



The
PRAGUE
BRITISH
SCHOOL

PARENTS'
HANDBOOK

MODRANY
SCHOOL



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From the Head of Primary Schools

Dear Parents

On behalf of all the directors, staff and pupils may I take this opportunity to welcome you to The Prague British School,.

The Prague British School is a truly International School in every sense of the word. We have over seventy nationalities represented in the school, as well as a very wide diversity of cultures and backgrounds. These all blend together to form a very exciting learning environment for staff and students alike. For me, the school is not the buildings but the people and children in it that makes it such a rewarding and challenging place to be. PBS is a school that takes pride in its diversity and openness.

We have over 600 students ranging from 20 months to 18 years spread over the three PBS sites. The Primary School now has approximately 400 students in Vlastina, Modrany, and Kamýk. This handbook is intended to provide you with information about the Early Years' Department of our Modrany School.

If you would like to help the school in any way, however small, please do get in touch with your child's Head Teacher who will be only too happy to discuss the idea with you. We are always willing to listen to and discuss anything at any time.

May I take this opportunity to wish everybody a really successful school year.

Best regards,

John P Bagust
Head of Primary Schools



1. Introduction

The British International School, Prague was founded in 1992 by the London School Group. It rapidly grew to become a full British Pre-Nursery/Day-care, Nursery, Primary and Senior School covering three separate sites. In the summer of 2007 the ownership of the school changed and so did the name of the school. The school opened as the Prague British School (PBS) in September 2007.

PBS is a private day school serving the needs of children from the International and Czech communities between the ages of 18 months-11 years in the Primary School and 11-18 years in the Senior School, which provides courses leading to IGCSE examinations and the International Baccalaureate (IB) Diploma. The language of instruction is English, but extensive English as an Additional Language (EAL) support is available for non- native speakers.

The student body is comprised of pupils from over 70 different nations. The school boasts an excellent staff, the majority of whom, with the exception of foreign language teachers, are British qualified and experienced teachers. The school currently has three sites: Modřany in Prague 4, Kamýk in Prague 4 and Vlastina in Prague 6.

Our site at Modřany (P4) is a wonderful bright and well-resourced school offering an excellent learning environment for children aged 20 months (Acorns Day care) to 6 years old (Year 1). It also benefits from a large garden and play which caters for the needs of the children. It is located in one of the main residential areas for expatriates, to the south of the centre of Prague.

In September 2004 we opened a school site at Kamýk (P4) to cater for the Primary School children from age 6 to 11 years (Year 2 to Year 6) and the Senior School students from age 11 to 18 years (Year 7 to Year 13). Kamýk has extensive classrooms, computer facilities, libraries, science laboratories, two gymnasiums and large outside sports facilities.

The Vlastina site (P6) is situated in a prestigious area of Prague 6, amongst many of the embassies. It caters for children from 18 months old (Foundation 1 / Pre-nursery /Nursery) to 11 years old (Year 6). The Vlastina School offers a warm and inviting atmosphere for all the children. The school has a hall, computer lab, library, EAL and SEN rooms as well as a playground to suit all needs. It also has use of the large gym for PE as well as a theatre for school concerts.

The school is committed to achieving high academic standards and follows the National Curriculum for England in line with schools in the UK.

PBS is recognised by the Czech Ministry of Education, is registered with the Department for Education and Skills for England, Cambridge International Examinations and the International Baccalaureate Organisation. It is also a regular member of the European Council of International Schools and the Council of British International Schools.



2. Early Years at Modřany

This handbook is intended to provide you with information about the Early Years' Department of our Modřany School and is supplemental to the school's main Parent Handbook.

The Early Years' Department of the school consists of:

Acorns Day Care Centre	Foundation 1 and Foundation 2	Year 1
20 months-3 years	3-5 years	5-6 years

Children will usually be placed according to their age. However, the school reserves the right to place a child in a class that is considered more appropriate for his/her level of maturity or language ability. This will be done only after consultation with the child's parents.

The Early Years' Department of the school follows the guidelines laid down by the Department for Education, England. The staff/pupil ratio is at least that laid down by the Czech authorities for the care of young children. **There are qualified teachers in the Day-care Centre and The Foundation Stage Unit, as well as Year 1**, a hygiene supervisor and an Assessment Coordinator to ensure that standards are maintained and curriculum and health guidelines are fulfilled.

The Year 1 classes follow the National Curriculum for England and the children are able to transfer from the play based approach in the Foundation Stage Unit to the more formal approach in Year 1 in a manner which fosters their enjoyment of learning and takes into consideration the individual development of each child. When appropriate the National Numeracy and Literacy strategies for teaching Mathematics and English are introduced.

