



International  
School

Zurich North

**ISZN**

International School - Zurich North  
Industriestr. 50, 8304 Wallisellen  
Phone: +41 (0)44 830 7000  
[www.international-school.ch](http://www.international-school.ch)

## Welcome

### Why choose the International School – Zurich North (ISZN)?

Dear Parents,

Thank you for your interest in our school. The following is a brief introduction to our school and our philosophy. Your requirements are important and we hope that this information package answers any questions you may have.

#### International School – Zurich North

- offers a truly international education for your child from Nursery up to Grade 12
- is authorized to offer the Primary Years Programme (PYP)
- is authorized to teach and assess the IGCSE and International Advanced Level (IAS/IAL) qualifications as offered by the University of Cambridge
- highly values the learning of English, German and French language
- provides a supportive and stimulating learning environment
- is a conveniently located day school, easily reached by private or public transportation
- offers modern facilities
- is staffed by highly motivated teachers who respond to each child's specific needs
- has strong links with the Swiss community and local schools

International School – Zurich North (ISZN) provides a high quality education to the children of the international community. We are a multi-cultural day school for students aged 3 to 18, located in the north-eastern suburbs of Zurich, Switzerland. We offer a purposeful and inquiry-based programme that features small classes, qualified and experienced teachers, a culture of high expectations and the caring qualities of a fine small school. The Primary Years and Lower Secondary curricula are designed to reflect the best research and practice from a range of national systems combined with a wealth of knowledge and expertise from international schools to create a relevant and engaging educational experience.

ISZN has laid the foundation for an exciting and educationally challenging experience for students. We aim to provide opportunities that encourage, challenge and nurture children and help them achieve their goals to the best of their ability.

All aspects of a child's life will be explored; whether it is Sport, Arts, Languages, Computers, Science or Mathematics, a high level of teacher competency will bring out the best in the students. We strive to keep your child enthused, interested and eager to come to ISZN.

You are encouraged to become an active member of the educational partnership between professional educators and parents. Students and families are invited to participate fully in school life while they are here, which ensures lasting friendships for years to come.

We understand that it is often difficult for parents to move children away from their extended families, cultural roots and national education systems. However, at ISZN we make sure that a family atmosphere is encouraged and maintained. We provide students with the opportunity to participate in an enriching international education that will equip them with the knowledge and skills needed for the 21<sup>st</sup> Century.

Additionally for parents, a move to Switzerland means a new orientation in an unfamiliar environment, we at ISZN will gladly help you feel at home in the Zurich area. For instance, should you wish, we will provide you names and contact data of the families of your nationality, who have lived here for a number of years. They will undoubtedly be able to give you first-hand information. We often assist new families in finding suitable accommodation in the vicinity of our school. Furthermore, we have compiled a directory containing the names of English speaking doctors, dentists and other helpful contacts for newcomers.

On our Website, [www.iszn.ch](http://www.iszn.ch) you will find more information about the School's programmes and facilities. When in Zurich, please visit our school to see the stimulating learning environment and the friendly atmosphere, which is characteristic of our school.

Please feel free to call us at +41 (0)44 830 7000 or e-mail at [info@iszn.ch](mailto:info@iszn.ch), in order for us to arrange a suitable time for you to tour the International School – Zurich North.

We look forward to meeting you soon.



## Mission Statement

### *Ask, Act & Achieve*

**At ISZN:**

**Ask:** We encourage all members of our community to be lifelong learners with endless curiosity and passion for discovery.

**Act:** We strive to inspire open-minded individuals with local and global awareness, who show mutual respect and willingness to participate towards positive change.

**Achieve:** We are committed to challenging ourselves and celebrating our intellectual, creative and physical successes.

## Our Philosophy

ISZN is committed to:

- Appreciating and respecting our individuality
- Providing a dynamic and engaging programme
- Seeking authentic and meaningful learning experiences, enabling real world connections
- Creating an atmosphere of collaborative, open and rich dialogue
- Instilling a sense of responsibility towards learning and the courage to take risks
- Giving time to wonder and make informed choices
- Providing opportunities that cultivate, inspire and value critical thinking and innovation
- Sharing and continually developing through best practice
- Working towards achieving sustainable local and global practices

## Academic Profile

International School - Zurich North was founded in 1999 with the aim of providing quality Pre-School, Primary and Middle School education to the multinational community that has developed around the commercial area in North-East Zurich.

