

International Preparatory School



Parent Handbook 2019-2020



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School Profile

- **Vision and Mission**
- **International Baccalaureate (IB) Learner Profile**
- **IPS History**
- **IPS Community**
- **Accreditation to the Council of International Schools (CIS)**
- **Graduates of IPS**
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IPS Vision & Mission

Vision

Inspiring our learners to thrive in a world of change.

Mission

Inspire, Empower, Lead

- We will inspire our learning community through an inquiry curriculum and commitment to on-going improvement.
- We will empower our learning community to find solutions to real life challenges through creative and critical thinking.
- We will lead our learning community to promote a spirit of internationalism by thinking globally and acting locally.

The International Baccalaureate (IB)

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

IBPYP Learner Profile

• **Inquirers**

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

• **Knowledgeable**

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

• **Thinkers**

We exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

• **Communicators**

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

• **Principled**

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

• **Open-minded**

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

- **Caring**

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

- **Risk-takers**

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

- **Balanced**

We understand the importance of balancing different aspects of our lives—intellectual, physical, (spiritual) and emotional— to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

- **Reflective**

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

History

In 1989, a French semi-private school in the north of Mauritius, Ecole du Nord, was experiencing difficulties accommodating the growing number of expatriate English speaking children living in the region. There was a need for a private, English medium school in the area. On the initiative of the founder of the school and the first President of the Board, an International Section of Ecole du Nord was established. After several years of expansion, the International Preparatory School became its own Association, independent of Ecole du Nord, during the scholastic year 1999/2000.

IPS Community

The parent body consists of three main groups: expatriate families living in the north of Mauritius who have chosen an English education for their children, families where one parent is non-Mauritian and Mauritian parents who have opted for private education. Our students come from numerous social and cultural backgrounds. While a high percentage of the student population is registered as Mauritian, many nationalities are represented in our student body.

Accreditation to the Council of International Schools (CIS)

Since 2007 IPS has been accredited to the Council of International Schools (CIS) a worldwide accreditation organisation for international schools. The CIS encourages school improvement through a process of continuous self-study and peer evaluation. The award of full accreditation status demonstrates that the member school has achieved high standards of professional performance in international education and has a commitment to its continuing improvement.

A CIS Accreditation Team visited IPS in late November 2016 for re accreditation purposes.

Following the visit, CIS awarded re accreditation to the school.

Graduates of IPS

On completion of their studies at IPS the students continue in various directions. Some complete their secondary education abroad or seek admission into a local secondary school. The majority, however, join one of the two international high schools on the island- Northfields International High School or Le Bocage International School.

Faculty

IPS recruits its teachers from all over the world. Several nationalities are represented while our Mauritian staff represents the different cultural backgrounds of the country's population. The Head of School ensures that teaching staff is kept abreast of developments in education through professional development both locally and overseas.

Program Overview

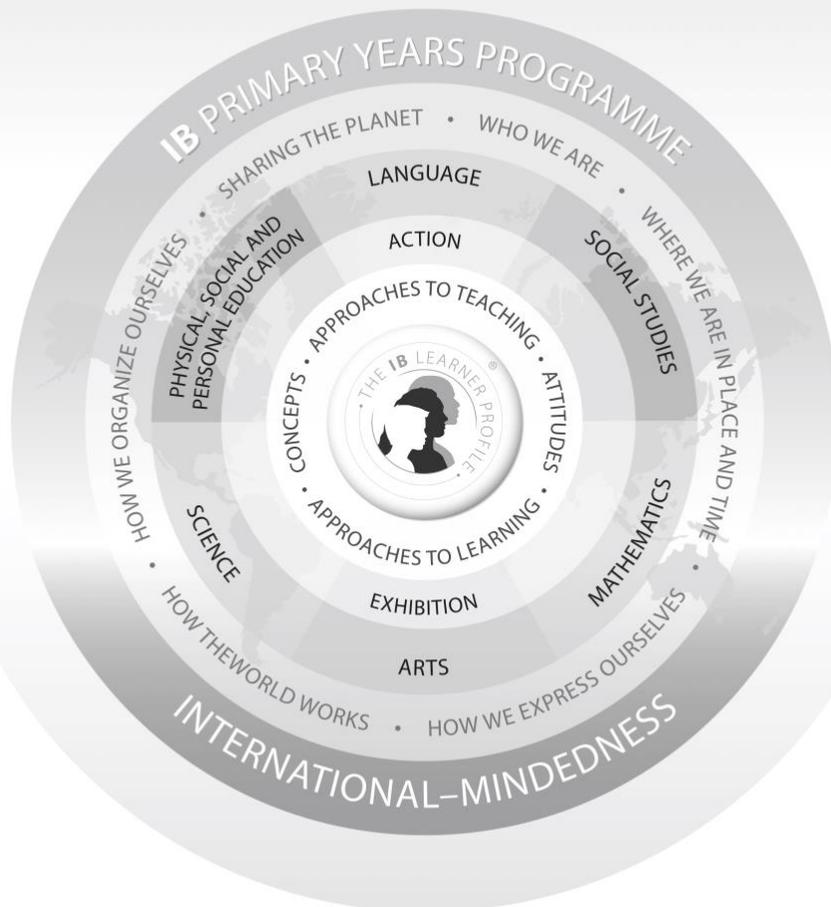
- International Baccalaureate Primary Years Programme
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- Assessment and Reporting
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- Information and Digital Literacy
- Library Services

International Baccalaureate Primary Years Programme

At the heart of the International Baccalaureate Primary Years Programme (IBPYP) philosophy, is a commitment to structured inquiry as the leading tool for learning.

Six Transdisciplinary Themes: Language, Social Studies, Mathematics, Arts, Science and Personal, Social and Physical Education, provide the framework for the exploration of concepts and knowledge.

Preparing students for active participation
in a lifelong journey of learning



EDUCATION FOR A BETTER WORLD

Summary of Subjects

All students study the following subjects – Language, Mathematics, Science and Design Technology, Social Studies, Physical Education, Personal and Social Education and The Arts (Visual, Performing, design).

English

The language of instruction at IPS is English. By learning language as well as learning about and through language, we nurture an appreciation of the richness of language and a love of literature.

