



BCS Primary School Parent Handbook 2018 – 2019

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1. General Information

Berlin Cosmopolitan School

Kindergarten, Preschool, Primary & Secondary School

Rückerstr. 9

10119 Berlin/ Germany

Telephone:

Office phone +49.30.688 33 23.0

Office fax +49.30.688 33 23.23

Office Hours

Monday-Friday 8:00 and 4.30 pm

Email

Office mail@cosmopolitanschool.de

Admin/Finance finance@cosmopolitanschool.de

Staff surname@cosmopolitanschool.de

(e.g. Mark Johnson: johnson@cosmopolitanschool.de)

Opening Hours

School opens 7.30 am

Students in class 8.45-8:59 am (after 9 am students are tardy)

Lessons begin/end 9.00 am - 3.15 pm Grades 1-4 or
4.00 pm (Mo. And Tu. grade 5) School
closes 6.00 pm (all grades)

Afternoon Prg. 3.15 – 6.00 pm

Website www.cosmopolitanschool.de

2. BCS Primary School

BCS Vision and Mission Statement

Our Vision: Nurturing lifelong learners for a more respectful, enlightened and compassionate world.

Our Mission: The BCS mission is to foster international-minded, academically successful, and balanced lifelong learners. We achieve this through inquiry-based learning, innovative teaching, and community involvement; inspiring positive change in our diverse and dynamic world.

Primary Years Programme

BCS is an authorized IB World School and follows the Primary Years Programme which provides an international pedagogical framework for children from the age of 3-12 years.

It celebrates and nurtures the natural curiosity with which children use to investigate their world. Teachers provide an exciting and challenging learning environment in which children's questions drive their learning through a constructivistic approach. As a class, in groups and as individuals, our students find answers to their questions and wonderings. Our aim at BCS is to help children to develop skills, knowledge and attitudes, which make them life-long independent and enthusiastic learners.

Learning objectives are developed by the Kindergarten and Preschool together with the Primary School team and support the Primary Years Programme, which children take part in from age three. IB Learner Profile

BCS students following the PYP Curriculum acquire the following attributes:

Inquirers

Students develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable

Children explore concepts, ideas and issues that have local and global significance. In so doing, they inquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers

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

Communicators

They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled

Students act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibilities for their own actions and the consequences that accompany them.

Open-minded

They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring

Children show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers

Students approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced

They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective

Students give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

Curriculum

At BCS Primary School students follow the **educational framework of Berlin „Berliner Rahmenplan“**, delivered through the ***IB Primary Years Programme***. Information about the individual units is described in the Programme of Inquiry (PoI) and learning objectives are in the BCS scopes and sequences.

Language of Instruction

BCS Primary School is an international bilingual school at which the main language of instruction is English, the second language of instruction is German. Please refer to the BCS Language Policy for more information on our philosophy and instruction of language as an IB world school.

Mixing classes

As of grade level 1, there are two parallel classes in each year group. Classes are mixed on average, every two years (e.g. at the end of grade 2, grade 4). Mixing can also occur at the end of the 3rd grade depending on the dynamics of the class and current enrollment. Mixing allows us to balance the classes, taking into account important criteria, such as gender, age, language development, social development and emotional development as well as individual learning needs. Mixing also promotes the „PYP Learner Profile“, in particular the attributes of open-mindedness, taking risks and communication. These attributes help students to prepare for an ever-changing and international world.

Teachers

Each class has a native English speaking class teacher plus one to two afternoon teachers, who will generally stay with each class for a minimum of one year. We as that all staff members speak their native language with the students (one person – one language). Afternoon teacher may speak more than one language with students depending on the setting and the circumstances at the time.

3. Daily Routine from A - Z

Afternoon Programme

BCS offers a great diversity of afternoon club activities. Students can choose activities in the beginning of each school year.

We advise first grade students to choose 2-4 clubs per week, second grade students 2-5 clubs per week, third and fourth grade students 3-5 clubs per week. Fifth grade students should take at least one sports club, one science club and one art or music club. It is mandatory that students in grades 3, 4 and 5 participate in 3 sports lessons per week. For students in these grades to meet this requirement, they must participate in at least one afternoon sports club. As all students have individual needs, we cannot recommend a set formula for the club selection process. However, please regard and support your child's needs for physical exercise, relaxation, creative and critical thinking, and knowledge acquisition. As well, try to keep a good balance between Freeplay time and club time. Please remember, that Freeplay is very important for children to develop their social skills and allows for independent inquiry and exploration.

Please send an email to Ms. Stefanie Kahle - Head of Extracurricular Programme - if your child cannot take part in a club. A student, missing a club without parental excuse more than 3 three times, will be expelled from this club. For more detailed information please refer to the Handbook Afternoon Programme.

Attendance

Attendance is taken each morning at 9 am. School attendance is directly related to academic progress and is important for social development. Much of what goes on in an inquiry based classroom is not replicable at home or transferrable to a worksheet format, so missed days cannot be replaced simply by doing work at home.

Should your child be absent from school for more than 10% of the school year (18 days), it may jeopardize reaching its academic goals for the year and the promotion to the next grade level. Parents must plan vacations according to the school's vacation schedule.

BCS must keep an official record of attendance for every student. If a student is absent due to illness please send an email to the office and the class teacher before lessons begin, explaining the absence. If we have not heard from a parent or guardian by 9:30 am, the office staff will call parents to find out the cause of absence.

If the student is absent for more than three days, a doctor's note must be handed in to the office. Regular medical and dentist appointments should be scheduled outside of school hours.

If your child needs to be taken out of school for personal reasons for up to three days, parents must request permission from the class teacher in written form. For a planned absence of more than three days, please complete the *Request for Extended Absence* form available in the office. This permission form needs to be completed and signed by the Head of Primary a minimum of 2 weeks before the requested absence.

Students are responsible for making up any missed work teachers may ask them to do. Teachers may be able to give assignments in advance so that it can be worked on during the absence, but this is not always possible as so much of the learning is inquiry based. When parents take children out of school they also take on the primary responsibility for their child's education.