ISZN offers classes from Nursery (3 years old and toilet trained) to Grade 12 (18 years old) in small class settings. ISZN has an excellent student teacher ratio that allows us to dedicate the time and attention needed for each child.

The language of instruction at ISZN is **English**. All class teachers are highly qualified professionals and most are native English speakers.

For students who are not native English speakers, special programmes in English as an Additional Language (EAL) are offered. These programmes are integrated into the normal class schedule and allow for a swift transition into the English language surroundings.

International School - Zurich North places special emphasis on the study of languages, since we wish our students to become communicators in a multilingual environment. Students begin studying **German** in Pre-Kindergarten. These courses are taught as a class group in Pre-K and Kindergarten, and in different ability levels from there on in order to suit the requirements of both beginner and advanced students. We offer **French** classes to students from Grade 5.

ISZN operates an open admission policy. Applications are welcome throughout the year.

All aspects of ISZN's philosophy, policy and practice are aligned with the Mission Statement and guiding principles of the International Baccalaureate Organization.

## **The International Baccalaureate Organization (IBO)**

The IBO, founded in 1968, is the recognized leader in the field of international education. It is a non-profit, mission-driven foundation that works with over 4,000 schools (August 2016) in order to develop and offer four challenging programmes in approximately 150 countries to 1,250,000 students.

While the IB programmes cultivate internationalism and respect for other cultures, they also adapt to the local environment and allow students to maintain a strong sense of cultural identity. Students are taught to be active learners, well-rounded individuals and responsible citizens, who gain practical experience in belonging to an international community.



## **Internationally Recognized Examinations**

We are also a recognized and authorized examinations centre for Cambridge examinations (CIE) and Pearson Edexcel.



## Primary School

### Primary Years Programme (PYP)

The PYP is the established worldwide standard for an educational programme at the Primary level, offered by many top international schools. The IBO have authorized ISZN in 2006 to offer the Primary Years Programme. We are proud that we were able to fulfill the high standards set by the IBO at our first attempt.

The PYP encourages students to be independent, open-minded inquirers, who are well-balanced and reflective thinkers: both knowledgeable and principled. In order to generate the holistic understanding of ideas as well as the concepts, skills, attitudes and actions required for becoming a citizen of an international world, children are guided through transdisciplinary programmes of inquiry. Participation in aforementioned prepares students, who are with us for part of their schooling, for educational continuity should they transfer to another international school.

### How does a Transdisciplinary Programme work?

The Primary Years Programme identifies a body of significant knowledge required by all students in all cultures, in six principal subject areas: *language, social studies, mathematics, science and technology, arts and personal, social and physical education.*

Rather than simply being provided with knowledge and taught skills discreetly, students are guided through structured Units of Inquiry. These investigations help children's natural curiosity to develop and assist them in recognizing what additional skills and knowledge they need to acquire. That combined allows teachers to then teach them, while keeping the learning directly relevant to the child's experience.

Our teachers receive ongoing training to further enhance our implementation of these programmes through special workshops on a regular basis.



## Early Years Programme™

ISZN defines Early Years as Nursery, Pre-Kindergarten and Kindergarten (3-6 years). The curriculum encourages children to engage with each other and the learning environment. Children are actively learning and constructing their own meaning from their experience of the social and physical world that surrounds them. ISZN recognizes that learning and exploration are interrelated in young children, and our inquiry-based approach allows for concept development that applies across subject specific domains. The curriculum is flexible. It allows teachers to build up children's self-esteem and confidence, as well as respond to spontaneous events.

Children in the Early Years need extended periods of time and as much space as possible to discover, investigate and play. We encourage children at all times to wonder, synthesize and theorize.

## Language

ISZN believes language is our major means of communicating and thinking. It is fundamental and permeates the entire curriculum. While the four main strands of *oral*, *reading*, *writing* and *visual communication* can be taught separately, they are interrelated and interactive and best learnt together. The key outcomes outlined in the Curriculum Overviews apply to each student, although the means and pace of teaching them will vary in different contexts.