Philosophy

- the experiences children receive in their early years are critically important in terms of their future development;
- children's welfare and their right to a secure, healthy and happy childhood are paramount;
- the quality of children's early experiences affects their whole development;
- the whole child is important. Health, physical and mental development should be considered as well as feelings, thoughts and spiritual needs;
- what children can do, rather than cannot do, is the starting point in the child's education;
- quality play is fundamental to early learning;



- carefully planned, structured play with sensitive, appropriate adult intervention ensures quality-learning experiences for all children;
- comfort, safety and security are essential for early learning.

Aims

- to help children meet and deal with the challenges of school and everyday life by building self-confidence and self-esteem.
- to develop the potential of each child – physically, emotionally, intellectually, socially and creatively.
- to recognize the uniqueness of each child and to develop his/her abilities.
- to provide a safe, secure and stimulating environment which prepares both the child and family for a happy and successful school experience.
- to provide a rich variety of experiences and activities that promote self-awareness and awareness of others and that will stimulate the child's natural curiosity and eagerness to learn.
- to develop concentration through story times and structural activities.
- to give daily opportunities for children to communicate and speak with confidence to both children and adults.
- to establish good relationships between home and school.

3. Acorns Day-care Centre

General Information

ADCC follows the Early Years Foundation Stage government framework, introduced by DfES UK (Department for Education and Skills, <http://www.dfes.gov.uk/>). To fulfil our aim to support a holistic development of children, we observe them within our setting (and our learning areas) and plan small group and individual activities according to the children's specific needs and interests.

The Early Years Foundation Stage (EYFS) Framework

This is a framework to support children in their earliest years. It looks at developing the "Whole Child" approach which means that food, safety, hygiene are also included. It is organised into six areas of learning.

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development.



The EYFS provides continuity for children as they move into DCN.

Our environment reflects the EYFS framework and is prepared in such a way that it offers children the opportunity to develop according to their individual needs and interest.

Here is an example of how one could see some of the areas of learning being developed within our environment.

For example:

The Art Table

Children use their creativity to express their feelings and emotions through painting, printing, collage, drawing, glueing etc. Children will thrive when their senses are excited by different activities, material, textures or colours. They display their feelings and skills through the use of colours, strokes, pencils, even different types of paper and other tools.

Home Corner / Dressing up Learning Area

Our home corner is a very popular place in ADCC. Many things happen here; children play and mimic familiar situations. Towards the end of the school year, they are able to engage peers in their pretend play and refine their social skills as they learn to lead or follow. The communication skills will emerge as they set the table and share a pretend lunch, put the baby to sleep or take him for a walk in the stroller.

Music & Movement

Children are invited to use their bodies to express themselves. Plenty of gross motor skills development activities are provided in the setting, inside and outdoors. They will gradually gain control of their bodies through developing their large muscles. In this process they also learn to deal with peer competition and follow rules.

Daily plan

From 8 to 9:15am:

During this first period of our day we welcome the children and parents at ADCC. The children can play freely in every area of the centre, while their parents and our staff help them settle in for the day. We have three rooms with different activities. Available activities range from art projects related to the current theme, imaginary play in the home corner, planned fine motor skill activities like puzzles, play dough, construction sets, sensorial exploration, messy play, gross motor skills practice on the indoor climbing and sliding frame etc.

Staff will engage the children at play or guide them through a table activity while assessing their needs for the day.



From 9.15am Circle Time:

Circle time is a group activity where we sing Nursery rhymes, listen to stories, have puppet shows, enjoy music and movement etc. Most Circle Times are related to the theme we are busy with during that week. This is also the time to talk about our daily routines and what activity is coming next.

Early morning whole group time brings children an awareness of music and musical movement through large movement activities involving music.

9.45am Snack time:

After washing hands the children have a snack together. They can sit wherever they desire and enjoy the company of their peers while enjoying some light food (fruit, vegetables, bread, yoghurts, cereals etc...) as a complement to their breakfast.

10:00am Outside play time:

After attending to the children's physical needs (toileting, changing nappies, potty training etc...), the children are getting ready for going outside. Children are encouraged to cooperate in dressing. To be outside is very important for young children. We try to play at least an hour outside during the morning session. We have made it a rule, at ADCC, to take the children out under any weather condition (except if it is damaging for their health i.e. below -5 degrees Celsius, smog alert, storm etc...).

We have two play areas for our ADCC children:

- A soft-surfaced playground with tricycles, scooters, a play house, balls, hoola-hoops, and other toys encouraging the development of gross motor skills.
- A fenced garden area with a play house and sandpit.

While outside, children are given drinks (water or fruit tea according to the season).

At 11:30: Children come back inside. Time is allocated for dressing back into inside clothes. Children wash their hands and are seated for lunch. Children are supported to eat independently and properly, using only spoons (as food is pre-cut by the teachers for this age group). All the children must sit at the table and they will have to wait until every child at the table has finished (or says he is finished with) his plate of soup to get the second course. The same procedure is followed for dessert.