There are three main strands in English language learning:

- Oral communication;
- Written communication;
- Visual communication.

These strands are organized into sub-strands:

- Listening;
- Speaking;
- Reading;
- Writing;
- Viewing.

Mathematics

Mathematics is viewed as a way of thinking and a language for understanding and constructing meaning.

To study Mathematics is to inquire into this language and to learn to think in this way.

There are five interwoven strands in the IPS Mathematics Curriculum:

- Number,
- Pattern and function;
- Data handling;
- Measurement;
- Shape and space.

Science

Science provides opportunities for students to engage in scientific investigations by making accurate observations, handling tools, recording and comparing data, and formulating explanations using their own scientific experiences and those of others. Students will gain experience in testing their own assumptions and thinking critically about the perspectives of others in order to further develop their own ideas.

There are four main strands in the Science Curriculum that are explored through the units of inquiry:

- Living things;
- Earth and space;
- Materials and matter;
- Forces and energy.

Social Studies

Social Studies provide opportunities for students to look at and think about human behavior realistically, objectively and with sensitivity. It aims to guide students towards a deeper understanding of themselves and others, and of their place in an increasingly global society.

There are five main strands in the Social Studies curriculum that are explored through the units of inquiry:

- Resources and the environment

- Human Systems and Economic Activities
- Organization and Culture
- Continuity and Change Through Time
- Human and Natural Environments

The Arts: Visual Arts & Performing Arts

The Arts include the development of creative skills, verbal and non-verbal expression, an awareness of the perspectives of others and aesthetic appreciation. The Arts enable students to communicate in powerful ways that go beyond their spoken language ability. Through The Arts, students can begin to construct an understanding of their community, their environment, their own feelings and emotions and to develop their cultural awareness.

The strands in the Visual Arts Curriculum are:

- Creative Processes;
- Elements of Art and Design;
- Visual Arts in Society;
- Reflection and Appreciation.

The strands in the Performing Arts Curriculum are:

- Performance in Music (Singing, Instrumental, Listening and Appreciating);
- Creating and Composing;
- Notation;
- Performance in Drama (Mime, Role Play, Improvisation);
- Drama and Society;
- Creative Exploration and Expression;
- Movement and Dance

Physical Education

Through Physical Education (PE), students are learning the ‘language’ of physical movement and exploring the skills associated with different strands of PE. They learn to understand what they can and cannot do physically and become aware of their own strengths and weaknesses in this discipline. Physical activity is an essential aspect of a well-balanced, healthy lifestyle and learning through PE helps to build self-esteem, confidence, cooperation and fitness.

The strands in the PE Curriculum are:

- Body control and spatial awareness;
- Adventure challenge;
- Athletics;
- Movement to music;
- Games;
- Swimming;
- Gymnastics and health-related activities.

French Language

All students Nursery–Year 6 receive French Language instruction. Students from Year 1 are grouped according to their proficiency level.

- There are two levels of French in Years 1-2: Mother Tongue French and French Language French B.
- There are three levels of French in Years 3-6: French Mother Tongue, French Language French B and Ab Inito (Beginner) French.

The content at each level varies accordingly and aims to develop language competency in speaking, reading and writing. The content of the lessons focuses on level specific language development goals and incorporates and supports the Unit of Inquiry where appropriate. The French teacher uses the central idea from each Unit of Inquiry where possible.

Learning Stages at IPS

Nursery – Year 2 (Early Childhood – Lower Primary)

A Homeroom Teacher is responsible for the daily programme in the Early Childhood classes.

The Nursery and Reception programme is based on learning through inquiry. In N-Y2, Science, Art, Mathematics and Languages are incorporated within the Units of Inquiry and are a functional intrinsic part of the Early Childhood methodology. In addition, Early Childhood classes also have specialist teachers for French, Music, Physical Education and Library. The Early Childhood Coordinator supports teaching and learning to ensure consistent classroom practice.

Years 3-6 (Middle Primary – Upper Primary)

A Homeroom Teacher is responsible for the daily programme. Specialist teachers who, where possible, make authentic connections to the grade level Units of Inquiry to enhance and develop meaningful learning teach – French, Music, Art, Design Technology, Physical Education, and Library.

Coordinators support teaching and learning to ensure consistent classroom practice. Grade level expectations of bookwork, homework, field trips and special events are standardized across each grade level.

The Curriculum Framework

The PYP offers a comprehensive approach to teaching and learning. It provides a complete curriculum model that incorporates guidelines on what students should learn, as well as guidelines on teaching methodologies and assessment strategies.

The Curriculum Framework is further structured around three interrelated questions:

- What do we want to learn? (The written curriculum)
- How best will we learn? (The taught curriculum)
- How will we know what we have learned? (The learned curriculum)

The Written Curriculum incorporates 5 essential elements:

KNOWLEDGE	CONCEPT	SKILLS	ATTITUDES	ACTION
Languages*	Form	Thinking	Tolerance	Reflect
Mathematics	Function	Communication	Respect	Act
Science	Causation	Social	Integrity	Choose
Social Studies	Change	Research	Independence	
PSPE**	Connection	Self-management	Enthusiasm	
The Arts***	Perspective		Empathy	
	Responsibility		Curiosity	
	Reflection		Creativity	
			Cooperation	
			Confidence	
			Commitment	
			Appreciation	

* English, French

** Personal / Social & Physical Education

*** Music, Art, Drama, Dance

Assessment and Student Progress Reports

Written reports are emailed to parents at the end of each term. The written report provides feedback on how your child is progressing academically, socially and emotionally. IPS uses the Year Level Benchmarks from the IPS Scope and Sequences to report on student progress throughout the year.

