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Our Mission

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 in-tellectual, creative and physical successes.

1 Welcome

Welcome to the International School - Zurich North (ISZN).

Our goal is to build and maintain a warm and caring, yet intellectually stimulating and challenging environment for the students in our care. At the same time our academic programme is designed so that transfer from one International School to another is greatly simplified.

This Handbook has been written to help you settle into the school as easily and safely as possible. Although we have aimed to cover all main points, please contact the School Office should you require additional information.

We believe that parent participation at many levels is vital to the students overall experience and we therefore invite you to work with us throughout the school year.

Please keep this handbook nearby to review whenever questions arise.

1.1 The School's Academic basis

The following table shows the various levels that we offer in the IB-PYP, with a brief programme description below.

Class	Name	Programme	Ages
Nursery	Early Years	PYP	3 – 4
Pre-K & Kindergarten	Early Years	PYP	4 – 6
Grades 1 – 5	Primary Years	PYP	6 – 11

The Primary Years Programme (PYP) is the established worldwide programme at the Primary School level (ages 3 - 11) and it is offered by many top international schools. ISZN is authorized to offer this programme, which is organized by the International Baccalaureate Organization (IBO).

The programme is designed to be transdisciplinary in nature; integrating subject areas at all times to give the students a well rounded, challenging, engaging and relevant experience. Inquiry based and reflective of shared best teaching practices from around the globe, the programme actively works to instil a lifelong love of learning to all participants.





1.2 Early Years

ISZN defines Early Years as Nursery, Pre-Kindergarten and Kindergarten (3-6 year olds). The curriculum encourages students to engage with each other and their environment. During these years especially, they are actively discovering and constructing their own meaning from their experience of the social and physical world that surrounds them. ISZN recognizes that learning and development are interrelated, and the curriculum is designed to facilitate conceptual understandings that apply across all subject domains.

The curriculum is student-centred. It allows teachers to build up their students' self-esteem and confidence as well as respond to spontaneous events.

Our Early Years students benefit from extended periods of time to inquire, play and reflect. We constantly encourage them to wonder, explore, investigate (collect data), synthesize and theorise.

2 The School and Teaching structure

2.1 The Academic Year

The School's Academic year starts in August and runs until end of June. It is divided into 2 Semesters:

- Semester 1 - August to January
- Semester 2 - February to June

2.2 School Hours

The School Day is from 09.00 – 15.15 (Grade 5 students start at 08.15 three mornings a week)

Students can be dropped off from 08.00 and should arrive at school no later than five minutes before classes start. Students arriving between 08.00 and 08.30 are to be escorted directly to the 'Early Bird Supervision'. Classrooms are then open for arrivals from 08.30 onwards.

Late entries disrupt the beginning of the day and lead to a loss of learning for all. Lateness should therefore be avoided at all times. If your child arrives to school after 09.15, he/she must report to the School Office first and receive a 'late admittance' pass before they can be admitted to class. Repeated lateness may result in a meeting being requested by the Head of Primary with the parents and student.

The School Office is staffed Monday to Friday from 08.00 – 17.00.

2.3 ISZN House System

ISZN has a House System for all of the students in the PYP. We firmly believe that it helps to bring students together into a community of supportive learners. It gives the older students a chance to use their knowledge to help the younger ones, not only with simple things such as fastening shoes, but also through the modelling of appropriate behaviour. Students from Grades 5 and 4 are elected to the roles of House Captain and Vice Captain to further inspire team spirit and membership.



score. Individual Merit totals are also recorded in class. Upon joining the School, all children are allocated into a 'House', which is represented by a colour. Staff award 'Merits' which are then counted as House Points (for Grades 1-5) to encourage the students to take positive action and be reflective about appropriate behaviour. The totals for each House are updated regularly on the House display board, encouraging students from a House with fewer points to strive to improve their

For inspiring those
around you

At the end of the school year the name of the winning House is engraved on the House trophy, which is displayed in the School lobby.

2.4 Homeroom Teachers

The table below is a list of our Homeroom teachers as per August 2016. Due to unforeseen circumstances, staff may change at any time of the year.

Grade	Firstname	Lastname
Nursery	Ayeisha	Darvas
Pre-K	Njomza	Murtaj
Pre-K	Claire	Lillywhite
Kindergarten	Jacqueline	Powell
Grade 1	Anna	Bernadas
Grade 2.1	Cecile	Meintjes
Grade 2.2	Isobel	McLaren
Grade 3	Juanita	Bromley
Grade 4	Gareth	Taylor
Grade 5	Ingrid	Willemse

In addition, there are many subject Specialists and Learning Assistants that you will come to know as the school year progresses.

