



European School  
IB World School



European School, Tbilisi  
**Primary School (PYP)**  
**Handbook**  
**2017-18**

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## ***General Primary School Information***

### ***The IB Learner Profile***

IB World Schools follow a curriculum framework built around 10 attributes called the IB learner profile. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities. (IB, 2013)

<b>Disposition</b>	<b>Description</b>
Inquirers	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
Knowledgeable	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
Thinkers	We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
Communicators	We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
Principled	We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
Open-Minded	We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
Caring	We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
Courageous	We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
Balanced	We understand the importance of balancing different aspects of our lives — intellectual, physical, and emotional — to achieve wellbeing for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

## ***Mission & Philosophy***

### **Our Mission**

The European International School provides an exceptional education in a nurturing and academically challenging environment, inspiring each student to achieve their personal best and become an influential and socially responsible global citizen.

### **Our Values**

Our values-driven international education is expressed through core values that are woven into every academic and extracurricular activity at the European International School. We actively promote four values that form the basis of everything we do. They include:

- **Leading through innovation**
- **Pursuing excellence**
- **Growing by learning**
- **Global citizenship**

With these values at our core, we encourage independent learning and empower students to embrace responsibility. Students at ES learn to celebrate diversity in a spirit of understanding and tolerance that helps them become citizens of the world.

### **Our Commitment is to:**

- Offer inclusive, diverse and innovative learning communities.
- Develop, support and empower our students intellectually, creatively, socially, physically and ethically in harmony with Georgian culture.
- Focus on academic excellence and integrity.
- Creating lifelong learners.

## ***Primary School Organizational Structure***

The pedagogical leadership and management of ESIB Primary is the responsibility of the Primary Years Programme (PYP) Coordinator. Furthermore, a distributed leadership model is in place to support the Primary Years Programme (PYP) Coordinator in the implementation of the strategic plan and the alignment of mission,

guiding statements and practice. The Primary Years Programme (PYP) Coordinator is responsible to the Head of School.

### ***Buses***

Bus services are available for PYP European School Students with stops on almost every central street in Tbilisi and some adjacent areas. Application for the bus service should be made at the time of registration or before the beginning of the school year. However, if space is available, families may apply for this service during the school year. Bus routes along with every driver's name and number will be handed to you by your child's homeroom teacher on your first parent's meeting before the beginning of the school year. Traffic in Tbilisi is sometimes heavy. There may be times when the buses will not be on time for this reason. Please be patient and wait with your child in the morning until the bus arrives and wait at the bus stop to greet your child after school. Children wishing to have an occasional ride with the bus may do so if space is available and permission has been granted ahead of time.

#### **Bus guidelines:**

- Students should be on time for pick-up in order to respect the school schedule and the other bus riders.
- Students should be in the company of an adult while waiting for the morning bus.
- Students must be met at the bus stop in the afternoon by a parent/guardian.
- If the parent/guardian is not at the bus stop in the afternoon, the student will not get off the bus. The bus driver will finish the route and return to the school with the student, who will wait there to be picked up.
- In the interest of safety, all students must be seated facing forward.
- Food and drink are prohibited on the bus.
- On the school bus, the students are expected to behave in a responsible manner.
- Students who are not respectful and do not follow bus rules will be warned first and will, if necessary, have a meeting with the Principal.
- Students who visit the Principal three times due to inappropriate behavior on the bus will no longer be permitted to travel on the European School buses.

Thank you for taking the time to review the above information with your child if they travel on the bus.

### ***Field trip Guidelines***

Field trips are very important part of the educational program at PYP. All trips are lead by teachers but, where appropriate or necessary, external professional guides may also be used to provide specialist skills or knowledge. Parent volunteers may be requested to accompany field trips.

Each class will take several field trips over the course of the school year. These are the integral parts of the units of inquiry or specialist subjects. The cost of field trips is not included in the school fees.

### ***Communication***

Good communication between home and school is essential. The following information will assist you in identifying where the information may be found and with whom you may wish to speak.

The school strives to have paperless communication whenever possible, and this can be summarized as follows:

Emails from “Managebac”: The school will email parents with news about specific events, special announcements, field trips, or changes to our normal routine. In addition, all notices about electronic communication, including login details for the Managebac (see below), are sent by email, so it is very important that your email address is valid and that you check your email account regularly for school news.

The Managebac: PYP provides a resource for parents seeking more detailed information about school activities. Parents are strongly encouraged to login to this secure area of the school’s website called Managebac. It contains an electronic directory of staff contacts, photos of recent events, curricular and school handbooks, learning resources, announcements (a repeat of information that has been sent via email).