- **Goal Setting & Settling In Conferences** – IPS holds a Goal Setting / Settling In Conference midway through Term 1 to provide an opportunity for parents, student and teachers (Years 1-6) and parents and teachers (Nursery & Reception), to be part of the discussion on the student's settling in so far and to set goals together for the coming school year. This way, parents are directly involved in supporting their child, while the student develops a sense of responsibility towards his/her learning.
- **Student Progress Reports** - Student progress reports are emailed at the end of each unit of inquiry. These reports are based on IPS curriculum benchmarks in each subject/area. The report also contains the 'Child as a Learner' comment from homeroom teachers which comments on the student's approach to learning.
- **Student-Led Conference** –In term 2, Student-Led conferences take place. As the name suggests, the student will lead this conference. He/she will report to his/her parents independently his/her learning progress and areas to be improved. During both the Student-Led Conferences and three way conference, parents have the opportunity to view their child's workbooks, displays, portfolios, videos etc. Each student will be given the time to demonstrate and explain what he/she has learned in all subjects.
- **Portfolio Viewing** – At different times throughout the year parents will have an opportunity to visit the classroom and have their child walk them through their learning portfolio.
- *Parents may also request an appointment at any time throughout the year to meet the homeroom or subject teacher to discuss their child's progress.*

International Benchmark Assessments

IPS uses a number of internationally benchmarked assessment tools to monitor student and school achievement standards. These include the Developmental Reading Assessment (DRA) Burt Word Reading Assessment, and the ACER International Schools Assessment (ISA).

Information and Digital Literacy

All teaching and learning in the PYP is under-pinned by inquiry. To enhance both teaching and learning IPS provides multimedia resources, technology tools and services. IPS provides opportunities for students to explore digital literacy skills and digital tools using a transdisciplinary curriculum framework.

From the crafting of words into a work of art using word processing skills to videoing problem-solving skills in a physical education class, technology used for the right purpose enhances learning and achievement.

The transdisciplinary approach of the PYP challenges students and teachers to go beyond the obvious appeal of technology to actively explore and develop digital literacy skills and tools for higher level thinking, research, communication, socialization and self-management.

In an age where managing information and knowledge is as crucial as acquiring them, IPS is committed to developing in students, the essential information and digital literacy skills that will allow them to be effective lifelong learners in the digital age. To meet this goal IPS endeavors to:

- Develop information literate students;
- Support learning and inquiry through the development, consolidation and extension of key literacy skills;
- Promote the appropriate use of technology tools to enhance learning.

To support this vision, IPS is strategically creating a wealth of technology services, resources and tools.

Specialist IT coaches contribute to the flexibility of this model attending the homeroom and providing in-class sessions or opportunities within a specialist classroom setting. Based on the learning needs and tasks, small or large group teaching options are used.

Library

The IPS school library houses a growing collection of fiction and nonfiction materials.

Gathering information, describing and recording data, sorting and categorizing, interpreting, drawing conclusions and presenting are all research skills required for life-long learning. All resources housed in the library impact on each child's ability to learn. The school employs a Librarian to help students and parents select appropriate books and develop research skills.

Each class has a weekly time in the IPS school library. The library provides an open learning environment that can be used by students at all times. All members of the school community may use the library.

The six guiding principles of the Library are:

- Information Literacy – to develop students' skills in finding, understanding and using information independently
- Reading – to develop confidence enjoyment of literature;
- Access – to access information within and beyond the school;
- Service – to ensure that library users are supported and welcome;
- Information Resources – to provide a wide variety of information resources including extensive use of ICT;
- Environment – to offer a stimulating and comfortable environment for the IPS community to share.

Parents are welcome to borrow books to read aloud with the children at home. A current goal is to develop an adult paperback library and donations are always appreciated.

The library is open Monday to Friday from 8.00 am – 3.00pm. As many books are borrowed and returned each week, parents are asked to help their children be responsible borrowers, by encouraging them to keep books in a set place and return them on time. Any resource that is not returned to the library within 14 days becomes overdue. Library notices are sent out regularly to remind borrowers to return the item before new resources may be borrowed. Users will be charged for the replacement cost of any lost resource.

School Personnel

- **Leadership Team**
- **Support Staff**
- **Appointments with Teachers**
- **Email Protocol with IPS**
- **Notification of Leaving IPS**

Leadership Team

- Head of School

Responsible for overall running of the school. To discuss matters of a confidential nature appointments should be made through the school secretary.

Mrs. Nicky Bigaignon – Interim Head of School

- Deputizes for the Head in his absence.
- Appointments should be made through the school secretary.

Mrs. Nikki Malcomess- Interim Primary Years Programme (PYP) / Curriculum Coordinator

- Responsible for all matters concerning the IB Primary Years Programme, curriculum development, and instruction.
- Appointments should be made through the school secretary.

Ms. Lucy Greig-Early Childhood Coordinator (Nursery-Reception Classes)

- Responsible for all matters concerning the Early Childhood classes.
- Appointments should be made through the school secretary.

Ms. Alanna Robinson-Lower Primary Coordinator (Year 1-Year 2)

- Responsible for all matters concerning Lower Primary classes.
- Appointments should be made through the school secretary.

Mrs. Nandinee Keerpah-Middle Primary Coordinator (Year 3-Year 4)

- Responsible for all matters concerning Middle Primary classes.
- Appointments should be made through the school secretary.

Mrs. Jennifer Peters-Upper Primary Coordinator (Year 5-Year 6)

- Responsible for all matters concerning Upper Primary classes.
- Appointments should be made through the school secretary.

Mrs. Hemlata Seesurn – IPS Business Manager

- Responsible for all accounts payable and receivable.
- Responsible for all IPS support staff.
- Responsible for all facilities and repairs

Administration Staff

Ms. Catherine Legrand - IPS Admissions Officer

Mrs. Vanessa Juliette - IPS School Secretary, PA to Head of School

Mr. Roshan Rajcoomar – Facilities

Appointments with Teachers

If you have a question or wish to talk about your child's progress or general welfare, then in the first instance please discuss this with your child's class teacher.

However, if you need further advice, help or guidance then please contact the appropriate member of the Leadership Team. (Please refer to Guidelines and Procedures related to Policy 8.160)

Teachers are happy to meet with parents.

Teachers are required to take minutes of all scheduled meetings with parents. The Head of School will review these before they are sent home for signing. Parents will receive a signed copy of the minutes and are asked to sign and return one to the school, to be kept on file at IPS.