After lunch, children brush their teeth, wash their hands and face.

12:15: Some of the children go home. The others change into their pyjamas. They are again encouraged to cooperate with dressing. Each child is accompanied to find his bed (the beds are always in the same place in the bedroom), tucked in with his favourite toy, pacifier if needed, favourite book e.g. Soft music plays in the background. In the bedroom, there is an air humidifier during the winter and fans for the hotter days.

Every child wakes up independently.



In the afternoon:

After their nap the children will firstly have a snack. Afterwards the children can play in the playroom or with the play tables. They can also choose to finish one of the morning art activities. But if the weather is good we prefer to take the children outside for some extra outdoor play.

Children will go home at any time in the afternoon.

Attendance at A.D.C.C.

Parents may choose between 3, 4 or 5 mornings or full days from 8 am to 4pm, or a combination of full days and mornings. A minimum of three mornings helps to prevent the prolonging of the adaptation period.

Children can arrive at ADCC between 8 and 9 am and leave at anytime in the afternoon before 4pm.

Settling In

Teachers will help parents to find ways of minimizing any anxiety a child may experience during the initial settling-in period.

This “adaptation” period can last one or even two weeks, sometimes much longer. There is no set rule and each child’s individual nature must be considered. During this period, parents are welcome to stay with their child at ADCC and help him through the daily routines, so that he/ she can settle easily. Slowly, the teachers will take over from the parent as the child becomes more familiar with the environment.

The teachers will advise the parents of the suitable time to prepare their child to their leaving, and will accompany the child through the separation process. Usually, there is one adult designated for one child, and we work gradually from the time the child accepts her presence as a “substitute”.

Late arrival

We accept the fact that it is not easy to prepare a small child when he/ she is in her first year of school. We accept children at any time of the morning without any need for excuses. However, if your lateness can be predicted (medical appointment for example) we would appreciate being informed the day before, so that we can cancel morning snack if necessary.

Absences: parents should inform the ADCC team leader or the school office of any absence, whether in person or by phoning the school. The reason for the absence should also be given, as precautions will have to be taken regarding infectious diseases.



Clothing

Indoor: Parents should provide comfortable clothing for their children to wear inside. Short sleeves are preferable as children learn to wash their hands independently, take part in messy activities etc. ADCC has a very good heating system and short sleeves can be worn even during the winter months. Indoor shoes are required. Parents are also asked to bring spare T-shirts, trousers, socks, underwear. Teachers will inform you of what is missing in your child's basket. Please avoid fashion designer clothes, very especially beloved items, belts and braces, bracelets, necklaces and rings, watches.

Outdoor: Parents must provide rain clothes, as ADCC children go outside, regardless of the weather, if they are properly equipped. We will need rain boots, and raincoats with hood or a rain cap. Umbrellas are to be avoided for the danger they represent.

Winter: children should wear waterproof over-trousers, scarves, hats, mittens and a thick waterproof jacket.

Summer: parents must provide sun-cream, sun glasses, hat, according to the school's Sun Policy.

Nappies: parents must bring nappies, wipes, a disposable changing mat and nappy cream. ADCC has a stock of spare nappies and wipes for emergencies only. If/When the child is in the process of toilet training, parents can bring a potty (if the child insists on having his own). However, ADCC has several potties and the staff will follow any direction concerning toilet training. Parents will inform the staff of the usual routine they follow at home to make this period as stable as possible for the child. We will need disposable changing sheets for each child using nappies.

Meals: Every child needs to have a bib, a toothbrush, toothpaste and a plastic beaker with their name on it.

Naptime: parents must provide pyjamas, and anything that the child needs (dummies/pacifier, favourite toy, favourite comforter –pillow, etc...) and place it on the child's naptime shelf in the cloakroom.

All the pieces of clothing and attire **should be named**. Spare clothes should be placed in the yellow basket over your child's hook. Outdoor clothes should be placed on the hook. In the morning, most parents dress their child and a teacher's assistant is in the cloakroom to take instructions from parents as far as clothing is concerned.

Toys

At ADCC, children are welcome to bring toys from home, but parents should inform the teachers. We advise parents to avoid bringing tiny toys (match box cars for example) as they are not suitable for children under 3. Also avoid bringing toys that we already have at ADCC. Staff are not responsible for any lost toys.

Food and Drinks



ADCC provides two snacks (one in the morning and one after nap), and a lunch. Drinks are also provided at meal times and during the day.

We offer healthy food such as yoghurts, milk, wholegrain bread, cheese spread, fruit and vegetables for snack time.

For hot lunches, we offer quality meals from our main school in Kamyk. The Health and Hygiene Service of Prague observes the quality and nutritional value of the menu.

If parents have any nutritional concern, they should talk with the ADCC supervisor, who will advise them on what is suitable to do.

