



ISVA

INTERNATIONAL SCHOOL VILLA AMALIENHOF

The Secondary School

Welcome to the International School Villa Amalienhof.

Whether you are new to Berlin or are transferring your child from Primary School, this handbook is designed to facilitate a smooth introduction to the demands and challenges of Secondary school life.

As an international school we are in a privileged position; we embrace a wide range of cultures and nationalities in one of the world's fastest growing, most exciting capital cities. At the International School Villa Amalienhof, we aim to foster an atmosphere of understanding, tolerance and respect. Our goal is to help our pupils realise their potential.

The information contained should also answer any questions with regard our ethos, values, curriculum and organisation. Should you have any other concerns or queries do not hesitate to contact us.

We look forward to meeting you in person.

Mrs. Edith Suter
Head of School

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The Secondary School Day

8.40	Registration
8.40 – 9.05	Form Time / Assembly
9.05 - 9.50	Period 1
9.50 - 10.35	Period 2
10.35 - 11.20	Period 3
11.20 - 11.50	Break
11.50 - 12.35	Period 4
12.35 - 13.20	Period 5
13.20 - 14.20	Lunch
14.20 - 15.05	Period 6
15.05 - 15.50	Period 7
15.50 - 16.00	Registration and Dismiss
16.00 – 17.30	Extra Curricular Activities

Fridays	
13.20 - 14.20	Lunch
14.20 - 15.05	Period 6
15.05 – 15.15	Registration and Dismiss

Introduction

The school is located in a quiet suburb of Berlin, in the historic Villa Amalienhof. The campus comprises 60,000 square metres of parkland, woodland and grassland areas. The facilities include the Villa, the Oakwood building where the Primary department is located, the student cafeteria, and the Art and Music Barn. The school is currently developing additional teaching space which currently houses two ICT suites, a sports hall and teaching room.

The student body comprises children of embassy employees, business expatriates, and members of the local community, as well as those who value English and the English educational system itself. Most of our pupils are bilingual, and many are multi-lingual.

The school's curriculum is based on the English model and has been adapted to meet the needs of the international community. The English National Curriculum is one of the most respected learning frameworks worldwide. At age 16 the pupils sit their International / General Certificate of Secondary Education (IGCSE/GCSE) exams. Both qualifications are internationally recognised. The following two years they sit their Advanced Subsidiary Level (AS) and Advanced Level (A2) examinations. These qualifications lead to university entrance, and are recognised worldwide.

Teaching staff at International School Villa Amalienhof are qualified and motivated. They are committed to developing and nurturing the talents of every pupil.

A Unique Mind.

Aims and Objectives

The International School Villa Amalienhof aims to:

- Provide a broad, balanced and relevant education which meets individual needs
- Provide a well-established, proven framework for learning
- Promote pupils' spiritual, moral, social and cultural development
- Prepare pupils for the opportunities, responsibilities and experiences of life
- Establish a happy, secure, challenging and mutually respectful learning environment in which children thrive
- Encourage a positive, calm and industrious atmosphere where expectations are high and where individual effort and progress are recognised and rewarded
- Provide pupils with equality of opportunity, while encouraging independent thinking, high self-esteem, tolerance and consideration for others, both in the classroom and in the playground
- Develop open communication and partnership with parents
- Create an open consultative environment in which all staff feel a sense of ownership and partnership in the learning process
- Develop in the children an awareness, understanding and appreciation of the world in which they live
- Foster team spirit and mutual cooperation
- Develop a sense of right and wrong and the learning of good manners and appropriate behaviour at all times
- Foster in the children a sense of personal responsibility, particularly with regard to homework and personal assignments

Curriculum

The English National Curriculum is the learning framework adopted by the school and adapted to the needs of the international pupil.

The secondary school is divided into three discrete groupings, or 'Key Stages':

Key Stage 3 Years 7, 8 and 9

Key Stage 4 Years 10 and 11

Sixth Form Years 12 and 13

Subject Allocation

The table below gives an overview of the subject selection at Key Stages 3 and 4. The numbers indicate the number of periods dedicated to each subject per week. All subjects are compulsory in Key Stage 3. In Key Stage 4, English, German, Mathematics and Science are compulsory subjects. PE and PSHCE are also compulsory but are not examined. Pupils in Key Stage 4 normally select 3 electives from the choices. ICT is delivered across the curriculum.