We also believe that developing the mother tongue is crucial for maintaining cultural identity and emotional stability, and the acquisition of more than one language enriches personal growth and helps facilitate international understanding. Developing the ability to speak more than one language is an integral part of these preparations. ISZN therefore has a special responsibility to recognize and support each and every aspect of language development.

## German

Children from Pre-K to Grade 11 are taught German for 4 - 5 lessons a week. Classes are divided into ability levels. Since a sizeable proportion of ISZN students have strong Swiss roots, the level of achievement in the advanced German class is comparable to the standards of local public schools.

The main objectives of the programme are to help students:

- communicate fluently in German, both written and orally
- make progress towards integrating successfully into the local community
- compare German with English
- learn about Swiss/German/Austrian culture and traditions

The programme focuses on learning German that is driven by student's process of inquiry whenever possible. Conversations, story reading and writing, poetry, role-play, interviews, music and songs, games, art and project oriented data collection are the methods used within the context of a rigorous development of grammar, syntax and spelling. The classroom environment reflects these activities and promotes them through the use of a wide range of visual aids, text-based materials and listening/reading centers.

## French

ISZN seeks to enable children to function as communicators in a multicultural environment such as Switzerland. The beginner students follow the *Envol* method, which is also used in local schools. *Envol* is topic oriented and focuses on the communicative needs of young learners. French is compulsory from Grades 5 to 8.

## Mathematics

ISZN does not view Mathematics as a fixed body of knowledge to be transmitted; rather it is a way of thinking and a language for understanding meaning. Mathematics at ISZN is arranged into five interwoven strands of knowledge: *number and pattern and function*, *data handling*, *measurement* and *shape and space*. In *number and pattern and function*, students inquire into our number system, its operations, patterns and functions. The remaining strands are areas of Mathematics that other disciplines use to research, describe, represent and understand aspects of their domain. Mathematics provides the models, systems and processes for handling and solving spatial problems, but in order for these to become purposeful lifelong tools for explaining and understanding, real and engaging content must come from a theme or the area of study. Consequently, we believe that these strands are best studied in authentic contexts such as the transdisciplinary Units of Inquiry.

ISZN has cross-referenced the Mathematics Scope and Sequence document with the Zurich Cantonal Mathematics curriculum and found that our outcomes match or exceed those of children in local public schools.

## Units of Inquiry

Integrated throughout all areas of the programme are the core elements of **Science**, **History**, **Geography** and **Social Studies**. Instead of teaching these subjects in isolation, they are the foundations upon which we base our Units of Inquiry. Each Grade experiences between 4-6 units per year, dependent on student age. The students are given authentic opportunities to explore and investigate concepts, test theories and draw conclusions.

We aim to give them an understanding of the past, in order for them to appreciate how it influences the present and the future. We explore the physical environment to find a sense of place and a sense of self in relation to personal, local, national and global locations. We discuss cultures, their similarities and differences, and learn how we work as part of our society.

By incorporating these areas into all our aspects of the programme, it is hoped that the students will make real connections to their learning, which leads to a greater depth of personal growth and understanding.

An overview of the Units covered throughout the year and an ongoing display of how the units are developing can always be found at the front entrance of the Primary building.





## Information Technology

Technology is integrated into almost every aspect of modern society. As such, we look to do the same at ISZN. Computers and information technology provide the students with tools that have unending potential to complement and expand learning. Our technology programme aims to facilitate constant access and combine specific lessons to enhance and upgrade both skills and knowledge. We actively work to keep up with the changing trends and the latest applications available to our students, in order to prepare them for the challenging world that they are entering into as learners.



## Visual Art

The Visual Art curriculum at ISZN aims to give all children the opportunity to explore a range of art materials and media. Developing confidence and control in these areas and exploring the work of other artists will enable students to express ideas and make individual responses to stimuli. Visual Art is taught as a discrete subject or as an integrated part of the Units of Inquiry.

## Music

ISZN believes that music provides a form of communication, an opportunity to become skillful, a way of expressing both emotional and intellectual perspectives, leads to exposure to other cultures and times, a means of accessing other disciplines and a vehicle for wondering, reflecting and consolidating. ISZN believes that music contributes to the complete development of the child by stimulating listening skills, imagination, concentration, physical coordination and self-confidence. Music is taught by a Music specialist (Gr 1-5) or the Homeroom Teacher (Early Years).