Special Celebrations

When your child has a birthday, you are welcome to bring a cake and candles to be shared after a light snack. The ADCC team leader needs to be informed the day before to arrange a different snack for the children.

ADCC programme offers many opportunities for the ADCC community to meet and enjoy special events: Fun Day, International Party, Art Exhibition, and of course, Christmas, Valentine, Easter parties.... etc... At ADCC, we celebrate family all year long. On the first day of school, please give the teacher a photo of your family.

Emergency Contact

One of the teacher's assistants will collect mobile numbers from parents for our emergency list. This list will be updated regularly.

Accident Log Book

A special folder is kept in ADCC and teachers note any unintentional accident occurring during school time.

Sick Policy

ADCC will not accept children who have had a fever or diarrhoea during the past 24 hours. We also do not accept children who show signs of any illness when they arrive in the morning. When a child becomes ill during the day, the supervisor checks his/her temperature and the family is contacted.

If a child is taking antibiotics, he/she should be at home. Please read ADCC policies to find out more regarding health issues.

Communication with Parents



Sleep/ Toilet log: parents can find out how long their child napped and get information on toileting during the day at ADCC.

At PBS we recognise the importance of regular communication between staff and parents and in the Early Years' Department we operate an open door policy with regards to communication with parents. Parents are encouraged to talk to staff about their child and where appropriate staff will communicate any comments or concerns at the end of a session. If a parent has anything to discuss at length they are asked to make an appointment.

In line with the rest of the primary school, parents of children in Nursery, Reception and Year 1 will receive an initial report in the first term, a report in the second term and another at the end of the academic year. ADCC parents will receive the second and third term reports.

Parent/teacher consultation sessions are held at least twice in the year for all classes to allow parents to discuss their child's progress with the teacher(s).

An initial information session held at school will allow you to learn about the curriculum as well as the structure of the school day.

How You Can Prepare Your Child for School

In the weeks before your child starts school it is advisable to read to him/her picture books on starting school. Talk to him/her about school and all the fun he/she will have.

If possible, you are welcome to come with your child and visit the centre a few times prior to D-Day. You need to inform ADCC supervisor on the dates and time you would like to come.

It is highly advisable to choose morning time for such a visit, as the Centre is kept very quiet in the afternoon while the children are sleeping.

As English is the main language used in the centre, we would also advise you to help your child become familiar with simple sentences like: “wash your hands”, “tidy up”, “brush your teeth”, “let’s go outside” etc...

Further information

If you need more information, please contact Eva Cyrusová, Aimee Bentink or Briony Long.

4. The Foundation Stage Unit



Attendance

Foundation 1 [DC Nursery]

Parents may choose:

- 5 mornings from 8.00 am to 12.15 pm
- 5 mornings and 3 afternoons (from 8 am to 12.15 pm, from 8 am to 4 pm)
- 5 full days from 8 am to 4 pm

Foundation 2 [Reception]

Children attend full time (8.00 am – 4 pm or 8.00 – 2.45), the school bus will leave at 2.45.

A day in the Foundation Unit, whether your child is full-time or part-time, is varied and very busy. Don't be disappointed if your child is unable to tell you about their day. After school, they need some time to relax, just like we do after a day at work!

Try to bring your child to school on time, as a lot of the teacher input work takes place at the start of the day, and it's important your child does not miss this work.

Please collect your child from the Unit on time, or telephone if you are delayed. If we know that you may be a little late at the end of the session, we can reassure your child that you will be along soon.

General Information

Settling In

It is important that parents and staff are flexible and allow each child to settle in the way that is appropriate for him/her.

Parents are encouraged to talk to staff about this crucial time.

We consider the first few days of school life to be important and it may be appropriate in the initial stages of a child starting school for the school day to be shorter to allow a settling-in period. Staff will talk to you about your child and together we will find the best way to introduce your child to school.

Every child will have 2 special, key people who will ensure that they are happy to come into school, report directly to parents about their child's educational and social achievements and provide the security to ensure that each child can make the maximum progress throughout their time in the unit. However during the day the children will have the opportunity to work with any of the adults in the unit.

Food and Drink



Snacks

All snacks are included in the price of fees.

School will provide two snacks and drinks for the children.

We offer healthy food such as yoghurt, milk, wholegrain bread, cheese, cheese spread, fruit and vegetables for snack time. Snacks [morning and afternoon] for both FS 1 and FS 2 children will be made on the premises

We are happy to let your child bring a water bottle into school labeled with their name. Children have constant access to drinking water.

Please let us know if your child has any food allergies, so that we can provide an alternative to any problem foods.

Hot lunches

FS 1 – these are included in the fees

FS 2 – are available at a reasonable extra cost. Packed lunch may be brought from home.

