

PARENTS' INFORMATION BOOKLET

S.Y. 2017 - 2018



Primary Years
Programme

GESM – International Section Mission and Vision

The International Section is committed to providing the highest quality, balanced education to internationally minded students in an inquiring and supportive environment. We aim to develop the whole child not only academically, but also socially, physically and emotionally to become informed, caring and creative individuals, contributing to a global community.

We see our school not only as a place to learn but also as an international meeting place where our children are given the scope and motivation for their personal development, and this is what we strive to fulfill every day.

We want our children to feel at home in our school.

Primary Years Programme (IB PYP)

The GESM – International Section follows the Primary Years Programme, an internationally devised programme for students aged 3-11 that focuses on the development of the whole child, both in the classroom and the world outside.

The curriculum framework consists of five essential elements: concepts, knowledge, skills, attitudes, action. The knowledge component is developed through inquiries into six transdisciplinary themes of global significance, supported and balanced by six subject areas.

This is illustrated below.



1. Time table of classes and bus Schedule

Classes start every morning at 7.35 and end as scheduled in your child's planner. The weekly class timetable is as follows:

T i m e t a b l e G r a d e 1 - 5		I n t e r n a t i o n a l S e c t i o n				
		Mon	Tue	Wed	Thu	Fr
1	7.35 - 8.20					
2	8.25 - 9.10					
	15 Min	Break				
3	9.30 -10.15					
4	10.20 -11.05					
	50 Min	Lunch Break				
5	12.00 – 12.45					
6	12.45 – 13.30					
	15 Min	Break				
7	13.45 – 14.30					
8	14.35– 15.20					

Afternoon activities are held between 13:45 and 15:20 and are optional for students.

Grades 3,4 and 5 have class from 13:45-15:20 every Tuesday.

Buses travel daily from Monday to Friday at 1.45 pm and at 3.30 pm.

The school also provides parents with the contact to companies that offer door to door services. Contact data can be found at www.gesm.org or through the school secretary.

Our bus companies are recommended by the school to refuse transportation to students who continuously do not follow the rules set in place.

2. Additional learning support

Should students (once enrolled in the school) experience certain difficulties in the classroom and in everyday life situations, they will receive assistance from their teacher.

If these difficulties persist, the class teacher may initiate a Referral Process. To initiate the Referral Process, the referring school teaching staff (class teacher or subject teacher) must complete the Referral Form (Hardcopy or Google Form). This initial step must be communicated to either the Guidance Counselor (GC) or the Additional Needs Programme (ANP) Coordinator. The form should be handed out to the key personnel mentioned from the previous sentence. Once received by the GC or the ANP Coordinator, the Referral Process Flowchart will take place. This involves classroom observations, consultation with the Teacher/s, and Goal Planning. The result of the first phase of the Referral Process will then be communicated to the key members of the Student Study Team - namely: GC, Head of Primary, Teachers, Parents and/or ANP Coordinator (if need be).

Should there be a need to go through the Phase 2 of the Referral Process, a student may be asked to take a series of both informal and formal clinical assessments to be conducted by the ANP team and outsourced clinicians to determine eligibility for additional learning support services. The results of these assessments will then be debriefed to the concerned stakeholders to determine and plan out an Individualized Learning Plan (ILP). Admission to the Additional Needs Programme will require additional cost for the family. Additional Support Services is subject to the ILP of the child.

3. German classes

German classes are held 4 times a week for the whole primary section. Where appropriate, students will be placed in different levels depending on their proficiency in the German Language. Lessons focus on communication, listening comprehension and reading. Writing in German will be introduced later in the year for children new to the programme. German will be mainly the language of instruction during German lesson time.

4. Afternoon activities

Afternoon activities (ECA's) are held daily from Monday through Friday. The activity programme starts after lunch at 13:45. The programme includes a number of new activities this year and a provisional list will be presented. Children may try any activities they wish to participate in for the first week and in the 2nd week the activities they choose will be fixed. (there is an additional fee for students that enrol in ECA's)

This school year, we will be offering Hindi as Mother Tongue every Thursday from 1:45 – 3:20. There is no additional charge for this.