All appointments must be made through the IPS school secretary. Please come directly to the secretary's office when arriving for the appointment with your child's teacher. The teacher will come to the office to collect you. Please **do not** go directly to the classroom.

IPS Email Protocol

Any messages of an urgent nature should be sent directly to the school secretary (admin@ips-mu.com) with a copy to the class teacher.

If the message is written in the child's homework diary (classes 3-6) a notification email or a hard copy note must also be sent to the school secretary.

It is essential for security purposes that the school office is aware of any changes in a student's daily pick up or drop off schedule, or if there is a change in who will be collecting them. Please inform us on 266 1973.

The standard operating procedure for IPS staff is that they will respond to all written messages from parents within 24-hours, either by email, Bloomz or the homework diary.

Notification of Leaving IPS

Families who have decided to leave IPS must provide the school with one term's notice in writing. Failure to provide notice in writing within the published period of a term will result in any refund forfeited to the school.



Developing Independence

- **Play**
- **Home-School Communication**
- **Looking After Belongings**
- **Lost Property**
- **Personal Items at School**
- **Mobile Phones at School**
- **Homework**
- **Parent Absence**

Playground

At IPS the playground is a learning environment, which is as important as the structured activities provided for students inside the classroom. IPS promotes opportunities for students to experiment with things they have learned and to problem solve. This might occur on the play equipment, through the creation of imaginative games or through social interactions. When students engage in play they may become dirty, receive minor injuries or find themselves in conflict with others. This often comes as a result of exploring the limits of their own experiences.

Home / School Communication

IPS uses a wide variety of strategies to ensure parents remain informed of student progress and aware of school events.

The following publications are produced on a regular basis:

- ***IPS Website*** - A digital platform with information regarding IPS and live up-to-date events calendar, and academic documents and policies. (www.ips-mu.com)
- ***IPS Facebook*** - A digital platform available to the wider community, highlighting the daily life of the school. It can be accessed via our website; www.ips-mu.com.
- ***Managebac*** - is the leading online learning platform for IB world schools. **ManageBac** enables efficient curriculum planning, assessment and reporting, while eliminating paperwork and enhancing communication to parents and students.
- ***BLOOMZ*** – An online class information portal at all year levels that teachers use to share student learning and whereby parents can respond with comments, Likes etc... Parents may also communicate privately with the class teacher via Bloomz.
- ***'Infobyte'*** - A weekly update from the Head of School to inform parents of events or other school related issues using the BLOOMZ online portal.
- ***SMS*** - In cases of emergency or in very special circumstances IPS will use an SMS text blast to parents informing them of a situation or event.
- ***Homework Diary*** -Students in classes 3-6 have a homework diary. This is a means of communication between home and school. Students, parents and teachers may write their comments in this book or securely via email. Students are encouraged to return this book to school on a daily basis.

Please check the homework diary so you are aware of the home learning requirements. It is an essential means of direct communication between parents and the class teachers.

Looking after belongings

Students are supported by teachers to develop responsibility and independence in looking after their own belongings (i.e. clothing, school bags, library books, lunchboxes, drink bottles etc.).

All learning involves making mistakes, so students will misplace items at school. To allow for easy return of lost goods, parents are asked to help by labelling clothing and other items with the student's name.

Lost Property

Lost items are placed in a basket by the Admissions office. Labelled items will be returned to students immediately. When lost and found items accumulate, they are put on display. Periodic announcements in Infobytes also remind students and parents to check lost and found property. Once or twice a year, any unclaimed items are given to charity. IPS takes no responsibility for lost or unclaimed goods.

Personal Items at School

Many students are keen to bring their latest “craze” item to school or to collect items and share them with their friends. When these items are brought to school they are often lost, stolen or swapped unwisely. Investigating student complaints about sport cards, marbles, mobile phones, iPods etc. is very time consuming and usually cannot be fully resolved. Therefore, it is preferred that these items are not brought to school. Any items brought from home to school are at the discretion of the parents and are the full responsibility of the student while at school. IPS is not responsible for any losses.

Mobile Phones at School

IPS understands that many parents provide mobile phones for their children. Mobile phones are to be kept on silent or switched off and kept in lockers or cloakrooms during class time.

Phone calls to home can be made through the secretary’s office if necessary (with teacher permission). From time to time students with mobile phones use them to call parents when they have a problem or concern, without the knowledge of staff. Parents are encouraged to keep class teachers informed if this occurs, so that the IPS can help support the student to resolve issues at school.

Homework

Homework plays an important role in student life because it encourages the development of self-discipline and associated good working habits. Homework may be assigned as shared work with parents or as independent work for students. Assignments may involve practice, preparation, extension or creativity. Homework may be assigned or voluntary, individualised or requested of an entire group or class. An assignment can take as little time to complete as part of one evening or extend over several weeks. More homework is required of older children than of younger children.

Homework Guidelines

The following is a general guide to the amount of time that children of the various age groups can expect to spend each week on homework assignments.

- Year 2 30-60 minutes
- Year 3 60-90 minutes
- Year 4 90-120 minutes
- Year 5 120-180 minutes
- Year 6 180-240 minutes

In addition, students are expected to be reading daily in English and / or their mother tongue.

In Year 1 and Early Years no formal homework is given as we believe the children need time to play and relax. The home/school partnership at this time is very important to help each child's reading development. Students bring books home regularly to read with an adult or older sibling. It is stressed that parents read or tell stories (especially in their home language) with their children each day to help literacy and language development.

Parents Absent from Mauritius / Guardianship

We understand that on occasion, parents may be required to be absent from Mauritius and home. On these occasions, if no parent will be at home or in the country, the parents should appoint a 'temporary guardian' or 'care-giver' to take care of their children, and advise the school of the arrangement including emergency contact details and requirements.

In the parent/s' absence, the temporary guardian or care-giver may be required to make decisions about the educational, social or emotional needs of the student; support the school in dealing with any issues arising, take responsibility in the case of an accident or injury (e.g. take child to hospital), and attend required functions at school.

The school must be notified, in advance, in writing, with the following information:

- the guardian's full name, complete address and NIC/passport number
- the guardian's telephone number/s
- the calendar dates of the parents' absence
- other important information regarding arrangements with the guardian that the school should be aware of.

