sibling Name:	Sex: M / F	Date of birth:

How did you hear about ISBerne? We would greatly appreciate it if you would share with us how you found ISBerne. Please list all applicable answers. (Employer referral, colleague referral, relocation agency, internet search, advertisement, etc.) Thank you!

Employer / Company Information

Father's/Guardian's Business Affiliation	Mother's/Guardian's Business Affiliation
Title/Position	Title/Position
Company name in CH	Company name in CH
Parent company if different	Parent company if different
Address	Address
Phone	Phone
Fax	Fax
E-Mail	E-Mail

Does your employer cover school expenses (if yes please specify)**:** ☐ yes ☐ no

☐ Tuition ☐ All obligatory expenses ☐ All expenses (incl. non-obligatory) ☐ School meals

Correspondence

Please send all correspondence to:

☐ Both parents in same home ☐ Father/Guardian ☐ Mother/Guardian ☐ Step-parent

Other (please specifiy)

Please send invoices to:

☐ Both parents in same home ☐ Father/Guardian ☐ Mother/Guardian ☐ Step-parent

☐ Father/Guardian business address ☐ Mother/Guardian business address

Other (please specifiy)

Information Management:

Once your child is attending ISBerne, you will be given a password to our Parent Portal – our main database. The above basic application information will be entered upon initial set up of your user account. Additional preference settings regarding information sharing, photography permissions, medical forms, travel permissions, etc. are also stored in the Parent Portal. It will be your responsibility to ensure that your preferences and records are accurately maintained during your childs attendance at ISBerne.

Declaration

I confirm that I have read the International School of Berne AG Financial Regulations and understand both the conditions for the payment of fees and the required notice period to be given to the school in writing should I wish to withdraw my child from ISBerne.
I further confirm that all the information submitted in the process of this application is, to the best of my knowledge, accurate. Once my child is in attendance, it will be my responsibility to ensure our family data is correct and current in the Parent Portal. I understand that inaccurate or incomplete disclosures about the applicant may result in the applicant losing his/her place at the school.

Father/Guardian: Date	**Mother/Guardian: Date**
Signature	**Signature**

If your employer is responsible for payment of school fees, a company representative must also sign this form (below).

Company name	**Invoice address**
Name of responsible person	
Position	
Signature	
Date	**Company Stamp/Seal**

Early Learning Centre (Ages 3 - 4) Schedule Choice Form

Instructions

To enrol your child or request changes to their schedule, please complete the form on page 2.

Schedule

Our Early Learning Centre (ELC) programme offers a flexible schedule to support each child's development and accommodate the needs of families. The sessions run five days a week (Mondays to Fridays) during the school year, with the following schedule options and starting from a minimum enrollment per week of 4 mornings:

Morning sessions only

Mondays	8:30 – 12:00
Tuesdays	8:30 – 12:00
Wednesdays	8:30 – 12:00
Thursdays	8:30 – 12:00
Fridays	8:30 – 12:00

Full-day sessions

Mondays	8:30 – 15:30
Tuesdays	8:30 – 15:30
Wednesdays	8:30 – ***14:20***
Thursdays	8:30 – 15:30
Fridays	8:30 – 15:30

Before and After School Care

For ELC students, Before School Care from 7:30 to 8:30 is included in the tuition fees.

For an additional fee of CHF 15/hour, students can also enroll in After School Care, which runs from the end of the school day until 18:00 on school days. Families wishing to enroll must complete the Before and/or After School Care Enrolment Forms.

Additional Information

Special Learning Experiences
On Fridays, ELC children participate in special activities, including forest learning and ice-skating lessons, which are integral to the curriculum.

Part-time attendance options
Families can start with a half-day schedule for at least 4 mornings and then gradually add additional sessions. Once afternoon attendance is added, it applies for the remainder of the school year.

Enrolment requirements
Children must be 3 years old and toilet-trained before joining the ISBerne.
Enrollment is subject to availability, and a waiting list is maintained when classes are full.

Fees
All fees are outlined in the ISBerne Financial Regulations.

Early Learning Centre (Ages 3 - 4) Schedule Choice Form

International School of Berne

Instructions

To select a schedule for your child, please complete this form and return to the school office or to office@isberne.ch.

Student Information Please type or print clearly.