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The PYP programme guidelines are for subject skills to be integrated wherever possible, therefore most subjects are taught by the Homeroom Teacher. ISZN introduces subject specialist teachers from Pre-K onwards. The Nursery children spend the whole day with their Homeroom Teacher and Learning Assistant. If you have any concerns with your student’s progress it is important that you ask the Homeroom Teacher first. Please note that Learning Assistants are not allowed to discuss student progress with anyone outside of the staff.

2.5 Specialist Teachers



At ISZN we have Specialist Teachers for German, which is offered at different levels in the PYP Primary Grades and on a class basis in Pre-K and Kindergarten.

In the older Primary Grades, the students will also meet specialists for Music, PE and French (French starts in Grade 5).

2.5 Substitute Teachers

ISZN has a pool of substitute teachers willing to come in on short notice. They are all qualified teachers from different countries, familiar with our facilities and staff. Substitute teachers are required to pass a selection process before being considered for placement in our School.

2.6 Home Learning *(no longer referred to as Homework!)*

The aims of our Home Learning programme are to:

- Develop motivation
- Promote initiative and a sense of responsibility
- Help students appreciate that learning can continue outside of School
- Reinforce the skills, knowledge and attitudes taught in the classroom

Below is a guideline of the Home Learning to expect on a daily basis, including daily reading time. Younger students are expected to read with their parents on a regular basis. Parents are encouraged to be active readers as well as listeners when supporting reading at home.

	Monday	Tuesday	Wednesday	Thursday	Friday
Kindergarten	10 minutes	10 minutes	10 minutes	10 minutes	No <small>Home Learning set</small>
Grade 1	15 minutes	15 minutes	15 minutes	15 minutes	
Grade 2	20 minutes	20 minutes	20 minutes	20 minutes	
Grade 3	30 minutes	30 minutes	30 minutes	30 minutes	
Grade 4	40 minutes	40 minutes	40 minutes	40 minutes	
Grade 5	50 minutes	50 minutes	50 minutes	50 minutes	

If the actual time taken to complete Home Learning greatly exceeds the above mentioned timings on a regular basis, it is important to notify the Homeroom teacher.

2.7 Home Learning and Extended absences

In cases where students are absent from School for extended periods, teachers will only be able to offer a limited Home Learning programme. Most schoolwork is dependent upon students being in a classroom learning environment and cannot be duplicated as individual projects.

3 Student clothing and kit requirements

3.1 Student Dress and Appearance

Clothing should be neat, clean and free of offensive graphics and/or language. Parents should expect that students will do messy project work and that clothes may get glue and water-based paint on them. Whilst it is generally possible to wear some protective clothes, inevitably there will be spills and other accidents, which can stain or damage clothing. It is important to label all clothing clearly with the student's name in order to avoid loss. The School cannot be held liable for clothing or property.

Students should not wear jewellery to School apart from plain sleepers or studs. This is a safety concern but also the School cannot be held liable for loss of personal possessions.

3.2 Lost Property

Lost property is placed near the stairwell. Please note: If lost property is not collected by the end of the year, it will be donated to charity.

3.3 Outside Recess

PYP students always go outdoors unless it is raining heavily, so appropriate clothing is essential. It is very important for parents to keep an eye on the changing seasonal weather, to help the students to be prepared for the hot, cold or snowy conditions they may encounter.

In the case of exceptionally bad weather, all students remain indoors and activities are facilitated inside.

3.4 Class Equipment

The School provides all educational materials including stationery. From home, each student should be provided with:

- Indoor slippers (for use within the classrooms)
- Large school bag (back pack) to hold a lunch box, snack bag, folder and books.
- A reusable/refillable water bottle

3.5 Kit for Physical Education



For indoor sports lessons:

- Non-marking gym shoes, House t-shirt and shorts, or a leotard

For outdoor sports lessons:

- A track suit, House t-shirt and outdoor sport shoes are needed

For swimming lessons:

- Suitable swimwear and a towel are required.

All items of clothing and personal belongings should be clearly marked with the student's name. Jewellery may not be worn during sports lessons. Gym and swim gear should be placed in a suitable bag to carry onto the bus. Students are expected to take their PE clothes home to be washed on a regular basis.

4 Behaviour within School

Together with the students we have compiled standards of behaviour. The responsibility for ensuring that these standards are met lies with all of us; **staff, parents and students**. Please help us make sure they become guidelines for life at ISZN.