The guardian should be a responsible adult who can communicate with the school if needed. This is a very important factor that will ensure the safety and well-being of your child.

Support Services

- **English as an Additional Language (EAL)**
- **Learning Support Center**
- **Child Support Team**
- **Health Services**
- **Security**

English as an Additional Language (EAL)

The school has specialised English as an Additional Language (EAL) teachers who provide support for children who are not yet able to access the curriculum due to English skills. Support will be provided based on need.

Learning Support Services (LS)

IPS recognises that each child is unique and has individual needs. Children learn at different rates and reach milestones at different times and this process continues throughout their lives.

In every class there will be children who may at some time during their school career have learning needs identified. These special needs could be short or long term. If we identify a need in a child, IPS will work in partnership with parents to monitor their child's development and take steps to help them learn more effectively to maximize their progress. The LS Handbook is available upon request.

In-Class Support

A learning support teacher may assist identified students in-class, providing additional support with classroom or single subject learning.

Literacy Support Programme

In consultation with parents, teachers and learning support staff, individual students may receive academic assistance as an alternative to additional languages. The programme's primary intent is literacy support, but this may be adapted to accommodate group or individual needs.

Additional Support

Groups or, occasionally, individual students receive short-term support with organization, study skills, workload management and other school related issues. This support includes professional development of staff regarding identification procedures, assisting classroom teachers in the planning and programming of differentiated learning experiences for gifted students, resource support, support of individuals and small groups as appropriate and support for parents of gifted students.

Referrals

A referral or request for learning support can be made by any teacher, parent or by a student. Referrals are generally made for students who may require additional support, for retention and acceleration issues, and for referrals to outside medical and therapeutic services.

Child Support Team

The Child Support Team (CST) is a multidisciplinary group that meets weekly. It provides a venue for teachers and support services to share and discuss ways to support identified students.

The CST typically consists of teachers who wish to share an idea or concern with Learning Support Staff, Head and Deputy Head of School, and /or EAL staff.

Health Services

The school has a full time Nurse to advise and treat pupils and staff when illness or injury occurs during the school day. The Nurse will keep your child's health details and it is advisable that you discuss any medical condition your child may have directly with her.

If your child is obviously not well when getting ready for school, please keep him/her at home.

Illness

Parents are asked to notify the school Nurse of any infectious diseases or of any change in the health status of a student, e.g. a vaccination, illness, injury, or operation. It is important for parents to keep students at home if they are sick or injured. **IPS maintains a "Fever Free" environment and requires that no student attend school if they have a temperature of 37.5 degrees Celsius or greater.**

Parents need to pick up their child from school if the school Nurse rings to let the parent know that the student is too sick to be at school. By following this protocol, we are able to maintain a healthy environment for all and minimize infections.

Parents should advise the school office of reasons for all absences from the school including illness before 08:00 so that teachers can be informed immediately. In the event of extended illness where the student will be absent for a number of days, parents are requested to contact the class teacher and the IPS school secretary.

Injuries

The school Nurse will call parents in the event that a student needs to go home due to illness or injury. In the event of a serious injury or illness, the Nurse will contact the parents or guardian so the student can be transported to a medical centre or hospital for further attention. The Nurse and / or a designated person will always accompany the student to the hospital or medical centre and meet the parent there. If in emergency situations, the parents cannot be contacted, the school reserves the right to seek medical care from a recognised medical professional.

Should a child receive a head injury or be involved in a serious accident parents will be informed immediately by the Nurse or senior management. The Head of School reserves the right to and will seek further medical treatment should this be required. An Incident Report is completed in case of an accident and the school Nurse enters a full report in the accident book.

Medication at School

The school Nurse agrees to accept responsibility for the administering of medicines to pupils on condition that the following policy is adhered to:

- The student is not permitted to have medication in his/her schoolbag or lunchbox for him/her to take on his or her own.
- All medication is to be kept in the Nurse's Office.
- Medication is to be labeled with the student's full name written clearly on the packaging.
- A parent / caregiver is required to fill out correctly the parent Consent Form for administration of medicines, included in the Application Pack.

When pupils suffer from headaches, aches and pains, toothaches etc., the Nurse may be faced with the option of providing a mild analgesic. However, prior consent must be given by parents for this to be administered.

All parents are, therefore, asked to sign the Consent Form, included in the Application Pack, for the administration of paracetamol and Ibuprofen. We are unable to give any oral non-prescribed medicine to students unless we have specific written permission from the parents.

Medical conditions

If your child suffers from a non-communicable medical condition requiring specific medication which the Nurse may have to administer in case of need, please ensure that the required dose together with the necessary details are always in the Nurse's possession.

If your child is asthmatic, you must send a letter to the Nurse along with an inhaler that is clearly labelled with your child's name, for your child's emergency use. The Nurse will keep the inhaler in her office.

Any serious allergies should be brought to the attention of the class teacher and the Nurse who will then display the information, if appropriate, in the staff room.

Parasitic infestations

Cases of head lice do occasionally occur in all schools. Lice like clean hair and move freely from head to head when children are working closely together. In order to minimize the likelihood of infestation, information regarding head lice is available from the Nurse who carries out routine hair checks from time to time. Combing with a fine toothed comb each night should remove any stray lice your child may have picked up during the day, and prevent them laying their eggs. However, it is not always easy to spot head lice and the first sign may well be an itchy scalp.

In the case of confirmed parasitic infestations and the like, the child may not be re-admitted until treatment has been carried out and the school Nurse can confirm that the infestation has been eradicated.

Please notify the nurse if you do find any lice or nits. She will be able to advise you on treatment.

School Liability:

IPS (the School) will not be held liable for any unforeseen mishaps or accidents that may occur during the school day or while students are taking part in school excursions. All IPS pupils are insured for the sum of Rs.50 000, 24 hours per day by Mauritius Union.

Supportive Environment

- **Birthdays**
- **Messages to Students**
- **Nannies and Drivers**
- **IPS Security badge**
- **Emergency Situations**
- **Yearbook**
- **Student Council**
- **Parents Association (PA)**
- **International Preparatory School Association (IPSA)**

Birthday Invitations and Cakes

Students' parents may bring a birthday cake to school to celebrate their child's birthday with their class. Please inform the class teacher in advance, however, gifts and birthday parties are not permitted during school hours.