Last Name **First Name**

Start date (day/month/year)

Schedule Selection

Please select the schedule for your child:

- ☐ 4 mornings
- ☐ 5 mornings
- ☐ 5 mornings + the following afternoons:
  - ☐ Mondays ☐ Tuesdays ☐ Wednesdays ☐ Thursdays ☐ Fridays
- ☐ 5 full days

Parent / Guardian Declaration

We confirm that we have read the International School of Berne AG Financial Regulations and understand both the conditions for the payment of fees and the required notice period to be given to the school in writing should we wish to withdraw our child from ISBerne.

Parent / Guardian 1 Name

Signature **Place, Date** (d/m/y)

Parent / Guardian 2 Name

Signature **Place, Date** (d/m/y)

Financial Regulations
School Year 2026-2027

Instructions

Parents/guardians/employers must agree to the ISBerne Financial Regulations before enrolment. Please sign the Finance Form, page 4, where indicated and return the form with your application for admission or re-enrolment form.

Terms and Conditions

1.1 Application Fee
This fee shall be paid for students from ELC to Grade 12, when the student is first enrolled in the school. The Application Fee will be invoiced together with Capital Fund Fee and Tuition Fees. This one-time non-refundable fee covers the administrative costs of processing the application.

1.2 Capital Fund Fee
The Capital Fund Fee is a one-time non-refundable fee per child. This fee is for the future major development of the school and shall be paid for students from ELC to Grade 12, when the student is first enrolled in the school. The Capital Fund Fee will be invoiced together with the Application Fee and the Tuition Fees.

1.3 Re-Enrolment Fee
This fee shall be paid for all existing students from ELC to Grade 12, when the student is re-enrolled for the next academic year. Re-Enrolment Fees are invoiced together with the Tuition Fees upon receipt of the re-enrolment form.

1.4 Enrolment
A student is deemed enrolled at ISBerne for the full or remaining part of the academic year when the school has processed the signed application papers or the signed re-enrolment form and issued the invoices mentioned under sections 1.1 and 1.2 or 1.3. above. Should, for any reason, the application or re-enrolment not be accepted, the school will inform you in writing.

1.5 Tuition Fees
The Tuition fee covers the majority of school materials, use of textbooks, a certain level of English as an additional language instruction, a certain level of learning support, assessments, ISBerne sponsored after school activities, curriculum related mandatory school trips and activities including the Outdoor Education week, the skiing/skating programme, the Primary School swimming programme, a copy of the yearbook, etc.

For a list of activities and materials not covered by tuition fees, please refer to Section ‘Other Fees’ under the Schedule of Fees.

1.6 ISBerne Cafeteria
Lunches, snacks and other refreshments are not included in tuition fees. However, subscriptions to meal plans for the full academic year or single semesters are available at preferential rates. Please refer to the separate ISBerne Meal Plans 2026-2027 document. For detailed information on the lunch programme, please visit: isberne.ch/cafeteria

1.7 1-to-1 Laptop Programme
ISBerne requires all students in Grades 6 - 12 to own a MacBook laptop or an iPad with a keyboard and an Apple pencil. This is a condition of enrollment. These laptops are not included in the tuition fees and are not the property or responsibility of the school.

1.8 Tuition Fee Payments
The tuition fee payment for the school year must be paid in full two weeks prior to the start of the first term.

- If the annual tuition fee for the academic year is paid in full by the **1st of June 2026, a 1.5% discount** on the full amount will be granted. **Please make sure the school has your re-enrolment form by May 15, 2026** at the very latest to allow for sufficient time to receive our invoice.

- If the annual tuition fee for the academic year is paid in full by the **1st of July 2026, a 1.0% discount** on the full amount will be granted. **Please make sure the school has your re-enrolment form by May 31, 2026** at the very latest to allow for sufficient time to receive our invoice.

- Payment Option 65/35: If a family, company or embassy wishes to pay in two installments, 65% of the tuition fees are due two weeks prior to the start of the first term; the remaining 35% of the tuition fees are due before March 1 of the following calendar year. Please inform the school in writing when enrolling or re-enrolling your child(ren) if you wish to pay in two installments. The 65/35 payment option is NOT available if payment reminders had to be issued for invoices the previous year. This option is available for full annual payments only.

All other arrangements for payment must be negotiated with and approved in writing by the Business Manager. Individual payment arrangements are not available if payment reminders had to be issued for invoices the previous year.