	Key Stage 3	Key Stage 4
Subject	Years 7, 8 & 9	Years 10 & 11
English	4	5
Maths	4	4
Science	5	6
Geography	3	4
History	3	4
Art	2	4
French	3	4
PE	3	2
Music	2	-
German	4	4
Business Studies	-	4
PSHCE	1	1
TOTAL	34 periods	34 periods

Subject Selection 6th Form

The following subjects are commonly offered and courses run subject to demand. Subjects are normally allocated 6 lessons per week. Subjects offered at AS level will continue to be offered at 'A' Level in order to allow the students to complete the second part of the two-year course. Students choose a combination of subjects appropriate for their university course of study.

Subject
Art
Biology
Business Studies
Chemistry
English
French
Geography
German
History
Mathematics
Physics

6th Form Students please note:

Staff normally advise you to choose 4 subjects at AS and to continue with 3 subjects at A2. In their experience the workload for any more risks a drop in average grades. Additional or fewer subjects must be agreed with the Secondary Coordinator.

Only students with a 'C' grade pass at GCSE will be considered for an AS level course. Not all courses are always available at AS level. If students do not have the required 'C' pass at GCSE English they are advised against studying in the 6th form as all AS subjects require a thorough understanding of English.

Similarly, students will be advised that until they have at least a 'C' in Mathematics at IGCSE/GCSE, they should not choose Business Studies in the 6th form since a section of this course requires sound mathematical understanding.

If applying to German or British universities, students should consider the following:

German universities: 4 passes - 3 A2 passes and 1 AS pass - are required. In order to conform to the subject range required at German universities the above passes must contain either Maths or a Science subject PLUS a Modern Language, this can include German.

British universities: Students will be required to have both Maths and English at least to C grade at IGCSE/GCSE level. In addition, they should have the necessary passes (usually three A2 passes) with the appropriate grades at AS and A2.

It is essential to discuss subject choices with the Secondary Coordinator before making final decisions.

Art and Design

Art and design stimulates creativity and imagination. It provides visual, tactile and sensory experiences and a unique way of understanding and responding to the world. Pupils use colour, form, texture, pattern and different materials and processes to communicate what they see, feel and think. Through art and design

activities, they learn to make informed value judgements and aesthetic and practical decisions, becoming actively involved in shaping environments.

They explore ideas and meanings in the work of artists, craftspeople and designers. They learn about the diverse roles and functions of art, craft and design in contemporary life, and in different times and cultures. Understanding, appreciation and enjoyment of the visual arts have the power to enrich our personal and public lives.

Art is compulsory at Key Stage 3 and is offered as an option at Key Stage 4 and in the 6th form.

Business Studies

Business Studies is the study of management and enterprise. It considers how businesses are created, how they develop, grow, survive crises and perhaps eventually decline. It focuses on the people whose skills affect this process and uses theory to analyse the causes and effects of different management approaches.

The internal functions of a business are studied-finance, marketing, production, human resources and management. External influences such as government legislation, socio-demographics, technology and economic conditions are also considered.

Business Studies is offered as an option at Key Stage 4 and at 6th form.

English

Throughout the Secondary School, the pupils study both English literature and language. International School Villa Amalienhof provides a full range of English tuition to meet every level of competency.

English pupils develop skills in speaking, listening, reading and writing. The study of English enables them to express themselves creatively and imaginatively and to communicate with others effectively. Pupils learn to become enthusiastic and critical readers of stories, poetry and drama as well as non-fiction and media texts.

The study of English helps pupils understand how language works through looking at its patterns, structures and origins. Using this knowledge, pupils can choose and adapt what they say and write in different situations. English is compulsory at Key Stage 3 and 4. It is offered as an option in the 6th form.

