



ST. FRANCIS COLLEGE

# Parent Handbook

## Early Years and Primary



ST. FRANCIS COLLEGE



## Identity Statement

St. Francis College is an international school which strives for excellence, providing a warm and friendly community committed to the IB philosophy. We offer a challenging educational programme with rigorous assessment through inquiry-based instruction.

### *We empower pupils*

- to be passionate lifelong learners
- to achieve academic and personal excellence
- be committed to impact the world positively

At St. Francis College we view ourselves as a community of learners. A community that continuously develops, learning and improving so we aim to provide a forum and place for all within the community to progress.



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## OUR PERSPECTIVE ON LEARNING WITHIN THE COMMUNITY

**A**t St. Francis College we view ourselves as a community of learners. A community that continuously develops, learns and improves so we aim to provide an environment where everyone can reach their true potential.

In the Early Years and Primary learning happens through Inquiry. An old adage states: “Tell me and I forget, show me and I remember, involve me and I understand.” This is the essence of inquiry-based learning. Inquiry implies involvement that leads to understanding. Furthermore, involvement in learning implies possessing skills and attitudes that permit you to seek resolutions to questions and issues while you construct new knowledge.

“Inquiry” is defined as “a seeking for truth, information,

or knowledge - seeking information by questioning.” Individuals inquirer from the time they are born. This is true even though they might not reflect upon the process. Infants begin to make sense of the world by inquiring. From birth, babies observe faces that come near, they grasp objects, they put things in their mouths, and they turn toward voices. The process of inquiring begins with gathering information and data through applying the human senses- seeing, hearing, touching, tasting, and smelling.

Teaching through inquiry allows teachers to learn about pupils individual interests, abilities, readiness and personalities and with that information differentiate instruction to meet individual needs. Teachers group children in flexible ways to allow for individual needs to be

met enabling every pupil to reach their own personal and academic excellence. Children are taught the skills necessary to become life-long learners and inquire into the world around them. At the centre of this kind of learning is the ability to reflect and take action with what has been learnt. Children reflect on their own learning throughout the Early Years and Primary becoming owners of their learning being able to identify their own learning next steps.

At the centre of our philosophy is the IB Learner Profile. The IB learner profile represents ten attributes which can help individuals and groups become responsible members of local, national and global communities. (IB, 2013). This learner profile is not only for students but for all members of our community (parents and teachers too).



## AS LEARNERS WE STRIVE TO BE:

### 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 use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making 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, 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.









# THE PRIMARY YEARS PROGRAMME



The International Baccalaureate Primary Years Programme (PYP) is designed for students aged 3 to 11. It focuses on the total growth of the developing child, touching hearts as well as minds and encompassing social, physical, emotional and cultural needs in addition to academic development.

The PYP draws on research and best practice from a range of national systems with a wealth of knowledge and experience from international schools to create a relevant, engaging, challenging and significant educational framework for all children.

The curriculum framework consists of five essential elements: concepts, knowledge, skills, attitude and action.

The knowledge component is developed through inquiries into six transdisciplinary themes of global significance, supported and balanced by six subject areas.

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.

Teachers assess students by selecting or designing methods of assessment appropriate to the understanding & learning outcomes children should demonstrate.

Teachers also take into account the diverse, complex and sophisticated ways that individual students use to develop and demonstrate their understanding.

The PYP is one of three programmes offered by the International Baccalaureate Organization (IBO).

## The IB and Its Programmes

The International Baccalaureate (IB) offers three programmes of international education for students aged 3 to 19.

IB is a recognised leader in the field of international education. It is a non-profit, mission-driven foundation that offers three challenging programmes for pupils aged 3 to 19.