Absences for family vacations or holidays of any length are not permitted, absences for reason of Holiday or Vacation will be marked as "**unexcused**". Permission granted for an extended absence by either the BCS Director or the Head of primary for the absence will not change the official recording of the absence as "unexcused".

Behaviour

The IB learners Profile is complimented by the IB attitudes, Appreciation, commitment, Confidence, Cooperation, Creativity, Curiosity, Empathy, Enthusiasm, Independence, Integrity, Respect and Tolerance.

Conflicts are a normal part of any community and fortunately, BCS has few real discipline problems. Most incidents only need a verbal intervention. Staff members are encouraged to speak to students about their behaviour, whether it is positive or negative.

Consistent promotion of the Learner's Profile and attitudes by parents, teachers and students is our most effective way to encourage positive behaviour. Any serious problems observed by members of staff will immediately be reported to the class teacher for consistency of follow-up and tracking of patterns.

Parents witnessing behavioural issues between students on campus may not discipline the students themselves, but are asked to immediately contact the teaching staff on duty or the class teacher.

During assemblies and class lessons students are:

- reminded of the desired behaviours and the underlying reasons for the rules;
- taught specific conflict resolution skills through literature, discussions and role-play.

A misbehaving child is usually given two warnings, followed by a written reflection for a third misdemeanor. Reflections will be appropriate to the child and the specific problem. Withdrawal from class activities can help a child to reflect on

what they have done wrong and how to alter their behaviour. It can also allow the rest of the class continue with their learning. It helps children to understand, that unacceptable behaviour does not go unnoticed. Please see the BCS *Behaviour Policy* for further reference.

Serious behavioural problems will involve the Principal/ Vice Principal, from whom the parents will receive a written notification.

Blue Folders

All new students in grades 1-5 will be given a blue document folder when they start at BCS in which communication between home and school will take place. Please make sure that your child always brings the folder to and from school to ensure effective communication between parents and the teachers. In case a folder is lost, a new one must be acquired in the school office for a fee of 2 EUR.

Birthdays

Each student is given time in class to celebrate their birthday at **school with consent from the class teacher prior to the day planned for the celebration**. Parents can provide cake or other treats, but it should always be enough for the whole class and easy to serve. Please be aware, that we are a **low-sugar school/nut-free school** and that **some children in the class may have serious allergies to specific foods - especially nuts**.

Cafeteria

Healthy and tasty lunch for our Primary students is freshly cooked onsite every day by our wonderful kitchen team and served between 12.45 pm and 1.45 pm. The meals chosen cover a wide variety of nutrients so that all food groups are sufficiently covered. The basis for cooking is grain, vegetables and dairy. Meat and fish take a supplementary role.

Students can choose from two meals (vegetarian/ non-vegetarian) on offer and help themselves from the salad bar. Every meal is prepared rich in essential vitamins, minerals, carbohydrates, essential fatty acids and protein. Dried produce of the vegetables and fruit comes from organic farms. Meat is bought solely within the region of Berlin; fish dishes only contain pieces of fillet.

The wholesome approach to cooking dictates the exclusive use of cold-pressed, non-refined oil, with a high degree of polyunsaturated fatty acids with fat solvable vitamins. It goes without saying that that no recipe includes refined sugar nor nuts.

In the afternoons, all students can help themselves to a snack of freshly cut organic fruit and/or vegetable.

Camp School

All classes go to Camp School at the end of each school year. Teachers will inform parents about the planned trip about dates, costs and destination during

the first parent evening of the school year. Participation in Camp School is part of the curriculum and therefore **mandatory for all students grade 1-5**. Should you have any concerns about these trips, please speak to the class teacher or the Head of Primary.

Computers

Laptops, computers and smart boards with internet connection are used at school. Age appropriate filters are active. Learning how to use the wide offer of media wisely and safely is part of school policy. Please refer to ICT curriculum.

Parents should prevent misuse while children are working on computers at home. If you have questions concerning this matter, such as age appropriate sites, please get in touch with the class teacher.

BCS will regularly invite parents to information evenings focusing on the safe use of the internet as well as other related topics.

Excursions

The school is located in the heart of one of the world's most dynamic cities. Many of our PYP units of inquiry are purposefully built around the resources that Berlin offers. Throughout the year, we will visit interesting sites, events, people, and even animals throughout the city. We would like our students to share our enthusiasm for Berlin.

Our school cafeteria will provide lunch packages for day trips, therefore children will only require a snack and water carried in a light backpack. We will inform you about schedule changes a week ahead in the weekly letters and our Moodle platform. In general, school fees will cover the costs of excursions. Exceptions may be made for special projects.

Official school clothing must be worn on all excursions.

Students who arrive late and therefore miss the departure of their class will stay in school and join another class until their classmates return.

Homework

BCS recognizes that homework is useful means of improving students' performance when it is used appropriately and when it is directly related to the current lessons and unit related topics being explored. All students are expected to read regularly outside of class. It is recommended that students in grades 1 and 2 read each night for a period of 10-15 minutes daily, students grades 3 and 4 for 20- 30 minutes and students grade 5 for 30 minutes. In grades 1 and 2 homework will not be assigned, in grades 3 and 4, homework may be assigned 2-3 times a week and will average about 30 minutes in length. Students of grade 5 may have daily homework assignments and the amount of time varies from day to day. All homework will be assigned to students based

on age appropriateness, individual developmental needs, relevance to the Berliner Rahmenplan, subject specific Scope and Sequence of the IB - PYP and/or the current Unit of Inquiry. The classroom teachers will use their professional judgment when assigning homework and are expected provide timely feedback regarding students' performance on assigned tasks.

BCS understands the time constraints on many of our families and thus provides students' time in and out of class to complete assignments with the assistance of a classroom teacher. During the school day student in grades 3 – 5 class will be provided Independent Skills Development time several times a weeks to allow students to work on uncompleted class works, homework, reading, or individual skills. BCS also offers a "Study Hall" were students can come during the afternoon program and work on homework, unfinished class works or get help with studies or assignments. This is an open club, so no registration is required, the student either chooses to attend or a teacher can send them for additional help instead of attending their regular afternoon club.

Languages

English is the common language of communication at BCS. Only German, dance, and sports lessons are delivered in German. Additional language courses, such as Spanish, French and Chinese are offered in the Afternoon Programme. As of grade 5 students can choose between Spanish and French as a mandatory course within the curriculum.

