



**Bishkek
International
School**

Preschool Handbook 2022/2023





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Welcome

On behalf of the Preschool faculty and staff, I am delighted to welcome you to Bishkek International School (BIS)!

BIS is a warm and welcoming school, founded *by* the community *for* the community. Our student body consists of over 260 students from more than 30 countries, giving the school a truly international feel. The preschool at BIS is a special place where students learn through inquiry-based learning according to the International Baccalaureate (IB) Primary Years Program (PYP) philosophy. As a fully authorized IB school we ensure that our preschool students not only learn the theoretical foundations of their academic futures but also the skills needed for success in their transition to higher levels of education and, eventually, careers.

We truly believe that a successful preschool student is one that is surrounded by teachers and peers that promote a happy, supportive, inquisitive, caring, open-minded and loving environment for all students. At BIS our teachers are committed to achieving each of these goals in all our classes.

Since children are the leaders of tomorrow, we do our best to contribute to a brighter future as part of our commitment to the global community. At BIS this commitment stems from our long-term investment in the young minds of our preschool students to become the global leaders of tomorrow.

Carmen Prinsloo
Preschool Coordinator

Vision and Mission

Vision

To be the best international school in Central Asia providing inspirational education in a happy environment to globally minded students who are the leaders of the future.

Mission

Our Mission is to enable our students to:

- Develop their intellectual curiosity and achieve their academic, sporting and creative potential;
- Be confident in their abilities and respectful of others;
- Learn about local and global issues and prepare to tackle common challenges.

In a school which:

- Delivers and celebrates excellent teaching for internationally accredited education;
- Values diversity and inclusivity;
- Promotes the well-being of the whole school community;
- Contributes positively to the development of the Kyrgyz Republic.

Accreditation

BIS is an International Baccalaureate (IB) World School offering the IB Diploma for students aged 16-19 years, the IB Middle Years Programme (MYP) for students aged 11-14 years and the IB Primary Years Programme (PYP) for students aged 3-11 years. The school is also accredited by Cambridge International Examinations and provides the International General Certificate of Secondary Education (IGCSE) for students age 14-16. In October 2018, BIS was accreditation by the New England Association of Schools and Colleges (NEASC). BIS is a licensed and accredited educational institution by the Ministry of Education of the Government of the Kyrgyz Republic, which allows our students to also sit Kyrgyz state exams and qualify for Kyrgyz universities if they wish.



Life in Preschool

Timetable and Calendar

The most recent version of the school calendar to the 2022/23 academic year can be found on the [school website](#). If any changes are made to the calendar, an updated version will be sent to parents and students. The calendar on the school website will always be updated accordingly.

The school day for Preschool students begins at 8:00 and the first circle time of the day starts at 8:30. Lessons finish at 14:30 then extra-curricular activities (ECA's) run every day from 15:00-15:30. Students who remain at school after 15:30 must take part in an ECA or will be supervised in one of the Preschool classes. All students should leave school by 17:30. All parents will be provided with a copy of their child's timetable at the beginning of the academic year. Class timetables will also be displayed on the notice board in front of the small cafeteria. The timetable will show break times, lunch time, snack time as well as specialist classes.

Attendance and absences

Full attendance is important for academic achievement and social interaction. If students are ill, parents should inform the school before 11:00 on the first day of absence. If no information is received, the school Reception will contact the parents/guardians to ask the reason for absence and when the student is likely to be at school. If absence is known about in advance (e.g. unavoidable family travel), the school should be informed by parents as early as possible. To ensure a healthy and safe school environment, any student returning to school after an illness must provide a written note from their doctor or parent to explain the reason for absence. The teacher will give the note to the school doctor, who will keep them in student files and update school records. Frequent absences must be reported in writing to the Director of Studies who will investigate the reasons.

If a student is frequently absent or absent for a prolonged period *without reasonable explanation*, the Primary Principal and Head of School may arrange a meeting with the student and their parents/guardians to discuss the issues and the student's future at the school.

Arrival and Leaving Procedures

Preschool students should arrive at school between 8:00-8:30. Students should not arrive before 7:30 and all students must be in class by 8:30. All Preschool classes will be open from 7:50. Students arriving after 8:30 must report to Reception before joining their class so that their arrival at school can be registered.

If students are collected from school during the school day, the parent/guardian collecting the student must go to Reception. Reception will organise a collection of the student from the Reception area and record the absence in the school register.

Students may go home or be collected from school at the end of school lessons at 15:00, or after Extra-Curricular Activities (ECAs) at 15:30. Any Preschool students remaining at school after 15:30 must attend an ECA or go to a designated preschool class to play. All students must go home or be collected from school before 17:30.

Preschool students must be collected from their class by a parent/guardian or assigned person. If any of these students are not being met by a parent/guardian or designated driver, the parent/guardian must give notice to the class teacher that the student will leave the school with somebody other than the normal person who collects them.

