

# INTERNATIONAL SCHOOL OF BÉARN

FOUNDATION  
STAGE

WELCOME  
BOOKLET



*Learning for Living in an International World*





A very warm welcome to The International School of Béarn.

ISB is a place which is very special to everyone who comes here – be it as a child, parent or a member of staff. We are all very proud of our school and of the children's learning and achievements. We feel that we can offer your child a unique learning experience combining a broad experience of teaching following the English Curriculum while embracing the international culture of the communities that join us and of course the French culture that surrounds us.

We provide a safe, caring and supportive atmosphere in which children can learn, play and enjoy. Our curriculum offers our pupils rich and exciting learning opportunities and inspires them to do their very best. Every child is different and their individuality is valued, respected and celebrated in our school community.

We offer a happy working environment where families, children and staff come from many different backgrounds and cultures. Our positive school ethos ensures that everyone who comes to ISB feels valued and included. It really matters to us that all the families who come to our school feel welcome and want to take an active part in school life. We are all committed to ensuring that every child achieves their very best and thrives in a safe and stimulating environment. We all work hard to prepare the children to be independent lifelong learners.

The main aim of the school is to help our children to fulfil their potential in all areas of development and to grow into happy, effective, caring adults irrespective of background, ability or gender.

Our school is committed to working in partnership with parents to ensure every child can succeed whatever their ability, interest or talent. It is our belief that developing a positive relationship between parents, children and the school is an essential element in any child's education. Collaboratively we can ensure every child makes good progress at ISB.

I hope that you find this information booklet a useful introduction and guide to all essential information regarding your child's education at our school. Please don't hesitate to contact myself or a member of the team if you need any help or assistance.

John-Mark Hanrahan

Head of Foundation & Primary

#InspiringSelfBelief







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WELCOME



# Welcome to The International School of Béarn Foundation Stage



**Our school vision is to create an inspirational, innovative learning environment. Our diverse family is the heart of our international school community; where through teamwork and respect, we strive to become global citizens .**

## Foundation Staff



Mr Hanrahan - Head of  
Foundation & Primary School



Mme Maria Elias  
Head of School



Miss Heather - Deputy Head  
of Foundation & Primary  
School & Grade 3 Teacher



Miss Kate -  
Early Years Teacher  
Music Teacher



Miss Sabrina-  
Early Years class  
Teaching Assistant



Miss Keswani -  
Reception Class  
teacher



Miss Vanessa -  
Reception class  
Teaching Assistant



Miss Ella - Early Years  
Teaching Assistant



Miss Sara -  
Art Teacher



Miss Murielle - FLM  
Teacher (Head of French)



Miss Carole - EAL Teacher



Miss Eurydice -  
FLE Teacher





## THE SCHOOL DAY

### **Morning Drop off**

The school is open from 8h30 and Early Years parents may drop off their children in the Early Years corridor from this time. Reception children must come into the main building and through the yellow door into the playground.

Parents are asked to be punctual so that activities can start at 9h00.

### **Afternoon Pick up**

Parents collecting children either after the morning or full day session should wait at the school gate for a member of staff to bring the children. Please avoid entering the building or classroom at these times as it leads to confusion and can be unsettling for the children who are not going home.

**For children attending mornings only the session finishes at 11h30. For children staying the whole day school finishes at 15h15.**



You are asked to be on time to pick up your children . If you are late your child will be taken to the Atrium where they will be supervised by a member of management until your arrival.

**Once the children are dismissed, parents must take complete responsibility.** Children should stay with their parents and not play on the grassy area beside the school or the car park.

### **Starting School**

This settling in period is very important as starting school for the first time or starting at a new school is a huge step for all young children. We do appreciate that in many cases children have previously attended pre-school but in our experience at this young age, in a new environment or new country and often with a language barrier children can quickly feel overwhelmed or anxious.



Please spend time talking to your child about starting school, moving to a new school, reading stories about being at school etc. to prepare them before arriving at ISB.

Taking a short time at the beginning to help them adapt to their new surroundings will ensure that they are happy and confident to come to school in the long term.





## THE FIRST DAYS

### NEW EARLY YEARS CHILDREN

On the first day, parents should be prepared to **stay on the premises** with their child and be aware that their child may only stay for a short "taster" session of an hour or so. Parents should accompany their child to their classroom and help them settle into their new environment. If the child is upset or anxious, the teacher may ask you to stay in the classroom with them. It is up to the class teacher to decide what is best and whether the parent may leave.

Hopefully they will have had a good experience at school and will be looking forward to returning the next day.