Language Development

Students who do not speak English, German or Spanish/French (as of grade 5) at an adequate level, are referred to the extra language courses offered at BCS. Please refer to the *BCS language Policy*. At the beginning of each school year, class teachers will determine which new students must register for these courses. Parents will be informed accordingly. Please refer to our BCS fees and tuitions for extra costs involved for Language support programmes.

Library

Each class grade 1-5 has one planned lesson each week in the library with the media specialist and class teacher. Additionally, our school library is open daily. Students may borrow books with their student IDs for a maximum of one week. Book donations are very welcome. Please contact Mr. Robertson McIlwain (email: mcilwain@cosmopolitanschool.de).

Planners

All students as of grade 3 are given BCS Planners. This is a weekly diary in which students write down their daily work and homework. There is also space for comments for teachers and/or parents. Planners must be acknowledged and signed by parents at the end of each week. Should a Planner be lost, the class teacher must immediately be informed and a new one must be acquired in the office for a fee (5 EUR).

Pick-up Times

To be able to run lessons and the afternoon program smoothly and effectively, students may only be picked up before or after a club. All students must be collected no later than 6.00 pm. Student picked up after this time will be charged a fee. Please refer to the Extracurricular Programme Handbook.

Parents who do not allow their children to leave school on their own, must sign out their child with the afternoon teachers on duty - at the main gate or at the park respectively.

If your child goes home alone, please make sure to hand in a signed notice in the office allowing this.

Students will only be released to their parents or to people stated on the child's *Pick-up Form*. If someone new comes to pick up a student (and their name is on the form) staff members have been instructed to always ask for identification. If someone new (whose name is not on the form) comes to pick up a child, a note of permission must be sent to signout@cosmopolitanschool.de latest by 2 pm. Identification of that person picking up the student will also be requested.

Students must be signed out. We kindly ask you not to wait for your child(ren) in other parts of the building – especially not in front of the classrooms while clubs are taking place. Parents should only use the large gated entrance between 3 pm and 6 pm. Do not use the small gate on to the right to enter or exit.

Parents who pick up their child after 6 pm will be billed 20 EUR for every 15 minutes they are late. Families will receive an invoice at the end of each term for these late care hours.

Playground/Parks

Playing and physical activity, as well as fresh air are very important for our students. We will spend time outside every day, regardless of weather, so please make sure that your child is dressed appropriately. We suggest keeping rainwear in the student's locker.

Progress Reports/ Report Cards

Progress reports will be distributed twice a year at the end of each term by the class teacher. Students will receive report cards as of grade 5.

Sign-out

All parents must ensure, that their child has been signed-out with the afternoon teacher on duty at the sign out desk. The sign out teacher is the teacher with the blue vest marked "sign out".

School Clothing

BCS aims to create an environment that will be comfortable for students, conducive to learning and respectful of all ages and cultures represented in our school. Therefore wearing official BCS school clothing is mandatory on campus at all times (7.30 am – 6 pm). All students should have a change of clothes available at school in the event their clothes are unable to be worn for any reason.

1. What is considered to be official school clothing?

All tops worn by students (e.g. t-shirts, polo shirts, rugby shirts, hoodies, sweatshirts, sweaters) must be ordered from our school clothing supplier „Dress for School“ and will have the BCS logo on it. A student should bring at least two layers of tops to school (e.g. t-shirt plus sweatshirt) in case the temperatures change. Only proper outdoor jackets (rain/winter jackets) may be worn individually. All students must wear the official sports t-shirt and shorts to all sports lessons, however, students may not wear the sports clothes in any other lessons.

Trousers, shorts, skirts and leggings must be plain navy in Primary School. Skirts and shorts must be a reasonable length. Leggings are only allowed in combination with an appropriate skirt or shorts.

The official sports shirts & sports trousers/sweat pants must always be worn during sports lessons but may never be worn during regular lessons.

Shoes must be dark coloured – black, navy, brown or dark grey. No bright colours are allowed. Flip-flops and alike are not allowed. All sandals should be closed at the heel.

Socks and tights may only be plain white, navy or black. Plain meaning no polka dots, no stripes, no flowers and alike).

No make-up is allowed in Primary School. In Secondary School only very decent make-up is allowed. Tattoos/Piercings may not be visible at any time (only exception: two ear piercings).

Only very decent jewelry may be worn in Primary.

No baseball-caps, other than BCS caps, are allowed at any time.

2. How much school clothing should a student have?

All students must have enough school clothing to be dressed properly for a whole school week. We recommend having at least the following:

5 x BCS shirts

1 x BCS sweatshirt

2-3 trousers or skirts

1 x BCS sweater or vest

1 x BSC sports shirt (mandatory)

1 x BSC sports-shorts (mandatory)

1 x BCS base cap

3. What happens when a student is not dressed according to the school clothing policy?

Primary students will receive a written notice from the class teacher when coming to school in inappropriate clothing. The notice will be sent home for parents to sign and return to the class teacher the following school day. The teacher will keep a record of infractions. Continual infractions will result in a parent meeting and referral to the Head of Primary. BCS Primary promotes positive incentives for students who follow expectations, students who regularly violate school clothing policy will be excluded from rewards or special activities planned as a positive incentive.

4. Who do I contact if I have any further questions regarding school clothing?

Please contact Ms. Sybille Böhmisch (boehmisch@cosmopolitanschool.de). She will be happy to assist you.

5. Where to order BCS school clothing?

There is a range of BCS clothing available for purchase through our supplier Dress for School via the BCS website (www.cosmopolitanschool.de/ About BCS > Official Clothing). Each student must have enough school clothing to assure a clean and neat appearance in school at all times. Parents of students who are not wearing the official clothes for the first time will receive an email from the class teacher. Should this occur again, students will be asked to wait in the library until parents bring the proper school clothing.

6. BCS sport shirt and shorts are mandatory for sport lessons and it must be combined with dark blue or black sports shorts/trousers. Students not wearing the correct sports clothing will not be able to join sports class. For dance in grade 1 and 2 students should have proper dance shoes.