Preschool students must not use the school premises outside of school hours unless they are under the supervision of a BIS staff member or their parents.

Classes are not to be played in during events without supervision from a staff member as to ensure the safety of students and that class proper uses of classroom equipment

Dress Code

BIS does not have a school uniform or specific dress code, but students are expected to dress in an appropriate manner for school. This includes:

- Dressing in a way that does not cause offence or distract other people
- Wearing clothes that are appropriate for expected activities in school, including PHE and Art.

- Wearing clothing and other possessions that do not have visible slogans or words which are racist, sexist, religious, nationalist, or may in any other way cause offense to other students or staff
- Ensuring that clothing and personal presentation contribute to the positive image of the school.

Whatever they wear, students should be sensibly dressed for an active life so that they can use the play equipment at break times.

Equipment

Preschool students should have the following equipment for school:

- Backpack/bag to carry belongings to/from school
- Hat/cap for outside in hot weather OR warm coat and hat for cold weather
- A bottle for drinking water
- Extra full set of clothes in case of spills or accidents
- Indoor shoes.
- Outdoor shoes that are weather appropriate

BIS will provide all supplies necessary for in class use.

Lunch, Snacks and Drinking Water

BIS provides morning snack, lunch and afternoon snack for all students. Fizzy drinks, sweets and packets of crisps (chips) are not allowed in school. Should not be brought into school unless approved by the homeroom teacher.

Students should bring their own water bottles to school.

Reception Hours

BIS Reception is open from 7:45-17:30 on school days and from 9:00-17:00 on weekdays during school holidays. Appointments with members of staff or general queries about school events can be made through Reception.

Email: info@bis.kg

Tel: +996 312 214 406

Communication at BIS

Strong communication links between home and school are a vital aspect of an effective school. At BIS we strive to maintain open channels of communication with students and parents about our educational programmes, student progress, school events and other issues of importance. Effective communication is the responsibility of every member of the school community. BIS operates as transparent as possible with as much information as possible about the school available on the BIS website, www.bis.kg.

Meet the Teachers

Early in the new school year, the school hosts a 'Meet the Teachers' evening for parents to meet their children's teachers and hear about overall and subject-specific programmes for the upcoming school year. Parents are encouraged to learn as much as possible about the curriculum, teacher expectations and school procedures. This year, Meet the Teachers will take place on Friday 26th August.

Official Publications

BIS publishes several documents to communicate information about the school. In addition to the Preschool, Primary School, Middle School and High School Handbooks, the school provides a comprehensive set of policies, an official annual calendar and a weekly newsletter, all of which are available on the school website or at Reception.

Voices

The centrepiece of the BIS communication system is a weekly newsletter called *Voices*. This newsletter is published at the end of each week and contains information about student activities in the week, special accomplishments and upcoming events and a special section just for Preschool. *Voices* is sent by email to all parents and students with school email addresses. It is also made available on the school website and in printed form in the school cafeteria. If you are not on the *Voices* mailing list and you would like to receive it, please send an email to info@bis.kg and ask to be added to the *Voices* mailing list.

Parent-Teacher Conferences

Parent-teacher conferences are held three times per year. Parents will have the opportunity to meet their child's form teacher, to discuss academic and social progress and targets for future improvement. The Preschool Coordinator will also be available for individual meetings if requested.

Emails and Telephone Calls

If parents have any questions about their child's learning or wellbeing, they are encouraged to contact the relevant staff members by email or arrange an appointment with a teacher by contacting Reception (email: info@bis.kg; tel: +996 312 214 406). The following people should be contacted according to the nature of the question:

Programme or overall curriculum questions:	<i>Head of Preschool</i>
Welfare or behavioural questions:	<i>Form teacher and Head of Preschool</i>
ECAs:	<i>ECA coordinator</i>
Accounts and fees:	<i>Chief Accountant</i>
Transportation:	<i>Administrative Assistant</i>
Preschool issues:	<i>Head of Preschool</i>
Medical issues:	<i>School Doctor/ Form teacher/ Head of Preschool</i>
Address changes, withdrawal and transcripts:	<i>Admissions Officer</i>
Student absence:	<i>Receptionist, Form teacher</i>

Teachers will call, send an email or talk to parents directly if a student's progress or behaviour warrants such communication. We hope that by working together we can develop happy, responsible and independent students.

Lines of Communication

The following set of guidelines is based on the understanding that whenever a question, issue or problem arises, parents have the right and responsibility to contact the school. At BIS we strive to maintain open channels of communication with parents about our educational programmes, student progress, school events and other issues of importance. Effective communication is the responsibility of every member of the school community. BIS operates as transparent as possible with as much information as possible about the school available on the BIS website, www.esca.kg.

The following channel of communication should be used if parents have questions or concerns.