(continued)

1.9 Late Payments
All late payments are subject to a penalty payment of 5% on the amount past due. Interest on the late portion of the payment begins to accrue on the date the payment is due and continues to accrue through to the date the payment is made full. In addition, an administration charge of CHF 50.00 is added for the second and another CHF 50.00 for the third reminder and all other costs incurred in the process of obtaining payment will be added to the original invoice.

Families who have outstanding debts with the school will not receive academic reports, school transcripts or any other school records, for any enrolled children, until all balances outstanding have been cleared. All students in the family may be barred from attending school if the school accounts remain unpaid following three written reminders. Students will not be enrolled for the following school year if fees are outstanding.

All payments should be made to:
UBS Switzerland AG, CH-8098 Zurich, Switzerland

Account Holder:	International School of Berne AG
Account Number:	233-394734.01A
Clearing/Routing:	0023
S.W.I.F.T. Number:	UBSWCHZH80A
IBAN Number:	CH2700233233394734 01A

1.10 Withdrawals
Notice of a student's withdrawal must be given to the Front Office, in writing, and as early as possible; as a minimum, the school must have one term's notice for the withdrawal of a student. The fees for early withdrawal will be prorated according to the following scheme:

- Students withdrawing before 31st October will be charged 50% of the annual tuition fee;
- Students withdrawing between 1st November and 31st January will be charged 65% of the annual tuition fee;
- Students withdrawing on or after 1st February will be charged the full annual tuition fee.

1.11 Book, Badge, Padlock and Locker Deposit
The book, badge and locker deposit fee of CHF 300.00 for students in Grades 6 - 12 will be carried forward to the next academic year until the student leaves ISBerne.

Upon the student's departure, the deposit will be refunded minus any cost incurred replacing lost textbooks, library books, lost or damaged badges (digital access cards for cafeteria/printing/doors) lost or damaged padlocks and the repair of any damages to lockers. Lost or damaged badges will be invoiced at CHF 15 per piece and incident. Lost or damaged padlocks will be invoiced at CHF 45 per piece.

1.12 Insurance
Parents are required to maintain health, accident and liability insurance for their children. The personal belongings of the students are not insured by the school.

1.13 Cooperation Agreements
The purpose of a cooperation agreement is to allow companies and embassies to insure the availability of places at the school for their employees' children. For information on cooperation agreements please contact the ISBerne Business Office.

1.14 Invoice Payments
The parent/guardian(s) who signs the Financial Regulations form is responsible for all financial matters, regardless of the billing address.

1.15 Force Majeure
If by reason of and/or in connection with any Force Majeure or due to other circumstances beyond the school's control, the school is unable wholly or in part to perform its obligations, school fees are still due in full and no refund will be issued.

1.16 Amendments
The school reserves the right to amend these Financial Regulations and the Schedule of Fees as deemed necessary.

1.17 Disputes
All disputes arising out of these Financial Regulations shall be settled by the courts of the Canton of Berne.

Schedule of Fees 2026-2027 & Finance Form

Upon initial enrollment

2.1 Application Fee

ELC - Grade 12 CHF 250.00
one-time fee, non-refundable

2.2 Capital Fund Fee

ELC CHF 500.00
Kindergarten 1 *CHF 3,500.00
Kindergarten 1 - Grade 12 CHF 4,000.00
*If the child was enrolled in our ELC the previous year,
one-time fee, non-refundable

2.3 Subsequent years

Re-Enrollment Fee

ELC – Grade 12 CHF 250.00
annual fee, non-refundable

2.4 Annual Tuition

Preschool & Primary	**ELC (Preschool)**	**Kindergarten 1**	**Kindergarten 2**	**Grade 1**
	CHF	**CHF**	**CHF**	**CHF**
4 mornings	10’000	n/a	n/a	n/a
5 mornings	12’500	n/a	n/a	n/a
5 mornings + 1 afternoon	14’900	14’900	n/a	n/a
5 mornings + 2 afternoons	17’300	17’300	n/a	n/a
5 mornings + 3 afternoons	19’700	19’700	n/a	n/a
5 mornings + 4 afternoons	22’100	22’100	n/a	n/a
5 full days	24’500	24’500	25’100	25’100
Fees include (please also refer to items 1.5. Tuition Fees and 2.5 Other Fees)	**Pilot project**: Early drop off on school days (07.30) Healthy daily morning snacks Winter Ice Skating Programme KG2 & G1 Swimming Programme Curriculum-related trips School materials			