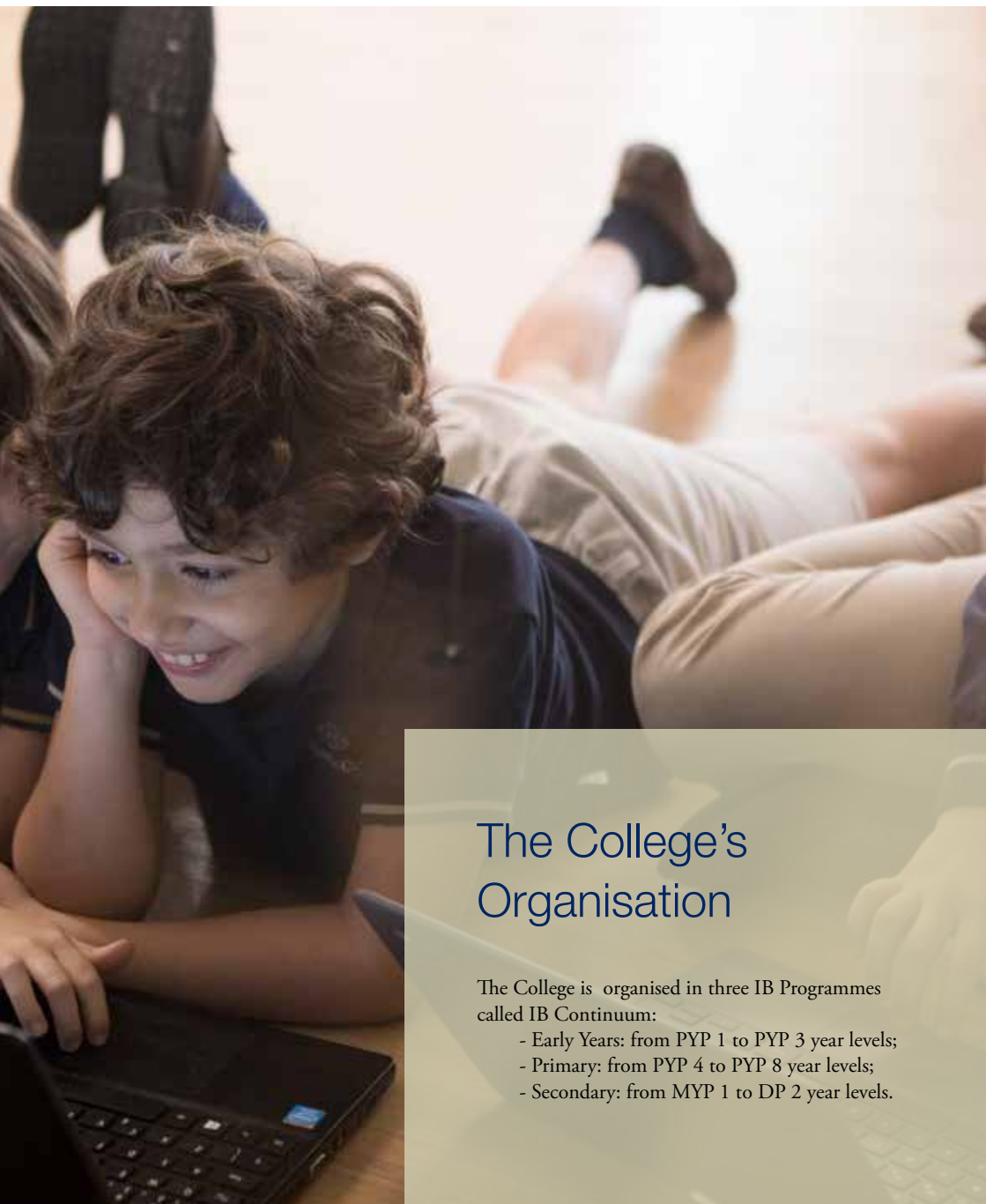
*> The Primary Years Programme (PYP) for pupils aged 3 to 11 focuses on the development of the whole child in the classroom and in the world outside.*

*> The Middle Years Programme (MYP) for students aged 11 to 16 provides a framework of academic challenge and life skills through embracing and transcending traditional school subjects.*

*> The Diploma Programme for students aged 16 to 19 is a demanding two-year curriculum that meets the needs of highly motivated students, and leads to a qualification that is recognized by leading universities around the world.*

At St. Francis we officially offer the Primary Years Programme, Middle Years Programme and the Diploma Programme.





## The College's Organisation

The College is organised in three IB Programmes called IB Continuum:

- Early Years: from PYP 1 to PYP 3 year levels;
- Primary: from PYP 4 to PYP 8 year levels;
- Secondary: from MYP 1 to DP 2 year levels.







# EARLY YEARS & PRIMARY

## Early Years

Within these fundamental and very important years children are immersed in the English Language and are fundamentally adapting to school-life and learning by the minute, absorbing everything around them. Important themes are independence, autonomy and communication.

The Early Years' curriculum aims to develop the whole child and thus teachers focus their planning around six fundamental areas:

- > *Cognitive development*
- > *Language development*
- > *Motor skills development (fine and gross)*
- > *Personal and social development*
- > *Creative development*
- > *Self-help development (independence)*

Learning in the Early Years is holistic and inquiry-based where children spend most of their time with one teacher who supports the exploration of language, maths, science and social studies. Children in PYP 1 have additional teachers for Music and PE and in PYP 2 and 3 children also begin to explore the Portuguese language orally and Creative Movement.



## Primary

Within these years we aim to give children the fundamental tools and skills and knowledge they will need to conduct purposeful inquiry and become critical world citizens and life-long learners.

The Primary works heavily on the acquisition of basic mathematical and linguistic concepts which will allow pupils to construct knowledge in a meaningful way. In a very safe and comforting environment children develop at their own pace in order to acquire the necessary skills and attitudes to continue their learning path. Children discover and learn about basic concepts in Science, History, Geography, Art, PE, Music, Dance Drama, Personal and Health Education through inquiry and through the Units of Inquiry. All teachers plan in collaboratively with the class teacher to ensure that children are developing and learning holistically.



As children move up the Primary School they are expected to become more independent and able to construct and build upon a knowledge base in order to prepare for Secondary school. In the Primary School Children have 5 Portuguese lessons, 2 PE lessons (except for PYP 4 and PYP 5 who have 3), 2 Music lessons, 1 Creative Movement lesson (PYP 4), 1 Drama lesson and 1 Dance lesson (PYP 5 to PYP 8) a week with specialist teachers.

The knowledge base children will be exposed to, is analysed by teachers and is constructed as a whole in the Programme of Inquiry. The Programme of Inquiry takes into consideration a progression of the essential concepts and knowledge children are to acquire in the Early Years and Primary.

Therefore in both the Early Years and Primary children learn primarily with the guidance and support of a class teacher who will lead

children, through inquiry, to acquire the necessary knowledge and concepts to understand the world around them. Class teachers organise their timetable depending on the needs and projects of the week or month and ensure that Language, Maths, Social Studies and Science concepts are covered within the class time. Subjects taught by specialists (Portuguese, PE, Music, Dance and Drama) are timetabled and each child has their timetable in their diary.



## A DAY AT ST. FRANCIS

A regular day at St. Francis College starts at 8:00 a.m. sharp and children are expected to arrive at school between 7:45 and 7:55 in order to prepare to begin their day.

### Early Years

**PYP 1** children have lunch in the school canteen, and also have time for a short nap.

**PYP 2 and PYP 3** children have one hour lunch break during which they eat a catered lunch in the school canteen and play outside.