English as a Second Language (ESL)

This is a course for pupils who are not native speakers of English. Whether or not a pupil needs ESL is determined from an assessment test taken upon application to the school. The course is based on the English National Curriculum and is adapted to the pupil's needs and ability. The course develops skills and understanding in key areas of reading, writing, speaking and listening. The language focus is on grammar, vocabulary, spelling and punctuation, while the literacy focus is on narrative, characterisation, setting and genre. In addition, a variety of fiction, non-fiction, poetry and drama works will be studied. Progress tests will be given throughout the course, during which the pupils' ability and knowledge will be assessed.

Up to and including year 11, the school provides, where necessary, intensive English classes at an additional charge. English is taught in year group classes with ESL running as a parallel course.

The school's aim is to ensure that every pupil at International School Villa Amalienhof is able to succeed in an English language environment.

First Language German

The German curriculum, set by the Berlin Senat is the framework for study of first language German. The subject is taught by native speaking teachers trained in the German school system.

In studying first language German, pupils develop skills in speaking, listening, reading and writing. Pupils learn to become enthusiastic and critical readers of stories, poetry and drama, as well as non-fiction and

media texts. German is compulsory at Key Stages 3 and 4 (either as a first language or as a foreign language) German is offered as an option in the 6th form.

French

As with German as a foreign language, the vital communicative skills of listening, speaking, reading and writing are developed. French is compulsory at Key Stage 3 and is offered as an option at Key Stage 4 and in the 6th form.

Geography

Geography is the study of the natural and human worlds. Its study develops knowledge of places and people. It is at the very heart of pressing problems of the day such as the environment and sustainable development. It is also an important link between the natural and social sciences. The geography pupil encounters different societies and cultures, and understands the mutual inter-dependability of the world's nation states.

Geography can inspire pupils to think about our place in the world, our values, and our rights and responsibilities to other people and the environment.

Geography is compulsory at Key Stage 3, and is offered as an option in Key Stage 4 and in the 6th form.

German as a Foreign Language

Through the study of German, pupils understand and appreciate the culture within which they live, thus enabling them to integrate more successfully.

Pupils learn about the basic structures of the language. Their listening, reading and memory skills are developed as does their speaking and writing. The development of these skills, together with pupils' knowledge and understanding of the structure of German, lays the foundations for future study of other languages.

German is compulsory at Key Stages 3 and 4 (either first language or as a foreign language). German is offered as an option in the 6th form.

History

History fires pupils' curiosity about the past. It stimulates their interest in the wider world both past and present. Pupils consider what past societies were like, how these societies were organised, and how the various personalities and powers have helped mould the world we live in today.

The pupil of history researches then weighs the evidence before reaching his/her conclusions. To do this they need both to work independently and defend their point of view – skills that are prized in adult life.

History is compulsory at Key Stage 3, and is offered as an option at Key Stage 4 and in the 6th form.

Information and Communication Technology (ICT)

ICT prepares pupils to participate in a rapidly changing world in which work and other activities are increasingly being transformed by access to varied and developing technology. Pupils use ICT tools to find, explore, analyse, exchange and present information responsibly, creatively and discriminately. They learn how to employ ICT for rapid access to ideas from a wide range of people, communities and cultures.

Increased capability in the use of ICT promotes initiative and independent learning, with pupils being able to make informed judgements about when and where to use ICT to best effect, and to consider its implications for home and work both now and in the future. ICT is delivered across the curriculum and not merely as a subject.

Mathematics

Mathematics is required at Key Stage 3 and 4 and is offered as an option in the 6th form.

Mathematics provides pupils with the tools for logical reasoning, problem-solving skills, and the ability to think in abstract ways. Mathematics is essential for many fields of employment, science and technology, medicine, the economy, the environment, etc.

Physical Education (PE)

PE develops pupils' physical competence and confidence, and their ability to use these to perform in a range of activities. It promotes physical skilfulness, physical development and knowledge of the body in action. PE provides opportunities for pupils to be creative, competitive and to face up to different challenges as individuals and in groups and teams. It promotes positive attitudes towards active and healthy lifestyles.

Pupils learn how to think in different ways to suit a wide variety of creative, competitive and challenging activities. They learn how to plan, perform, and evaluate actions, ideas and performances, and it helps improve their quality and effectiveness. Through this process pupils discover their aptitudes, abilities and preferences, and make choices about how to get involved in lifelong physical activity. PE is compulsory at Key Stage 3 and 4.