Primary	**Grade 2**	**Grade 3**	**Grade 4**	**Grade 5**
	CHF	**CHF**	**CHF**	**CHF**
5 full days	30’000	30’400	30’690	30’690
Fees include (please also refer to items 1.5. Tuition Fees and 2.5 Other Fees)	**Pilot project**: Early drop off on school days (07.30) Winter Ski Fridays Programme Swimming programme G3 – 5 September Outdoor Education Week Curriculum-related trips School Materials			

Secondary	**Grade 6**	**Grade 7**	**Grade 8**	**Grade 9**
	CHF	**CHF**	**CHF**	**CHF**
5 full days	35’700	35’700	35’700	38’730
Fees include (please also refer to items 1.5. Tuition Fees and 2.5 Other Fees)	Winter Ski Fridays Programme September Outdoor Education Week Curriculum-related trips School Materials			

Secondary	**Grade 10**	**Grade 11**	**Grade 12**
	CHF	**CHF**	**CHF**
5 full days	38’730	39’410	39’410
Fees include (please also refer to items 1.5. Tuition Fees and 2.5 Other Fees)	Winter Ski Fridays Programme September Outdoor Education Week / Diploma Retreat Curriculum-related trips School Materials		

Finance Form
School Year 2026-2027

International School of Berne

2.5 Other Fees

The following fees/charges are examples of what is not included in the tuition fees above and is invoiced separately:

- IB examination Fees
- Book & Locker Deposit for Gr 6 - 12: CHF 300.00
- Sports Trips/Tournaments
- After School Care
- Certain After School Activities
- Optional Curriculum Enriching Trips (e.g. Model United Nations, The Duke of Edinburgh's International Award, etc.)

3 Declaration

I confirm that I have read the International School of Berne AG Financial Regulations and understand both the conditions for the payment of the fees and the required notice period to be given to the school in writing should I wish to withdraw my child from ISBerne.

Student(s) Name(s) _____

Mother/Guardian Name _____ Signature _____

Father/Guardian Name _____ Signature _____

Place _____ Date (day/month/year) _____

The employer will pay the tuition fees	□ yes	□ no
The employer will pay the meal plans	□ yes	□ no
The employer will pay other fees	□ yes; please specify:	□ no

3.1 Payment Option

If you wish to make use of the 65% / 35% tuition fee payment option (see section 1.8 Financial Regulations) please indicate here: □ yes, please send me two bills for the tuition fee payment.

3.2 Company Information

Company Name _____

Contact Person _____

Email & Telephone _____

Mailing Address _____

Employer Signature _____

stamp and authorized signature(s)

Place _____ Date (day/month/year) _____

Privacy Policy

ISBerne complies with the relevant national data protection regulations. We are committed to keeping Personal Data accurate, up-to-date, safe, secure and will not keep Personal Data longer than necessary. This privacy notice explains how we use the Personal Data of parents, students, employees, alumni and the extended ISBerne community, who we share it with and the ways in which we protect and account for the protections to privacy. This notice applies to all Personal Data collected for and on behalf of the School. This pertains to information collected in analogue (forms, documents, in writ-ing) and through technological means such as information systems and email. For these purposes, ISBerne acts as data controller which means it determines how an individual's Personal Data is processed and for what purposes.

From time to time, we will make you aware when we require additional Personal Data for processing through a separate specific privacy notice.

ISBerne parents, students, employees, alumni and the extended ISBerne community are all encouraged to read this Privacy Notice and understand ISBerne's obligations regarding data protection to its community.

ISBerne reserves the right to amend this privacy notice. In such case the 'last updated' date at the bottom of this page will be amended accordingly.

1. HOW WE USE PERSONAL DATA

The School collects Personal Data and sensitive categories of Personal Data of students, parents, employees and alumni to provide a safe and caring international environment for teaching, learning and general educational purposes. We use the information you provide for purposes that are necessary and required to undertake the performance of the contract into which you are entering or have entered into and do so as we are required to do by law.