## Physical Education

Through PE, students explore and develop skills as well as learn the 'language' of physical movement. ISZN believes that Physical Education is an essential aspect of a well-balanced, healthy lifestyle and learning through PE helps to build self-esteem, confidence, cooperation and fitness.

Besides using our playground and Multi-Purpose Hall, we have an arrangement with the Wallisellen public school to regularly use the Sports Hall and the indoor swimming pool.

## Secondary School

ISZN Secondary School is a continually growing school. Grades 6, 7 and 8 (Lower Secondary) are based on a broad international curriculum. Grades 9 and 10 follow a 2 year programme leading to the CIE IGCSEs and Grades 11 and 12 sit the IAS/IAL Level Examinations from Edexcel or CIE. Both CIE and Edexcel qualifications are recognized by many universities around the world.

Since our students originate from over 30 different countries, there are a few students who arrive in the school with a limited understanding and knowledge of the English Language. If necessary, these students can be withdrawn from certain language lessons and receive additional support in learning English.

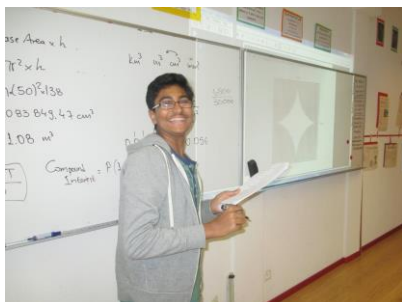
Teachers aim to promote international awareness through the curriculum that offers a dynamic programme, catering for children's different learning styles. Within each subject, teachers provide different activities, to ensure that all students reach their full potential.

In the Secondary School we have large classrooms as well as a Science Laboratory, Computer room and Grade 11 and 12 Common Room. There are also several smaller classrooms that can be used for group work or as music practice rooms. All the rooms are bright, spacious and well equipped with contemporary furniture and equipment. We have a large multipurpose room used for assemblies and examinations and a well-stocked library where students can find useful resources for their research projects as well as their own reading pleasure. Other facilities shared by the Primary and Secondary school include the cafeteria and the playground. Hot food is delivered from a local caterer.

All Secondary students are issued with tablets to ensure that they have access to the full range of technological tools appropriate to their learning needs and the programme of study. Through constant improvements we remain on a par with leading international schools. By providing the latest Information Technology facilities, we encourage our students to use modern media technology in their educational pursuits.

The school has a vibrant Arts and Music programme and students are supported in expressing themselves artistically as well as academically. Physical Education classes are held in the Sports Hall of the Wallisellen Public School or at the local swimming pool. Weather permitting; the children spend their morning break outdoors.

ISZN Secondary provides a variety of opportunities for cross-curricular activities and we encourage students to get involved to expand their social, musical and sporting skills.



## Lower Secondary Curriculum - Grades 6 - 8

At ISZN, we have developed a Lower Secondary Curriculum that reflects the philosophy and practice of the inquiry method as well as suitably preparing the students for the rigors and demands of later education. This is a three year programme for students aged 11-14.

The programme aims to promote:

- Intercultural understanding
- Responsible citizenship
- The importance of learning how to learn, and the significance of student-centered inquiry and communication

## What is special about our Lower Secondary Curriculum?

Our curriculum is an innovative approach that is student-centered and promotes the acquisition of skills that enhance the students' adaptability in this rapidly changing world.

The courses are based on three fundamental concepts:

- International Awareness: Learning about a variety of cultural, social, religious and national perspectives to encourage respect and empathy
- Communication: Verbal and Non-verbal communication in multiple languages is a key objective
- Holistic Education: Respects the subjects as separate disciplines but also includes units of work and activities across and within multiple subjects. This reflects the understanding that real world problems are solved using information and skills from multiple sources, rarely from a single discipline

## IGCSE – Grades 9 - 10

In Grades 9 and 10 we offer a two year programme of the **IGCSE**. This programme culminates in subject exams at the end of Grade 10. We feel that this is an excellent course to prepare students for the rigors of senior school education. This is a two year course. IGCSEs are the most widely offered Secondary qualification globally; Cambridge International Examinations are offered in 135 countries. For curriculum content please refer to the Cambridge International Examinations website.