Filipino classes will also be given every Thursday from 1:45 – 3:20 and English as an Additional Language on Tuesdays for Grades 1 – 2 1:45 – 3:20 and Thursdays for Grades 3 – 5 for Grades 3 – 5 from 1:45 – 3:20. There is no additional charge for this.

5. Emergency information chain (Typhoon, Earthquake, unforeseen events)

The school follows the Official announcement of the Paranaque Mayor and the DepEd guidelines and procedures with regards to typhoons and flood warnings.

A. Storm Signal 1 – **Normal operation**. All classes in primary school will proceed as scheduled

B. Storm Signal 2 – **No classes or activities**. No students or teachers are to report to school. However, administrative staff will report as usual if it is safe to do so

C. With a heavy rainfall advisory of **Orange** or **Red**, **lessons are cancelled** in all grades for students and teachers

The school will send an SMS when a signal number 2 is in place. However, it is the parent's responsibility to check the weather updates in the morning in the event that the SMS does not get through.

Occasionally local conditions at the parent's residences may indicate the need for a separate decision. In this case the final decision will be that of the parents.

It is the parents' responsibility to check announcements on the day of the event regarding typhoon warnings. Real time information can be found by watching **ABS/CBN Channel 2 News, GMA 7** or accessing http://twitter.com/dost_pagasa. It is advisable that you note this information down and/or save the webpage in your favourite's box.

For heavy rainfall, information can also be accessed through **ABS/CBN Channel 2 News, GMA 7** or **PAGASA** by accessing their official website <http://www.pagasa.dost.gov.ph/>

The school will also send out notification via **SMS** and through our **Facebook page**. However, notification via SMS is not always 100% reliable so if you don't receive an SMS but are aware of the signal warning through the media above please follow the guidelines in a.) b.) and c.)

In the case that a child does arrive at school during a signal number 2 warning or a flood warning if it is unsafe to return home that child will still be supervised.

6. School books

The school will provide students with textbooks relevant to their subjects free of charge. These books must be returned to their subject teacher or homeroom teacher at the end of the year. If books are damaged or lost, the students will be charged accordingly. Some classes also have workbooks that students write in, associated with their textbooks. Students are charged for these.

Students are supplied with exercise books to write in for all subjects. Initially, these will be given to them by their teachers and they will be charged to the family. They are charged 100php (thin) or 200php (thick) per book per subject. Additional purchases should be made at the boutique located near the German School office.

Students are expected to have their school materials with them **at all times**. A list of materials needed is sent to parents at the beginning of each school year. Copies can also be obtained from the school secretary by request.

7. Homework regulations

The amount of homework set will increase according to the students age, maturity and capability.

The general guideline is as follows:

Lower Primary School students (Grades 1-3) should read for at least 20 minutes every night, in English or in their mother tongue. Parents are also encouraged to continue reading to their children and to discuss books being read while Upper Primary School students (Grades 4 and 5) should read for at least 30 minutes every night.

There won't be weekly homework (except for Reading, Rocket Maths and Athletics) but activities will be given as needed.

Part of your child's homework responsibility is to make sure that they bring things needed for sports and swimming (i.e. sports uniform, towel). If a child does not bring the required materials, a homework slip will automatically be given.

If a child neglects to do his/her homework, a homework notification slip will be given and the homeroom teacher will notify you through email. The teacher will expect this homework to be presented the following day without being requested.

If a child receives 5 homework slips, a meeting is set between the homeroom teacher and the parents.

If homework seems to demand undue time or effort please contact your child's class teacher so we can investigate the reasons. It is always our goal to meet the demands of the student.

If the homework could not be done completely, or not at all, due to reasons beyond the child's control, please send an email to the class teacher so that it will not be counted against them. However, please make sure that your child still completes the homework and submits it at a later date.

8. Behavior Policy

GESM has a code of conduct that all students are expected to abide by.

At the beginning of the year, all the students' names are on the board. This serves as a record for infractions (talking in class, not staying on task, etc). Teachers will move the name of the student as a warning when a student violates one of the student conduct codes. When a student receives three warnings, this will lead to a behavior slip.

Major offences (cheating, fighting, stealing...) are generally not part of this process and would be assigned directly to the School Head and Guidance Counselor for appropriate action.

If a child receives a behavior slip, parents will be notified by the homeroom teacher/single subject teachers and are encouraged to monitor their child's behavior. If needed, an intervention with the Guidance Counselor/ Head of Primary will also take place.