Invitations to birthday parties should also be given out outside of school hours unless they meet the following criteria.

The IPS policy on birthday invitations is that they should only be distributed in school if they are for:

- the whole class,
- all of the girls,
- all of the boys.

We request that parents inform the class teacher when invitations are to be distributed as there are occasions when children have not delivered all of their invitations. The rule helps to ensure that children are not made to feel "left out" and thus avoid unnecessary upset.

Messages to Students

Should a student need a message conveyed to him or her during the school day, please contact the IPS school secretary (+230 2661973). The message will be passed on to the Homeroom or Subject teacher who has the student at the time. If the situation is an emergency, please state that to the staff member receiving your call. Teachers are unable to take phone calls during the school day (unless in urgent situations).

Nannies and Drivers

Like parents, all nannies and drivers must wear their IPS security badge and have it visible at all times while at IPS.

Nannies and drivers may escort Nursery–Year 2 students to and from the Early Years building, before and after school. Nannies and drivers are not permitted to stay in the general school area during the school day.

Nannies and drivers may, at the direction of parents, make payments, or collect sick students.

Nannies and drivers who are dropping off and picking up students are encouraged to support students to demonstrate independence and care for their personal property by allowing students to carry their own belongings.

Security of your children

To ensure the safety of your children we have a security policy at the school. The main school gates will be closed from 08:00 to 14:50. If you need to visit the school during this time the security guard on the main gate will admit you onto the premises and direct you to the person you wish to see.

Please note that parents are not authorised to go directly to classrooms but must first report to the school secretary's office.

Pupils who need to leave the school during the day must be signed out at the school office. Prior notification must be given to the secretary and when possible the class teacher.

At the end of the school day, Nursery and Reception pupils are to be collected from their classrooms, Y1 and Y2 pupils from the Early Years building area. Pupils in years 3-6 can either be collected from the pergola area in the Endemic Garden or go directly to the car park. Those staying for extra-curricular activities must go to the specific area where the activity is held as quickly as possible.

In the case of change in pick up arrangements, it is imperative that the school is informed of the name of who is to collect your child. This person must also present a proof of identity to IPS staff.

When on school premises all parents must wear their IPS security badge visibly. Non –compliance with any of the above regulations will result in refusal of entry to the premises.

Emergency Situations – Evacuation/Lockdown

Procedures are in place for emergency situations or evacuation.

It is important that parents advise the school of any change in family contact details, to ensure that records are up-to-date including home/work addresses, telephone/fax numbers and email addresses. To change contact details please inform the school secretary.

In the event of a disruption to normal conditions such as flooding or any irregular civil unrest, the school will follow an emergency action plan. The school will communicate with parents through a variety of means including: SMS, Facebook, Infobytes and announcements on the school's website.

In the event of an early school closure, students will only be able to leave the school grounds when their parent, driver, nanny or emergency contact person collects them. Those students who travel on a school bus/taxi will be dismissed only if we have received your prior authorization.

School Calendar

The yearly school calendar is fixed each year. During the year some changes may be necessary due to unforeseen circumstances. IPS and Northfields International High School follow the same calendar to accommodate families with children at both schools.

Any changes to the calendar will be advised through the website and the weekly Infobytes.

Yearbook

At the end of each school year, IPS publishes a yearbook. The yearbook highlights the many school activities and events that have taken place during the school year. It is an informative book for students to share with their family and friends and also serves as a wonderful memento of their time at IPS.

IPS Student Council

Representatives from each class (Y3-6) form the Student Council with the support of two staff members have regular class meetings, where they formally conduct a forum giving them the opportunity to discuss ideas and issues and undertake projects. These can then be taken to the Student Council for further discussion. At IPS the student voice is respected and listened to. This form of communication demonstrates how action can be taken and those who are affected can influence those decisions.

Parents Association (PA)

Since its creation in 1989 IPS has had an extremely active Parents Association (PA). The PA organises fund-raising events to improve the learning environment for the pupils and runs certain non-academic activities and services. These include supplying and selling school uniforms and stationery and assisting with the annual Sports Days and Swimming Gala.

All families are automatically invited to become members of the Parents Association upon enrolment of a child at IPS for a fee of Rs.500 per annum, per family.

International Preparatory School Association (IPSA)

The IPS governing body is an association registered with the Registrar of Associations of Mauritius. Membership of the IPSA is not automatic upon enrolment and a membership fee of Rs.500 per person is payable.

The School Day

- **Attendance and School Times**
- **Assemblies**
- **Uniform/Dress code**
- **House System**
- **Swimming**
- **Arrival at School**
- **Absence from School or Late Arrival**
- **Early Departure**
- **Dismissal from School**
- **Lunch / Break Arrangements**
- **Clubs and Extra Curricular Activities**
- **Field Trips**
- **Use of School Facilities After School Hours**
- **Transportation by Bus**
- **Friends Visiting**

Attendance and times school

Nursery

07:50—8:20	Welcome Time	
8:20	Classes Begin	
10:05 - 10:25	Break Time	
12:00	Dismissal for half-day pupils (Wednesday 11:45 dismissal)	12.00-12.50 Lunch time
14.30	Dismissal for full-day pupils (Wednesday 11.45 dismissal)	

Reception

07:50—8:20	Welcome Time
8:20	Classes Begin
10:05 - 10:25	Break Time
12:10 - 12:50	Lunch Time
14:30	Dismissal (Wednesday 11:45 dismissal)

Years 1 – 6

07:50-08:00	Arrival & Registration
10:30 - 10:50	Break Time
12:10 - 12:50	Lunch Time
14:40	Dismissal Years 1-2 (Wednesday 12:00 dismissal)
14:50	Dismissal Years 3-6 (Wednesday 12:10 dismissal)

Dismissal times are staggered to enable a better flow in the car park.

Assembly

A Middle and Upper Primary assembly with the Head of School is held every Friday morning. An assembly is held on alternate Tuesday mornings for Lower Primary pupils.