Children in Early Years have morning and afternoon breaks with a snack provided by school

**The school day ends** at 15:00 for children in **PYP 1 to PYP 3**. They must be collected by their parents or authorised driver/nanny/friend, etc. from their class teacher who will be in the pick-up areas.

PYP 1 pupils should be picked up at the Rua Cônego Eugênio Leite - 825 entrance **ONLY**. PYP 2 and PYP 3 pupils will be using the Rua Joaquim Antunes - 678 entrance.

### Primary

Children have a morning break.

**PYP 4 and PYP 5** will receive a morning and afternoon snack provided by school.

**PYP 6 to PYP 8** children are allowed to bring a snack and/or money for the tuck shop.





**All children** have one hour lunch break during which they eat a catered lunch in the school canteen.

**The school day ends** at 15:00 for **PYP 4** and 15:30 for all children from **PYP 5 to PYP 8**. **All Primary children** must be collected by their parents or authorized driver/nanny/friend, etc. from their class teacher who will be in the pick-up area.

PYP 4, PYP 7 and PYP 8 pupils should be picked up at the Rua Cônego Eugênio Leite - 825 entrance **ONLY**. PYP 5 and PYP 6 pupils will be using the Rua Joaquim Antunes - 678 entrance.

#### General Information

**Extra-curricular activities (ECA)** are offered from 15:15 to 16:00 for all children in PYP 2 to PYP 4. Pupils in PYP 5 to PYP 8 will have ECAs from 15:45 to 16:30. The activities vary according to ages and per term. To check full schedule refer to school's website or email [primary@stfrancis.com.br](mailto:primary@stfrancis.com.br).

**Children needing support** in English, Portuguese or other learning areas may also receive in-class extra support or leave the classroom for individual support.

**Regular assemblies** are scheduled in the Early Years and Primary. *Assemblies are moments for sharing*, announcements and celebrating what children have learnt. Parents will be invited to their child's assembly via the pupil's diary. All parents are welcome to come on the stated dates. Children from other classes (if not belonging to the same section) are not allowed to attend their siblings' assemblies.



## Library

The College library is open from 07:45 to 17:00 daily. All children visit the library once a week and are allowed to borrow one or two books (depending on year level). When a book is borrowed the return date is stamped in a slip at the front of the book and we ask parents to help children keep track of when they have to return books to the library. Should children forget to return books an overdue note will be sent in the child's diary.

## The Arts

Arts are integral to the IB Primary Years Programme (PYP). They are a powerful mode of communication through which students explore and construct a sense of self and develop an understanding of the world

around them. Arts provide students with a wide range of opportunities and means to respond to their experiences and engage with historical, social and cultural perspectives. In terms of curriculum, two common strands (creating and responding) have been identified that apply across the different art forms and define the critical artistic processes. These intrinsically connected strands are concept-driven and have been designed to interact with each other, working together to support the overall development of the students.

### Music

Children are introduced to a variety of songs in English and in Portuguese which include the most important songs of the Brazilian repertoire. They become familiar with

small percussion instruments exploring their sounds as well as learning how to accompany simple rhythmic sequences. Children are encouraged to listen to different styles of music to be introduced to the concept of music appreciation. When they reach the **PYP 6** the learning of an instrument becomes part of music lessons. In **PYP 6** children are exposed to the string instruments, the wind instruments and percussion instruments. At the end of **PYP 7**, children will have to choose an instrument and must continue learning the instrument until **PYP 8** and beyond.

### Visual Arts

The visual arts are embedded in all units of inquiry and teachers receive support from our visual arts consultant to plan for its integration



in units and daily activities. The term “visual arts” is used to describe practices that have been more traditionally described in education as “art, craft and design”. Pupils are exposed to a broad range of experiences that illustrate the field of visual arts, including architecture, ceramics, collage, design, drawing, mixed-media, film, illustration, installation, 3D modelling, painting, papermaking, photography, printing, sculpture, art appreciation, textiles and ICT.

## Drama

Drama explores how we express ourselves physically and vocally. In creating, students explore the use of facial expressions, gestures, movement, posture and vocal techniques to convey emotional or cultural meaning to both characters and stories.

Children in **PYP 5 to PYP 8** have a specialist Drama lesson once a week. These lessons support the work being done in classrooms and assembly presentations. The **Primary** school holds an annual primary play which is performed by those children who sign up for the **Drama ECA (PYP 6 to PYP 8)**.

## Dance

In Dance students explore how we express ourselves through movement. To understand and respond to dance, students understand how dance is used in cultural, ritual and social contexts. Creating dance involves inquiring into the rhythm of music, the natural rhythms of our bodies and the environment around us. Students have the opportunity to discover their own motivations and influences

to inspire their movements. Through ensemble work, students develop their ability to cooperate with others and use the body as the medium of expression. Students develop confidence in their personal physicality through body awareness, balance, coordination, flexibility and strength. Teachers offer students experiences that may provoke and inspire them through exposing them to dance performance. Children in **PYP 5 to PYP 8** have a specialist Dance lesson once a week. These lessons support the work being done in classrooms and assembly presentations.

## Creative Movement

Children in **PYP 2 to PYP 4** have a Creative Movement lesson once a week which combines Dance and Drama.









## P.E. (Physical Education)

Physical Education offers children the opportunity to explore the capabilities of their bodies and the variety of ways in which they are able to use their bodies to solve simple problems, tackle appropriate physical challenges, manipulate equipment or apparatus, and express themselves in a range of situations. Children will become aware of safe behaviour practices when engaging in physical activities

and gradually develop the ability to function as part of a group.

