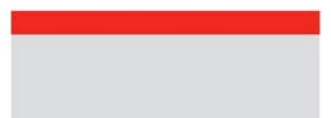




The  
**P**RAGUE  
**B**RITISH  
**S**CHOOL

PARENTS'  
HANDBOOK

VLASTINA  
EARLY  
YEARS



1. Introduction		2
2. Early Years at Vlastina	Introduction and Philosophy	3
	Aims and Curriculum	5
	Strategies for Learning	6
3. Pre-nursery, Nursery and Reception Class	The School Day	7
	Attendance	7
	Settling In	7
	Late arrival	7
	Clothing	7
	Toys	9
	Toileting	9
	Food and Drinks	9
	Special Celebrations	10
	Extra-curricular activities	10
	Emergency Contact	10
	Pick-up	10
	Absences	10
	Sick Policy	10
	Communication with Parents	11
	How You Can Prepare Your Child for School	11
5. The British International School – General Information	Parents at PBS	12
	Health	12
	Insurance	13
	Placement	14
	School Sites	15
	Payment terms and conditions	16
	Contact Information	17



*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 at Vlastina 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 (BISP) 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.

In February 2008 we opened a new site in Prague 6 – the Vlastina site. It caters for children from 18 months (Pre Nursery) to 11 years old (Year 6). The interior of the Vlastina School was fully reconstructed to an exceptionally high standard. The school has a computer lab, library, EAL and SEN rooms as well as a playground to suit all needs. As at all sites, the classrooms are all equipped with interactive whiteboards. There is a large gym for PE and outdoor sports field at the back of the school. The school has a spacious dining hall and a hall with stage for school concerts and assemblies.

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 Vlastina

### Introduction and Philosophy

The Foundation Stage of the school consists of:

**Pre-Nursery**  
**(18 months -3 years)**

**Foundation 1 (Nursery)**  
**(3-4 years)**

**Foundation 2 (Reception Class)**  
**(4-5 years)**

The Foundation Stage Department of the school follows the guidelines laid down by the Department for Education, England. The staff/pupil ratio is higher than that laid down by the Czech authorities for the care of young children. There is a hygiene supervisor and a Foundation Stage Coordinator to ensure that standards are maintained and curriculum and health guidelines are fulfilled.

We believe that:

- 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

The aims of our Foundation Stage Department are:

- 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 recognise 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.

### The Curriculum

The school follows closely the guidelines laid down in "The Curriculum Guidance for the Foundation Stage" (Qualifications and Curriculum Authority for England) and planning for teaching and learning is based on these guidelines. In Foundation 1 (Nursery) and Foundation 2 (Reception Class) the curriculum is organised into six main areas of learning:

- Personal, social and emotional development
- Communication, language and literacy
- Mathematical development
- 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';



### Strategies for Learning

We will offer a broad range of experiences, activities and opportunities which acknowledge the importance of play, communication and practical tasks. The environment promotes learning and allows each child to be an active rather than a passive participator.

A topic-based approach is used throughout the Foundation Stage to enhance all learning. These topics are intended to match and incorporate the needs of each age group according to ability. Some topics (for example 'Ourselves') are repeated in each year group to allow children to grasp new concepts on a familiar theme. The curriculum is accessible to all children. We acknowledge that not all children will have the same experiences and that rates of development and progress will differ widely. Planning for teaching and learning therefore takes account of children's individual abilities, competencies and interests.

During their time in the Foundation Stage at PBS, 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 behaviour 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.



### **3. Pre-nursery, Nursery and Reception Class**

#### **Pre/nursery (18 months -3 years)**

Children can attend 3, 4 or 5 mornings per week (8.30 – 12.00).  
Parents should provide children with a snack and drink

#### **Nursery (3-4 years)**

Children usually attend 5 mornings per week (8.30-12.00).  
Full-time sessions (8.30-3.00) will be available each day if staff consider a child will benefit from them and equally important, is ready for full-time education.  
Children who stay for full-day sessions have lunch around 12.00.

#### **Reception (4-5 years)**

Children attend full time (8.30 am - 3.00 pm)

#### **Settling In**

Children coming into school will respond quite differently to one another. 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.

#### **Late Arrival**

It is important that children arrive on time to enable them to take advantage of the settling down activities. Arriving late than this often causes disruption to other classes and may make the child feel unsettled, particularly if he/she has missed out on an interesting activity.

#### **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 or slippers. (*For safety reasons these should fit securely on your child's feet. Flip-flop shoes and other backless shoes are not allowed 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.
- A set of extra clothing (in case of accidents) to be kept in a bag (not PE bag) at school. (*Please check the bag regularly to make sure that the contents are complete.*)

### **Outdoor – all children**

Vlastina School has a playground designated for Early Years and the children go outside on most days and children. They are encouraged to dress and undress themselves with as little assistance as possible. Outdoor clothing should reflect daily and seasonal weather conditions, *for example hats, scarves and gloves in winter and sun-hats in summer.*

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

- ❖ Please, label all clothes with your child's name.
- ❖ Please try to ensure that clothing and footwear can be easily put on – Velcro, elastic and other easy fastenings where possible.