If a child receives 5 behavior slips, a meeting is set between the Head of Primary, the homeroom teacher and the parents.

9. Parents class representative

Each class elects a parent representative for the year. This representative acts as a liaison between parents and the class teacher/school. The class representative is also a go between for “school life” aspects; these can include school events (Christmas, Summerfest, Sports events, decisions regarding costs of class trips, etc)

10. School reports/ Half year information and Parents’ evening

The students receive their report card at the end of the school year. The student’s individual standard of performance in their working attitude, social skills and the subject related progressions will be stated there.

There will also be a parent teachers meeting and a half year report card will be given out on 2nd of February and 29th of June for Year End. Parent teacher conferences will take place Feb 5 – 9 for Mid-Year and June 26 – 28 for Year End.

A **Goal Setting Conference** will be set after the first four weeks of school for students who are struggling academically. This conference will provide an opportunity for parents, students and teachers to work collaboratively.

Meetings with parents can and are to take place anytime in Primary School at the request of the parents or teacher. Please make sure to set an appointment with the homeroom teacher first prior to the meeting.

11. Consultation hours of teachers

If you need to contact your child’s teacher you may do so **by email**. Attached in this booklet are the contact details of the teachers teaching in the primary.

If you wish to meet directly with the teacher, this can be arranged **by appointment**.

12. Attendance

A constant attendance of the children is necessary to ensure the continuity of the learning process. Children are expected to be on school premises before 7:30. At 7:30 the school bell goes and lessons begin at 7:35. Attendance is recorded at registration every morning and students will be marked for absences and arriving late. If a student arrives late for classes, he/she must report first to the Secretariat to get the late slip. Student attendance will also be recorded on the Mid and Year-end Report Cards.

13. Absence due to illness

If a student is sick please inform the secretariat by phone/text or email. It is also possible to inform the homeroom teacher or head of department via email. **The secretariat should always be notified.** If a student is absent for more than 3 days a doctors certificate is required.

It is not advisable for students to miss school days before and/or after a school break. Such absences **need approval** from the Head of School. Parents are also required to submit a request for absence form not less than 3 days before their expected absence. Students are responsible to catch up with any school work they miss due to absences.

15. Complete school materials & healthy snacks

All school related materials should always be at hand: pointed pencil, coloured crayons, pens, exercise-books and text books. For materials brought in from home please write your child's name and the first letter of your surname. This will avoid confusion between the children and if items are lost we can identify their owners.

Always ensure your child packs their sports and swimming clothes for the days they have these lessons. A separate small bag would be ideal for this purpose.

If your child brings their own snacks please ensure that they are made with healthy ingredients. Low amounts of sweets and more fruits and vegetables/whole wheat bread, etc. Only water is allowed in the classrooms. Other drinks can be consumed during the main breaks in the cafeteria area. No ice cream or sweets can be consumed from the cafeteria until after lunch!

If children wish to buy food or drinks from the cafeteria they may do so using their I.D. cards. We discourage cash purchases especially by the younger students.

16. Dress code

The school has a comprehensive dress code policy as stated in the school wide handbook. For Primary School children it is not permitted to wear flip flops in school. It is at the discretion of the class teacher if he/she wishes for the children to wear slippers whilst in the classroom.

17. Computer games/mobile phones and toys

Children are not permitted to bring computer games to school. (Nintendo, PSP etc) Mobile phones are permitted but are not to be used during regular teaching hours (7:35-13:30). **If you need to contact your child during this time please do so through the secretariat and not the classroom teacher to ensure that your message will be delivered on time.** Children should also refrain from bringing toys into the school as they can be lost or damaged. In the lower grades the class teacher may allow special days when toys can be brought in and will inform you beforehand.

18. School Circular

The school circular is published on the school website <http://www.gesm.org> every Thursday. The circular will also be sent to you as an email attachment. If accessing through the webpage please click on Members and type in:

User: *gesm*

Password: *@20!5meMber*

The circular will inform you of all upcoming events for the following week.

PLEASE ENSURE YOU READ THE CIRCULAR AND CHECK YOUR EMAILS REGULARLY

**Mr. Lawrence Buck
International Section Head**

Reviewed by:

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