On the second and third days, you will be encouraged to say goodbye to your child and explain that you will be coming back for them soon. Please avoid the temptation of "sneaking out" without them noticing even if they are happy playing! The class teacher will advise you at what time to pick your child up. Parents should be "on call" in case a child becomes very upset.

## NEW RECEPTION CHILDREN

On the first day, we ask that you accompany your child into the class. The class teacher will be there to greet you. You are welcome to stay in the with your child to help them settle into their new environment . If your child is upset or anxious the class teacher will advise you as to what is best.

The children will have the opportunity to play in the classroom and playground, meet the members of staff and other children and eat a snack with their class. After this, we ask that you take your child home (at 11h30). Hopefully they will have had a good experience at school and will be looking forward to returning

On the second and third days, we ask you to say goodbye to your child at the door and encourage them to go to class independently, explaining that you will be coming back for them soon. The teacher or teaching assistant will be waiting to greet them in the atrium. Pick up time is at 11h30.



## RETURNING ISB CHILDREN

Children will attend school for the morning session (until 11h30) for the first two or three days then full days from the following week. This is to ensure a smooth start to their year at school.

On the first day please accompany Early Years children into their classroom . Reception children should be accompanied to their classroom where the class teacher will be waiting to greet them.



## THE SCHOOL DAY: PRESENTATION DAILY ORGANISATION



### **Snacktime**

All children should bring a piece of fruit or vegetable in a box clearly labelled with their name for their morning snack. This should be placed in the snack box upon arrival in the morning and the children access their snack independently in the snack area between 9.00 and 10.30. Water is provided throughout the day.

Please note children are not permitted nuts in snacks or lunches due to choking hazards and allergies.

### **Lunchtime**

Children bring a packed lunch or eat the school hot lunch. All children in the Foundation Stage eat in their classrooms. Please ensure all items such as cutlery, Tupperware, the lunch bag etc. are clearly labelled with your child's name to avoid disappointment if items are lost! Please ensure that food is pre-cut as necessary e.g. meatballs and tomatoes. We do not have the facilities to reheat food.

We encourage children to be independent in their eating as much as possible. In preparation for your child starting school please help us by teaching your child how to eat with a fork or spoon independently. Similarly when preparing meals, please think of something which will be healthy, easy and enjoyable. for your child.

## **Rest Time**

Beds are provided in the nap room for children in Early Years requiring a rest in the afternoon. Please provide a pillow and sleeping bag clearly labelled with your child's name. Children may bring a doudou/comforter for the rest time.

## **After School Care**

Each day (except Wednesday) the school offers after school care for Foundation children.

Children can attend our ***Foundation Stage after school club***, which runs from 3:45pm to 4:45pm. Children will be cared for by members of our foundation team, who will propose a variety of fun activities for the children to choose from: outdoor play, gardening, dance, music, play dough and many more.

If your child is staying for Foundation Stage club you may well want to provide them with an extra snack.







## THE SCHOOL DAY: PRESENTATION DAILY ORGANISATION

### Birthdays

Celebrating a birthday is an important part of a child's personal, social and emotional development. In the foundation classes this special day will be celebrated with happy birthday songs and a special moment.

If you would like your child to bring in a simple birthday cake, it is one which is pre-cut with the correct number of slices for the children of that class and can be easily given out at the **end of the day**. Alternatively, you could provide a cupcake for each child in the class to take home or a fruit alternative e.g. fruit kebabs which are also very popular!

Please do not send in drinks and party food. Any cakes that are not pre-cut will unfortunately, be returned to parents at the end of the school day.

Sadly, we will not allow party bags to be distributed in school time. This can of course be done on a separate occasion out of school e.g. a birthday party.

## Absences

Please telephone the school first thing in the morning each day your child is absent from school. We ask that you also send an email to your child's class teacher (name.surname@isbearn.com) and cc the school office [office@isbearn.com](mailto:office@isbearn.com).

Any child arriving after 9.00 will be marked as late.

**Please note that children with a temperature or who have vomited or are known to have diarrhoea, should not come to school for at least 48 hours. If your child has a rash, please obtain a medical certificate confirming that there is no risk of contagion before bringing them to school.**



## Medicines

The school is not obliged to administer medicine, but we do recognise that asking parents to come to school to administer a prescribed dose is not always realistic. If you need to request your child's class teacher to administer medicine during the school day, please provide the teacher with a doctor's certificate and any relevant instructions re administering the medication.