Class Dojo

European School Website: the school website ([www.europeanschool.ge](http://www.europeanschool.ge)) provides details of major events, recent news, recent publications and up-to-date curricular information.

### ***Meeting our Team***

The following information will assist you in identifying with whom you may wish to speak.

In most cases, the class teacher/specialist teacher would be the first point of contact for parents with enquiries about their child’s academic progress. Should you need to speak with one of your child’s teachers please call the school to schedule an appointment. Hot line

The IB PYP Coordinator, Ms. Tamar Dagargulia, is responsible for curriculum matters throughout PYP.

The IB Director Mr. Christo Steyn is responsible for day-to-day organization of the school, including scheduling, curriculum and school-wide events.

The Primary School coordinator is the pedagogical leader and responsible for the effective operations of the Primary School.

The Academic Director Mrs. Sopho Bazadze has overall responsibility for the operation of the European School, from Nursery through Grade 12.

All PYP staff members have email addresses and parents can contact them directly about issues which concern their child. The Faculty and Staff Directory can be accessed through the Contact Information and Directory page on the European School website, [www.europeanschool.ge](http://www.europeanschool.ge)

### ***Personal Information***

It is very important for the school to have complete and up-to-date information about all of the students and people we may need to contact in case of emergency. Please make sure that the school is informed in the case of changes or additions to any of the following details by sending an email to Home address or telephone number, Parents' and other contact details, especially mobile phone number and email addresses; Medical information including vaccinations, operations, allergies and anything else of relevance. For reasons of health and safety, parents should inform the school of any medication that their child is taking.

### ***The School Calendar***

The school year runs from September to late June. For the academic year 2017/18 you can check our school website.

### ***School Day***

Grades 1-5

Students are expected to arrive between 8:30 and 8:55. Classes begin at 9:00. Classes finish at 15:20, at which time students start doing their home assignments or take extracurricular activities until the buses arrive at 17:00.

### ***Registration Procedure***

During registration, records of lateness and absences are entered on our database. Absences are also recorded on students' semester progress reports.

### ***Late Arrival and Early Dismissal***

It is important that students arrive on time for the start of class. If you are dropping off your child after classes have begun at 9:00, please ensure that you accompany them to their classroom. Students who arrive after 9:05 will officially be registered as late. If a student wishes to be dismissed early from school, an explanatory note should be sent to the class teacher by the parent.

### ***Absences***

If your child is to be absent, please inform their teacher by telephone before 9:00. If the answering machine picks up, please leave your child's name, their class, the reason for absence and the anticipated length of



absence. If your child's absence is to be prolonged, the school should be informed in writing. We require a medical certificate for absence of more than two days to be presented at the school reception. We request that a family's travel plans respect the school calendar. Parents are urged to schedule doctor, dentist and other appointments after school hours or during vacations when possible.

### ***Afternoon Dismissal***

If a child is to be picked up by someone other than the normal parent/caregiver, the parent should do the following call or text message the student's teacher or classroom assistant.

### ***Lunch Break & Drinks***

Students have a choice of bringing their own lunch or having a hot lunch supplied. Information about the lunch menu will be sent out to parents at the beginning of each year. If you have any questions please contact your child's homeroom teacher.

We encourage our students to eat healthy and balanced lunches that should include fruit or vegetables. Students should **not** be sent to school with chocolates, fizzy drinks, sweets, or candies.

Mid-morning breakfast will be supplied by the school, or students can bring some healthy snack from home.

Students should also have a **refillable water bottle** at all times. Water is available from the drinking dispensers.

### ***Recreation***

Grades 1-5

We believe that students learn better when they have had regular opportunities to move freely outdoors. Students will have outdoor recess except in severe weather. Please ensure that your child is suitably dressed for the weather.

### ***Materials and Supplies***

Students should bring their belongings to school in a small backpack. Students from Grades 1-5 are requested to have:

- One 3-inch binder
- One notebook for each academic subject
- A pencil case
- Pens
- Pencils and pencil sharpener
- Eraser
- Glue stick
- A set of basic mathematical instruments (ruler, protractor, etc.)

- A set of basic art supplies (gouache paints, modeling clay, brushes, drawing pads, etc.)
- USB key.
- Aprons to protect their clothing.

Please ensure all your child's belongings are clearly labeled with their name and class. Additional supply lists may be sent home by individual teachers during the school year.

### ***Child Protection Policy***

European School is committed to maintaining the highest standards in the area of child protection and has a very clear Child Protection Policy addressing the school's and individuals' responsibilities to protecting the children in our care. If any member of the community has any questions or concerns about child protection or our policy regarding it, they should contact IB head.