### **PE Kit – Reception class**

Throughout the week there are regular opportunities for the development of physical skills. For health and hygiene reasons you are asked to provide your child with a suitable change of clothing (PE kit). This kit should be kept in school and taken home regularly for washing. Please provide your child with a cloth bag (not plastic) that contains the following named items:

- A pair of shorts
- A red PBS t-shirt
- A pair of gym shoes (cvičky – can be bought in local shoe shops as well as Tesco ) or other white soled trainers or sports shoes.

### **Schoolbag**

Your child will need a school bag to take his/ her belongings to and from school. This bag should be small and easy enough for the child to open by himself/ herself. (Please - no large heavy bags. They are difficult to store.)



### School library

Children are allowed to take books home however parents should provide a bag for this purpose. Parents can purchase a PBS book bag from the school shop (ask at the office).

### 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 in Nursery and Reception are expected to be already toilet trained and are encouraged to go whenever they require. As an important aspect of the Nursery 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 or before lunch.

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

### Food and drink

#### Snacks

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;
- contain the necessary spoon etc. to allow the child to eat it;
- allow the child to eat as independently as possible;  
*(For Nursery children try to make sure your child's snack is already cut into suitable size portions.)*
- 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 a drink in a suitable container (no drinks that contain caffeine or sugar).  
❖ *Please do not include chocolate or sweets.*

***Children should also bring water to school each day. Staff will fill up the water container if necessary.***



### **Lunches**

Children who stay all day have lunch at school. After consultation with parents and caterers we are able to offer 2 course lunch in small or large portion. (80 CZK/ 85 CZK). Lunches should be paid in advance directly to our office at Vlastina. Alternatively, parents can provide their child with a packed lunch.. All children go to the dining hall and are supervised throughout.

### **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 suitable for the cake you are providing. Please let staff know beforehand if you are planning to do this.

### **Extra-curricular activities**

At the Prague British School we may provide facilities (not the tuition) for children who are learning a musical instrument or other similar activity such as Toddler Atelier for Nursery children. These lessons may take place during break times or other. Lessons run by the International School of Music and Fine Arts should be organised through their teachers. Information will be sent to parents at the start of the school year.

### **Emergency contacts**

When you first enrol your child at PBS you are asked to provide an emergency contact number in case of emergency. It is important that the school is kept informed of any changes either to the number or the contact person. An e-mail address would also be very useful.

### **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, stating who is going to collect your child.

### **Absences**

If your child is going to be absent or late, please inform the school as soon as possible.

### **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 diarrhoea 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.

You may also wish to consider whether it is appropriate to send your child to school if he/she is taking antibiotics. Staff cannot be held responsible for missed doses.

### **Communication with parents.**

At PBS we recognise the importance of regular communication between staff and parents and in the Foundation Stage 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 of children in the Nursery and Reception class will receive written reports outlining their child's progress. Parent/teacher consultation sessions are held twice in the year for all classes to allow parents to discuss their child's progress with the teacher(s).

An initial information session will be held at school in September to 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.



### **3. 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

### Pre-nursery

A child must be at least 18 months old for the Pre-nursery at Vlastina.

### Foundation 1 (Nursery)

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

### Foundation 2 (Reception class)

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	<b>Modřany Prague 4</b>	<b>Kamýk Prague 4</b>	<b>Vlastina Prague 6</b>
<b>Ages</b>	Pre-Nursery- Year 1 20 months-5 years	Year 2 – Year 6 6-11 years AND Year 7 – Year 13 11 -18 years	Pre-Nursery – Year 6 18 months - 11 years
<b>Address</b>	Vojtova./Karasova 1829/14 143 00	K Lesu 558/2 142 00	Vlastina 500/19 160 00
<b>Tel.:</b>	226 096 150	+420 226 096 200	226 096 170
<b>Fax:</b>	226 096 151	+420 226 096 201	226 096 171
<b>e-mail:</b>	<a href="mailto:modrany@pbschool.cz"><u>modrany@pbschool.cz</u></a>	<a href="mailto:info@pbschool.cz"><u>info@pbschool.cz</u></a>	<a href="mailto:vlastina@pbschool.cz"><u>vlastina@pbschool.cz</u></a>



### 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.



Enquiries should be made to :

**Vlastina School,**

**The Prague British School**

Vlastina 19

Praha 6

160 00

Czech Republic.

Tel +420 226 096 170

Fax +420 226 096 171

Email [vlastina@pbschool.cz](mailto:vlastina@pbschool.cz)

For further information about **The Prague British School** please visit

[www.pbschool.cz](http://www.pbschool.cz)