**All Primary children** (PYP 4 to 8) should wear their PE uniform all day on the days they have PE lessons. They should wear their PE uniform to school in the morning on the days they have lessons and will therefore not need an extra bag for a change of clothes. Timetables can be found in the Child's diary and on our website.

Children who cannot take part in the PE lesson must have a note from parents releasing them from the lesson (children will still go with their class to the lesson and watch and help with simple chores). If children are to be released for an extended period a medical note must be sent in to the College.



## Special events

As we strive to be an ever-improving learning community who celebrates its achievements, shares collaborative moments, helps each other and enjoys each other's company the school organises events with the help of the school community.

Amongst the events are:

- > *The international fair organised by the student council and helping parents*
- > *The St. Francis Bazaar*
- > *The Secondary and Primary Plays*
- > *The inter-house competition (Peralta 3-4 days)*
- > *The Early Years and Primary Fun Sports Days*
- > *Book Week*
- > *And more...*

All events are published in the Calendar, the website and the biweekly Bulletin. Please keep yourself informed so as not to miss a single one!



## THE ROLE OF PARENTS AT ST. FRANCIS (HELPING PARENTS)

Parents are extremely important to school life. Parents are encouraged at the beginning of the school year to take part as Helping Parents in the Early Years and Primary. A letter about Helping Parents goes out at the beginning of every scholastic year. Interested parents are requested to fill-in the form and will be invited to attend a training session.

Parents are encouraged and expected to be informed of their child's Units of Inquiry and are more than welcome to contribute to current and future units of inquiry with information, contacts, artifacts, etc.



## Parental Communication

The College uses a variety of means to keep parents informed of events in school and to communicate with them.

Many of the school communication takes place through the School App (called IsCool). Once your child is enrolled at school, parents will automatically receive an invite to join the School App.

Pupil diaries are two-way communication between parents and the College. The diary is available on the School's App. Parents are requested to check their child's diary on a daily basis as teachers and assistants write notes in them on a regular basis. Parents can also respond to these diary notes via the School App as well.

Parents should use the diary to let teachers know if children have read at home and how they have progressed. Homework and reading books will be noted daily in the pupil's diary.

During virtual learning, parents can communicate with teachers via email directly.

At the beginning of the school year parents are requested to read the College Rules, which are available at the end of this handbook.

## Class Helping Parents at St. Francis

Class Helping Parents at St Francis College play an invaluable role in the overall volunteer process at our school. Class Helping Parents are communicators, transmitting information about school-wide events from the administration and Heads to the parents in each class. Class Helping Parents assist the teachers as called-upon, to coordinate events within each class. Every year parents are asked to volunteer for this position and a class helping Parent is chosen for each class by September.

## The Bulletin

Every month the St. Francis College Bulletin is published. This is the school's newsletter that contains important information on events, sharing of student's work and academic results, amongst a vast array of all school and community related topics. The Bulletin is published on our website and is shared via our School App as well. We advise parents to read it, as posts on social media and whatsapp groups do not cover a lot of this more detailed information that is made available in our St. Francis College Bulletin.

*We would like to remind parents that you need to regularly check the School App, website and Managebac/ SeeSaw to keep yourself informed of upcoming events and school related matters*



### Emails

Parents will be sent emails from the College reminding them of important upcoming events and field trips. It is important that parents check these on a regular basis.

### Email addresses

It is important for parents to inform the College of any changes to their email addresses to ensure that we are able to update our databases so that parents are receiving all communication from the College.

### Authorising other people to pick-up your child

If someone other than the child's parent is to pick up a pupil, this must be authorised previously.

#### **Granting authorisation (permanent and single use) :**

We ask parents to write an authorisation for each of the people permanently authorised to take children home. Please submit this along with a copy of the authorised person's identification card. For single use authorisations, we ask parents to write an authorisation informing who is to pick up the child on that specific occasion along with the identification number.

#### **Withdrawing authorisation:**

Should any driver/nanny/friend no longer be allowed to pick-up a child please notify both the class teacher and the office immediately.





## Absences and early dismissal

We kindly request that parents make all doctor and dentists' appointments outside school hours. Please note that taking your child out earlier disrupts their routine and may well be taking valuable learning time. Should there be an urgent need, this must be requested in writing the day before.

Should your child need to leave school, this will only be allowed at lunchtime 12:05 to 12:10 or at normal leaving time 3:00pm (PYP 1 to PYP 4) or 3:30pm (PYP 5 to PYP 8)

If your child is unwell, please keep him / her home to ensure a quick recovery and avoid being sent home during the day by the nurse.

We also ask parents to inform the College if their child will be absent for any period of time and if not due to illness please send a justifiable explanation. If a child is absent due to an illness please let the teacher know why the pupil was absent once he/she returns.

If your child has a contagious illness please contact the College as soon as possible. The College will contact the child's home after the third consecutive day of absence, should you have not phoned to let us know. During prolonged absence due to illness the College will provide school work, for such please contact the Assistant head of Early Years or Primary.

## Email addresses

It is important for parents to inform the College of any changes to their email addresses to ensure that we are able to update our databases so that parents are receiving all communication from the College.



Homework and Reading

Children in **PYP 2** onwards take reading books home everyday (**PYP 1** some students start home reading in the second term). These books are to be read for a period of 10 to 15 minutes daily. Children in **PYP 1** and **PYP 2** may take books home with no words which should be read with parents in English and parents should support vocabulary acquisition.

Children from **PYP 3 to PYP 8** should read daily for a period of 15 to 20 minutes. Most children love reading to their parents and quality time should be found daily for children to share their development in reading with their parents. As children progress in their reading and become more fluent readers they are still expected to read daily but may choose to read silently.