For hot lunch we offer quality meals from our school caterer. These can be ordered [FS 2] from the administrator in the main office. You will receive a letter each month with details of payment.

The menu for the day is available in several places around the school.

The Curriculum

The school follows closely the guidelines laid down in “The Foundation Stage Profile” [Qualifications and Curriculum Authority for England] and planning for teaching and learning for the Nursery class [Foundation 1] and the Reception Class [Foundation 2] is based on these guidelines. This curriculum is organised into six main areas of learning:

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

We aim to provide a broad, balanced and relevant curriculum which:



- acknowledges and builds on what the child has already learned and experienced;
- meets individual children's needs;
- allows access to learning in a familiar, purposeful, supportive environment;
- teaches independence, encouraging children to take control of their own development;
- provides for the emotional, social, physical and intellectual needs of the child through developing a range of skills and concepts as outlined in the 'Early Learning Goals';

During their time in the Foundation Stage, children should:

- develop a range of communication skills, including speaking, listening and writing experiences;
- develop self confidence and security;
- develop appropriate attitudes to learning. [Attitudes are expressions of value and personal qualities, which determine behavior in a variety of situations and include respect, tolerance, independence, perseverance and curiosity];
- acquire mathematical concepts such as sorting, matching, size, shape, number and counting;
- choose and use tools and materials, exploring their potential for cutting, joining and comparing;
- be encouraged to explore, question, predict, observe and investigate the world around them both near and far, and their environment, past and present;
- acquire gross and fine motor skills through a range of experiences provided by indoor and outdoor play, PE and games, music and movement;
- improve gross motor control, self-confidence and co-ordination;
- develop and extend their imaginative and creative abilities through the media of art, music, dance, stories and role play;
- develop an awareness of personal safety and hygiene through structured play.

We teach our children in the Foundation Stage about appropriate behaviour and attitudes through our 'Golden Rules', which are:

- we share and take turns
- we are kind to our friends
- we use quiet voices
- we look after our unit
- we listen to each other

We believe that:

- everyone is special and important



- everyone has a right to be treated kindly and with respect
- everyone's ideas and opinions are valuable
- everyone needs opportunities to make their own decisions.

Activities in the Foundation Stage

In our Foundation Stage Unit at Modrany, we offer children from the age of three [the beginning of Foundation Stage 1] to the age of five [the end of Foundation Stage 2] a rich and varied educational environment, where play, exploration and practical activities are seen as the foundations of learning.

We aim to work closely in partnership with parents and carers so that each child may fulfill his/her potential and achieve the best possible start to their school life.

The children move across 'Stepping Stones' and aim to reach the 'Early Learning Goals' by the end of their time in the Foundation Unit. Learning through play is at the heart of the Foundation Stage Curriculum. We plan for learning through play. So if your child tells you that she/he has been playing all day, that's good, but they are learning as well!

Sometimes children will work as part of a larger group, or will be specifically targeted for a literacy or numeracy activity with a member of staff.

Here are just a few of the kinds of activities your child will be doing during their time in the Foundation Unit:

looking at books
acting out stories
imaginative role play
writing for different purposes
sorting and matching games
learning letter sounds
counting, weighing, measuring
learning the names of shapes
drawing, painting, collage, model making
cutting and sticking
working with sand and water
using the computer and interactive whiteboard
climbing, throwing and catching
riding bicycles and scooters

Clothing



One of our aims is to encourage independence and it is important therefore that clothing allows for this. Children should wear comfortable clothing that allows them to move freely and that can be easily removed for toileting. In addition, children will participate in a range of activities – including some that are messy. Whilst children are encouraged to wear aprons for all art activities, accidents do happen and clothing may become marked with paint.

We recommend you provide your child with:

- Comfortable named indoor shoes. (For safety reasons these should fit securely on your child's feet. Flip-flop shoes are discouraged as children can easily fall over in them.)
- Suitable outdoor clothing e.g. hat, scarf, gloves for the winter, sun hat and sun cream for the summer. Overall trousers [plastic or rubber] and rubber boots are essential for all year round as the garden can become muddy and the children are encouraged to play actively at all time. These can be kept in school.
- A set of extra clothing in a bag (in case of accidents) to be kept in school. (Please check the bag regularly to make sure that the contents are complete.)

*** Please, label all clothes with your child's name.**

Toys

When young children first come to school they often need the reassurance of a familiar toy or soft animal and during the initial settling-in period parents are encouraged to allow their child to bring to school something that will give them this reassurance. Once children have become settled however, parents are asked to discourage children from regularly bringing toys from home as they can be a source of conflict and distress in the classroom. Staff cannot be held responsible for such toys when they become broken or lost.

Toileting

Children are expected to be already toilet trained and are encouraged to go whenever they require. Some assistance will be given if necessary. However, as an important aspect of the Foundation Stage routine is the development of independence, children will be encouraged to attend to their own needs whenever possible.