Students' names should be clearly marked on all items with a fabric marker. Clothes that are left lying around will be collected in the Lost & Found Box by the school entrance. The box will be emptied on a daily basis at 9.30 am and the weekly lost & found can be checked every Friday from 8.30 to 9.30 am in the Cafeteria. At the last day of each term all clothing will be given away to charity, so please be sure to check the box beforehand.

Indoor shoes/slippers, are required inside the building and classrooms at all times. When not worn they must be kept in the student's locker, not in the hall or classroom.

Rainwear is a must for bad weather play and this includes sturdy footwear or a pair of gumboots.

Grade three students' curriculum includes swimming, they will need a pair of poolside sandals, swim wear, towel, bathing-cap (for medium to long hair), 5 cents to use the hair dryer and warm clothing, including a woolly hat for the walk back to school. This clothing should be also in a suitable drawstring plastic bag. Students in lower grades may need to have a spare set of clothes to use in case of "accidents".

Snacks

Please pack one healthy snack for your child to eat and drink during mid-morning snack-time. **Sugared drinks as well as any kind of sweets or junk food are not allowed** and will be taken away if brought to school. Bottles may only contain water. Chewing gum at any time is not allowed.

Learning Development (LD)

BCS provides flexible and inclusive support for students who require assistance or need the extra challenge.

Progress of all students will be monitored continuously to adjust instruction, individual education plans or other services needed.

BCS provides on-going staff development and training according to the International Dyslexia Organisation and current research. All teachers collaborate and will implement the best teaching strategies to address all unique abilities. Please also refer to our Learning Diversity Policy and Learning Development Policy posted on Moodle and the school website.

The school will make contact with the parents should it be determined that a child requires additional learning support or should join our expert groups on individual subjects.

Tardiness

All students should be in class by **8.45 am** (Sports lessons may begin earlier) well prepared and in time for lessons to start promptly at 9 am. Attendance will be taken at 9 am, names of students who are not on time will be forwarded to the office and parents will be informed. Students coming in past 9 am, must report to the main office before going to their classrooms. They will be handed a late slip, which they will take back to their teacher. Repeated tardiness is not tolerated at BCS and will be addressed with parents and students by the Head of Primary School.

4. Safety

Parents are responsible for getting their children safely to and from school. Students are expected to follow all safety rules and instructions. Hitting, kicking, biting, and other forms of violence are unacceptable. Parents may be asked to collect children involved in any violent incidences.

Visitors

All visitors are required to check-in with the office upon entering the school building. The office will provide guests with visitor badges. During school hours parents are also considered to be visitors and must check-in at the office. Visitors without a badge will be asked to leave the building immediately.

Campus Security

Parents are given a code to open the main gate as well as the building entrances between 7.30 and 9.15 am and again after 3.10 pm. The code may not be communicated to others not directly associated with BCS.

- Everyone must close the entrance gates at all times to ensure the security of the school.
- Students and parents must not open doors to visitors.
- We ask all parents to say goodbye to their child by 8.50 am and to leave school grounds in order for classes to start in an organized and timely manner.
- Once you have picked up your child, he/she is your responsibility, but we still expect students to follow the school rules any time they remain on school grounds.

Emergency Information

In case of an emergency, the school will contact a parent or guardian. It is therefore of utmost importance, that the contact information known to the office is complete and regularly updated. Please inform the office of any address, phone-number or emergency contact changes.

One time per year the BCS office will send a validation to verify all information we have on file. Parents must review the information and provide current information. Notification to the office of any changes of information must be made within 5 working days after receiving the validation form.

School Cancellation

Should it be necessary to close school at short notice (e.g. due to severe weather) the school office will notify all parents via email. Should you have any concerns please check your email before calling the office.

5. Health

In general, students should be kept at home when they are sick (please see *Attendance*). If a student is absent due to a contagious illness, please notify the office and the class teacher immediately, so that teachers and parents can be informed as quickly as possible. After handing in a doctor's note stating that your child has been treated your child may return to school. In case of lice, please ask the office for the *Lice Information Leaflet*, also found on Moodle.

Fever

A child suffering from fever must stay home and should not return until he/she is free of fever without medication.

More than 3-day absence

If your child is sick for more than three days, we will need a doctor's note to be handed in at the office upon your child's return to school. The school is obliged to archive doctor's notes - otherwise your child's absence is recorded as "unexcused".

General Hygiene

Students must wash their hands before eating and after every trip to the toilet. Please help us by reinforcing these habits at home. Keeping fingernails clean and cut short also helps prevent the spread of many diseases.

Lice: Should your child be identified as having lice it is the responsibility of the parents to ensure that their child is properly treated and there is no evidence of lice. BCS will only check students for lice if there are continual problems with lice in the class. Repeated cases of lice may result in the student being asked to stay home from school until verified by a medical professional.

During school hours

If a student shows symptoms of illness parents will be contacted. If parents cannot be reached, a person designated on the emergency form is called. It is essential that parents list people on the emergency form who will be able to pick up the student if parents cannot be reached. It is also critically important that BCS has accurate phone numbers for all contacts. Parents or the designated person are required to pick up their sick child within an hour. Until you arrive, your child will be monitored and comfort measures will be provided. If the student's condition warrants medical attention, BCS's local emergency resource will be contacted.

Please be aware, that teachers are legally not allowed to give students medicine or to apply sunscreen lotion, therefore should bring their own sun protection. Written permission can be given for application of sunscreen, topical ointments and for treating insect related ailments.

Allergies

Should your child suffer from allergies, a medical certificate must be handed in to the office for our files. In case allergies are caused by any kind of nutrition (food/drink), please fill out the *Request for Special Food* and hand this in along with the **medical certificate**, as these are the prerequisites for our kitchen staff to be able to prepare appropriate meals for your child(ren).

Nut allergies

Several students at BCS suffer from severe nut/peanut allergies.

Please be aware that:

- Peanut and nut allergies are dangerous allergies that can lead to severe asthma attacks or life-threatening allergic shock (anaphylaxis). Nature and severity of the reactions are not predictable.
- Allergic reactions can not only occur while eating nuts, but also by direct or indirect contact with skin, e.g. if an allergic child is touched by a person who was in contact with nuts/peanuts.
- A transmission through air is also possible. Dry snacks, e.g. peanut puffs, can spread dust which can cause allergic shock when inhaled by affected students.