### ***Dress Code***

At European School uniform is required. Children are required to come to school in uniforms which consists of white shirts, blue vests, navy blue skirts or trousers and ties with the European School logo. Jeans are not allowed. Students can wear shoes of their choice in which they can move freely and safely. No headwear is allowed to be worn in the school buildings unless for religious reasons or other (to be justified). All students will be asked to remove headgear/jewelry should it be necessary for safety or hygiene reasons.

### ***PE Clothing***

European school does not require standard School PE kit. Students are required to wear sports clothing. PE lessons are conducted in the gym or at the stadium. It is important that students are appropriately dressed for the weather and have suitable shoes for outdoor sports. The PE teacher will communicate more details on appropriate clothing for different aspects of the program. Students who are not dressed appropriately will not be allowed to participate.

### ***Dangerous Items***

Students should not come to school in possession of anything that may pose a danger to themselves or others. Specifically, knives or imitation weapons are forbidden.

### ***Electronic Devices (Phones, MP3 players, Game Consoles)***

In school, students should not use mobile phones, portable music devices and electronic games unless for educational purposes. Students should keep these devices in their lockers or in their bags. In case of disobedience, teachers have the right to take a certain devices away from them and return it back at the end of the day. The school cannot be held responsible for the loss of or damage to valuable electronic equipment.

### ***Medical Information***

If students become unwell while at school, they must go to the doctor. The School Doctor will evaluate the student's medical condition and make a decision about whether the student should go home. The school will notify the student's parents to come pick up the child. Please note that if a student has a minor complaint, the

School Doctor —and only the School Doctor —may administer medication. In the case of a more serious concern, the school will contact the parents and/or emergency medical service. In the case of an emergency, the school will contact emergency medical service and will make medical decisions based on the doctor’s recommendations, including surgical intervention. The school will notify the student’s parents if a decision is made to send a child home. Parents will be systematically informed if the school contacts the emergency medical service about their child’s health, but it may not always be possible to do this before we do so.

### ***Parental Absence***

Please notify the school if you are planning to take a trip out of town for more than a day. The school office will require details of appointed guardians and emergency telephone numbers.

### ***Permission Forms***

During the year, the school will have the need to send out parental permission forms for a variety of activities. These forms must be signed by a parent or legal guardian before any student will be allowed to participate in any designated activity.

### ***School Cancellation***

Should it be necessary to close school at short notice (for example, due to severe weather, national emergency or transport strike), the school will notify every parent via email and/or SMS. Should you have any concerns please check your email before calling the school office.

### ***Guest Visits to School***

Visiting students may make one-day visits with permission of the IB School Principal. Requests must be made at least a week in advance. Visiting students will need to wear their guest badges at all times, and each will be assigned a student to be responsible for his or her safety if, for example, an emergency evacuation takes place.

### ***The Curriculum***

European School offers a holistic education, intended to educate the whole person. We offer all students a broad, balanced range of academic subjects, from Grade 1 to Grade 5 following the International Baccalaureate Primary Years Programme (IB PYP).

### ***Mother-Tongue Language Studies***

The IB encourages all children to study their home languages. We support this by providing classroom space for the lessons. We do not provide financial support for the lessons.

### ***Parent Volunteers***

We like to involve our parents in the daily life of the School. Our parent population is rich in experience and culture and we recognize that students benefit greatly from this. We welcome and encourage parents’ input. These are just some of the ways in which you can participate:

- Give a presentation on your country;
- Demonstrate your special talent in music or crafts;

Chaperone field trips and social events;  
Share your career experience or expertise with students;  
Help out in the Library.

This is not an exhaustive list. If you have time to spare and an idea of how you might help, please contact the school.

### ***Library***

The Primary School Library has big collection of different kinds of books, and provides the community with books to read for pleasure as well as books to use for classroom inquiry in subject areas or units of inquiry. Parents are welcome to come and volunteer in the library.

### ***The European School Primary Student Wellbeing Team***

Student wellbeing is established and maintained through the agency of the Wellbeing Team, and this structure is set out as follows:

IB Principal co-ordinates the Wellbeing Team and will ensure that the needs of both the individual and the community are balanced to support a positive, harmonious learning environment. The IB Principal and the Wellbeing Team have the choice of pursuing any combination of advisory, mentoring, counseling (including the therapeutic), or community building strategies to support individual student needs and the best interests of the learning community. In order to support students who may not always meet our expectations an Individual Education Plan (IEP) may be drawn up in order to address identified needs and/or concerns. A student's failure to maintain ISP's expectations for appropriate conduct may also lead to the employment of structured sanctions.