## THE SCHOOL DAY: DAILY ORGANISATION

### Toilet Training

Often, between the ages of 2 and 2½ children develop an awareness of their bladder and bowels and can be potty trained.

**At ISB we insist that all children are toilet trained before enrolling at our school.**

Please do not send your child to school in a diaper/nappy or pull ups as we are not equipped with the facilities to dispose of these correctly. Please note that there will be no exceptions to this rule.

However, we fully accept that accidents can happen. For many children they are settling in to a new country, home, school and routine and we appreciate that this can affect their normal toileting pattern for a short period of time. Therefore we ask that children are sent to school with at least 2 full changes of clothes.

After a 3<sup>rd</sup> accident in the same day you will be asked to come and collect your child.

### Useful resources

<https://www.eric.org.uk/Pages/Category/potty-training>

## **Toys**

Children are NOT allowed to bring toys into school to play with (except on special occasions as organised by the teacher).

The school cannot accept responsibility for toys that are lost or damaged. Comforters/doudous are permitted for rest time but they should stay in the school bag for the rest of the day.



## **House Teams and Merits (Reception only)**

When your child starts at ISB they will be allocated a 'House' team to belong to during their time with us. House points are given to encourage children to work as part of a team and follow the general class and school rules. Our house teams are red, yellow blue and green.

Merits (stickers) are awarded for individual academic achievement. Each child has their own sticker chart in the classroom and will receive a certificate when they have gained 25, 50 and 100 stickers.

## **Holidays in Term Time**

We do not automatically authorise absence from school and any holidays during term time are not encouraged. If absolutely necessary please seek authorisation for these with Mme Elias.

We do request that you inform us of any absences due to family circumstances. All absences should be confirmed in writing or by mail to Mme Elias, in advance.





In keeping with many nursery or early years schools, all ISB foundation children wear the same uniform.

This helps to give a single identity to all the children from 3—5 years old who attend ISB. The design and choice of foundation uniform is in keeping with traditional nursery style uniform; ease of comfort and 'wearability'.

It is essential that young children are comfortable and dressed appropriately for the activities they will be completing throughout the day.



**Our foundation uniform consists of:**

- burgundy ISB logo t- shirt
- dark blue ISB jogging bottoms or ISB dark blue leggings
- dark blue ISB shorts
- burgundy ISB sports hoody



All Foundation uniform can be ordered through our school shop using the **CLICK & COLLECT** : go to the school website [www.isbearn.com](http://www.isbearn.com) and click on **UNIFORM SHOP**. You will then collect your order from school, the day after.

We ask that children come to school wearing comfortable, supportive trainers or sports type shoes. Boots or slip on shoes are not acceptable or practical.

**NO JEWELLERY IS ALLOWED** except plain stud earrings.

# STATIONARY & EQUIPMENT LIST

## EARLY YEARS

- 1 ISB school bag
- 2 box of tissues
- 1 roll of kitchen roll
- 4 packets of wet wipes (baby wipes)
- 2 complete changes of school uniform (including underwear and socks)
- **(All clothes should be labelled with your child's name)**
- 1 packet of white Canson card A4 (21 x 29,7 cm)
- 2 packets of colour Canson card A4 (21 x 29,7) cm
- 5 glue sticks
- 4 passport sized photograph
- 1 family photograph



## For the Sleepy Room

- 1 pillow + 1 pillow case (if needed by your child)
- 1 child's sleeping bag (e.g. Decathlon)

## **RECEPTION**

- 2 packs of wet wipes
- 2 boxes of tissues
- 6 big glue sticks
- 2 packets of white Canson card A4
- 2 packets of colour Canson card A4
- 1 ISB school bag
- 1 ISB green book bag (order included in the uniform order form)

## **ALL FOUNDATION CLASSES**

### **Lunchtime**

- A named lunch box if your child has a packed lunch

### **For Outdoor Learning**

- 1 pair of Wellington boots
- 1 waterproof raincoat/ all-in-one suit
- 1 sunhat or cap
- Sun cream

All these items are to be kept in school.



**NB: Please write your child's name & surname on all objects using the special pen provided by the school. Thank you!**





## THE EYFS CURRICULUM

### Learning and Teaching in the Foundation Stage

Young children naturally engage in play. In keeping with the philosophy of the Early Years Foundation Stage (EYFS) curriculum in England, learning and teaching in Early Years at ISB is child centred and ensures play is the foundation of all learning experiences.