We use the information you provide in the following ways:

- to undertake and manage ISBerne admissions and enrolment
- to provide a safe learning environment
- to comply with child protection requirements
- to support and enable the academic, pastoral and personal objectives of children, including the monitoring and reporting of progress
- to provide support and care for emotional and psychological wellbeing (pastoral and counselling)
- to protect the health of the students and employees we serve
- to provide a tailored learning environment and make evidence based education decisions for the children we serve
- to enable students to take part in standardised or external assessments
- to enable the children we serve to continue or progress their education at other educational organisations
- to monitor (where appropriate) the responsible and safe use of IT and communication systems
- to support and develop our employees in the performance of their duties
- for financial planning to help in the future planning and resource investment purposes
- to meet our statutory reporting requirements to the education and other authorities
- to help investigate any concerns or complaints you may have
- to ensure campus security including video surveillance and monitoring of campus entry and exit
- to make you aware of services, information, news, events and activities that are undertaken at or in association with ISBerne
- to maintain relationships with alumni and the extended ISBerne community including direct marketing or fund-raising activities
- to respond to requests from former employees, parents and students for information related to their time at ISBerne.

2. BASIS ON WHICH ISBERNE PROCESSES PERSONAL DATA

We process Personal Data to carry out the education services as prescribed above. We do so under the lawful basis that the processing is necessary for the performance of a contract in which you are entering or have entered into. In some circum-stances, we may have to process data for other purposes that are not necessary for the performance of the contract. Where this is the case, we will either have legitimate interest to do so, need to as there is a legal requirement, we have your consent, or because it is in the vital interests of the individual for us to process or share information.

3. CATEGORIES OF PERSONAL DATA PROCESSED

Categories of personal data processed by ISBerne

- personal data (such as name, unique number, address, telephone contacts and e-mail address as well as employment information including employer, position and work contacts)
- special categories of data (such as health and nationality) (see below)
- other relevant categories for the performance of our services (such as assessment, relevant medical information, languages spoken, special educational needs information, exclusions / behavioural information and psychological reports and assessments)
- attendance information (such as lessons attended, number of absences and absence reasons)
- logging and audit in the use of IT systems and education technology apps, applications and cloud based systems
- photographs and videos (see below).

Special Categories of Data

The education services we provide require us to collect and process special categories of data for the purposes of safeguarding, the protection of vulnerable children, and well-being of those within our care. We do not disclose or share special categories of data without explicit and unambiguous consent unless we have to do so where we are required to by law, or where we have good reason in protecting the vital interests of an individual, or where not doing so would place someone else at risk.

Special categories of data such as nationality or health may be used from time to time in forecasting and planning for education service provision. Where used in this way, the data will be anonymised.

Photographs and Videos

Photographs and videos are a key media through which to record and celebrate everyday life at ISBerne to the parents, students, employees, alumni, the extended ISBerne community, prospective families and the general public. ISBerne uses such media for promotional purposes, including but not limited to: the ISBerne website, printed publications, electronic newsletters and ISBerne social media. Photographs and video are also generated for educational purposes (records of lessons, class blogs, student led projects, field trips, sports, events, staff professional development) by faculty and students and play an important role in the delivery of our teaching and learning programme.

As members of the ISBerne community, parents, students, employees and alumni may be photographed or filmed and these photographs or film used for promotional or educational purposes. Please be aware that if an image of yourself or your child should appear on the ISBerne website, you may request to have it removed. It will be removed at the earliest possible opportunity and no more than 3 business days.

Photographs or videos used for promotional purposes will not identify individuals by their full name. If individuals are identified by name then this will only be done with prior consent.

Publications intended for the ISBerne community including the e-newsletter, 'It's Friday!" and the yearbook, may identify parents, students, employees, alumni and members of the extended ISBerne community either directly or indirectly depending on context. These publications are primarily accessible only to members of the ISBerne community, but do have potential to be shared outside the community.

4. PARTICIPATING IN OUR COMMUNITY

We are keen to ensure all individuals associated with ISBerne can participate in the community. To do so we will use the Personal Data you have provided to make you aware of services, information, news, events and activities that are undertaken at or in association with the School and do so under the lawful basis of legitimate interests. We may invite you to sign up for information or to be contacted on other activities such as campus development. For the purposes of fundraising we will require your explicit consent.

5. COMMUNICATING WITH YOU

Where we need to contact you we may keep a record of emails, letters and other types of correspondence. Where we need to communicate sensitive or confidential information to you we may use additional and proportionate security measures to do so.