As well as the times when the children choose to go to the toilet, there are occasions when children are encouraged to go, for example prior to going out to play.

*Please keep staff informed if your child is having problems with his/her toileting at any particular time.

Special Occasions



If your child has a birthday you are welcome to bring a cake into school that children can share, along with disposable plates and forks suitable for the cake you are providing. Please inform the staff in advance if you plan to do this.

Emergency Contacts

When you first enroll your child at PBS you are asked to provide an emergency contact number in case of emergency...

An e-mail address would also be very useful

We need to know...

- If you change your telephone number [home or mobile]
- If one of the people you have put down as an emergency contact changes their telephone number or moves away.

Class Logbook

To ensure maximum safety and security procedures for each child there is a log-book at the entrance to the unit. Parents are asked to write any relevant information in it that they feel staff need to be aware of, such as a child being collected early. This can be written in either English or Czech. This is in addition to informing staff verbally.

Pick-Up

If your child is going to be collected by someone other than the regular adult you are asked to inform the member of staff and to fill in the class log-book for that day, stating who is going to collect your child. Please remind the adult to bring some photographic ID.

Absences

If your child is going to be absent or late, please inform the school as soon as possible. FS 2 – Cancel school lunches where necessary otherwise you will be charged for them.

The School telephone number is +420 226 096 150

Sick Policy



If for any reason your child is not feeling well you are asked to keep him/her at home. Please do not bring your child to school if he/she has a fever, has been vomiting within the previous 12 hours, has diarrhea or a contagious illness. As well as the likelihood of infecting other children, it is important to remember that young children need a special kind of attention when they are unwell and often become very distressed if they are experiencing discomfort whilst separated from a main carer. If your child is too sick to go outside to play, he/she is probably too sick to be in school. Staff will contact parents if a child appears unwell during the day.

It is not appropriate for a child to come to school if he or she is taking antibiotics.

Communication with Parents

At PBS we recognize the importance of regular communication between staff and parents and in the Foundation Stage Unit we operate an open door policy with regards to communication with parents. Parents are encouraged to talk to staff about their child and where appropriate staff will communicate any comments or concerns at the end of a session. If a parent has anything to discuss at length they are asked to make an appointment after school hours.

In line with the rest of the primary school, parents will receive written reports outlining their child's progress.

Parent/teacher consultation meetings are held at least twice in the year to allow parents to discuss their child's progress with the teacher(s).

An initial information session held at school will allow you to learn about the curriculum as well as the structure of the school day.

How You Can Prepare Your Child for School

You are your child's first teacher and he/she will be more confident if you teach him/her to:

- act independently;
- make choices;
- dress independently;
- go to the toilet independently;
- wash and dry his/her hands independently.

Equal Opportunities and Special Needs



Modrany Foundation Unit is committed to providing equality of opportunity for all children regardless of gender, race, ethnic background, religion or special need. Each child is seen as an individual and valued as such.

The school has a policy for special educational needs. It provides information about processes and procedures used to identify and help children with special educational needs. If your child shows some concern in their development or learning, a member of the Foundation Unit staff will talk to you. Parents are consulted when their child is receiving extra support so that we can work together to support the child. This is a two way process and so if you have any concerns about your child's progress in any area of the curriculum, please do not hesitate to speak to a member of the Foundation Unit staff.

5. Year 1

Attendance

Children attend full time 8:30am -2:45am

The School Day

Children come into school ready to start the day at 8.30 am. Parents are encouraged to be as punctual as possible to ensure a smooth start to the day. Children are usually given a short time to settle into the class and to choose from a selection of activities on offer in the classroom before any focused tasks begin. Children also have group reading during this time. Breaks for play and lunch are in line with other classes in the primary school. Children should be collected at 2:45 pm.

After school activities are available during the week and the choice will be advertised at the beginning of each term.

After school private music lessons are also available through the International School of Music and Fine Art.

Late Arrival

It is important that children arrive before 9.00 am to enable them to take advantage of the settling down activities. Arriving later than this often causes disruption to other lessons and may make the child feel unsettled, particularly if he/she has missed out on an interesting activity. It is necessary to bring your child into school through the administration entrance if they arrive after 8:45am.

Clothing



Children should be smartly but comfortably dressed. The recommended school wear is available to buy through the school office.

Clothing for the seasonal weather should be kept in school.

Summer: hat, sunscreen

Winter: scarf, hat gloves

Over-trousers which can get dirty (such as plastic or rubber) and rubber boots are particularly recommended for wet and winter days.

- ❖ Please, label all clothes with your child's name.

You will receive information about sports and swimming clothing from your child's teacher.

Toys

Children are asked not to bring toys into school as staff can not be responsible for them.