4.1 Standards of Conduct

At School, we ask all members of our community to:

- Respect all property and School rules
- Be polite
- Keep the School neat and tidy
- Play fair
- Speak softly when indoors
- Walk in the corridors and classrooms
- Wait patiently for our turn
- Work hard to do our best
- Help each other
- Be punctual



Bullying (teasing) is not acceptable at any time, on any level or in any form.

Mobile phones must be switched off during class times and kept out of sight during the School day.

Chewing Gum and Energy drinks should not be brought to School at any time.

Scoters may be brought into the building and parked in the space allocated by the Multi-Purpose Hall. ***They must not be ridden at any time whilst in the building!***

5 Information Channels

It is very important for the well being of all our students that we have clear and open lines of communication. Parents are encouraged to contact the School whenever a question arises. Please contact the Homeroom Teacher in the first instance on all matters. The teacher's school email addresses will be sent home in the first week.

The more we talk and work together to support the learning efforts of our students, the more we can collaboratively help them to reach their potential.

5.1 Class Timetable

A weekly timetable of activities will be sent home by the teacher during the first week of school. The timetable shows the times and names of the different subjects for the academic year.

5.2 Open Afternoon

At the beginning of the school year an Open Afternoon will take place. During the session, the teacher will be available to share and discuss the programme her/his class will follow and the students will have the chance to show what they know about their new learning environment.

5.3 Student Reports

Written reports are prepared and sent home twice a year, in January and June. The documents are designed to promote discussion and reflection about the learning between the students, teachers and parents.

5.4 Parent/Teacher/Student and Portfolio Conferences

Twice a year Parent/Teacher/Student conferences are held to review student reports and student progress in general. Additionally, at the end of the year, the PYP students share their Portfolio and celebrate their year of learning with parents. A Portfolio is a folder of learning memories gathered throughout the school year; to showcase progress, provide a record of different curriculum areas and to act as a stimulus for revisiting and celebrating achievements. The Portfolio is also brought home for a visit in December to give insight into the work being completed during the first semester.

5.5 Suggestions and Concerns

As stated above, for any concerns or suggestions regarding your student's educational progress and social well-being, please contact the Homeroom teacher in the first instance. In most cases this is all it will take to solve the matter. However, if satisfaction is not found, please arrange a meeting through the Office to see the Head of Primary, who will then sit together with you and the teacher concerned, to constructively seek solutions and resolve any issues.

5.6 Folders

Each day the PYP students bring home a folder containing Home Learning and other important information. If you want to send a message to the Homeroom teacher simply put a note in the folder. Please make sure that folders are checked daily at home and brought back to school every morning.

5.7 ISZN Newsletter

The School publishes a newsletter electronically on our Website. It contains information about the learning that is currently going on in the various Grades, as well as other interesting topics and special events. Parents are more than welcome to contribute articles, tips or anything that can be of interest to the ISZN community. However, sometimes for legal, philosophical and other reasons, the School will not be able to publish some items sent. Please do not be offended if items submitted are not published.

5.8 Pictures

The school is taking the right to publish pictures of school events in an electronic format on different media. It is in the responsibility of the parents to notify the school of any disagreement.

5.9 Classroom News

The teachers will inform parents about the classroom programme on a regular basis. Details about the Units of Inquiry and general PYP information can be found on the display board in front of the Office.

5.10 Parent Teacher Association (PTA) Notice Board

In the Lobby you will find a notice board with information about weekly events, meetings, class representatives and other useful reminders. It is a great place to check regularly to be especially aware of upcoming events and any current requests or opportunities, so please take a moment to study it when passing by.



6 School Routines

6.1 Arrival and Departure

Upon arrival, the students are expected to enter the School building and go straight to the Early Bird Supervision (from 08.00-08.30) or to their Homeroom (from 08.30 onwards). They will be informed by their Homeroom teachers where to store bags, coats, etc. Students arriving after 09.15 must report directly to the School Office.

Should there be any change in your student's transport home; please make sure that you inform the Homeroom teacher. Without a note, the teacher will always follow the general instructions that have been given.

Students arriving by private car or public transportation should not be left to move across parking areas alone. Parents wishing to come into the building should park in the School parking spaces, or in the parking area of our next door shopping centre "Glattzentrum" (maximum 4 hours allowed). Please do not park or drop students off in front of the main entrance. Always drive with caution when in the School parking area.

Please note that there is no parking in the spaces that are part of the playground area, beyond the yellow painted line (between the colourful storage shed and the playground) from 09.30 to 15.00. There is also no parking in that area after 15.30 each afternoon due to the space being used for Co-Curricular Activities. Cars blocking this area both prevent the student's play and create danger, particularly if they are moved when the students are present.