1. Homeroom Teacher/Specialist Teacher: The teacher directly related to your question should be your first port of call. Please email these teachers directly if you have a question or concern or would like to arrange a meeting.
2. Head of Preschool: Please email or arrange an appointment for concerns that cannot be resolved through a conference with the teacher, or for questions of a more general nature concerning the Preschool programme. The Head of Preschool is Carmen Prinsloo, cprinsloo@bis.kg
3. Primary Principal: For concerns and questions of a more general nature concerning operation of the school and its programs and transition to Primary may be discussed with the Primary Principal. Appointments may be arranged by email. The Primary Principal is Gill McGuigan, gmcguigan@bis.kg
4. Head of administration: any administrative questions or concerns regarding the school physical environment.
5. Head of School: If more information is required or the concern remains unresolved, parents may wish to contact the Head of School, with the knowledge of the Director of Studies. The Head of School for BIS is Dr David Grant, dgrant@bis.kg

Open-Door Policy

At BIS we have adopted an open-door policy, in which literally and figuratively our doors are open to you. If questions, suggestions or complaints arise, it is important to us that your thoughts are heard. We believe a quick chat in the hallway or at a school event, an informal meeting at pick-up time or a visit to your child's classroom can usually help resolve concerns before they become a problem. Naturally, busy schedules mean that we cannot always guarantee a drop-in meeting, so we encourage parents to make an appointment with the desired people with the Receptionist.

In addition to being available to discuss your comments or concerns about the wider school, the Management Board are the people to turn to if you are not satisfied with the responses given by any members of staff you have spoken to. In the unlikely event that none of the administration or teaching team can resolve the issues at hand, an appeal can be made in writing or via board representatives to the Governing Board. More detail about Complaints and Appeal Procedures can be found in the *Parents and Guardians Handbook*, available on the school website.

At BIS we are committed to keeping the whole school community communicating and working together to provide the best possible learning experiences and environment for our students.

Parent-appointed Governors

Three members of the Governing Board are elected by the Parents Association to represent the interests of parents. Governing Board members are normally elected for a three-year period and may be re-elected for a maximum consecutive period of nine years. Elections for a new parent representative will take place early in the 2019-20 academic year and names of the elected governors will be shared with the school community via email. Should you have any concerns or comments to address to the Governing Board, please approach one of your parent representatives.

PAMC

The Parents Association, led by the Parents Association Management Committee (PAMC), takes an active role in school life. They organise events throughout the year to bring the school community together and raise money for a wide range of school endeavours.

PAMC volunteers represent a variety of countries and grade levels and serve as vital links in organising events, communicating relevant information and supporting newcomers to the school community and to the country. The first all parents meeting will take place at the beginning of September, with information provided in English and Russian. Class Representatives, appointed by the PAMC, are also available to answer general questions about the class or the school that you may have. A list of members of the PAMC and Class Representatives will be given to you when your child starts school and will be updated every year. If you do not have the list, you can email pamc@bis.kg for information.

Curriculum Framework

BIS' Preschool is inclusive, diverse and internationally minded. The school is fully authorised for the internationally accredited IB PYP Program. All students are full participants in the PYP.

The Preschool consists of 9 subject groups. These subject groups are:

- Mathematics
- Sciences
- English Language and Literature
- Kyrgyz Language (to all preschool students)
- Arts
- Physical and Health Education
- Program of Inquiry
- Dance
- Music

The inquiry-based nature of the PYP is central to enabling students to develop their intellectual curiosity and make interdisciplinary connections. Students have multiple opportunities both in and outside of the curriculum to participate in sport and the arts, including as part of the Extra-Curricular Activities program (ECA).

The PYP curriculum is designed by teachers according to the framework provided by the IB. Teaching is divided into units structured around concepts, Global Contexts, skills, content and inquiry.

Learning through Global Contexts enables students to explore topics through a global lens and understand the real-life applications of their knowledge and skills.

Approaches to Learning (ATL) skills, which are embedded in planning and teaching, focus on the 'how' of learning. Skills are taught explicitly, improved with practice and developed incrementally to give students the tools they need to become independent, collaborative and reflective lifelong learners.

Students in Preschool represent a diverse range of nationalities and cultures, which are celebrated in lessons, visually throughout the school and as part of whole-school cultural events.

Admission age requirements.

- Preschool 1 – Age 2 by 1 September and must be potty trained unless an exception is made by administration
- Preschool 2 – Age 3 by 1 September
- Preschool 3 – Age 4 by 1 September

The Preschool Curriculum

Art

The Art course provides opportunities for students to create and present art in ways that engage and convey their own feelings, experiences and ideas.

Through the units of study, students will develop their skills in painting, sketching, reflecting and organising. As with all our lessons in the preschool, art projects are carefully selected by the teacher to reflect our current unit of inquiry. The lessons will take place either in class or in the art centre.

Kyrgyz language lessons

The Kyrgyz Language course enables students to develop their receptive and productive skills in Kyrgyz, as well as their knowledge of Kyrgyz grammar. Singing traditional and modern children songs and playing traditional and modern children's games are also incorporated into the lessons every day.