Homework is sent home for children from **PYP 5 onwards**. Homework is always a reinforcement of what has already been seen in class and should be done relatively independently. See below our homework guidelines. Parents are asked to please let teachers know via the diary if children found homework too easy or too hard.

<b>PYP 2 - 4</b>	Daily reading (In PYP 2 most children transition from books with no words to simple books).
<b>PYP 5</b>	Daily reading 1x week homework (no Portuguese)
<b>PYP 6 &amp; 7</b>	Daily reading 2x week homework (Portuguese 1x every other week out of the 2x a week)
<b>PYP 8</b>	Daily reading 3x week homework (Portuguese 1x every week out of the 3x a week)

Materials, uniform and bags

All academic materials (notebooks, reading books, exercise books, pencils, paint, paper, rulers, calculators, etc) are provided for at the College. Children do not need to bring any materials of that sort to school. Pupils in the Primary school are not allowed pencil cases. Children are taught to take good care of their classroom



and learning materials and this attitude should be encouraged at home too. Pupils are not allowed to put any stickers on folders, diaries or notebooks.

Children are expected to wear the correct College uniform at all times and must be wearing the appropriate footwear too Velcro shoes if they do not know how to tie their shoe laces. For a full list of the correct College uniform please refer to the College Rules on pages 34 and 35. Please ensure all uniform items are clearly named.

Pupils from **PYP 1 to PYP 5** must use the navy blue uniform bag to carry their homework, folder and diary. As of **PYP 6** children may use other bags however these have to be of adequate size and must fit into the child's locker.

## Valuables

In the Early Years and Primary school children are not allowed to bring iPods, game boys or any other alike items. Children in **PYP 8** may bring a mobile phone but must have it switched off until 15:30. Pupils found with any of the above items will have these confiscated and only returned at the end of the school day. Valuables should not be sent to school. Children are responsible for all of their items.

**Early Years and Primary pupils** are allowed to bring toys on Fridays. Children can choose a toy to share with their friends but this must be small enough to fit in their bags and lockers.

## Lost property

We ask parents to ensure that all of their child's items are clearly named. Lost property is kept with the Bedeis. Should your child lose any clothes item, toy or other please ask Bedeis if these are in the 'lost and found'.

## The Nurse and medication

There are four nurses on the College grounds. Two nurses for the morning period and two for the afternoon period. All medication **MUST** be accompanied by written instructions from a Doctor, in order for the Nurse to administer it to your child. Medication must be brought in to school by a responsible adult and **not sent in the child's bag**. Children will not be allowed to take medication independently. Parents must collect the medication in the infirmary at the end of the day.



Minor incidents will be treated by the nurse and reported back to parents via diary. If a child is not feeling well, the nurse will call parents and ask them what to do and/or to pick the child up. Please ensure that medical forms are filled-in or checked immediately and returned to your child's class teacher guaranteeing that the College has updated files. Should there be any changes during the year, please inform the nurse immediately.

### Birthdays

We celebrate children's birthdays in our assemblies. If a parent, however, wishes to send a cake in to school on their child's birthday they are more than welcome to. However, we are a school and thus request that **ONLY** a cake be sent in and that parents be understanding of the fact that they will not be allowed to come and take pictures and that no decorations, party hats, sweets, drinks and party favors (lembrancinhas) will be allowed.

Parents are to pre-arrange the date with the class teacher for organisational matters.

Should you like to send invitations to your child's party outside school through the class teacher you are more than welcome. However, please note that we only put invitations in children's folders if all pupils in the class are invited and if they do not resemble small gifts of any kind.

### Extra Curricular Activities (ECAs)

A list of ECAs offered in school is published at the beginning of the Scholastic year and available on the College's website. Children are expected to join at least one ECA. ECAs are to be kept for the year.

The only ECA which changes in the Second term is the Drama ECA which will alter depending on the Primary Play for that term.

### Trips

All children from **PYP 1 to PYP 8** have College outings. These day outings are scheduled and programmed so as to enrich the children's Units of Inquiry and have strong academic importance.





All trips are posted in the Calendar and letters are sent out to parents with two weeks notice.

Most trips have to be paid for separately and certainly need parental consent. Should children not be authorized to go alternative activities will be planned for at the College.

Children in **PYP 5 to PYP 8** participate also of longer College trips where children spend some nights away. These trips foster children's independence and allow teachers to see other facets and interests of their pupils. The school annually participates in an exchange programme with a Mexican school. Children in **PYP 8** have the opportunity to take part in this programme.

## College Houses

Every child from **PYP 5** will be given a House. The House system encourages loyalty, responsibility and team work. Points are gained for the House by service and merit. Sports competitions also make use of the house system.

The Houses are Falcons, Condors and Eagles. Children will be assigned a house as soon as they start **PYP 5** or on their first week of school (if they start in **PYP 5 or up**). All siblings will belong to the same house, although cousins may not be in the same house.

## Meeting teachers

Parent-teacher meetings are scheduled and published in the calendar. These meetings aim to discuss children's progress and achievements.

Parents who wish to meet with their child's class teacher or any other teacher outside the routine term meetings are requested to contact the teachers via the child's diary and find a time which is convenient for both parties. Parents may also request to meet with the Head of Early Years and Primary or Assistant Heads via the child's diary or by calling the College office.

We kindly ask parents to be patient at the beginning of the term and allow time for teachers to get to know their pupils before they are expected to report back on achievement and performance.



## Pupil assessments

Pupils are constantly assessed and data collected from these assessments inform and form teacher practice. Authentic assessment is one which truly shows what children are capable of doing and not what they cannot do, therefore assessment within the Early Years and Primary classes can and will take on a variety of formats and may not be recognised by children as assessments.