At the end of the day, the main lobby can become quite noisy and crowded. As there are often Co-Curricular activities, After School Care and Home Learning clubs commencing, we ask that the area remains as clear and quiet as possible.

6.2 Absences and Notification

Students are expected to attend school unless they are excused. Attendance at school means that the student is able to take part in outside recess and PE/Swimming lessons. (Under exceptional circumstances, students may be excused from some lessons. In the case of swimming lessons being excused, parents will be required to pick up their student.)

Absence of 20 days or more can result in a student not progressing to the next year level and most certainly hampers academic development.

Homeroom teachers must be notified of any absences as soon as possible.

6.3 Lunch and Snack times

ISZN is pleased to offer a daily lunch service. We have an agreement with a local caterer who delivers a hot lunch complete with bread and vegetables or fruit. Detailed information and fees are sent home on a regular basis.

Alternatively parents can send a packed lunch if they prefer. The Cafeteria is equipped with a fridge for storing food and several microwave ovens for heating it. The School provides drinking water at lunch time. Students bringing packed lunches should use their own plates and cutlery.

Food that needs more preparation than heating in a microwave is not acceptable. Please avoid glass containers and food which is especially messy or difficult to handle. Several paper towels or napkins should be included if required. Our Cafeteria Staff supervise and help the children during their meals. Lunch times are staggered to ensure a relaxed and pleasant atmosphere for everyone.

Students have daily morning snack/play times so parents need to pack accordingly. Snacks should be labelled, especially for the younger students, or packed in a separate snack bag. Please provide healthy snacks. No sweets, no gum or highly sugared/caffeinated or energy drinks should be brought to school at any time. Parents should make sure to pack the reusable water bottle that can be refilled as needed.

Recess/Outdoor Play – The students have a 25 minute outdoor recess/Snack Break every morning (Snacks are eaten in the classrooms prior to the start of Snack Break for the Early Years). At lunch time they have a 30 minute outdoor play time and a 30 minute eating time.

6.4 Physical Education

PE and Swimming classes are held in the gymnasium of the Wallisellen public school. Students are transported by school bus to and from these classes. We use the in-house Multi-Purpose Hall for movement, dance and yoga classes and for PE in the Early Years and Grade 1.

6.5 Field Trips

There are various Whole-School events and other curriculum related day trips organized throughout the school year. Parents will be informed of these events ahead of time. The notification will include the location of the field trip, departure and return times, transportation and eating arrangements, accompanying adults and any conditions regarding pocket money. Permission slips need to be signed and returned to the Home-room teacher for certain trips.

Field trips are part of the curriculum and therefore compulsory. Students may only be exempt with the Head of Primary's permission. Please note, students not attending field trips will be considered absent and this time will be included in the total number of days absent on the School reports.

6.6 Residential Camps

Each year the School organizes extended excursions for:

- Five days for Grades 3-5
- Three days for Grade 2
- Two days for Grade 1



The fun and varied programmes offer cooperative games, sports, hikes and evening entertainment and forms an integral part of the curriculum. The Grade 5 experience also includes skiing. These *Camps* are a highlight of the educational programme for ISZN students. They help to foster skills in leadership, teambuilding and outdoor life.

Detailed information is provided well in advance of each of the trips.

6.7 Celebrating Birthdays

We are fully aware of the significance our students attach to their birthdays. Therefore they are celebrated at Assemblies where we offer a birthday stone and sing Happy Birthday.

We do not organize birthday parties during class time, but parents are welcome to provide a birthday cake. Please refrain from bringing drinks, costumes, treats or goodie bags.

Please note: Students are not allowed to hand out birthday invitations at school unless it is for the entire class. Class invitations should be given to the Homeroom teacher to be handed out at an appropriate time during the day.

School facilities are not available for hosting Birthday parties after school hours or during weekends. Please note that this includes the Outdoor play area.

7 Health Matters

7.1 Medical Records

The School Office keeps the student's medical history records as well as the name and phone number of the paediatrician or family doctor. Parents should notify the Office and the Homeroom teacher whenever this information changes.

7.2 First Aid

ISZN ensures a high quality of first-aid care by providing all teachers with regular opportunities to develop first-aid skills and knowledge. The School keeps first-aid kits in both the buildings and the playground. Portable kits are also taken on field trips.

7.3 Illness

Contagious diseases spread quickly, we therefore advise you to keep your student at home until all signs of illness are clear and they are able to participate in all school activities, including outdoor recess. Showing this consideration for classmates and teachers will help to maintain a healthy environment.