For these reasons, we would be grateful, if parents could avoid sending any nut/peanut products to school for snacks, birthdays and school events.

If your child has allergies which require medication or an epipen you must provide the medication to the class teacher and office on or before the first day of school. It is the parents' responsibility to replace any medication prior to the expiration date of the medication. BCS and its staff will not be responsible for notifying parents of expired medications.

6. Student & Parental Involvement

Student Council

Students are represented by their peers in the student council. This body consists of 2 students per class and is elected by all students of each class in the beginning of the school year. The student council meets the principals on a regular basis and is consulted on important decisions concerning the student body.

Consultations and Parent Meetings

Consultations and parent evenings with all parents take place twice a year. During consultations, there will be time to talk about your child and to look over their work. They usually take place in November and April and are set for about 20 minutes each. Appointments will be made with the class teacher and the German teacher. Music, sports and art teachers, as well as afternoon staff, provide the class teacher with input on each child's progress in their subjects.

Of course, all teachers are available to meet you when necessary at any time during the year. In this case, please request an appointment – best by email.

Parent Volunteers

We like to involve our parents in the BCS community. Our parent population is extremely rich in experience and culture and we recognize that students benefit greatly from this. BCS welcomes and encourages parents' input. These are just some ways in which you can participate:

- give a presentation of your country
- demonstrate your special talent or craft
- help organize and chaperone social events
- share your career experience
- help out in the library
- organizing the lost & found clothing
- provide support in the class (with approval form class/subject teacher)
- host a club that focuses on the mother tongue language

This of course is not an exhaustive list. If you have any time to spare and an idea how you might help, please contact Ms. Randi Impson, Chief Communication Officer (impson@cosmopolitanschool.de) or the Head of the Primary School, Mark Johnson (johnson@cosmopolitnaschool.de)

Parent Evenings

Parent evenings provide programme information and give parents and teachers a chance to get to know each other better. These evenings usually take place in Late September and March.

End of Unit Celebrations

At the end of each unit of inquiry, parents are encouraged to participate in the celebration of learning and discovery with their children at the End of Unit Celebration. This is a great opportunity to see how the programme elements are combined into the product of student learning. Students' inquiries in a unit are on average six weeks long. Your class teacher's weekly letter will provide more information on the specific dates of the celebration for the class.

Parent Representatives

At the beginning of each school year, parents of each class will elect two representatives - preferably consisting of one German and one international parent. The parent representatives regularly meet with BCS heads of school, try to find solutions for general problems that parents may observe as well as discuss current topics and the continuous development of BCS. General school concerns should be brought to the attention of the parent representative who will present them to school leadership at the regularly scheduled parent representatives meeting.

Parent Representatives Meetings

Parent representatives meeting are an important part of our continual school improvement and it is the body who voices the parents' perspectives with regards to the implementation of the IB PYP at BCS and general functions of the school.

Meeting schedules are posted on the school website calendar. Meetings are held 4-5 times a year and are open to all parents wishing to attend who are not representatives. While at the meeting parents not appointed as a representative are welcome to spectate the meeting, but not actively participate, unless a previous request to be added to the agenda is made the Head of Primary. A request must be made in writing no later than 72 hours prior to the planned meeting. This request should include the topic for discussion and an anticipated time for discussion not to exceed 15 minutes.

Central Hoops Berlin Cosmopolitan

All students enrolled at BCS are automatically members of our sports organization Central Hoops Berlin Cosmopolitan. Many of our extracurricular sports offers in the afternoon as well as external competitions are organized by CHBC. Please contact [info\(@\)centralhoopsbc.de](mailto:info(@)centralhoopsbc.de) for more information.

Sports for Parents

Our Head of Sports Department, Sven Wehrmeyer, not only wants to keep our students fit and healthy, but also wants to enhance parents' physical fitness as well. Soccer, volleyball, basketball, core performance (yoga, pilates etc.) and any other sports that parents may be interested in will be on offer. A minimum of 10 parents should register for this activity.

Please contact Mr. Wehrmeyer (wehrmeyer@cosmopolitanschool.de) and let him

know whether you would like to join the group.

BCS Welcoming Club

The BCS welcoming club is hosted by a group of parent volunteers whose aim is to help welcome parents new to the BCS community and provide assistance in getting acclimated to BCS and Berlin. This is a great place for parents to start developing friendships in the BCS community and network with other BCS families. Please contact Ms. Sybille Böhmisch (boehmisch@cosmopolitanschool.de) for more information regarding planned events and activities.

Friends of BCS

Friends of BCS is a community non-profit organization founded by BCS parents that supports our schools' mission. Information about Friends of BCS is located in the main office and on the school website.

7. Belongings

Lockers

Each student is assigned a private locker where they can keep their personal belongings, such as rucksacks, sports clothes, and additional clothing suitable for indoor and outdoor activities. Parents should check regularly that lockers are being kept tidy by the students at all times. At the end of each term lockers must be emptied and cleaned. At the end of the school year all items must be taken out of the lockers, all stickers and pictures must be completely removed. Parents are asked to remind their children and support them in the process if necessary. Students that have not cleaned/cleared their lockers satisfactorily will be charged 10 EUR in order for the lockers to be cleaned by professionals. Damages to the locker must be paid for by each student/family, as long as no third party was evidently involved.

Lost & Found

Items lost during the school day can be found in the lost & found box on ground floor in the free play area (school entrance right hand side) before 9.15 am the next morning, as the box will be emptied every morning. All articles will be stored in the basement. In the Cafeteria every Friday morning between 8 and 9.15 am items will be laid out for parents to check. Please be sure to check the lost & found collection before all holiday breaks, as all clothing will be then given to a charitable organization.

Phones, Electronic Games, Valuables etc.