There are no formal tests at the end of the scholastic year for children in the Primary. In the Primary children take the British National Curriculum Statutory Optional tests which are corrected here at school by their class teachers. These tests are applied so as to give children exam practice and so as to be used as an internal measure of children's progress. These test results are not published. Should parents want to know their child's result they should contact their child's class teacher.

## Pupil Reports

Teachers write an individual extensive report on each child once a term, hence twice a year. These reports are sent home on dates specified in the Calendar.

The pupil's reports are as complete and as individual as possible. It is important that parents focus on the descriptive portions of the report, which will contain the commendations and recommendations on the child's individual learning.

Grades are a requirement by Brazilian law for the Primary but are not the most important aspect of the report. The report strongly focuses on the positive attitudes required for learning and on the acquisition of skills and the targets to be worked on during the following term.



## Parent workshops

As a learning community not only do we at St. Francis ensure that teachers take part in professional development but we also try to promote as many workshops for parents as possible. These workshops aim to give parents necessary information about how their children learn but they also aim to bring parents into the world of learning at St. Francis. Some workshops aim to give parents a glimpse of how their children are learning.

The Early Years and Primary promotes some workshops about child learning. Some Parent workshop examples are:

- > *The PYP*
- > *The Exhibition*
- > *Child development*
- > *Emergent reading and writing*
- > *Mathematics*
- > *Language*
- > *Inquiry*
- > *The learner profile*

The Helping Parents also promote some parent workshops on topics they deem interesting and relevant. Parents wishing to suggest a parent workshop should contact their class representative.

HUG (Help Us Grow) Association was founded in May 2016. The association is non-profit and consists of college parents, teachers, students and alumni, working together as a community, to "Help Us Grow" at St Francis College.

If you would like to know more about HUG, please contact our school office or HUG directly at: [hugstfrancis@gmail.com](mailto:hugstfrancis@gmail.com)

# COLLEGE RULES

## English Policy

It is our aim to maximise every opportunity for communication in English in order that our students can achieve full academic and personal potential. At the same time we are committed to valuing other languages and cultures.

## Students speak in English during English medium lessons.

There may be occasions during a lesson when one student, with the permission of the teacher, can assist another student by speaking in their first language.

Students will be encouraged to use English during their breaks and lunchtime. Staff will adopt teaching styles which encourage all students in all forms of communication: speaking, listening, reading, writing and viewing.

In order to balance the emphasis placed on the English language, assemblies, displays and extra-curricular activities will be offered in both English and Portuguese.

## Code of Conduct

It is our intention to provide a good learning environment where all may learn and play with others without fear or worries.

A high standard of self-discipline and behaviour is required from all pupils. Dignity, self-esteem, self-respect and self-control are some of the qualities we highly value. Pupils must respect the rights of others at all times in an amiable and collaborative environment.

One of the basic elements of education is active participation; at St. Francis College we expect pupils to be responsible for their own education and not be just a passive recipient.

Older pupils are encouraged to participate in the care of younger children.

Pupils move about the college in a quiet and orderly manner. They should not run when in the building. Pupils should not be in classrooms without supervision. Pupils are expected to pay careful attention during lessons always making sure they are on target.

## Learn to listen and listen to learn.

There are no bells to signal the end of a lesson; pupils only pack-up their books when their teacher concludes the lesson.

Pupils are expected to respect and obey all members of staff.

## Drugs, drink and dangerous items

Drinking alcohol and smoking is not allowed in the college, on trips, on bus journeys or during any other college events. Should any pupil be suspected of involvement with drugs, in or out of the college, parents will be advised. Pupils found in possession of, using or dealing with drugs on the college grounds will be expelled. Depending on the offence the corresponding authorities will be informed. Guns, knives or any other dangerous items may not be brought to the college.

## Punctuality

Punctuality is an important part of self-discipline and is essential to good time management.

Pupils must be in the appropriate classroom at the right time. Filling in the timetable is essential for pupils.

## Attendance

Pupils who are not in the College must have a justifiable

reason and parents should telephone the college office before 8:00 on the first day of absence. If a pupil is going to be away from college for a longer period of time due to illness, parents must contact the College to see the class teacher/tutor to arrange for extra work.

Pupils should always bring a note from their parents when they return after being off sick.

Pupils are to be in school from 7:45 a.m. to 3:45 p.m.

## Early Years & Primary Arrival/Departure times

PYP 1 - PYP 4	08:00 - 15:00
PYP 5 - PYP 8	08:00 - 15:30
Secondary	08:10 - 15:45

Siblings should leave with their eldest sibling.

## Gates for Arrival/Departure

PYP 1, PYP 4, PYP 7, PYP 8 & Secondary – Rua Cônego Eugenio Leite, 825.  
Alpha, PYP 2, PYP 3, PYP 5 & PYP 6 – Rua Joaquim Antunes, 678.

Request for early leave will be granted for exceptional reasons. In this case the pupil will only be allowed to leave at 12:10p.m. (Primary), 12:55p.m. (Secondary).

Parents are requested not to arrange family holidays during term time. Where this is unavoidable, requests for leave of absence should be made well in advance of the date to the College Principal.

## Illness and Accidents

If pupils feel unwell or have an accident they must tell a teacher/tutor straight away. They will be





sent to the Infirmary where the Nurse will take care of them. If pupils are too ill, parents will be contacted to come and pick them up.

Under no circumstance are pupils to leave the college or go home without permission.

A permission slip will be given to pupils to leave the college, which must be shown to the class teacher/tutor before they leave and handed in to the porters as they leave.