Food and Drink

Children have a mid-morning snack-usually before outdoor play, which you are asked to provide. Snacks should:

- be in a suitable container, not glass;
- allow the child to eat as independently as possible;
- be of a suitable quantity to enable the child to finish it without waste; (Children often feel frustrated if they are given too much food. Staff cannot force children to eat food.)
- be of a healthy variety; (fruit, cheese, bread)
- include enough drinks to last the day, especially during hot weather.

Please do not include chocolate or sweets. Chewing gum and bubble gum are not allowed in school.

A water bottle can be kept in school so that children always have access to water. These must be changed regularly.

Hot lunches are available to Year 1 for a charge.

Homework



Reading homework will be given regularly. The children will need a reading folder to keep their reading book and reading diary in. This needs to be brought into school every day. It is very important that parents fill the reading diary in. They will also be given spelling homework once a week.

Special Occasions

If your child has a birthday you are welcome to bring a cake into school that his/her class can share, along with disposable plates and forks suitable for the cake you are providing. Please inform the teacher in advance if you plan to do this.

Emergency Contacts

When you first enroll your child at PBS you are asked to provide an emergency contact number in case of emergency...

An e-mail address would also be very useful

We need to know...

- If you change your telephone number [home or mobile]
- If one of the people you have put down as an emergency contact changes their telephone number or moves away.

Class Logbook

To ensure maximum safety and security procedures for each child there is a log-book at the entrance to the unit. Parents are asked to write any relevant information in it that they feel staff need to be aware of, such as a child being collected early. This can be written in either English or Czech. This is in addition to informing staff verbally.

Pick-Up

If your child is going to be collected by someone other than the regular adult you are asked to inform the member of staff and to fill in the class log-book for that day, stating who is going to collect your child. Please remind the adult to bring some photographic ID.

Absences

If your child is going to be absent or late, please inform the school as soon as possible. Cancel school lunches where necessary otherwise you will be charged for them.

The School telephone number is +420 226 096 150

Sick Policy



If for any reason your child is not feeling well you are asked to keep him/her at home. Please do not bring your child to school if he/she has a fever, has been vomiting within the previous 12 hours, has diarrhea or a contagious illness. As well as the likelihood of infecting other children, it is important to remember that young children need a special kind of attention when they are unwell and often become very distressed if they are experiencing discomfort whilst separated from a main carer. If your child is too sick to go outside to play, he/she is probably too sick to be in school. Staff will contact parents if a child appears unwell during the day. It is not appropriate for a child to come to school if he or she is taking antibiotics.

Communication with Parents

In line with the rest of the primary school, parents will receive written reports outlining their child's progress. Parent/teacher consultation meetings are held at least twice in the year to allow parents to discuss their child's progress with the teacher(s).

An initial information session held at school will allow you to learn about the curriculum as well as the structure of the school day.

6. The Prague British School – General Information

Parents at PBS

Education is a partnership between home and school. At the Prague British School we recognise the importance of positive home/ school relations, and parents are welcome as active participants in every aspect of school life.

We warmly welcome parental involvement in our school. Parents can help in a variety of ways, for example by assisting on a school excursion, helping in the library, or running an extra-curricular activity. If you would like to help, we would be very glad to hear from you.

Parents are also most welcome to become involved in helping the school and the children through the medium of the Parent Teacher Association. All parents are automatically members of the PTA as soon as their child attends the school. It is principally involved with organising and helping to run events for the children and from time to time social events at which parents are able to meet one another. Some fund-raising may be carried out in order to pay for these occasions; any spare money may be used to buy small extras, which would directly benefit the children at school. Coffee mornings are held regularly at each Primary school site.

Health



General

If your child has any allergies or suffers from any particular condition such as asthma, please ensure you discuss this directly with the class teacher or form teacher.

Medication

Medication is not administered by school staff to students without written consent and instructions from the parents. Any medicine coming into school must also be clearly labelled with the child's name and prescribed dosage; no responsibility can be accepted if a dose is missed.

Illness

Pupils who are obviously not well should not be sent to school. If a child has been vomiting in the last 12 hours, has diarrhoea, a fever or a contagious illness he/ she should remain at home. In the case of communicable diseases, the school should be notified immediately, so that other parents can be informed.

First-Aid and Accident Procedures

The health and safety of each child is of paramount importance to the school. However, occasionally accidents may occur, or children may be unwell during the school day. The school will administer whatever first aid measures seem necessary if a child is sick or injured at school. If necessary, the school will telephone the parents to have them proceed with any further treatment that is needed. If neither the parents nor the parents' "emergency contact person" can be contacted, the school will proceed with whatever measures seem essential.

In the event of emergency treatment being required, if it proves impossible to make contact with the parents, then the school will proceed with the emergency treatment with a suitable doctor or hospital, providing the medical release form has been returned to the school. It is also very important that parents regularly update the contact numbers on the medical release form so that we do have access to you during the day. Older students should know their home address and telephone numbers.