It is prohibited to bring, or use expensive and/or disruptive items to school. This includes money, mobile phones or any other electronic equipment as well as items of high value. Exceptions will be made for pupils travelling to school alone who may need a phone. Students may not use their mobiles during school without asking a teacher first. Mobiles must be silenced, stay in the lockers and may only be used after school hours and in between clubs including Freeplay. Mobiles taken out at inappropriate times will be confiscated. The first time this happens, the student may pick up the phone on their way home. The second time around, parents will have to come in to pick it up. Parents are responsible for the contents of their child's electronic devices. Devices with inappropriate contents will be confiscated. Students who engage in any form of harassment, cyber-bullying or inappropriate activities with any electronic device may lose their privilege to have and use electronics on camps. Additionally, these students will be subjected to disciplinary action which may include suspension or the cancellation of the school contract.

School Bags

Since BCS is a day school, students do not have to carry home books or other materials. A small and light backpack containing their snacks as well as their pencil case will be sufficient. Folders of DIN A4 should fit in the backpack.

Toys

Toys are generally not allowed and may only be brought to school with the teacher's permission. As part of the PYP curriculum students are encouraged to bring in items from home that support the current Unit of Inquiry to share how they see the connection to the unit. Toys brought in must encourage positive social interaction and not be disruptive to the learning environment. Any inappropriate toys or usage of toys will result in the confiscation of the toy by the supervising teacher and a request the parent that it be taken home. The school will not be responsible for lost, stolen or damaged toys.

8. Vacations

Vacations

In general, BCS follows the normal school year as well as all bank holidays of Berlin. However, we have adjusted some vacations to our working rhythm as an international school and the needs of our international families. **BCS is closed on all Berlin bank holidays.**

Vacation Schedule

The BCS vacation schedule for the next several school years are posted on our school website. www.cosmopolitanschool.de All parents are required to inform themselves of the planned times for school closing and schedule personal holidays according to these posted dates. Students who miss days before or after a holiday without prior approval and for a legitimate reason will be marked as having an "unexcused absence".

Vacation Programme

During most school holidays, we offer an exciting and diverse vacation programme for students of grades 1–6 from 10.00 am to 4.00 pm with the appropriate afternoon care voucher (Hortgutschein). Early Birds is offered from 8.00 – 10.00 am, Late Care from 4.00 – 6.00 pm. Students must be registered and arrive by 9.30 am in order to participate in the programme.

The programme not only varies with the seasons, but also offers age-appropriate and cultural diversity. We offer trips around the city, art, media and music projects, nature experiences, as well as sports events. Nature and cultural science workshops are also fun highlights on offer.

Depending on the programme, students are welcome to choose between different offers and pursue not only their interests, but also have the chance to discover entirely new ones.

Emergency Care

For the summer break an emergency care will be offered during BCS closing times from 8.30 am - 4.00 pm. The emergency care is available to all parents who have the appropriate Hortgutschein for their child(ren). Please be aware that the emergency care is not comparable with the BCS Vacation Programme. Although qualified teachers will take good care of registered students, please understand, that there will be no special programme offered and parents must provide their children with snacks and lunches.

As closing times are the only times during the school year where BCS has the

chance to renovate and do necessary conversions, some areas of the building will be quite dusty and noisy, so only a few rooms may be available for the emergency care. Of course, parks in the neighborhood will also be visited when the weather allows.

Parents will be informed in time regarding the registration process and deadline. Registration for emergency care is obligatory and therefore only registered students can join. Students who have been registered, but do not participate, will be charged 20 EUR for each missed day.

9. Communication

Communication

We consider open communication between parents, staff and administration to be a key factor in nurturing a positive atmosphere and in promoting the successful development of BCS. Our staff is therefore always happy to answer any questions you may have.

If you are concerned about anything at school, we kindly ask you to contact the teachers, principals or management for clarification at any time.

The language of communication at BCS is English.

Teachers

For all questions concerning your child's academic progress and well-being your first contact should always be the class teacher. Teachers can be contacted at any time, however usually they do not have time to communicate with parents immediately before or after lessons, especially during supervising duties. In these cases a meeting can be scheduled. It is best to contact teachers by sending an email in order to arrange an appointment if necessary.

Administration / Finance

Our administration office is located at Invalidenstrasse 130. For all administrative matters (e.g. invoices, contracts, vouchers) please contact Katrin Meier or Solveig Harloff (finance@cosmopolitanschool.de)

Weekly Letters

Families will receive a weekly letter from the class teacher with information about what students have experienced during the week and any important upcoming class events as well as general BCS news. These letters will only be sent through the BCS moodle system, so it is important that you check your moodle account regularly. The Afternoon Team will also inform parent about extracurricular activities and projects on a regular basis through the BCS moodle.

BCS Moodle

The Moodle platform is our web-based information system. It should be used and checked regularly by all students and parents. It provides information about all important school information such as: school calendar, schedules, club news and cancellations, news, events, evaluation/ assessment, work assignments or individual aims, etc. If you have any questions concerning Moodle access please contact Mr. Reiko Tiebs. (it@cosmopolitanschool.de).

In any case, you are always welcome to call the office for help or advice. All staff members are committed to checking their emails regularly and will, if possible, respond to your mail within one workday.

10. Administrative matters

Office

The office is regularly open and at your service between 8:00 am and 4.30 pm.

Opening Hours

School is open daily from 7.30 am until 6 pm. Regular classes begin at 9 am and end at 3.15 pm depending on grade level, followed by the afternoon care. We offer vacation programmes during most holidays. The school is closed for about 5 weeks a year. Emergency care is available in the summer upon request.

Paperwork

Please ensure that you have completed the following information on the OpenApply application site under "additional information"

- Pick-up authorization
- Health form
- Photo permission
- Parental responsibility
- Contact list agreement
- Permission to go on field trips

For all questions involving fees, contracts and afternoon care vouchers (Hortgutschein) please contact Ms. Katharina Porshe (finance@cosmopolitanschool.de).

Afternoon Care Voucher (Hortgutschein/ Offene Ganztagschule)

The afternoon care is a state sponsored programme, where parents pay a fee according to their income and the state sponsors the rest. This total fee per student is an important factor in the financial structure of BCS and allows us to keep school fees at a reasonable level. The voucher must therefore be handed in before the first day of school. Should it not be presented before the official start of the contract, please understand, that we will have to charge 480 EUR per month.