Personal, Social, Health and Citizenship Education (PSHCE)

PSHCE at Key Stages 3 and 4 helps pupils to lead confident, healthy and responsible lives as individuals and members of society. Through work in lesson time and a wide range of activities across and beyond the curriculum, pupils gain practical knowledge and skills to help them live healthy and deal with the spiritual, moral, social and cultural issues they face as they approach adulthood.

PSHCE gives pupils the opportunities to reflect on their experiences and how they are developing. It helps them understand and manage responsibly a wider range of relationships as they mature, and to show respect for the diversity of, and differences between, people. It also develops pupils' well-being and self-esteem, encouraging belief in their ability to succeed; it enables them to take responsibility for their learning and future choices of courses and career.

PSHCE at Key Stages 3 and 4 builds on pupils' own experiences and on work at Key Stages 1 and 2. Following the IGCSE/GCSE exams in year 11, pupils are normally offered the opportunity to have a supervised practicum, or work experience for 2 weeks before the end of the term. This helps them apply the concepts and theories they've been learning into 'real life' situations. Their form tutor or specialty teacher will be their mentor and coach.

Science

Science stimulates and excites pupils' curiosity about phenomena and events in the world around. It also satisfies this curiosity with knowledge. Because science links direct practical experience with ideas, it can engage learners at many levels. Science is compulsory at Key Stage 3 & 4 and Biology, Chemistry and Physics are offered as options for study at A Level.

The Scientific Method is about developing and evaluating explanations through experimental evidence and modelling. This is a spur to critical and creative thought. Through science, pupils understand how major scientific ideas contribute to technological change - impacting on industry, business and medicine and improving quality of life.

Pupils recognise the cultural significance of science and trace its worldwide development. They learn to question and discuss science-based issues that may affect their own lives, the direction of society and the future of the world.

Administrative Details

It is hoped that the following administrative information will be helpful. For ease of reference the subject headings have been arranged alphabetically.

Absence

If parents wish to take their children out of school for specific reasons, e.g. family issues, they need to make a formal request to the Head of School, asking for authorisation for the planned absence. In exceptional cases the Head of School will give authorisation.

If a pupil is absent from school for any reason, the following procedures should be followed:

- Please call the school in order that the student's class teacher can be informed.
- Please provide the school with any information regarding the possible length of absence.
- Please call the bus company in good time (if appropriate).
- As attendance is regulated by German Law please write a letter to the class teacher, on the students' return, explaining the reason for the absence. If the child was absent for more than 3 days a doctor's note must be provided. The school may also request a doctor's note in the case of excessive absence. Parents must request permission in writing if they wish to take their child out of school for reasons other than illness; this must be requested prior to the absence.
- Office staff reserves the right to telephone the parents of any child who is unaccountably absent.

If the parent has prior notice of any absence the teacher should be notified in good time to facilitate planning and communication.

Leaving the school before the end of the school day:

If for any reason a pupil needs to leave the school before the end of the school day:

- Pupils should sign out in Reception.
- Staff should be kept informed of the whereabouts of the pupils at all times.
- The form tutor and school secretary should be notified.

Parents will be called or notified if written permission is not provided beforehand.

Admission

The school caters for pupils from nursery, at 3 years old, through to A Level.

The school accepts both native speakers and pupils with little or no English, provided the parents agree to additional English support if this is deemed necessary by the school.

The school has a policy of placing pupils in classes according to their date of birth, unless for pedagogical reasons this is deemed inappropriate.

All of our lessons are differentiated; pupils are given work appropriate to their academic standard. The staff prides itself on providing additional help and support where necessary.

Below are the birth date guidelines for the academic year. There may be exceptions depending on previous educational experiences.

Key Stage	Class	Age During Year
Key Stage 3	Year 7	11 / 12
	Year 8	12 / 13
	Year 9	13 / 14
Key Stage 4	Year 10	14 / 15
	Year 11	15 / 16
Sixth Form	Year 12	16 / 17
	Year 13	17 / 18

Assembly

The secondary school assembly takes place on Mondays and Thursdays at 8.45. This is an opportunity for supporting the PSHCE programme and for staff to disseminate information. This is also an opportunity for the school community to come together in order to celebrate its successes and to address issues of common concern.