6. CCTV

We collect information in the form of CCTV to ensure the safety and security of students, employees and school grounds. We retain CCTV images for up to two weeks after which they are deleted. Access to these images can be requested through the Data Protection Officer (contact details below).

7. COLLECTING STUDENT INFORMATION AND CONSENT

Whilst the majority of student information you provide to us is required for the performance of a contract or by law, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you when we require consent to process the information. Where consent is provided you or your child are free to withdraw consent at anytime. You can contact our Data Protection Officer (contact details below) if you or your child wish to withdraw consent.

8. STORING PERSONAL DATA

We keep Personal Data for as long is as reasonable given the requirement of our staff and students to request historic information pertaining to their time at ISBerne. We do so as it would be accepted that a school would hold data on the achievements and experiences of the child for the purposes of their benefit in later life should they need access to that information.

9. SECURITY

Whilst we store and use your Personal Data we will ensure the appropriate security of your Personal Data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

10. SHARING AND TRANSFERS OF PERSONAL DATA

The information we collect is shared within ISBerne for the purposes of delivering the services required. The information we collect may also be shared with other organisations or with third party processors in the undertaking of a service or contract in the delivery of the education services we provide.

Example of who we may share data with:

- schools, colleges or universities that the students attend after leaving us
- our local education authorities in Switzerland
- family nurses, doctors or social service organisations where sharing is in the vital interests, or where not sharing could have a negative impact on the individual
- providers of information systems that are necessary for ISBerne to deliver the admissions, administration, teaching and learning, pastoral development, and child protection services
- government organisations, police, health and social services (where we are required to do so by law, or where we have your consent to do so).

Personal Data is transferred to organisations outside Switzerland and outside the European Union for the purposes of student application for college or university. Various teaching and learning applications are also used that are based outside Switzerland. Information on these and the protections afforded by these data processors can be requested from the Data Protection Officer (contact details below).

11. IT SYSTEMS

All the Personal Data we process is processed by ISBerne. For the purposes of IT hosting and maintenance this information is located on servers within the school or within hosted servers provided by our service providers. No 3rd parties have access to your Personal Data unless the law allows them to do so. Where the law allows and information is shared with 3rd parties, we ensure they have the same protections in place as we do. We cannot deliver our education services without processing the data we collect and share.

In following the principles of Article 32 - Security of Processing of the GDPR, we have in place proportionate organisational and technical measures to protect Personal Data. More information on these can be requested via the Data Protection Officer (see Point of Contact details below).

12. COOKIES

We may use cookies on our website. For more information on how we may use cookies, please see here

13. YOUR RIGHTS

Under data protection legislation, individuals have certain rights related to the processing of personal data. Students who have an appropriate level of maturity, may exercise these rights individually. These rights include:

- Right to be informed - be informed of how we are processing your Personal Data – this Privacy Notice serves to explain this to you but do contact us if you have any questions (see Point of Contact details below).
- Right of access - right to request access to information about you that we hold. Note that certain data is exempt from the right to access. This includes information that identifies other individuals or any confidential reference given by ISBerne for the purpose of the education, training or employment of an individual.
- Right to rectification - have your data corrected if it is inaccurate or incomplete
- Right to erasure - also known as 'right to be forgotten' allows you to be able to request the erasure of personal data in some circumstances such as where it is no longer needed by us for the purpose for which it was collected or you have withdrawn your consent. The right to erasure is not an absolute right.
- Right to restrict processing - the right to request the restriction or suppression of your personal data in certain circumstances for example, where you have told us the data is inaccurate and we are in the process of checking this. In such circumstances, we will continue to store your data but will not process it further until we have checked and confirmed whether the data is inaccurate. Not, like the right to erasure, the right to restrict processing is not an absolute right.
- Right to data portability - allows you to receive personal data that you have provided us in a structured, commonly used machine readable format. It also allows you the right to request us to transmit this data to another controller.
- Right to object - allows you, in certain circumstances, to object to the processing of your personal data. For example, you may object to processing of your data for

direct marketing or to object to automated individual decision-making (making a decision solely by automated means without any human involvement) or profiling (automated processing of personal data to evaluate certain things about an individual). Another example would be to object to processing of Personal Data that is likely to cause, or is causing, damage or distress.