In order to be able to participate in the BCS Afternoon and Vacation Programmes, all students grades 1-6 need a valid afternoon care voucher (Hortgutschein). Please apply for the voucher at your local youth welfare office (Jugendamt). Three different vouchers are available:

1. Voucher for supervision during school- and vacation times grades 1 - 4, Mon- Fri from 1.30 - 6.00 pm. (If you receive a voucher from 1.30 - 4.00 pm, BCS will charge additional 75€ on a monthly basis.)
2. Voucher for supervision during school times grades 5 - 6, Mon-Fri from 1.30 - 6.00 pm. (If you only receive a voucher from 1.30 - 4.00 pm, BCS will charge additional 75€ on a monthly basis.)
3. Voucher for supervision during vacation times grades 5-6, Mon-Fri from 7.30am-6.00pm. This voucher is required in order for your child to participate in the vacation programme.

As the youth welfare office (Jugendamt) calculates the afternoon care vouchers based on your annual family income, please make sure to hand in copies of all relevant income information along with the voucher application.

The application form can be picked up at the school office or can be found on our website in the DOWNLOADS section. Generally, the voucher expires after grade 4, therefore a new application should be placed for grades 4 and 5. In case BCS does not receive the voucher before August 1 of each academic year, additional 480 EUR will be charged on a monthly basis. Please note, that the youth welfare office will send the vouchers to the parents only - not to BCS, therefore we kindly ask you to forward a copy of the voucher (digital version preferred) to BCS upon receipt to Ms. Katrin Meier.

Please contact Ms. Porshe (finance@cosmopolitanschool.de) should you need any assistance in this matter.

Advice for Parents and other Persons having the Care and Custody in accordance with § 34 paragraph 5 P. 2 Infection Protection Act (IPA)

If your child has an infectious disease and attends school or other community establishments to which he or she is now to be admitted, he or she may infect other children, teachers, or caregivers. Furthermore, the defense mechanisms of newborns and children are especially weakened by infectious diseases and he or she might even catch additional diseases (with complications) in our establishment.

In order to prevent this, this leaflet aims to inform you about your obligations, appropriate measures and the standard procedure in accordance with the Infection Protection Act. As a rule, infectious diseases have nothing to do with a lack of cleanliness or carelessness. We therefore kindly request your frankness and trustful cooperation.

The law stipulates that your child is not allowed to attend schools or other community establishments:

1. if he or she has fallen ill with a serious infection caused by diseases which are easily transmitted through low bacterial loads. This includes diphtheria, cholera, typhoid fever, diarrhoea through enterohæmorrhagic E. coli (EHEC), and active lung tuberculosis.

These diseases generally occur in Germany only as isolated cases. (The law additionally also mentions viral haemorrhagic fever, the plague and poliomyelitis, but it is highly unlikely that these diseases would be transmitted in Germany)

2. in case of an infectious childhood disease, which in individual cases can take a serious and complicated course. These are meningitis through Haemophilus influenza bacteria, impetigo contagiosa, pertussis, measles, meningococcal-infections, mumps, scabies, scarlet fever, hepatitis A and chicken-pox

3. in case of head lice infestation, a community establishment can only be attended after successful treatment

4. if your child has, or is suspected of having infectious gastroenteritis and is under six years of age.

The modes of transmission of the above listed diseases differ. Many types of diarrhoea and hepatitis A are so-called "hand to mouth infections". They are transmitted due to insufficient hand hygiene, through contaminated food, and in rare cases by objects (towels, furniture and toys). Infections such as measles, mumps, chicken-pox and pertussis can be contracted through droplet spread (e.g. coughing). Scabies, lice, and impetigo contagiosa are transmitted by hair-skin or mucous contacts. This explains why especially favourable conditions for transmission of the aforementioned diseases prevail in community establishments.

We therefore kindly request you to always obtain the advice of your general practitioner (GP) or pediatrician if your child has seriously fallen ill with high fever, exhaustion, repeated vomiting, diarrhea lasting longer than one day or other symptoms which cause concern.

Illness which excludes attendance at the community establishment in accordance with the Infection Protection Act.

If a child has to stay at home or needs hospital treatment, please inform us promptly about the diagnosis so that we, together with the local Health Office, can take all required measures to prevent the further spread of the infectious disease.

Many infectious diseases can be transmitted before typical symptoms occur. This means that your child might already have infected children or caregivers around him or her by the time the first symptoms of disease appear. In such a case we have to inform the parents of other children of the existence of an infectious disease while keeping the identity of the infected child anonymous.

Sometimes children or adults contract infections without falling sick. In other cases, germs are excreted over an extended period of time in the stool or discharged in droplets in the air. This poses a risk of infection to playmates, class-mates or personnel. The Infection Protection Act therefore stipulates that the „carriers of cholera, diphtheria, typhoid fever, EHEC-, paratyphus and shigellosis bacteria are allowed to attend the establishment only on approval of the Health Office.

Also, in case a family member contracts a serious or highly contagious disease, other members of your household may excrete/discharge these organisms without having fallen ill. In this case too, your child has to stay at home.

You can either be informed by the attending physician or your Health Office whether a „carrier“ or a possibly infected child who has not fallen sick is allowed to attend a community establishment. In these two cases you are also required to inform us.

Immunization is available for diphtheria, measles, mumps, (Rubella)polio, typhoid fever and hepatitis A. If your child is immune through receipt of a vaccine, the Health Office can immediately lift the prohibition against attendance in individual cases. Please reflect that optimal immunization serves the individual as well as the general public.

Should you have any additional questions please contact your GP, pediatrician or your local Health Office. We would also be happy to be of assistance.

Information der Eltern und sonstiger Sorgeberechtigter Gemäß § 34 Abs. 5 S. 2 Infektionsschutzgesetz (IfSG)

Sehr geehrte Eltern,

wenn Ihr Kind eine ansteckende Erkrankung hat und dann die Schule oder andere Gemeinschaftseinrichtungen besucht, in die es jetzt aufgenommen werden soll, kann es andere Kinder, Lehrer, Erzieher oder Betreuer anstecken. Außerdem sind gerade Säuglinge und Kinder während einer Infektionskrankheit abwehrgeschwächt und können sich dort noch Folgeerkrankungen (mit Komplikationen) zuziehen.