Family Insurance

It must be clearly understood that family insurance provision is required and that the school will require a refund of any costs incurred. At the start of the school year all parents must be able to prove they have up to date insurance cover.

Insurance

PBS holds the following insurance policies:



Liability insurance

All on-site and out-of-school events organised by the school or the Friends' Association are insured under this policy should the school be held liable for any damage to people or property.

Building insurance

All PBS buildings are insured against damage from fire, flood or any other natural catastrophes.

Passenger insurance

This includes for example, the school bus, and any school outing on the school bus.

Accident insurance

As well as the liability insurance, our students are covered by a direct accident policy in case of serious accidents.

Placements

Acorns Day Care

A child must be at least 20 months for the Day-care Centre.

Nursery

To qualify for entry into the Nursery, children must be three years old before the term when starting Nursery school.

Primary and Senior

Children must be four years old before the first day of the new academic year for Foundation 2 (Reception) entrance. Each following year will follow the pattern of Reception entry.

Foundation 1	3 to 4	years old
Foundation 2	4 to 5	years old
Year 1	5 to 6	years old
Year 2	6 to 7	years old
Year 3	7 to 8	years old
Year 4	8 to 9	years old
Year 5	9 to 10	years old
Year 6	10 to 11	years old
Year 7	11 to 12	years old
Year 8	12 to 13	years old
Year 9	13 to 14	years old
Year 10	14 to 15	years old
Year 11	15 to 16	years old



Children will normally be placed according to their age. However the school reserves the right to place children in the appropriate age group depending on their age, experience and ability.

New admissions are accepted throughout the year according to the above criteria.

Requirements

Before entry into school, parents are required to submit a completed application form, a completed enrolment form, a form concerning travel in and around Prague, a health form, a medical release form and a copy of their child's immunisation card or a note from the child's doctor. In addition, parents may be asked to provide a record or report from their child's previous school. Proof of medical insurance cover will also be required.

School Sites



School	Modřany Prague 4	Kamýk Prague 4	Vlastina Prague 6
Ages	Pre-Nursery- Year 1 20 months-5 years	Year 2 – Year 6 6-11 years AND Year 7 – Year 13 11 -18 years	Foundation 1 – Year 6 3 years - 11 years
Address	Vojtova./Karasova 1829/14 143 00	K Lesu 558/2 142 00	Vlastina 19 160 00
Tel.:	226 096 150	+420 226 096 200	226 096 170
Fax:	226 096 151	+420 226 096 201	226 096 171
e-mail:	modrany@pbschool.cz	info@pbschool.cz	vlastina@pbschool.cz

Enquiries should be made to:

The Prague British School

Modrany School,
Karasova 14,
143 00 Praha 4
Czech Republic.

Tel +420 226 096 150
Fax +420 226 096 151
Email modrany@pbschool.cz

For further information about **The Prague British School** please visit
www.pbschool.cz



Payment terms and conditions

- **Payment of tuition fees is due and payable by the date stated on the invoice.**
- Invoices are sent by post to the address indicated in this form.
- Payment may be made at our bank – **Volksbank CZ a.s., Vinohradská 40, Praha 2 nebo dalších pobočkách banky, číslo účtu: 4200116786/6800, IBAN: CZ82 6800 0000 0042 0011 6786, SWIFT CODE: VBOECZ2X.**
- Invoices are payable net of any bank charges.
- It is also possible to pay in cash at our main office.
- Parents hereby agree that in the case of cash payments of tuition fees, the school is entitled to add a surcharge of **500,- CZK** to cover the costs incurred by the school in connection with handling and administering the cash.
- The main office must be informed in writing of any changes that will affect the invoice, **at least 3 weeks** before the date of issue.
- **Reminders are sent if payment is not received within the required deadlines. In case of late payment, the school is entitled to charge the interest of 0,05% from all amount in arrears. No documents, certificates or reports will be issued unless all outstanding invoices are paid.**
- Failure to make payment within the required deadline may result in suspension of the pupil. In the event of any payment being delayed for more than four weeks the school may not be in a position to offer a place.
- The application fee is **non-refundable** unless the school is unable to provide a place for the pupil.
- Pupils will be allowed to enter the school only on receipt of the application and tuition fees.
- Tuition fees for mid-year enrolment are pro-rata, based on the total weeks remaining in the academic year.
- **The school requires one full term's notice of withdrawal in writing or full term's fees will be charged.**
- There is no refund for absence, withdrawal or dismissal.

Please put the invoice number and name of your child on any remittance advice. This will help the school to identify your payment.

Assisted places

A limited number of assisted places are available to high achieving, talented, young students who are in need of financial assistance. We look forward to welcoming these gifted students to our school.