Although the assembly may address religious festivals from time to time, they are of a non-denominational nature.

Assessment

- Prior to admission, prospective pupils are assessed in Maths and English to determine appropriate class placement
- At the beginning of each school year, diagnostic EFL (English as a Foreign Language) assessments are made for non-native speakers
- Pupils' progress and achievements are under continual cumulative assessment by subject teachers
- Pupils' half-yearly progress is assessed during December and/or January exam weeks
- Summative assessments (examinations) are made in June
- These assessments are made according to the strictures outlined in the English National Curriculum
- External examinations take place at the end of years 11, 12 and 13

Attendance

The school year comprises 180 teaching days. Pupils are expected to attend school every day.

A calendar is included in the school information pack.

Awards

Awards are earned not only through academic, creative and sporting achievements, but also through courtesy, consideration and the demonstration of good manners – in other words, through being an

exemplary citizen of the school community.

The purpose of awards is to recognise and celebrate achievement and contribution. They are equally intended to foster pride in effective learning and a disciplined work ethic.

Behaviour

The aim of the school is to encourage an atmosphere of tolerance, understanding and self discipline. Pupils are expected to behave in a manner that is both sensible and respectful at all times.

In the first instance, the school prefers to talk issues through with the pupil involved to find a solution to problems rather than to punish. Where offences are repeated or severe, sanctions will be applied. Parental support with regard to issues of discipline is much appreciated. Experience has shown a united front to be the most effective way forward.

The behaviour policy is handed out to all pupils at the beginning of the year and reviewed at the start of the school year. It must be signed by pupils and parents, indicating that they have read and understood the policy.

Bus Service

A bus service is available to and from the school:

- The pupil is picked up by the bus up at a prearranged time in front of their house. The pupils then travel to the school and should arrive in time for the start of the school day at 8.40.
- At the end of the day, the pupils should depart from the school as soon as possible after the end of lessons at 16.00. They are then dropped off at their door.
- If a pupil should not be picked up because of for example, illness, the Bus Company should be informed as soon as possible.
- If for any reason the arrangements should be changed, (i.e. the child should no longer travel with the bus) the school should be notified in writing.
- The Bus Company should be notified 24 hours in advance of any changes to the child's normal routing. This must be done in writing. Parents should ensure that they have received confirmation before the change takes place.
- Any arrangements which involve changes in the regular travel arrangements, children visiting friends for example, must also be communicated to the school 24 hours in advance.

Book Fee

There is a non-refundable book fee payable at the beginning of the year.

Pupils should sign for all books received and return them at the end of year.

Careers

As part of the PSHCE programme, the school aims to provide a comprehensive careers advice. This includes talks from visiting professionals and discussions with tutors during tutor time. The school would also welcome contributions from parents in their various areas of expertise.

Communication between Home and School

The school sees communication between school and home as vital. The first point of contact is always the tutor. The School Co-ordinator and the Head of School are available for further information and support if

necessary.

The school aims to provide regular bulletins or newsletters, keeping the parents abreast of recent developments and current events.

Educational Visits

The classes will undertake interest for instance museums, exhibitions, etc. throughout the city throughout the school year. Parents will receive information about each of these visits and be advised what special provision needs to be made. Parents should make sure that they complete permission slips and return them to the school along with the required amount for the trip. Without written permission children cannot go on any trips.

Children are generally transported in school buses: the school is charged a flat rate for all trips within Berlin and find this the most convenient door to door transportation. Costs for visits will also include entrance fee to the venue. When appropriate, trips will also be made by public transport.

English Language

The central language of communication within the school is English. A few subjects may be taught in other languages. This applies of course to French and German but may also apply to a small number of subjects such as Art or Music that may be taught in German.

External Examinations

The school uses two examination boards. For Foreign Languages, Mathematics, Business Studies and ICT – Edexcel is the examining board; for all other examinations - Cambridge International Examinations (CIE). The annual examination period is between May and June. The Examinations Officer carries out the administration of external exams. The full cost of these exams is payable in addition to the normal school fees.