Pflichten, Verhaltensweisen und das übliche Vorgehen unterrichten, wie sie das Infektionsschutzgesetz vorsieht. In diesem Zusammenhang sollten Sie wissen, dass Infektionskrankheiten in der Regel nichts mit mangelnder Sauberkeit oder Unvorsichtigkeit zu tun haben. Deshalb bitten wir Sie stets um Offenheit und vertrauensvolle Zusammenarbeit.

Das Gesetz bestimmt, dass Ihr Kind nicht in die Schule oder andere Gemeinschaftseinrichtungen gehen darf, wenn

1. es an einer schweren Infektion erkrankt ist, die durch geringe Erregermengen verursacht wird. Dies sind nach der Vorschrift: Diphtherie, Cholera, Typhus, Tuberkulose und Durchfall durch EHEC-Bakterien.

Alle diese Krankheiten kommen bei uns in der Regel nur als Einzelfälle vor (außerdem nennt das Gesetz noch virusbedingte hamorrhagische Fieber, Pest und Kinderlähmung. Es ist aber höchst unwahrscheinlich, dass diese Krankheitserreger in Deutschland übertragen werden).

2. eine Infektionskrankheit vorliegt, die in Einzelfällen schwer und kompliziert verlaufen kann, dies sind Keuchhusten, Masern, Mumps, Scharlach, Windpocken, Hirnhautentzündung durch Hib-Bakterien, Meningokokken-Infektionen, Krätze, ansteckende Borkenflechte, Hepatitis A und bakterielle Ruhr.

3. ein Kopflausbefall vorliegt und die Behandlung noch nicht abgeschlossen ist.

4. es vor Vollendung des 6. Lebensjahres an einer infektiösen Gastroenteritis erkrankt ist oder ein entsprechender Verdacht besteht. Die Übertragungswege der aufgezählten Erkrankungen sind unterschiedlich. Viele Durchfälle und Hepatitis A sind so genannte Schmierinfektionen. Die Übertragung erfolgt durch mangelnde Händehygiene sowie durch verunreinigte Lebensmittel, nur selten durch Gegenstände (Handtücher, Möbel, Spielsachen). Tröpfchen- oder "fliegende" Infektionen sind z. B. Masern, Mumps, Windpocken und Keuchhusten. Durch Haar-, Haut und Schleimhautkontakte werden Krätze, Läuse und ansteckende Borkenflechte übertragen.

Dies erklärt, dass in Gemeinschaftseinrichtungen besonders günstige Bedingungen für eine Übertragung der genannten Krankheiten bestehen. Wir

bitten Sie also, bei ernsthaften Erkrankungen Ihres Kindes immer den Rat Ihres Haus oder Kinderarztes in Anspruch zu nehmen (z. B. bei hohem Fieber, auffallender Müdigkeit, wiederholtem Erbrechen, Durchfällen länger als einen Tag und anderen Besorgnis erregenden Symptomen).

Er wird Ihnen - bei entsprechendem Krankheitsverdacht oder wenn die Diagnose gestellt werden konnte - darüber Auskunft geben, ob Ihr Kind eine Erkrankung hat, die einen Besuch der Gemeinschaftseinrichtung nach dem Infektionsschutzgesetz verbietet.

Muß ein Kind zu Hause bleiben oder sogar im Krankenhaus behandelt werden, benachrichtigen Sie uns bitte unverzüglich und teilen Sie uns auch die Diagnose mit, damit wir zusammen mit dem Gesundheitsamt alle notwendigen Maßnahmen ergreifen können, um einer Weiterverbreitung der Infektionskrankheit vorzubeugen.

erfolgt, bevor typische Krankheitssymptome auftreten. Dies bedeutet, dass Ihr Kind bereits Spielkameraden, Mitschüler oder Personal angesteckt haben kann, wenn es mit den ersten Krankheitszeichen zu Hause bleiben muß. In einem solchen Fall müssen wir die Eltern der übrigen Kinder anonym über das Vorliegen einer ansteckenden Krankheit informieren.

Manchmal nehmen Kinder oder Erwachsene nur Erreger auf, ohne zu erkranken. Auch werden in einigen Fällen Erreger nach durchgemachter Erkrankung noch längere Zeit mit dem Stuhlgang ausgeschieden oder in Tröpfchen beim Husten und durch die Ausatemluft übertragen. Dadurch besteht die Gefahr, dass sie Spielkameraden, Mitschüler oder das Personal anstecken.

Im Infektionsschutzgesetz ist deshalb vorgesehen, dass die "Ausscheider" von Cholera-, Diphtherie-, EHEC-, Typhus-, Paratyphus- und Shigellenruhr-Bakterien nur mit Genehmigung und nach Belehrung des Gesundheitsamtes wieder in eine Gemeinschaftseinrichtung gehen dürfen.

Auch wenn bei Ihnen zu Hause jemand an einer schweren oder hoch ansteckenden Infektionskrankheit leidet, können weitere Mitglieder des Haushaltes diese Krankheitserreger schon aufgenommen haben und dann ausscheiden, ohne selbst erkrankt zu sein. Auch in diesem Fall muß Ihr Kind zu Hause bleiben.

Wann ein Besuchsverbot der Schule oder einer anderen Gemeinschaftseinrichtung für Ausscheider oder ein möglicherweise infiziertes aber nicht erkranktes Kind besteht, kann Ihnen Ihr behandelnder Arzt oder Ihr Gesundheitsamt mitteilen.

Auch in diesen beiden genannten Fällen müssen Sie uns benachrichtigen.

Gegen Diphtherie, Masern, Mumps, (Röteln), Kinderlähmung, Typhus und Hepatitis A stehen Schutzimpfungen zur Verfügung.

Liegt dadurch ein Schutz vor, kann das Gesundheitsamt in Einzelfällen das Besuchsverbot sofort aufheben. Bitte bedenken Sie, dass ein optimaler Impfschutz jedem Einzelnen sowie der Allgemeinheit dient.

Sollten Sie noch Fragen haben, wenden Sie sich bitte an Ihren Haus- oder Kinderarzt oder an Ihr Gesundheitsamt. Auch wir helfen Ihnen gerne weiter.

Inquirers, Knowledgeable, Thinkers, Communicators, Principled,
Open minded, Balanced, Reflective, Caring, Risk-takers.