Please notify the Office immediately if your student has contracted a contagious disease or infection. It is also important to notify the Homeroom teacher about any current medication or if a student has had a difficult night please, as either may influence his/her behaviour at school.

7.3 Nuisance Diseases

In the case of the outbreak in school of nuisance diseases, such as head lice, or contagious diseases, such as chicken pox or measles, the School will notify parents appropriately.

8 School Facilities

8.1 Information Communication Technology (ICT)

The PYP campus computer room is fully equipped with enough computer terminals for a whole class. Students have their own login and private and public server space. The computers have broadband Internet access and we use the Windows Office software. All students from Grade 1 onwards have access to the computer room on a regular basis. In addition there are various computer stations throughout the School and the teachers regularly use iPads in the classrooms.

For safety reasons, the security software blocks many Internet pages. The connection of external memory sticks to our network is inhibited.

8.2 Library (Learning Space)

The ISZN PYP Library has more than 10,000 titles, in which students may find useful resources for their research projects as well as for their reading pleasure. The books are classified and registered electronically. All classes have regular Library sessions where the teacher fosters an interest in reading by helping the students find engaging reading material.

Any lost or severely damaged books may incur a replacement charge.

Please help us by making sure the students bring the books back on time and put them in the “book-return-box” inside the library entrances (or within classrooms for the younger students). We are very grateful for help from parent volunteers to sort, register and check books out.

The Library, or ‘Learning Space’ as it is entitled, is also used for Drama, Special Events and Staff and Parent Workshops.

8.3 School Transport

ISZN has two school buses equipped with seat belts. Our buses are frequently used for transporting students to and from PE/swimming classes and field trips.

9 After School Activities



9.1 Co-Curricular Activities (CCAs)

We offer a Co-Curricular programme including seasonal sports, art, cooking, music, subject support and rhythmic classes to students in Pre-K through to Grade 5. Details of activities can be found on the notice boards in the lobby. The CCAs are offered on a first come, first served basis and usually there is a small fee to cover additional resources. There are five sessions of CCAs per academic year, with each session running for 6 weeks. We do our best to offer as

wide a range of activities to as many Grade groups as possible during each of the sessions.

9.2 After School Care

Monday to Friday 15.15 – 18.00

This is a convenient service offered at an hourly rate and open to all ISZN PYP families. It is located in the After School Care room.

The After School Care also includes snacks, structured activities and supervised play (outside if weather permits). Some students come on a regular basis and others for an hour as needed. Parents must sign their students in at the School Office for the After School Care if they wish for them to attend. There is a limit to the number of places available and again the places will be given on a first come, first served basis.

9.3 Home Learning Club

The Home Learning Club is a 45 minute session after the school day, for students from Grades 2 to 5, in which they are supervised whilst they complete their Home Learning. It is run under strict conditions and no play is allowed during this time. There is a fee for this service. Please see the School Office for further details. Parents wishing their student to attend this Club will need to register with the Office. There is a limit to the number of places available and again the places will be given on a first come, first served basis. The Homeroom teacher may recommend this service to individual students.

10 Parent Involvement

10.1 Parent Teacher Association (PTA)

The PTA meets regularly throughout the year, with dates being announced as part of the monthly calendar overviews that are sent home. Members of the PTA are actively involved in supporting school events and activities throughout the year.

The teachers are always very thankful for additional assistance from parents, particularly during field trips and special celebrations.

11 Emergencies and Security

The School provides care for all students to the best of its ability at all times. In the case of a serious crisis or emergency, the School would contact the emergency support services as a first priority and then contact the parents as soon as possible thereafter. It is vital that the School has up-to-date emergency phone numbers for parents so please notify the School whenever this information changes.

In the case of a less serious situation, medical or otherwise, the School would make every attempt to contact the parents first. However since the School acts in “loco parentis”, if we are unable to establish contact with parents, the School would then decide upon an appropriate course of action.

11.1 Fire Drill

The fire and evacuation drills take place once per Semester. Additionally, there may be surprise practices from time to time in order to make sure everyone is fully aware of the evacuation process.

11.2 Security Cameras

Security cameras have been installed at the entrances of the School buildings with appropriate informative signs. The cameras automatically register all persons entering the School.

11.3 Insurance

The School does not provide accident and health insurance since legally this is the parent’s responsibility.

In addition the School strongly recommends that each child has additional personal liability insurance. Such a policy can be purchased from your insurer at a minimal premium.

Questions/Queries or Concerns?

If we can help you further, please do not hesitate to contact us.