Programme of Inquiry

At the core of the PYP's philosophy is a commitment to structured, transdisciplinary inquiry. Much of the content from the subject areas, particularly Science and Social Studies, is taught through transdisciplinary Units of Inquiry where students are encouraged to make connections with their existing knowledge and between the traditional subject areas. Traditional subject areas are also used as lenses to explore big ideas that are of global significance.

These Units of Inquiry are planned under the Transdisciplinary Themes. Every year preschool students will complete 4 of these transdisciplinary themes:

- Who we are
- Where we are in time and place
- How we express ourselves
- How the world works
- How we organise ourselves
- Sharing the planet

The written curriculum is a balance of essential knowledge and skills, development of conceptual understanding, demonstration of positive attitudes and taking responsible action. To achieve this balance, five essential elements are emphasised in the written curriculum:

Knowledge	Significant, relevant content that we wish the students to explore and know about, taking into consideration their prior experience and understanding. This knowledge is developed through the transdisciplinary units of inquiry as well as stand-alone, subject specific units.
Concepts	Powerful ideas that have relevance within the subject areas but also transcend them and that students must explore and re-explore to develop a coherent, in-depth understanding. There are 8 key concepts that are explored each year: form, function, change, causation, connection, perspective, responsibility, reflection. In addition to these important concepts, related concepts are explored through the central ideas of each unit.
Skills	Those capabilities that the students need to demonstrate to succeed in a changing, challenging world, which may be disciplinary or transdisciplinary in nature. These skills are organised in the following areas: Thinking, Social, Self-management, Communication and Research. Subject specific skills are also mapped through our scope and sequence documents.
Attitudes	Dispositions that are expressions of fundamental values, beliefs and feelings about learning, the environment and people. These are needed to develop the attributes of the Learner Profile. Appreciation, Commitment, Confidence, Cooperation, Creativity, Curiosity, Empathy, Enthusiasm, Independence, Integrity, Respect, Tolerance
Actions	Demonstrations of deeper learning in responsible behaviour through responsible action; a manifestation in practice of the other essential elements. What will they do because of their learning? What action will they take now that they have a new understanding? This action will take many forms.

Language and literature

This syllabus is designed for learners who are learning English both as a home and as a first additional language. The aim is to develop their vocabulary as well as the ability to express themselves effectively. The course is based on the linked language skills of listening, reading, speaking and writing, and these are built on as learners progress through the year.

Mathematics

In the mathematics syllabus, we promote both inquiry and application, helping students to develop problem-solving techniques that transcend the discipline and that are useful in the world beyond school.

Physical and Health Education

To promote active, healthy and well-rounded students, BIS provides PE and Dance lessons three times per week for all preschool students. The program is aimed at keeping students active and positive, while participating in fun activities to develop gross and fine motor skills.

Sciences

With this syllabus the students learn how science is studied and practised and become aware that the results of scientific research can have both good and bad effects on individuals and the environment while having fun and doing loads of interesting experiments.

Assessment and Reporting

Report Cards

Students in the Preschool receive four school reports a year. An interim progress report is issued in October, halfway through the first semester. This report consists the student's progress, development of skills and behaviour. A full report is produced in January and June. A second interim report is produced in March, halfway through the second semester.

A summary of the above information is shown in the table below:

	Teacher Comments	Grade
October (Interim report)	✓	✗
January (report 1)	✓	✓
March (Interim report)	✗	✓
June(report 2)	✓	✓

Criteria and strands are graded on a scale of exceeding grade level expectations, meeting grade level expectations, developing towards grade level expectations, not yet evident or not assessed.

E	Exceeding grade level expectations
M	Meeting grade level expectations
D	Developing towards grade level expectations
NE	Not yet evident
NA	Not assessed

Student life

Anniversary Show

BIS' Anniversary Show takes place annually to celebrate the anniversary of the opening of the school. The show usually takes place in early December at the Kyrgyz State Philharmonic Hall and is well-attended by the community. The show theme will be announced at the beginning of the academic year and all students will have the opportunity to audition for a role. Students involved in the production are expected to attend all rehearsals, including those which take place out of school hours.

Preschool plays a special role at the beginning of each anniversary show as all preschool students will have the opportunity to dance on stage before the big show starts.

Assignments

Summative tasks use prescribed criteria, strands and grade descriptors published by the IB to assess and grade students. Teachers assess students against each prescribed strand at least twice each academic year.

Behaviour

All BIS students are expected to behave responsibly, respectfully and safely. This includes in the classroom, in the school building and outside of school when participating in educational visits or trips. Teachers should remind all students of the behaviour expectations at the beginning of the school year, as well as throughout the year as required. A description of behaviour guidelines for students can be found in Appendix 3. Students also create their own essential agreements to adhere to at the beginning of every year and the essential agreements are a list of “class rules” that students set for themselves to help maintain a harmonious classroom. In cases of misbehaviour in school or on the playground, note that parents will be informed by the classroom teacher and asked to work with the teacher to find a solution. Bullying in the preschool is not to be tolerated in any form and parents will be contacted to arrange a meeting if this occurs.