Extra Curricular Activities

The school runs a range of Extra Curricular Activities (ECAs) which take place after school hours from 1600 - 1730. There may be a cost for certain activities. Pupils are informed of these throughout the year. Some may run for a set period of time e.g. rehearsals for a show or play, while others may run throughout the year e.g. sport.

Food and Drink

Evidence shows that pupils learn more effectively after a good breakfast. Parents are encouraged to give their child the opportunity to eat well before attending school.

Break:

During break, pupils may choose to bring snacks with them or purchase snacks from the school caterer or cafeteria.

A healthy snack such as fruit, yoghurt, or a sandwich, is recommended rather than sweets or chocolate.

Lunchtime:

Meals and packed lunches are eaten in the school cafeteria under teacher supervision.

School meals:

Information regarding the hot lunch programme can be obtained through the school office.

House System

The school operates a house system whereby the pupils are allocated to one of three houses: Ruby, Sapphire and Emerald.

Pupils can earn points for these houses. These contribute to an ongoing house competition. Points are awarded not only for educational and sporting success and in House competitions but for all aspects of school life. The aim is to encourage good practice throughout the school.

All awards ultimately contribute to our House system. At the end of the school year the House Cup is awarded to the winning house of the school.

Health and Welfare

Medical Forms

When registering, the parents or guardians will be asked to complete a Pupil Medical Information Form. The information provided will be classed as confidential and will be used to ensure the child's safety and well being while in school. The information is retained in the child's file and is also stored in a separate medical file to allow quick access in the event of an emergency.

Tutors will also be informed of any medical problems and will be given a copy of the medical form to retain with their Tutor Group Files. The school doctor reviews the medical files during the year to ensure all vaccination records are in order.

Medication

From time to time pupils may need to take medication during school time. Where this is the case, tutors should be informed. Should a child require that medication be administered during the day, appropriate forms from the school secretary should be completed and signed by all parties before any medicines can be administered.

In the above cases, medication will be locked in the secretary's office and administered by a designated member of staff.

Head lice

Should an outbreak occur, the school will notify the parent with information regarding appropriate action.

Accident or Injury

In the event of an accident or injury at school, every attempt will be made to contact the parents. In order to assist with this, parents are required to give all available current contact telephone numbers in addition to an emergency contact person on the medical form.

If parents or the emergency contact person cannot be contacted, the School Coordinator will decide the best course of action to be taken in the given circumstances. A written report is filed of any accident occurring on school property or any medical treatment required as a result of any injury.

Homework

The consolidation of learning takes place most effectively when pupils work at home. To this end, subject teachers set regular homework tasks; these are an essential component of the curriculum.

To this end, parents can support the school by:

- Displaying a positive attitude to homework and valuing its importance while at the same time recognising that it is the child's responsibility to complete the work
- Providing a quiet and suitable place for the child to do his or her homework

- Regularly checking homework diaries and signing to confirm that all tasks have been completed

The amount of homework will necessarily increase as the pupil progresses through the school.

Guidelines

Key Stage	Time per week per Subject
Key Stage 3 (Years 7, 8 & 9)	30 minutes - 1 hour
Key Stage 4 (Years 10 & 11)	1 - 2 hours
6th Form (Years 12 & 13)	minimum 5 Hours

Library Facilities

The school library provides a range of fiction and non-fiction books in both English and German, as well as supplemental texts to support course subjects.

Pupils may borrow up to 3 books at a time and are responsible for returning them in good order.

Donations of books for any age group are always gratefully received.

Lockers

Pupils are entitled to a locker. At the start of the autumn term a returnable deposit of 10 € is payable to the school office.

Lost Property

Past experience shows that labelling all items of uniform is essential. When items are found, they are kept in the Office until they are reclaimed.

Mobile Telephones

Mobile telephones are very much a part of everyday life but they must not be allowed to interfere with the running of the school. Therefore, the following rules should be followed:

- Mobile telephones must be switched off during all lessons.
- If a parent should find it necessary to contact their child during school time they should call the school secretary who will pass the message on.
- Pupils, who need/want to call their parents, must do so from the school office.