- Right to withdraw consent - in those instances in which the processing of your personal data is based on consent, you have the right (subject to age provisions) to withdraw that consent. Please note that the processing will end from the moment the withdrawal takes place without any effect on the processing that took place prior such withdrawal.
- Right to complain - while the first point of contact related to the processing of your personal data or in exercising any of the rights identified above should be us (see Point of Contact below), you also have the right to directly contact the Supervisory Authority in Switzerland which is:
  Federal Data Protection and Information Commissioner (FDPIC)
  Feldeggweg 1
  CH- 3003 Bern
  Switzerland

There may be instances where you may not want us to process or share your Personal Data. In these cases, we may not be able to fulfill the service you need, or be able to comply with a statutory obligation, or must do so in a limited way. In those instances, we will not be able to comply with your request and we will tell you if that's the case.

ISBerne, in responding to any requests related to the processing of your personal data will do so within a month in accordance to the applicable data protection legislation.

14. POINT OF CONTACT:

If you would like to discuss anything in this privacy notice, or if you wish to exercise any of the rights listed under section 13 above then please email:

Data Protection Officer - dpo@isberne.ch

☐ ***Yes, I have read and agree to the ISBerne Privacy Policy dated 6/11/2018***

_____ _____

Signature ***Date***

☐ ***No, I have read and do not agree with the ISBerne privacy policy dated 6/11/2018.***

I do not agree with article number(s): _____

I understand that I am required to follow up on this non-acceptance with the ISBerne data protection team at dpo@isberne.ch

_____ _____

Signature ***Date***

Meal Plan Subscriptions
2026 -2027

Instructions

To enrol your child in a meal plan, please complete form on page 3 and return to the school office or to office@isberne.ch.

Plans by Grade Level

Meal plan subscriptions are available for the full academic year or for a single semester at preferential rates.
Any meal credits remaining at the end of the school year will be carried over to the next school year or refunded.

Our meal sizes correspond to your child's grade level:

Early Learning Centre & Kindergarten 1

Mini
Includes a healthy vegetarian or non-vegetarian meal with a main dish and a side dish. This plan is only available to ELC & Kindergarten 1 students and does not include a drink.
All ELC 1 & Kindergarten 1 students receive a healthy morning snack.

Kindergarten 2 to Grade 5

Small
Includes a healthy vegetarian or non-vegetarian meal with a main dish, side dish, and 3 dl of homemade sugar-free iced tea. Students on this plan have access to the free-choice buffet (the youngest ones will be accompanied by teachers).
All Kindergarten 2 & Grade 1 students receive a healthy morning snack.

Grades 6 to 12

Regular
Includes a healthy vegetarian or non-vegetarian meal with a main dish, side dish, and 5 dl of homemade sugar-free iced tea. Students on this plan also have access to the free-choice buffet. This plan is also available for younger students with larger appetites.

Drink Recommendations
Children are at a greater risk of dehydration than adults. This is because in relation to their size, children have a larger proportion of their skin available to lose sweat and be exposed to heat. Additionally, children don't always recognize that they are thirsty, and if they are not encouraged and reminded may forget to drink.

The amount your child needs will vary depending on their age, size, and level of activity.
- For children under 8 years of age, at least 4 to 6 glasses of water are recommended.
- For children older than 8 years of age a minimum of 6 to 8 glasses is recommended.
- If your child is playing sports or is very active, they will need extra fluid.

Water is available from stations across the school free of charge to all students.
Students will need to bring their own water bottle to refill.

Subscription Costs

Full Year (160 Meals)	Costs	Discount (10%)	Price per meal	Total
Mini For ELC and K1 only; no drink included	CHF 888	CHF 88	CHF 5	CHF 800
Small incl. 3 dl homemade sugar-free iced tea (CHF 2.20 per unit)	CHF 1600	CHF 160	CHF 9	CHF 1440
Regular incl. 5 dl homemade sugar-free iced tea (CHF 2.90 per unit)	CHF 2560	CHF 256	CHF 14.40	CHF 2304

One Semester (80 Meals)	Costs	Discount (5%)	Price per meal	Total
Mini For ELC and K1 only; no drink included	CHF 462	CHF 22	CHF 5.50	CHF 440
Small incl. 3 dl homemade sugar-free iced tea (CHF 2.20 per unit)	CHF 800	CHF 40	CHF 9.50	CHF 760
Regular incl. 5 dl homemade sugar-free iced tea (CHF 2.90 per unit)	CHF 1280	CHF 64	CHF 15.20	CHF 1216

All prices in Swiss francs.