Educational Visits and Trips

BIS places important emphasis on the value of education outside of the classroom. It is our intention that every Preschool School student will have the opportunity to go on at least 3 educational visits. Students participating in educational visits are expected to uphold the same standards of conduct as they do in school. Student participation in these trips is subject to written consent provided by their parents/guardians and payment of trip costs, as required.

Events

BIS hosts several events throughout the school year. These events serve to bring the community together, provide alternative educational opportunities and showcase the talents and hard work of our students. Some of these events take place during the school day (e.g. UN day, Science Fair, Winter Sports Day, Nooruz, Art and Poetry Evening), some take place in the evening after school (e.g. End of School Barbeque), and others take place over weekends (e.g. Asia Day, Anniversary Show, BIS’ Got Talent, Cardboard challenge). A full list of events can be found in the school calendar at the end of this Handbook. All events are announced in advance through the Voices newsletter and via email.

Extra-Curricular Activities

BIS offers a wide range of extra-curricular activities (ECAs). In the preschool, ECAs run every day from 15:00-15:30. A list of ECAs available for the term ahead are sent before the start of each term or in the first week of the first term. The majority of these are provided at no extra cost, however, if the activity involves an external facilitator or transport costs, additional payment is requested. These ECAs are marked on the list as ‘paid ECAs’. ECA timetables are provided to staff, students and parents before the start of each ECA cycle by the ECA Coordinator.

If you have any questions or comments regarding ECAs, please contact Ms Bojana, ECA coordinator: baskovic@bis.kg.

Health, Vaccinations and the Doctor’s Office

The Doctor’s Office is located on the second floor of the main school building and is open during normal school hours 7:45-16:30.

Doctor Asel provides first-aid services to students throughout the school day. Any incidents are recorded on ‘Incident Report Forms’ and shared with form teachers and the Management Board. Depending on the nature of the incident and the nature of treatment, parents may be informed immediately or at the end of the school day.

For conditions requiring more than first-aid, students may be accompanied to external medical providers. In this instance, parents will always be informed immediately.

BIS offers vaccinations against various illnesses throughout the school year; these vaccinations are available to all on an optional basis and incur a small cost. The vaccinations are provided by an external clinic and administered at school. Parents will be informed via email of all scheduled vaccinations offered at BIS.

Library

The BIS library has a large selection of resources and is constantly expanding. We have a wide range of books (including age-appropriate materials in simple English).

Students should check out any books at the library desk. There is a one book limit for preschool students checking out books with a teacher. Parents are more than welcome to go to the library if they want to get more books for their child. All library books must be returned by the end of the academic year or before a student unenroll from the school. A book deposit is included in school fees. Any library book that is lost or damaged carries a standard replacement charge of US\$40. This fee is taken from the student's book deposit. Alternatively, the student or their parents can purchase a replacement copy of the book to give to the library. The library is open from 7:45 am – 16:30 pm every school day. The usual standards of behaviour expected in school also apply to conduct in the library. Students are encouraged to read and adhere to the library rules, which are displayed prominently in the library and in Appendix 6. No food and drink other than water should be consumed in the library. Students are not permitted to play videogames in the library, either on the library computers or on personal devices.

Ms Irina, librarian, is based in the secondary library and is always happy to offer help and support to students. All books should be checked out by Ms TBC, library assistant, from the adjoining primary library.

Lockers

Each Preschool student is assigned a locker at the beginning of the school year, or on joining the school. Lockers should be used to store books, bags and any other materials needed for the school day. They should not be used to store any valuables as it cannot lock, and items might go missing. In the case of something going missing out of the student's locker the school does not accept any responsibility. However, we do have cameras in the locker room and, in the case of missing objects, we can go and look at the video recording to see what happened. We encourage parents not to leave any valuables in the lockers (technology, keys, money, toys or jewellery)

Lost Property

Students should make sure they have their ***name on anything that is not permanently attached to them***. Lost property is kept centrally in lost and found. If not collected by the end of each term, it will be donated to a worthy cause.

Playground Guidelines

Students are encouraged to make the most of the school's outside space during break times. When using the outdoor facilities, safety and respect for others and one's surroundings are of paramount importance. Any accidents or problems with play equipment must be reported to the Duty teacher immediately. A full list of playground guidelines can be found in Appendix 4.

Safety drills

Fire, earthquake and armed intruder drills are conducted periodically. Students are informed of procedures for each event during assemblies and Form time. All students are expected to follow these procedures to enable a smooth evacuation of the school and ensure student safety. A comprehensive review of procedures is conducted after each drill to implement any improvements needed. A report of each drill is shared with the Health and Safety Committee and Governing Board.