Parents' Evening

Each term, parents will be given the opportunity to consult privately with their child's subject teachers and class tutor in order to discuss academic progress and social welfare. It is hoped that all parents will avail themselves of this opportunity. Should any concerns arise in the interim, parents should feel free to contact either their child's tutor or the school.

In addition, 'Class Parents' Evenings' will be held three times a year in order to give class parents the opportunity to discuss issues of general concern with class teachers.

Parents' Orientation Evening

Once a year at the beginning of the autumn term, parents are invited to an 'Orientation Evening', the so called 'Meet and Greet' evening.

The evening is intended to provide information about the general organisation of the school and to introduce the parents to the teachers. It gives the parents a chance to meet one another as well as other members of the school community.

Years 9 and 11 Options Evening

In late February or early March there will be an Options evening for parents of Year 9 pupils, for them to choose their GCSE options, and for parents of Year 11 pupils, for them to choose their A level subjects. The subject teachers will make short presentations, and there will be a time for parents and teachers to meet one another and discuss the various possibilities.

Physical Education (PE)

All pupils up to and including Key Stage 4 are expected to take part in PE lessons. If a child is unable to participate for any reason, the school should be informed in writing before the lesson.

Parents should refer to the 'Uniform' section for a description of the PE kit. Each class travels to a nearby gymnasium one afternoon a week.

Photographs

The school photographer visits the school once a year.

Parents will be able to choose from individual photographs and class groups. Pupil identity cards are available from the office on production of a passport type photograph.

Photography Permission

Parents will be asked as to give written consent for their children to be photographed, have television or video coverage made during school activities with the understanding that said photos or videos might be published and distributed as part of school material and advertisement.

Registration Procedure

The following are required:

- Valid birth certificate or passport
- Previous academic reports.
- A fully completed application form which gives comprehensive information including medical details and emergency contact numbers. The form should be completed as fully as possible in order to give the school an accurate picture of the pupil's abilities so that, when and where necessary, he or she can be given the appropriate support as soon as possible.
- A medical certificate from the family doctor. (This must be no more than 2 weeks old)
- Two passport photographs

Reports

Parents are given the opportunity three times a year to have a private consultation with their child's class teacher/form tutor regarding their academic progress and social welfare. It is expected that all parents will make full use of this opportunity to discuss their children's educational progress.

The school views education as a threefold partnership between teacher, child and parent. Parents should feel free to contact class teachers and arrange a meeting at any time in the school year to discuss questions, concerns or difficulties. Parents are encouraged to do this sooner rather than later in order that any issues can be swiftly addressed.

Teachers will also initiate contact if they have concerns regarding the pupils' performance or behaviour.

Parents receive interim reports at the end of the autumn and spring terms respectively and a full written report at the end of the summer term. The exception to this rule are the exam classes in years 11-13, who receive an interim report in December and a full written report at the end of the spring term.

Years 11, 12 and 13 receive their exam results in August in lieu of a school report.

Pupil Council

Every class will elect a pupil council representative. The council meets once a week with a faculty mentor. They provide input, information and help make decisions regarding pupil life at International School Villa Amalienhof.

Safety and Security

The safety of the pupils is of paramount importance. For this reason, parents should park only in the designated drop off zone at the school gate.

Drivers should exercise extreme caution when driving in or near the school.

We thank you for your co-operation in keeping our school a safe place for your children.

International School Villa Amalienhof is a closed campus. Pupils are to stay on campus during the school day. The only exceptions are those for 6th form pupils who are over 18 years old and pupils in years 12 to 13 who, with school and parental permission, have earned the privilege to spend one or two study afternoons off-site.

Tutors

The tutor is the focal point of communication for the staff, pupils and parents. He/she is the first point of contact for all pupils in the group when queries or problems arise, the first point of contact for the staff for matters concerning members of the group, and the first point of contact for the parents regarding their child's well-being and progress in school.

Uniform

Please take note of the rules regarding ISVA uniform, which are published separately and are available at any time from the school office.

University Entrance

In the autumn term of Year 13, students wishing to apply to UK Universities are given guidance on the completion of the so-called UCAS forms. The school provides prospectuses and information. Additionally, the school has information on entrance to other universities and Institutes of Higher Education worldwide. The school will endeavour to assist the students in their search for an appropriate institute of higher learning.