### Signing Out

Pupils must remain within the college grounds at all times during the college day. It is best to make medical appointments outside college hours. If pupils must leave during the day for any reason they must bring a note from their parents in advance of the date.

This note should be in the diary for Primary pupils or a note signed by the parent for Secondary pupils. Pupils must show any absence request to their class teacher/tutor who will sign it. After this pupils must take the signed note to the college office where they will be issued with an exit slip signed by the Head of Secondary, Head of Primary or College Principal. No pupil will be allowed to leave the grounds without a permission slip.

### Valuables

Pupils are not to bring expensive items or large sums of money in to the college. All items are to be locked in the locker.

Pupils should not leave their wallet in a bag unattended even during P.E. lessons.

The school will not be responsible for lost or missing items.

### Mobile phones

Pupils from PYP 7 upwards may bring cellular telephones to school. However it is the pupil's responsibility to look after it, turn it off and keep it locked away in the locker. Phones must be **turned off** and may not be used during the school day.

Parents are requested to keep their phones in silent mode when in the college building.

### Lockers

Pupils will be issued with a numbered locker and a padlock (Secondary only). Books and college materials are to be kept in the locker when not needed for class. Lockers are to be kept tidy and in good condition. Pupils will be charged for damage to their lockers, these must not be swapped or shared with any one else.

Lockers may not be defaced in any way, which includes stickers both inside and outside.

Pupils will not be allowed to return to their lockers between lessons; they must make sure they have all the books and materials they require before lessons start. (Secondary only).

### Rewards

The college aims to promote high standards of behaviour, self-discipline and learning through positive encouragement and rewards.

Outstanding effort or achievement may be rewarded through the College Merit awards. Merits contribute to the award of certificates.

### Behaviour

All pupils are expected to meet a high standard of behaviour. If pupils fail to meet the required high standard of behaviour. If

pupil exhibit poor behaviour, they will be expected to take responsibility for their actions and accept appropriate consequences. They may be kept in during breaks without notice. For more serious offences pupils may expect more severe consequences such as Saturday detentions.

They can also be placed on report for an extended period for poor work, behaviour or lack of organisation. This report will be completed by all the teachers and checked by Tutor, parents and the College Principal.

In serious cases pupils may be excluded from the college for a period of time and then invited to come in with their parents and agree to an accepted Code of Conduct before being readmitted. As a last resort, pupils may be expelled from the College.

### Bullying

Bullying will not be tolerated by the college in any form whatsoever. Please, see Bullying Policy on the website.

### Lost and Found

Lost property is kept with the bedéis. If pupils lose something they should enquire the bedéis, or class teacher/tutor. Lost items that are named are returned. Pupils must always name their possessions (full name is essential).

### Food

Pupils from PYP 6 up may buy food and drinks from the tuck shop or bring a snack from home to be eaten outside, during breaks.

Pupils must not eat or drink in classrooms or corridors at any time.

Chewing gum is forbidden in the college.

## COLLEGE RULES

### Exams

IGCSE exams in MYP 4 and MYP 5 are part of the College Curriculum and are compulsory for all students.

### IB Diploma

The Full Diploma programme and final exams are the Curriculum for years DP 1 and DP 2, this is compulsory for all students.

### Computer use and Internet Policy

The use of computers has now become an integral part of education, and we are committed to providing our pupils with up-to-date technology, including network servers, internet access, and personal disk space. Parents and pupils will appreciate that there are certain rules and guidelines to be followed when using the computers at St. Francis, and we ask that they read the guidelines carefully. Parents should ensure that their children understand the rules and guidelines. Any pupil who deliberately violates these policies will be subject to disciplinary procedures and may have their computer privileges withdrawn.

### Computer Use

1. When using the computers at the college, pupils must not add, remove, modify or otherwise interfere with the computer hardware, software or peripheral devices.
2. The installation of pirated or unlicensed software is illegal.
3. As each pupil at the college has a unique login ID, privacy must be respected. Pupils should not exchange their login ID for any reason, and are encouraged to change their passwords on a regular basis.

### Internet Use

1. Intentional viewing of "objectionable" sites is not permitted. We ask that pupils exercise good judgement, and if in doubt, that they seek the advice of the teacher.
2. Pupils should never supply personal information such as name, address, or phone number when using the internet, nor conduct any financial transactions on the internet. Parents are responsible for any financial transactions that their children make.
3. As the internet is used extensively for research, pupils must always credit their sources for any information used. Failure to do so will be regarded as plagiarism.

### Video recording and photographing of pupils Authorization form

Present educational practices encourage and expect for the purpose of keeping good records of pupil's work and development, that teachers both video record and photograph lessons and different activities in the curriculum.

These include class and team photographs taken every year. Photographs and videos may be included in the College's Year Book, College Website, brochures or prospectus, and may be used at times for Teachers in Service Training.

All these are carefully kept in the college at all times and are kept under the college's responsibility.

### School Materials, Books and Equipment

All academic materials are provided for by the College.

As from PYP 6, students are encouraged to bring their own

netbooks/laptops into school, where they will be able to access the internet via a filter. Netbook/Laptop usage in classroom will be at the discretion of the class teacher. The internet usage policy will apply.

Text books and specialised equipment will be issued on loan and pupils will be required to pay for any loss or damage to the College property.

In the Secondary, some Literature books will need to be bought by the pupil (Portuguese, English and foreign language).

Liquid paper is **not** allowed and **must not** be used in any schoolwork.

Every student from MYP 1 to DP 2 is expected to provide the following basic items of equipment for their lessons.