Student Support and Counselling

Students are encouraged to turn to their Form teacher for support with any issues they may have in relation to their academic, social or emotional wellbeing. In addition to their Form teachers, students can also approach the School Counsellor, Ms Valeria, or the Head of Student Welfare, Ms Laura, for help at any time. Initial contact can be made by the student themselves or as a referral by teachers or parents. Form teachers, subject teachers, Ms Valeria and Ms Laura work together and communicate regularly to monitor the wellbeing of all students. Any staff member with whom students wish to discuss any concerns will keep information shared with them confidential, unless the student is in any personal danger or may be subject to abuse or neglect. If this is the case, concerns must be referred to the Child

Protection Officer and the necessary guidelines will be followed to ensure the students are cared for in the correct manner.

Valuables

Students are asked not to bring valuables to school. All personal items, including money, need to be kept in their lockers.

Yearbooks

A school yearbook is produced at the end of each academic year. This is available to order for a subsidised cost through the school office and will be available for collection in the final week of term. An email explaining the process will be sent to students and staff nearer the time.

Frequently Asked Questions

Can my child still take a nap even though they're not in preschool 1?

Yes, there is an option for your child to take a nap. We recommend children in preschool to you in three not taking naps as they will miss out on activities. If you want your child to take a nap please discuss this with your homeroom teacher.

Can my child bring toys to school?

Yes, but classroom teachers cannot accept any responsibility for lost or broken toys. We do recommend having your child's name on every piece of toy and clothing that is sent to school.

What happens if my child does not want to sleep?

We do not force children to sleep. If your child doesn't want to sleep we encourage them to take a quiet resting time during this time they can page through books, look at the pictures and have a rest. If your child did not sleep the day you will also be informed by your homeroom teacher.

What if my child doesn't want to eat School food?

The school cafeteria caters for a wide range of tastes. There are always fruits and vegetables available for children as well as bread, lunch and snacks. A teacher will keep encouraging your child if they don't want to eat at least try the school food in the situation where a child does not want to eat. The teacher will inform you about your child's eating habits and make suggestions to help your child eat.

Why does my child need extra clothes?

Sometimes preschools can get very messy and they do have a tendency to spill food on themselves or get dirty when they're outside bathroom accidents.

Will my child go outside during the cold days in the winter?

During really cold days we limit the children's outside play time to only 10 minutes and we also only allow children if they have adequate outside clothing to play outside.

Do the children play outside during rainy days?

While it's raining we do not go outside. We combine classes to play together instead of going outside. As soon as the rain stops then we will go outside hence the children need to have rain boots and raincoats.

Appendices

Appendix 1: Faculty and Staff

For the 2020/21 academic year we have several teaching staff and teaching assistants 6 of the staff members are part of our preschool team.

Administration

David Grant	Head of School	dgrant@bis.kg
Jacques Prinsloo	Deputy head of school - Academics	jprinsloo@bis.kg
Mirzat Osmonova	Deputy head of school - Administration	mosmonova@bis.kg
Gill McGuigan	Primary Principal	gmguigan@bis.kg
Carmen Prinsloo	Head of Preschool	cprinsloo@bis.kg
Kathryn Ryder	Inclusive Education Coordinator	kryder@bis.kg
Irina Pak	Librarian	ipak@bis.kg
Asel Turusbaeva	School Doctor	doctor@esca.kg

Preschool Teachers:

Carmen Prinsloo	Preschool 3	cprinsloo@bis.kg
Kathy Chitumba	Preschool 2	kchitumba@bis.kg
Tina Oskombaeva	Preschool 1	toskombaeva@bis.kg
Dinara Salieva	Preschool Teacher	dsalieva@bis.kg
Nurzat Osmonova	Preschool 1 co-teacher	nosmonova@bis.kg
Jarkyn Oskonbaeva	Preschool 2 co-teacher	joskonbaeva@bis.kg
Nargiza Zhusupova	Preschool 2 co-teacher	nzhusupova@esca.kg
Kulkaiyr Junusheva	Preschool 3 co-teacher	kjunusheva@bis.kg
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School Contact Information

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Appendix 2: International Baccalaureate

BIS is an International Baccalaureate World School, offering the International Baccalaureate Diploma Programme (DP), the Primary Years Programme (PYP) and the Middle Years Programme (MYP). IB World Schools share a common philosophy and commitment to high quality, challenging, international education that BIS believes is important for our students. For further information about International Baccalaureate, see www.ibo.org

International Baccalaureate mission statement

“The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right”

International Baccalaureate Learner Profile

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

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

1. *Inquirers*: Develop a natural curiosity that allows them to become lifelong learners.
2. *Knowledgeable*: They explore ideas of importance and dig deep into its meaning creating a balance of their learning.
3. *Thinkers*: They apply thinking skills that allow them to tackle complex problems in creative ways.
4. *Communicators*: They understand and can articulate information in confident, creative ways, including a second language.
5. *Principled*: Students are honest, fair, just and full of integrity. They strive to solve their own problems and to take responsibility for their own actions.
6. *Open-minded*: Students understand and embrace other cultures. They recognize and celebrate their own backgrounds and learn tolerance for others.
7. *Caring*: Students actively care about others and participate in active service.
8. *Risk-Takers*: Students are brave in the face of new challenges. They strive to take on new roles and to defend their own beliefs.
9. *Balanced*: Students understand the need to be emotionally, physically and mentally balanced. They strive for this in themselves and others.
10. *Reflective*: Students reflect on their own learning. They are able to adjust for weaknesses and strengths.