Cancellation Policy
If you cancel the meal plan subscription, an administrative fee equal to the discount applied to remaining meals will be deducted from any refund. However, if the cancellation is due to medical reasons and a valid medical certificate is provided, the administrative fee will be waived.

Meal Plan Subscription Form 2026 -2027

International School of Berne

Student Information Please type or print clearly.

Last Name	First Name	Grade
Duration ☐ Full year ☐ One semester	**Option** ☐ Mini ☐ Small ☐ Regular	

Last Name	First Name	Grade
Duration ☐ Full year ☐ One semester	**Option** ☐ Mini ☐ Small ☐ Regular	

Last Name	First Name	Grade
Duration ☐ Full year ☐ One semester	**Option** ☐ Mini ☐ Small ☐ Regular	

Billing Information

The invoice for the meal plan should be sent to (Please mark one)

☐ Family's home address ☐ Parent / Guardian 1 employer* ☐ Parent / Guardian 2 employer*

* If the employer is paying for the subscription, they are required to sign below.

Declaration

I hereby confirm my child/ren's enrolment in the selected meal plan(s) and agree to comply with all related policies, including the payment and cancellation terms.

Parent / Guardian Signature **Place, Date** (d/m/y)

Employer / Company Payment Details (required if meal plan fees are paid by the employer)

Company Name	Contact Person
Telephone	Email
Invoicing Address	
PO Number (if applicable)	

Employer Signature **Place, Date** (d/m/y)

Employer stamp and authorised signature(s)

Before School Care
Enrolment Form for ELC - Grade 5

International School of Berne

Instructions

Pilot project Before School Care: For planning purposes, please submit this form along with your re-enrollment form by **May 31, 2026**, at the latest. Thank you!

To enrol or change your child's attendance in Before School Care, please complete this form and return to the school office or to office@isberne.ch.

Student Information Please type or print clearly.

Last Name	**First Name**
Grade	

Parent / Guardian Information

Parent / Guardian 1 Name	
Phone	**Email**
Parent / Guardian 2 Name	
Phone	**Email**

Enrolment Information

Requested start date (day/month/year)

Requested schedule	**Mark Days to Enrol**	**Drop Off Time starting from 7:30**
Mondays	☐	:
Tuesdays	☐	:
Wednesdays	☐	:
Thursdays	☐	:
Fridays	☐	:

Comments / Questions / Special Requests

Before School Care
Enrolment Form for ELC - Grade 5

International School of Berne

Before School Care Fees

As a pilot project, Before School Care costs for early drop of from 7.30 a.m. onwards are included in the tuition fees.

A 48-hour notice period must be observed for registrations or cancellations. Thank you.

Declaration

Signature **Place, Date** (d/m/y)

Parent / Guardian 2 Name

Signature **Place, Date** (d/m/y)

After School Care
Enrolment Form for ELC - Grade 5

International School of Berne

Instructions

To enrol or change your child's attendance in After School Care, please complete this form and return to the school office or to office@isberne.ch.

Student Information Please type or print clearly.

Last Name **First Name**

Grade

Parent / Guardian Information

Parent / Guardian 1 Name

Phone **Email**

Parent / Guardian 2 Name

Phone **Email**

Enrolment Information

Requested start date (day/month/year)

Requested schedule	**Mark days to enrol**	**Collection time latest pick-up time 18:00**
Mondays	☐	:
Tuesdays	☐	:
Wednesdays	☐	:
Thursdays	☐	:
Fridays	☐	:

Comments / Questions / Special Requests

After School Care
Enrolment Form for ELC - Grade 5

International School of Berne

After School Care Fees

After School Care costs CHF 15.00 per hour in addition to our Tuition Fees. If a student attends an on-campus activity or lesson during their scheduled care time, no After School Care fees will apply for that period.

A 48-hour notice period must be observed for registrations or cancellations. Thank you.

Declaration

Parent / Guardian 1 Name

Signature **Place, Date** (d/m/y)

Parent / Guardian 2 Name

Signature **Place, Date** (d/m/y)