## International Advanced Level – Grades 11 - 12

Typically, students with five or six IGCSEs at a 'C' pass and will be allowed to sit for A-levels. These can be split into two parts – **International Advanced Subsidiary (IAS)** in Grade 11 and **International Advanced Level (IAL)** in Grade 12. The qualifications are offered by Edexcel and Cambridge International Examinations (CIE) and are widely accepted around the world as university entrance exams.

Whenever possible, we try to accommodate students joining us partway through an exam course and assist them in getting the qualifications they need to provide them with the widest possible choice of opportunities when they leave us. Both IGCSE and IAS/IAL examinations are sat in the May/June sessions.

## **Additional Information**

### **The Community of Wallisellen**

Wallisellen is located 8 km north of the city of Zurich and 5 km east of Zurich Airport. The oldest available document, which mentions the name of Wallisellen, is approximately 1000 years old. Today the population is about 12,000. Due to a favourable tax rate, companies such as AT&T, Microsoft, Baxter and others have their Swiss Headquarters in Wallisellen. One of Switzerland's largest shopping center is situated virtually next door to ISZN. Wallisellen is readily accessible by train, bus, tram or car. The surrounding beautiful countryside has a large selection of walking, cycling and horse-riding trails.

### **Facilities**

International School - Zurich North occupies the ground and first floor of a modern building for Primary School at Industriestrasse 50, as well as a Secondary campus at Industriestrasse 42. Both are in Wallisellen.

We have a Multipurpose Hall, a stage for performances, a spacious cafeteria offering a wide range of nutritious hot meals on a daily basis and a playground area suitable for a variety of sports and games throughout the year. We also have weekly access to a local gymnasium and swimming pool and we make use of a number of other local facilities, sports grounds and ice skating rinks.

Our classrooms are well equipped and modern, ensuring a comfortable and welcoming environment for our students at all times.



### **Lunch Provision**

There are two options available. The school has an arrangement with an external caterer who offers good, healthy food at fair prices and delivers child adapted portions. Many families use this service. Alternatively, you can provide healthy snacks and lunch from home. All students eat their lunch in our dining hall. The staff will help to microwave packed lunches (where necessary), provide drinking water and supervise the students until it is time to play outside. Students in Grade 9 and above are permitted to leave school for lunch. There are several places locally where they can buy food.

## Co-Curricular Activities (CCAs)

CCAs consist of various after school clubs, sports and other activities that are organized throughout the year. They are planned to compliment and extend the students' learning, by giving them opportunities to work with different teachers, different students and age groups and in different settings. We strive to offer a broad range of activities, to ensure a number of options and experiences are available to each of the age groups. CCAs give the students, teachers, and parents a chance to work together in a collaborative setting, allowing for new knowledge and skills to be gained, whilst developing new peer relationships.

These activities vary with the change of seasons. They are offered on a first come, first served basis and there is usually a small fee to cover entrance fees, materials and transportation.

CCAs that have been recently offered include:

- Ball skills
- Cricket
- Runners club
- Forest Fun
- Photography
- Paper Quilling
- Kids 4 Kids Charity Fundraising
- German storytelling
- Spanish

## Excursions

Whenever deemed appropriate, teachers will organize field trips to museums, zoos, exhibitions, cultural events, businesses, farms, medieval castles or partner schools. For the most part, the cost of these one day excursions is included in the school fees. Outdoor education/residential camps are organized annually at an additional cost to families.

Field trips and camps play an important role in the social development of the students and, as such, it is considered essential for students to attend in order to receive a balanced, well-rounded curriculum.

Recent residential destinations include Barcelona, Berlin, Rome, London, Madrid, Amsterdam, Lisbon, Kandersteg and Verbier.

## Transportation

International School - Zurich North is very close to the train station Wallisellen and the bus terminal "Zentrum Glatt". On request, the school may be able to organize private transportation at an additional fee. Please contact the Office for more information.

## Housing

We are well established in the local community and our administration can therefore provide you with information about convenient housing available in or around Wallisellen.