Appendix 3: Code of Conduct

The overall rule for BIS is that both staff and students must behave in a responsible, thoughtful and considerate manner towards each other and all members of the BIS community.

Rules for Students

Students Must:

1. Follow all behaviour guidelines and follow instructions from staff.
2. Behave politely and respectfully during mealtimes.
3. Only eat food in the dining room or café, not elsewhere in the school.
4. Have permission from duty staff before leaving the dining room.
5. Have permission from teachers before they leave a class for any reason.
6. Walk (not run) in corridors and stairs.
7. Be responsible for not getting sunburnt or dehydrated in hot weather (e.g. wear a hat, use suntan cream, have a water bottle) and not getting frozen or wet in bad weather (e.g. warm & waterproof clothing).
8. Not bring in dirt from outside on their shoes, so either wear indoor shoes inside (not outdoor shoes or just socks) or make sure that their outdoor shoes are very clean before going inside.
9. Clear lockers of any towels and clothing every Friday.
10. Greet any visitors they meet in the school.

Students Must Not:

1. Bully anyone in any way, online or otherwise. BIS takes a strong stance on bullying behaviour and any instances will be dealt with immediately.
2. Use abusive, cursing or derogatory language at school or on school trips. Respectful exchanges among all staff and students are valued highly.
3. Spit at school or on school trips. Spitting is unpleasant and spreads illness to others.
4. Pick leaves or flowers or damage trees. The environment is important for everyone's wellbeing and enjoyment.
5. Play games for money or other valuable prizes.
6. Play with balls, paper planes or other projectiles inside the school without permission.
7. Use mobile phones for any purpose before 15.15 except as defined in the mobile phone rules.
8. Have chewing gum, crisps, sweets, fizzy drinks, or other unhealthy food/drink at school.
9. Wear hats, caps or other head coverings inside the school without permission. [1]

Rules for students using the outside play areas are given in Appendix 4 of this Handbook.

[1] *Permission to wear a head covering inside the school may be requested by any parents, with the consent of the student, for any reason, provided the request is for constant (not occasional) head covering and is either for a specified time period or a permanent arrangement. Permission is normally given provided the head covering does not interfere with the work and activities of either the student concerned or other students.*

Behaviour Guidelines

1. In class, make it easy for everyone to learn and for the teacher to teach

For example

- Arrive on time for school in the morning and for each class
- Be properly equipped with stationery, textbooks and Student Diary
- Be helpful when required
- Ensure order at the beginning and end of the lesson to start and finish with all the information you need
- Complete all work on time and to a high standard. Use all the resources you can to help you, including online and library resources. Consult with teachers to help as well.

- Develop effective study habits and do the best you can do in every subject

2. Move calmly around School

For example

- Don't push other people
- Wait patiently in queues
- Keep to the right side on the stairs
- Stand back to let people pass

3. Speak politely to everyone and be kind

For example

- Stay silent when others are speaking
- Never use bad language or shout, tease or verbally abuse
- Never hit or hurt or bully
- Never behave in an uncaring manner, especially to those younger than yourself
- Always use language that shows gratitude and respect (please, thank you and excuse me)

4. Keep the premises tidy

For example

- Put all litter in bins and keep the cafeteria tidy, cleaning up after yourself
- Do not deface school property, including books and desks

5. Behave Safely

For example

- Do not climb on buildings or walls
- Do not throw things out of windows
- Do not tamper with fire extinguishers
- Be aware of others around you and modify your behaviour to keep both yourself and others safe.
- Follow instructions when using specialist equipment in science labs and the art room

6. Dress appropriately

For example

- Dress in a way that does not cause offense or distract other people and be respectful to others' cultural norms
- Wear clothes that are appropriate for your expected role in the school at the time including PE, class field trips and to suit the weather
- Clothing and other possessions must not have visible slogans or words which are racist, sexist, religious, nationalist, or may in any other way cause offense to other students or staff.
- Ensure that your clothing and personal presentation contribute to the positive image of the school

If you are concerned about the attire of any staff or student member, the matter should be raised with the Director of Studies or any member of the Management Board. Their joint decision on appropriate attire is final.

7. Do not bring inappropriate things to School

For example

- Do not bring expensive toys or games or any toy guns or weapons
- Do not bring weapon-like toys or facsimiles as the school discourages images and artefacts depicting violence towards others
- Do not bring anything else which is likely to be distracting or dangerous

Please note that the school takes no responsibility for any toys or other possessions brought into school by staff or students and any loss or damage is the responsibility of the staff or student concerned.