Children have a mixture of adult led experiences in a whole class or small group setting and regular periods of free play inside and out. We seek to take forward children's development and learning and meet their individual needs and interests. We foster the characteristics of effective learning as outlined in the EYFS framework: **"Engagement"** by playing and exploring, **"Motivation"** through active learning and **"Thinking"** by encouraging them to create and think critically.

## Early Years Foundation Stage Curriculum

There are seven key areas of the Early Years Foundation Stage Curriculum (EYFS) which are covered by a number of early learning goals. The seven key areas are:

- **Communication and Language development** involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- **Physical Development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.
- **Personal, Social and Emotional Development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.
- **Literacy** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.
- **Understanding the World** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- **Expressive Arts and Design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.



## THE EYFS CURRICULUM



Staff plan carefully, as a team, to ensure that the learning experiences and the learning environment we provide for your child will stimulate their natural curiosity to ask questions, and find solutions.

We endeavour to cater for all learning styles by ensuring children have access to a wide range of sensory materials and technology (such as the interactive whiteboard, digital cameras and iPads) in their daily play sessions.

We strive to ensure that children form positive relationships with staff and their peers by being sensitive and responsive to their needs, interests and feelings while also setting clear boundaries which are consistently upheld by all staff.





## Outdoor Learning

"Children need to be interested in what they are doing, and need a reason for doing it, stimulation increases motivation, motivation increases perseverance and perseverance increases the likelihood of understanding." *Helen Bilton; Playing Outside*

We believe that outdoor play should mirror and complement the indoor provision. We believe that outdoor play exercises children's growing intellectual and emotional muscles as well as their physical well being. We strive to provide outdoor activities, which pupils can choose that develop their powers to think, to do, to see and understand, to represent and express.

We offer a well-planned, effective outdoor environment divided into different areas of learning which promotes safe, challenging and collaborative learning. It is important to "make good use of outdoor space so that children are enabled to learn by working on a larger, more active scale than is possible indoors' and to 'provide resources that inspire children and encourage them to initiate their own learning" *Curriculum Guidance for the Foundation Stage*

In order to fully access all the areas of learning of the curriculum a large part of the learning in Foundation Stage takes place in our outdoor area. Children have access to the outdoor area in all weathers so wellington boots, waterproofs etc. are essential! (See page 21).







## **Digital Learning & Microsoft Teams**

At ISB we incorporate digital learning at all ages and each foundation class is equipped with an interactive whiteboard. We also have a bank of iPads which the children will have access to during the day as part of their learning experience.

Early Years and Reception both have their own 'teams' on our 'Microsoft Teams' platform, these are accessible with personalised logins for each child. Parents are encouraged to visit these sites on a regular basis as they will be able to keep in touch with the different learning taking place. These sites are updated regularly and also include important info and dates concerning all that's going on in the Foundation Stage!

## Global Citizenship

As a school our vision statement is to work together to create a vibrant, happy, caring community where all can grow to achieve their fullest potential. We believe that this may be achieved through living and celebrating our motto; ***'being different but being together'***.

We believe that the development of values and curriculum go hand in hand and that individual skills and abilities should be encouraged and nurtured in an atmosphere that provides support for each student's personal needs and which celebrates and respects all differences of nationality, culture and religion.

We encourage children to become good citizens, by developing caring attitudes and respect towards themselves, other children, adults, the environment, their school and their community.



## Parental Involvement

Parents are welcome to come into school for story time, cooking, French Day, Sports Day and other special events throughout the year. The teachers will keep you informed.



## MEETING TEACHERS

### Meeting/communicating with Teachers

Brief questions may be asked at the beginning or end of the school day when children are being dropped off or picked up. We do respectfully ask that if the matter requires more time then parents request an appointment at a more suitable moment.

Parents can request a meeting directly with the teacher by email or alternatively by calling the school or through the school secretary directly at the start of the day. These meetings should last no more than 10 or 15 minutes. Parents may request to see their child's work, discuss their child's progress.

To email the teacher directly use their school email address (teacher.name@isbearn.com e.g. john-mark.hanrahan@isbearn.com). All teachers will endeavour, as far as possible, to reply to parent emails on the same day. The school asks that parents do not email teachers at weekends or during school holidays.



Parents can also communicate with the class teacher through their child's class Microsoft 'team'. Teachers will try to respond to these questions at the earliest possible time.

### **Parents Evenings and Progress Reports**

There are two parents evenings during the school year, one in January and one after the April holidays. ON these evenings, Parents will be given the opportunity to choose the time that is best for them.

Children in the EYFS, will receive a short progress report from their class teacher in December, and a full end of year report at the end of June.





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