## Medical Emergencies

For medical emergencies during school hours, an experienced doctor (FMH-registered) is on-site or on-call. Medical advice (prevention, accidents etc.) is also available and parents are informed if there are school wide concerns at any time regarding health and safety. The school publishes a regularly updated directory containing the names and addresses of English speaking doctors, dentists and specialists in the Zurich area.

## Insurance

According to Swiss law, parents are required to obtain health, accident and liability insurance for their children. The school's insurance does not provide such coverage for students.

## The School Year

The school year is comprised of approximately 180 days and each school year is divided into two semesters.

Report cards are handed out at the end of each semester and parent-teacher conferences take place twice a year in order to discuss the students' progress.

## PYP After-School Care

After-School Care is available for all PYP students after regular school times at an hourly rate. Students engage in playful and creative activities. Parents can sign their children up for the Club at short notice. A PYP **Homework Club** runs in conjunction to the After School Care club (ASC), where PYP students in Grades 2-5 can be supervised whilst completing their homework.

ASC Available 15.15 – 18.00

Monday to Friday

## Management and Teachers

### Management

Director	Daniel Sarbach
Head of School	Karin Sarbach
Head of Primary	Jane Hollands
Secondary Coordinator	Elizabeth Walters
School Administration	Taranga Woodfield

### Homeroom Teachers

Nursery	Ayeisha Darvas
Pre-Kindergarten	Claire Lillywhite and Njomza Murtaj
Kindergarten	Jacqui Powell
Grade 1	Anna Bernadas
Grade 2	Cecile Meintjes and Isobel McLaren
Grade 3	Jessica Rootenberg
Grade 4	Gareth Taylor
Grade 5	Ingrid Willemse
Grade 6	Louise Bergöö
Grade 7	Yseault McDonald
Grade 8	John Black
Grade 9	Sandra Price
Grade 10	Ioanna Kaloudi
Grade 11	Elizabeth Walters
Grade 12	Dermot Kelly

### We have Specialist teachers for

- Music
- Chemistry
- Biology
- German
- Spanish
- French
- Information Technology
- Mathematics
- Physical Education
- History
- Geography
- English as an Additional Language
- Learning Plus (Learning Support)
- Art
- Humanities
- Physics

## Calendar 2016/2017

August 2016	14	15	16	17	18	19	20	August 19th: New students' orientation August 22nd: First day of school
	21	22	23	24	25	26	27	
	28	29	30	31	1	2	3	
September	4	5	6	7	8	9	10	-
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	1	
October	2	3	4	5	6	7	8	October 10th - October 21st: Fall Break October 10th - October 21st: Fall Break
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31	1	2	3	4	5	
November	6	7	8	9	10	11	12	December 19th 2016 - January 6th 2017: Christmas Break December 19th 2016 - January 6th 2017: Christmas Break December 19th 2016 - January 6th 2017: Christmas Break
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	1	2	3	
December	4	5	6	7	8	9	10	December 19th 2016 - January 6th 2017: Christmas Break December 19th 2016 - January 6th 2017: Christmas Break December 19th 2016 - January 6th 2017: Christmas Break
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
January 2017	1	2	3	4	5	6	7	December 19th 2016 - January 6th 2017: Christmas Break December 19th 2016 - January 6th 2017: Christmas Break December 19th 2016 - January 6th 2017: Christmas Break
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
February	29	30	31	1	2	3	4	February 13th - 24th: Ski Break February 13th - 24th: Ski Break
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
March	26	27	28	1	2	3	4	February 13th - 24th: Ski Break February 13th - 24th: Ski Break
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
April	26	27	28	29	30	31	1	April 14th: Good Friday (School closed) April 17th - 28th: Spring Break April 17th - 28th: Spring Break
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
May	23	24	25	26	27	28	29	May 25th - 26th: Ascension (School closed)
	30	1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
June	21	22	23	24	25	26	27	June 5th: Whit Monday (School closed)
	28	29	30	31	1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
July	18	19	20	21	22	23	24	June 30th: Last day of school July 3rd - August 18th: Summer Break August 18th: New students' orientation August 21st: First day of school
	25	26	27	28	29	30	1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
August 2017	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	



## **Admission and Enrollment**

### **Admission policy**

ISZN is open to parents who wish to provide their children with a truly international English medium education. The school operates an open admission policy and admissions are accepted and welcome throughout the year. ISZN admits students whose academic, personal, social and emotional needs can be met by the school's programmes and services, and who can be fully integrated into a mainstream classroom. Trial days are readily offered by ISZN and are the best option to find out whether a student is likely to integrate easily.