8. Be courteous at all times

For example

- Be courteous to all others. Everyone working at the school is contributing to the wellbeing of all students and should be accorded respect for that reason. Showing gratitude (please and thank you), having a pleasant attitude and being kind are ways of demonstrating social awareness.
- Do not eat or drink while walking around
- Ensure you are appropriately dressed and your clothes are clean

9. Use Social Media wisely

For example

- Staff must not befriend students on any social media.
- Staff must not post photographs of students on social media without approval from the Policies and Records Administrator.
- All staff, students and parents are welcome to repost any BIS social media posts on their own pages
- If you don't have anything nice to say about Kyrgyzstan or BIS or any other school or any person, say nothing
- All staff and students should follow the ICT policy on the use of social media

10. Use political and religious freedoms carefully to avoid promoting personal beliefs

As a liberal, secular, and multicultural school, BIS welcomes staff and students from all religious and political persuasions but does not allow promotion of any political or religious views at the school. This applies to both students and staff but is of primary importance for staff as they are in a position of authority for students.

For example

- Staff and students must not visibly wear or display any political, philosophical or religious signs (including party, national, and religious emblems or clothing), in keeping with BIS status as a liberal secular school.
- Staff must not promote their personal political or religious beliefs at the school via teaching resources or by their personal appearance and possessions.
- Staff must not promote their personal political or religious beliefs when working with students or staff and must be balanced in treating all religious and/or political views as equally valid, provided the views expressed do not conflict with the UN Declaration of Human Rights or with well-established factual evidence.
- Students must not promote their personal political or religious beliefs in discussions with other students or staff.

When political or religious topics are a valid subject of discussion (e.g. during History or Geography or PSHE classes) all participants must be open to respectful discussion and judge contributions by universal standards – such as the UN Declaration of Human Rights – not by their own personal beliefs

Appendix 4: Playground Rules

1. Be mindful of your own personal safety at all times. Watch what is happening around you. Play safely, especially when there are a lot of students on the playground. Take care when on swings (add all structures here) using them sensibly and safely.
2. Use the traversing wall and tree houses to practice your climbing. No climbing free standing trees or other walls. The trees are part of our natural environment and are to be enjoyed and respected.
3. Don't do anything that is a danger to someone else (pushing someone, throwing stones, fighting etc.) Look before you throw and watch for others using the same space as you.
4. Avoid playing on the structures (including the treehouses and the traversing wall) until a teacher is present?
5. If you use play equipment (balls, ropes, etc.) return them to the storage area at the end of playtime. This will ensure that there is always enough equipment for people to enjoy.
6. Leave the play area as clean and tidy. We all have a responsibility to ensure that our school is clean and ordered.
7. No going out of bounds (e.g. behind the e-centre or outside the school) without permission from the duty teacher.
8. If the ball goes out of the school grounds, two children from MYP3 or higher should go to the security guard at the main gate and ask him to let them out to walk around to collect the ball, then immediately return to the school via the main gate.
9. If you hurt yourself, tell a duty teacher. You may be asked to go to the School Doctor for assistance.
10. Help others/all enjoy the playground by being mindful of other students around you.
11. Flying Fox. Only one person at a time on the platform. If you cannot get on the seat by yourself OR you are in IGCSE1 or above, you cannot use the Flying Fox. There should be no entry, or climbing under the flying fox safety ropes so that you are not accidentally hit by the person using the Flying Fox.
12. No pushing into queues. Take your turn and be considerate.

Over the course of the 2020-2021 academic year, new playground equipment will be added to the playground. The following recommended rules for new equipment should be applied as and when the equipment is installed. These rules will be frequently reviewed with primary and secondary students:

- Swing set
 - Sit down on the swings and slow down before getting off.
 - There should only be one person on an individual swing at any given time.
- Tunnel
 - Do not block the tunnel from the inside.
- Slide
 - Please use the slide to go down. There should be no climbing up the front of slides.
 - Wait to see if the person in front of you has exited the slide before you slide down.
- Music
 - Treat instruments with care and respect.
- Treehouse
 - When climbing up the tree house, wait to see if the person in front of you has finished climbing before you ascend.
- Monkey bars
 - Do not use it in wet and rainy weather.

Please note that some of these new playground equipment will not be accessible to students in IGCSE 1 or above.

Appendix 5: Preschool Timetable Outline

Periods	Monday	Tuesday	Wednesday	Thursday	Friday
1st 08:00-08:45	arrive at school & structured play				
2nd 08:45-09:30					
Break 09:00-09:30	snack				
3rd 09:45-10:30					
4th 10:35-11:20					
5th 11:25-12:10					
Lunch Break 12:10-12:55	Lunch Break				
6th 12:55-13:00					
7th 12:55-13:40					
8th 13:40-14:25					
9th 14:30-15:15					
10th 15:15-15:30					
15:30-16:00	Snack				
16:00-16:30	ECA				