- Black or blue ballpoint pen and spares
- Coloured pencil
- A compass set
- Calculator
- Pencils
- Eraser
- Pencils sharpener
- Ruler 12" /30 cm
- Protractor
- Set Square
- Translation dictionary (if necessary)
- English dictionary
- Portuguese dictionary
- Thesaurus

### College uniform

A high standard of personal appearance is expected of all pupils. Correct uniform must be worn at all times and when attending official functions. Anyone arriving at the college in non-uniform clothing may expect to be sent home to get changed.

The college does not allow extreme of fashion.

- Tidy and well-groomed hair for all pupils is expected. Boys



must have well-trimmed hair and no facial hair. Girls must have their hair tied back

- Jewellery is limited to a single chain with a small religious pendant for both girls and boys.
- Girls may wear a pair of small stud earrings; boys may not wear earrings.
- Make-up is not permitted in school. As from MYP 2 girls may wear clear nail polish.
- Coats and other outdoor clothing may not be worn in class.

### Uniform List

All uniform items must be marked with child's full name

#### **PYP 1, PYP 2, PYP 3 – Boys and Girls**

- Beige polo shirt – long & short sleeve with navy blue line along collar (white t-shirt can be used underneath)
- Navy blue sweatshirt with and without fleece inside
- Navy blue cardigan
- Navy blue pullover
- Navy blue shorts
- Navy blue tracksuit bottoms with and without fleece inside
- Beige Polo Dress for girls (must purchase navy blue shorts to use underneath dress)
- Navy blue ultralight jacket
- Navy blue ultralight sleeveless body warmer
- Navy blue socks with college's logo
- Training/Tennis shoes (any type appropriate for their age)
- Sandals (any type – but cannot be used for P.E.)
- Navy blue bag for school materials compulsory for PYP 1 to PYP 5 (shop can embroider pupil's name on bag)

#### **PYP 4 to DP 2 - Boys**

- Navy blue college polo shirt –

- long & short sleeve with beige line along collar (navy blue t-shirt can be used underneath)
- Navy blue sweatshirt
- Navy blue cardigan
- Navy blue pullover
- Navy blue blazer
- Navy blue ultralight jacket
- Navy blue ultralight sleeveless body warmer
- Plain beige trousers
- Plain beige bermudas
- Navy blue socks with college's logo
- Beige and navy blue Scarf
- Plain brown leather deck or docksiders type of shoes
- Navy blue college bag for school materials compulsory for PYP 1 to PYP 5 (shop can embroider pupil's name on bag). PYP 6 up bag must be an adequate size and must fit the child's locker

#### **PYP 4 to DP 2 - Girls**

- Navy blue college polo shirt – long & short sleeve with beige line along collar (navy blue t-shirt can be used underneath)
- Navy blue sweatshirt
- Navy blue cardigan
- Navy blue pullover
- Navy blue blazer
- Navy blue ultralight jacket
- Navy blue ultralight sleeveless body warmer
- Plain beige trousers
- Plain beige bermudas
- Navy blue socks with college's logo
- Beige and navy blue Scarf
- Plain brown leather deck or docksiders type of shoes
- Navy blue college bag for school materials compulsory for PYP 1 to PYP 5 (shop can embroider pupil's name on bag). PYP 6 up bag must be an adequate size and must fit the child's locker

#### **Secondary MYP 1 to DP 2**

- White lab coat
- **No sandals** for Secondary

students (MYP 1 to DP 2)

### **Physical Education (P.E.)**

#### **PYP 4 up - Kit Boys and Girls**

- White college T-shirt or House shirt for PYP 5 up
- Navy blue college tracksuit bottoms
- Navy blue knee-length bermudas for girls with school logo and beige line on side (blue shorts used under skirt or dress is not allowed for P.E.)
- Microfibre male shorts
- Training/Tennis shoes
- White socks with school's logo
- Navy blue sports bag

Uniform may be bought at:

“Na Rua da Escola” -  
[www.naruadaescola.com.br](http://www.naruadaescola.com.br)  
 Moema Store:  
 Al. dos Arapanés, 853  
 Tel. +55 (11) 5051-5045

“Unifor School” -  
[www.uniforschool.com.br](http://www.uniforschool.com.br)  
 Rua Artur de Azevedo, 1129  
 Tel. +55 (11) 94071-2881  
[contato@uniforschool.com.br](mailto:contato@uniforschool.com.br)

Sales also occasionally occur at the campus of St. Francis College.

### **Transport**

Tots & Teens provides bus service for St. Francis College Pupils.

If you wish further information on schedules and prices please contact them directly at:  
 Tots & Teens Bus Co.  
 Tel. +55 (11) 5548-2828 -  
[totsbus@gmail.com](mailto:totsbus@gmail.com) -  
[tots@globo.com](http://tots@globo.com)

# CONTACTING THE COLLEGE

There are a variety of ways to contact the school. If you wish to contact the College please use the following means:

To contact your child's class teacher or specialist teachers (for all matters, including making an appointment) use the child's diary **ONLY** by writing in the present day or attaching a note to the diary.

**Mrs. Shirley Hazell** College Principal  
shirley.hazell@stfrancis.com.br

**Mrs. Carolina Giannetto** Head of Early Years and Primary  
carolina.giannetto@stfrancis.com.br

**Mrs. Gisele Caselli** Assistant Head of Early Years  
gisele.caselli@stfrancis.com.br

**Mrs. Vanessa Schachter** Assistant Head of Primary  
vanessa.schachter@stfrancis.com.br

**Marianne Silva - Early Years & Primary Office**  
primary@stfrancis.com.br  
Phone: +55 11 3728-8051



ST. FRANCIS COLLEGE



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