### **Admission and withdrawal**

The Head of School reserves the right to refuse admission or cease enrolment if:

- it is determined that the student would not benefit educationally from attending the school
- the student has a negative scholastic/behavioral record and is deemed by the Head of School to be unsuitable for the ISZN community
- the school cannot meet the special educational needs required by the student
- the student's behavior is deemed to jeopardize the welfare of the school community
- educationally significant information is withheld from the school during the admission process

The Head of School reserve the right to dismiss or ask that a student be withdrawn if the student's best interests and needs cannot be met effectively by the school's programmes and services.

### **Admission and placement**

Step 1 To begin the application process, families contact the School office to make an interview appointment and to visit the premises.

Step 2 An admission form should then be completed and submitted.  
Previous school records/reports are required as part of the application.

Step 3 The school will confirm receipt of the application via E-Mail and issue the Capital and Registrations Fee invoice.

The placement is guaranteed only after the school fees have been settled.

## Financial Regulations

### Schedule of School fees for the academic year 2016 / 2017

#### Funding

Capital Fund Fee	CHF	3'000	
	CHF	1'000	each additional child

#### Annual Tuition

Nursery	CHF	14'400	3 days a week
Nursery	CHF	24'000	5 days a week
Pre-K up to Grade 5	CHF	25'000	
Grades 6 to 12	CHF	28'000	

#### Other Fees, if applicable

EAL (English as Additional Language)	CHF	1'500	per semester
Cambridge + Edexcel Exam Fees	CHF	300	per subject
After school care	CHF	10	per hour
Special needs support (individual)			external support
Lunch			external Caterer

#### Late Enrollment

Enrollment until end October	100%	of the annual tuition fee
Enrollment in November and December	80%	of the annual tuition fee
Enrollment in January and February	65%	of the annual tuition fee
Enrollment in March and April	50%	of the annual tuition fee
Enrollment in May and June	30%	of the annual tuition fee

#### Early Withdrawal

Withdrawal by end October	30%	of the annual tuition fee
Withdrawal by end December	50%	of the annual tuition fee
Withdrawal by end February	65%	of the annual tuition fee
Withdrawal by end April	80%	of the annual tuition fee
Withdrawal in May or June	100%	of the annual tuition fee

#### Important to Note:

**Funding Fee:** is charged one time and non refundable

**Termination** during the current school year needs to be in writing and to be received at least 2 weeks in advance to the termination month listed in the early withdrawal schedule (see the financial regulations).

**Leaving:** If you are planning to leave the school at the end of the school year, the cut-off date to withdraw your child is May 31st. Any withdrawal notification given after this date will incur a fee of CHF 1500 per child.

**No-show:** after receiving a confirmation that the application form has been accepted, a fee of CHF 1000 is incurred, even if the student does not subsequently attend the school.

## Conditions and Terms

### Tuition

Tuition fees include all charges except:

- charges resulting from overnight excursions and ski trips
- student bus service
- lunch
- special academic tutoring / extended learning support
- individual music lessons
- After School Care
- Homework Club
- Co-Curricular Activities

### Payment of Fees

The first half of the tuition fee is due within the targeted payment date. The second half is due at the date given on the invoice. A late payment charge of one percent/month is added to all fees and charges past due. A student may be excluded from attending school if the school account remains unpaid following two written reminders. School records cannot be issued until all outstanding balances have been settled. Quarterly payments are also possible. On request, monthly payments can be made; there is a surcharge of CHF 200 p.a.

### Additional Services

The school has the right to declare EAL/Special Education as mandatory. The payer of the invoice will be informed beforehand about the arising costs.

### Insurance

Parents are expected to obtain health, accident and liability insurance for their children. The school does not provide accident or liability insurance coverage for students. |