### ***Grade Level Team Leaders & Classroom/Specialist Teachers***

In Primary School, each student has a classroom teacher who monitors the students' wellbeing, provides a range of general support strategies for everyday concerns (academic or personal/social) and mediates issues. The classroom teacher should be a parent's first point of contact at the school should they have any concerns or questions.

In addition, the Primary School has five Grade Level Team Coordinators (GLCs) who are responsible for overseeing and supporting teachers within their grade levels. The GLC's help teachers identify resources and organize field trips, coordinate home/school communications. Alongside the PYP Coordinator, the GLC's monitor the articulation of the curriculum and assessments to ensure the continuity and consistency of the curriculum throughout the Grade levels.

Please see the staff list at the end of this document to identify your child's Grade Level Coordinator.

Lastly, a curricular **Personal and Social Education (PSE) program** also supports your child's development and wellbeing. The content of the PSE program addresses the following areas:

Identity

Interactions with others

Active living

### ***School Nurse/Medication***

European School is very fortunate to have a full-time qualified and registered doctor. The doctor is not only available to meet students' immediate medical needs but also to advise the Wellbeing Team on health-related issues. The doctor also liaises with external organizations and ensures that ISP meets all our medical obligations with regard to Georgian law.

Parents should inform both the classroom teacher and the doctor of special health information. It is essential for us to know of any allergies, short or long term health problems or medical conditions. If your child needs specific medication during the day, it is important to communicate the administration of medication needs, accompanied by a valid prescription, to the School Nurse, class teacher and assistants, who are also First Aiders, in the nurse's absence.

The school will contact you in the case of illness or injury that may require further observation at home. For this reason, it is vital that the school has up-to-date records of telephone numbers and addresses. Please inform Reception immediately of any change in your contact details.

#### **Illness**

If your child has any contagious illness, please notify Reception as soon as possible. This includes measles, mumps, scarlet fever and chicken pox. Lice and ringworm are also to be reported.

#### **Head Lice**

At European School, we promote healthy lifestyles, which mean that we value the physical and emotional health of everyone in our school community.

When dealing with issues such as head lice we recognize the importance for everyone in our school community to work together. To this end, if you detect your child has a case of head lice please inform the school so that we, in turn, can then remind families to check regularly and treat effectively. If this is followed school wide, heavy or recurrent lice conditions should not occur.

Parents/carers will be notified immediately if a case of head lice affecting their child is detected in school. Whilst children with head lice are not generally sent home from school, cases of recurrent/persistent head lice will be addressed on a case by case basis and may include a decision from the Principal to send a child home until treatment is effective.

### Concerning Confidentiality

Any individual counseling, health or PSE programs initiated by the school or parents will have agreed-upon and clearly understood boundaries of confidentiality. Any information divulged through the counseling and PSE program and required to be addressed by the Wellbeing Team will be treated as confidential within the Team, except when a failure to disclose information would be detrimental to that student's welfare and education; or would mean that ISP would be in breach of the law; or that ISP would not meet its responsibility acting in loco parentis.

## ***Responsibilities and Rights***

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

### **Students have a right to**

Learn and play in a safe and clean environment

Learn and play in a supportive environment

Be respected

Access adequate and appropriate facilities

Express their opinion

Express themselves in an

### **Parents have a right to**

wider community

### **Students have a responsibility to**

Actively promote safe and clean practices whilst at school

Participate in school activities to the best of their ability

Respect the rights of others

Care for school facilities in a respectful manner

### **Parents have a responsibility to**

and the wider community

Be welcomed at our school  
Have their child's full potential  
within the limitations of available  
resources  
Meet with staff and discuss issues  
relating to Primary School policy and  
procedure, their child's progress and  
reports  
Have their opinions valued

Model appropriate behavior,  
language  
Be available to discuss their child's  
progress  
Ensure their child is sent to school  
prepared to be involved in the  
formulation and support of Primary  
School policy  
Support programs developed by the  
Primary School  
Express themselves in a socially  
acceptable way  
Allow others their privacy  
Respect the learning styles of peers  
Report welfare concerns

### ***Valuables and Lost & Found Items***

Students are asked not to bring valuables into school. Occasionally, students may wish to bring valuable items into school as part of a project or other piece of school-related work. Under these circumstances, any valuables should be given to the teacher for safe-keeping. Unless items are deposited with the school office, the school is not responsible for the loss or theft of valuables.

A lost and found box is kept on the first floor next to the elevator. We ask that all your child's articles be clearly labeled with his/her name. The school will take no responsibility for lost belongings.

Unfortunately, unless items are deposited with the teacher, the school is not responsible for the loss or theft of valuables.

School keeps found items for a long period of time (approximately 1 academic year). If no owner is found than all the items are given for the charity.