Special Events Assemblies

Special Events Assemblies are scheduled at various times throughout the school year. The purpose of these assemblies may be for entertainment, education and cultural exchange. Parents will be informed of such assemblies via Bloomz or the weekly Infobyte.

IPS Student Uniform/ Dress Code

Uniforms

Students must wear the correct uniform at all times and maintain a smart appearance. The school cap must be worn to school every day and at break times. “No Cap, No Play” is the rule.

Hair

Boys’ hair must be well kept and tidy. Girls with long hair are expected to tie it back and keep it away from the face using a white, black, green or blue band.

Jewelry

For safety purposes only small studs or flat earrings should be worn at school. A wristwatch may be worn. Religious icons can be worn as part of a necklace.

Uniform

Girls (Y1-6)	Boys (Y1-6)	Nursery Reception
IPS cap	IPS cap	IPS Hat
IPS shirt	IPS shirt	IPS Polo shirt
IPS navy blue skirt	IPS navy blue shorts	IPS navy blue shorts
Both		
Cap or Hat		
IPS Polo shirt		
IPS sports shorts		
IPS navy blue jersey / cardigan		
Navy blue or black closed shoes		
Plain white socks		

Swimming Kit

IPS swimming cap
IPS swimming trunks (boys)
IPS swimming costume (girls)

House Colour T-shirts

House colour T-shirts that are worn on Sports Day and at the Swimming Gala are available from the P.A. office.

The following IPS items are also available from the P.A. office: School bags, cooler lunch bags, swimming bags, pencil cases, copybooks and school stationery.

All items of clothing, swimming kits, shoes, bags, lunch boxes, pencil cases and caps must be clearly labelled with the child’s full name.

House System

On entering IPS, pupils are assigned to a House for sports and various activities. Brothers and sisters will be assigned to the same house

Swimming

Swimming is a part of the educational program at IPS and all students are expected to participate in the programme. Generally, if students are too sick to participate they should not be at school that day.

In the event that a student cannot swim on any particular day then a note is required from the parent. If the student cannot swim for more than two consecutive lessons, a doctor's certificate should be given to the student's swimming teacher, except in the most obvious cases e.g. broken leg.

If parents have concerns about swimming please contact the student's swimming teacher and an exemption may be given.

Years 2-6 have swimming lessons timetabled from after half term in October to April.

Arrival at School:

- All pupils should aim to arrive at school between 7:00 and 7:45 and be dropped off in the school car park. For safety reasons pupils must not be dropped off opposite the school or on the main road in front of the school.
- Early childhood pupils must be accompanied to their classrooms. Supervision is available for them from 7:30 each morning on the verandah.
- Lower Primary students may be accompanied to the entrance of the EC/LP building. Supervision is available for them from 7:30 each morning on the verandah.
- We encourage Upper Primary students who are accompanied by a parent to say goodbye at the school gate.
- The main gate will be locked at 8:00 for security reasons.
- The EC/LP gate will be locked at 8:20 sharp. After this time late parents will need to come to the main gate and register.
- Pupils who arrive after 8:20 must report to the secretary's office and register as being late.
- Pupils who arrive late will be entered on ManageBac as 'late'.

On days when it is raining students who arrive before 7:15 are able to enter the school to shelter in designated areas.

Absences

To give your child the best possible education and to ensure good academic progress s/he needs to be in school. Therefore, students should be absent only for very important reasons such as personal illness or family emergencies. The school considers it unacceptable for children to be off school for family holidays, outings or parties.

In the event of an absence from school, please follow the procedures outlined below:

Please ring the school secretary (266-1973) before 08:00, so that the teachers can be informed immediately. Write a note when your child returns to school to explain the reason for the absence. This also applies to absences from P.E. and swimming lessons.

- After 10 recorded absences parents will be notified that their child has missed 10 days of school.
- After 15 recorded absences parents will be notified that their child has missed 15 days of school and will be invited to come and meet with the Head of School to discuss next steps.
- After 20 recorded absences parents will be notified that their child has missed 20 days (equivalent to a school month) and that continued absence may well result in the child being retained in their current Year Level for a further year.

Lateness

- We request that parents enter into an 'agreement' that no child should be late. Traffic and 'sleeping in' are not considered acceptable reasons. Taking responsible action for your child to arrive before the published starting time, is an initiative that we count on from all parents.
- Any child requiring leave during the school term must have the approval of the Head of School, who must be informed in writing beforehand.
- Teachers will not put together extra work for children who are taking time away from school during the calendared school year. Work missed from class lessons is not the responsibility of the teacher.

- Outcomes that have not been taught due to absence will shaded grey on the school report card to indicate that no learning can be assessed or reported on.
- It is the responsibility of parents to ensure their child catch up on all necessary learning outcomes that have been missed.

Early Departure

If students are required by their parents to leave school early, they must make prior arrangements with the Homeroom teacher and notify the school secretary. Prior to departure the parent is asked to report to the secretary's office and sign-out their child. Students are NOT permitted to leave the campus without a parent or nominated adult during the school day.

Dismissal from School

For the dismissal of Nursery, Reception, Year 1 and Year 2 pupils the Early Years building gate opens at 14:25 and closes at 15:00.

For the dismissal of pupils in Years 3-6, the main gate will open at 14:50 and close after the last extra-curricular activity.

Please collect your children punctually. IPS staff have specific duties scheduled after dismissal time and are therefore unable to supervise children.

Parents who know they will be late are asked to inform the school by telephone. The school is not responsible for pupils left after school. For reasons of safety and security pupils will be directed to travel home by their arranged transport and may not deviate from this. If your child is to go home with another child, or if your transport arrangements change **the school must be notified**. This is imperative to ensure that adequate provision has been made for your child's safety.

Children may not arrange changes in their travel arrangements themselves and we would request that parents help us in this as your children's safety is our prime concern.

Lunch & Break Arrangements

There are two break times during the day. Many pupils tend to eat their main packed lunch at this time. Most pupils bring their own packed lunch but they may order through the Northfields canteen. Parents order directly through Northfields Canteen generally on a weekly or monthly basis. IPS Staff collects the food at 10:30 and 12:10.

There is filtered water available in both the school but we advise that your child brings a drink to school and that it is in an un-breakable container.

Please note that fizzy drinks are not permitted at school.

Clubs and Extra Curricular Activities (ECAs)

IPS runs a number of after-school activities. You will receive a link to a google form that will provide you with a detailed list of all clubs and activities at the beginning of each school term. Some clubs will be oversubscribed, but we will try to ensure that all interested pupils are accepted.

If you join the school after the beginning of the term please check with the ECA coordinator if there are any places available for the activities.

We would like to reiterate the School's policy that siblings of pupils attending clubs must not remain on the school premises whilst their brother/sister is participating in an after school club or activity. This is for safety reasons and is in the best interests of the pupils who, if left to wait, are unsupervised. Parents may, however, come and wait with their child in the endemic garden area. Please support us in this area of safety.

Field Trips

The local environment is considered a key platform for learning, providing opportunities for real life investigations and experiences that cannot be replicated in the classroom.

Field trips are woven through transdisciplinary and single subject units of inquiry. These opportunities are planned to be developmentally appropriate and also to be responsive to the needs identified through students' inquiries

Expenses

The school may request payment for the transportation of the children by bus. Parents will provide refreshments and entry fees for all field trips.

Participation

All students are encouraged to participate in field trips organised by teachers and the school. Students not participating will be required to produce written notification from the parents.

Consent Forms

A letter concerning the details of the field trip will be sent to all parents. Upon admission to IPS parents sign a field trip / outing consent form thus giving their permission for their child to participate in field trips or outings organised by the school.

School Liability

The school will not be held liable for any unforeseen mishaps or accidents that may occur during the trip. All IPS pupils are insured for the sum of Rs. 50 000 24 hours per day by Mauritius Union.

Use of School Facilities After Hours

Students using the outdoor facilities after school hours (15:00) must be supervised by an adult. St

Visiting Friends

We are always delighted to welcome visitors to the school, and we are happy for children to spend a morning or so in their friend's class.

Past pupils are welcome to visit but in the interest of the present pupils we feel that it is not appropriate for this to be more than a day.



Parent Involvement

- **Parent Information Meetings**
- **Listening to our Community**
- **Parent Advisory Council (PAC)**

Parent Information Meetings

- A 'Back to School' parent information meeting is held at the beginning of the first term. During this meeting class and subject teachers outline the year's work and will answer any queries you may have about the curriculum course work.
- Monthly Coffee Morning Meetings are hosted by the Head of School to discuss and provide information to parents about school happenings.
- Curriculum Information Workshops are held in conjunction with the coffee morning and provide an opportunity for the PYP Coordinator to share and discuss topics of interest in the school
- During the term if you need to see a teacher please call the school office for an appointment (2661973).

All teachers have an allocated time during the week for parent meetings.

Listening to and Learning from our Community

We believe that it is very important to consult with our learning community on a regular basis. As a result we have an annual Parent, Teacher, Student, and Board survey that provides us with information from each group and how they think about our school, the learning that is taking place, and ways we can improve what we offer.

The IPS Student Council meets regularly throughout the school year representing students and their interests. With formal meetings and feedback in assembly, their aim is to encourage all students' understanding of Internationalism and what it means to be a global citizen.

IPS Parent Advisory Council (PAC)

The International Preparatory School provides parents the opportunity, either/or by way of a PAC, to assume an advisory role in the school.

The PAC is a collective voice of parents who are members of the Parent Association and are the recognized Class Parent Representatives at respective year levels. The PAC may advise the Head of School respecting any matter relating to the school other than matters assigned to the Head of School, e.g.: recruitment.

The IPS PAC is a forum within our school community to discuss matters affecting the school and the education of the students. Parents' voices are a tremendous value to their school and they offer a wealth of ideas and support in the challenges that face all schools. The IPS PAC strives to represent the diversity within our community and contribute to the benefit of all students by:

- Providing opportunities to educate and inform parents about IPS;
- Involving parents in volunteer activities; and
- Openly discussing parents' concerns and aspirations for IPS.

Extreme Weather Conditions

Cyclones

The cyclone season in Mauritius is from November to May. The meteorological service has a 4-step class warning system and the school has a procedure which parents are advised to read very carefully.

The school cyclone procedure is as follows:

- If informed by the Mauritian Government before 07:00 an SMS will be sent to parents and staff that a class 2-cyclone warning is in effect and school will be closed.
- If informed by the Mauritian Government that a class 2 warning is in effect during working hours and SMS will be sent to parents that school will close within the hour.

Meteorological Services Warning System for Mauritius:

CLASS 1 - Issued 36 to 48 hours before the advent of cyclonic conditions.

CLASS 2 - Issued so as to allow, as far as practicable, 12 hours of daylight before the occurrence of gusts of 120km/hr.

CLASS 3 - Issued, so as to allow as far as practicable, 6 hours of daylight before the occurrence of gusts of 120 km/hr.

CLASS 4 - Issued when gusts of 120 km/hr. have been recorded and are expected to continue to occur.

TERMINATION- Issued when there is no longer any appreciable danger of gusts exceeding 120 km/hr.

If a **CLASS 4** cyclone warning is announced during the night, school will be closed the following day.

The Mauritius Met Service has a cyclone telephone number that is operational only when a cyclone warning has been issued. For information and updates, dial 8996 if using a landline telephone and 171 if using a mobile telephone.

Updates are also given on the Met Service website: metservice.intnet.mu

The local radio stations also give regular updates in English, French and Creole.

In the event of breakdown of all other means of communication, weather bulletins and information will be transmitted on the frequency: 1575 KHz

Torrential Rain Warning

In the event of torrential rain - more than 100mm of rain recorded over a period of 24 hours - the Mauritian government may decide to close schools. Should this be the case IPS will send an SMS to notify parents. Please listen to local radio stations, as the information will be given during the morning news bulletins. In the event of a communiqué being issued by the Mauritian government during the school day stating that schools have to close due to torrential rain, IPS will notify the parents by SMS.

If the electricity supply has been disconnected and our usual telephone numbers are unavailable, IPS can be contacted on our emergency number: 266 81 12