



# PARENT AGENDA

**School Year 2026 - 2027**



DANILA KUMAR  
INTERNATIONAL SCHOOL  
GOGALOVA ULICA 15  
1000 LJUBLJANA  
SLOVENIA

<https://en.os-danilekumar.si/>

<https://www.ibo.org/>

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## MISSION STATEMENT

At Danila Kumar International School we are dedicated to fostering a multilingual and dynamic learning community through our esteemed International Baccalaureate programmes.

By centering on inquiry and student-driven approaches, we aim to nurture the individual potential of each learner, equipping them with the knowledge, skills, and attitudes necessary for success in a rapidly changing world.

Our commitment to academic excellence, social and emotional growth, as well as ethical conduct, prepares the learners to become principled, responsible and open-minded global citizens.

Emphasising well-being, respect, and inclusivity, we empower our students to engage meaningfully with local and global communities, driving forward a sustainable and peaceful future.



## **WELCOME TO DANILA KUMAR INTERNATIONAL SCHOOL**



Dear families and community members, it is my great honour to welcome you to our elementary school. We are proud to be a part of more than 5,800 schools in 160 countries around the world, that are members of the International Baccalaureate Organisation (IBO), a non-profit educational foundation based in Switzerland that works with schools, governments and international organizations to develop challenging programmes of international education with rigorous assessment.

DKIS was founded to facilitate the lives of foreign families in Slovenia by offering two reputable International Baccalaureate programmes: The Primary Years (PYP) and the Middle Years Programme (MYP – the first three years). Within these programmes we offer a comprehensive, inquiry-based and student-centred approach to teaching and learning. We focus on the total growth of the developing child – intellectual, physical, emotional and social, which we monitor and scaffold with rigorous and holistic assessment.

Beyond intellectual rigour and high academic standards, we place strong emphasis on the ideas of intercultural understanding and respect, responsible communication and citizenship, as well as cooperation with schools and institutions both in Slovenia and abroad in order to create a better and more peaceful world.

Please take some time to explore our website and do not hesitate to contact our International department office for a tour.

I look forward to welcoming you and your family to DKIS.

Klemen Strmljan  
Head of the International Department

## SCHOOL FACILITIES & SERVICES

- **Individual Classrooms:** Each grade has its own classroom - with its own PC, internet access and LCD projector - and other rooms for specialised subjects such as PE, science, design, home economics, art, music and computing. There are also dedicated classrooms for language learning (English/French/German/Spanish/Slovene).
- **Science, Information Technology, Design, Music, Theatre:** The school has two science classrooms, music, design and arts classroom with a pottery studio. Home economics classroom with equipped kitchen and our computer facilities support two 25-computer classroom with local network and broadband Internet connection. We also have a huge auditorium for our theatre performances.
- **Research & reading:** Our library and reading room maintains over 39,000 books of which over 20,000 are in English.
- **Sport:** Physical education and sport activities benefit from three gymnasiums, a climbing wall and an outdoor all-weather playing area, with enlarged multi-purpose artificial turf pitches covered with a dome.
- **Catering:** Our in-house kitchens provide breakfast, mid-morning and mid-afternoon snacks; as well as preparing and serving hot lunchtime meals (regular and vegetarian menus). There is also a fully equipped home economics classroom for activities connected to food preparation and cooking.
- **Co-curricular and Extra-curricular Activities:** An interesting programme of afternoon clubs and activities is offered at the beginning of each school year, which usually run until the end of May. Activities take place in the afternoon (and sometimes early evening); most are available at no extra cost.
- **Special services:** The school also houses a dentist, a dietician, an educational psychologist, specialist pedagogues and school counsellors; to cater for medical and other specific needs.

## ACCESS TO THE CODE OF CONDUCT AND OTHER SCHOOL POLICIES

Electronic versions of the Code of Conduct and other school policies are available on the school's website. Access the documents below via the following link: <https://en.os-danilekumar.si/documentation/>

1. Mission & Philosophy Statement
2. Academic Integrity Policy
3. Admission Policy
4. Assessment Policy
5. Inclusion Policy
6. Language Policy
7. Code of Conduct

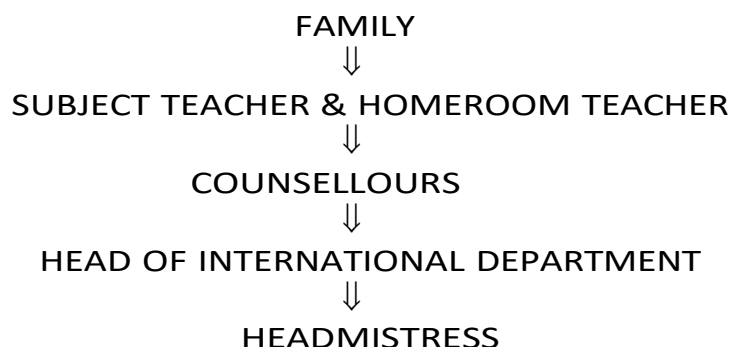
We invite you to submit questions regarding the PYP, MYP, or our school in general by scanning the **QR code** below. Answers will be provided in our newsletters to keep everyone well-informed.



## PARENT/SCHOOL COMMUNICATION

The school's administration and teaching staff feel that close communication between the school and parents is vital to the effective operation of the school.

If a problem occurs, or you need additional information please contact the school immediately. All concerns should be solved where they start. Constructive collaboration between parents and the school is of great importance.



## UNDERSTANDING THE IB LEARNER PROFILE

At the heart of the International Baccalaureate (IB) program is the IB Learner Profile, which aims to develop well-rounded individuals who are ready to thrive in a global society. These attributes shape the way your child learns and grows, both academically and personally. Here's a quick overview:

**Inquirers:** Your child will develop a natural curiosity, learning how to ask questions, research, and think independently.

**Knowledgeable:** Students gain deep understanding across a broad range of subjects, learning how to apply this knowledge in real-world contexts.

**Thinkers:** Critical and creative thinking skills are fostered, enabling your child to approach problems thoughtfully and make reasoned decisions.

**Communicators:** Students learn to express themselves confidently in more than one language and to listen carefully to others.

**Principled:** The IB program encourages integrity, honesty, fairness, and respect for others, helping students develop a strong sense of justice and responsibility.

**Open-minded:** Your child will appreciate and consider different perspectives, cultures, and values, becoming more empathetic and understanding.

**Caring:** Students are nurtured to show empathy, compassion, and respect, and are committed to making a positive impact on the world around them.

**Risk-takers:** The program encourages students to step out of their comfort zones, embracing new challenges and opportunities with courage.

**Balanced:** The importance of maintaining a balance between intellectual, physical, and emotional well-being is emphasized, promoting a healthy and productive lifestyle.

**Reflective:** Finally, students are guided to think about their own learning and experiences, allowing them to recognize their strengths and areas for growth.

These traits work together to help your child become not just an excellent student, but also a responsible and compassionate global citizen.

## **INTRODUCING IB APPROACHES TO LEARNING (ATL) SKILLS**

In the IB program and DKIS, we focus not only on what your child learns but also on how they learn. The Approaches to Learning (ATL) skills are designed to help students develop essential skills that will benefit them throughout their education and beyond. Here's a brief overview of these skills:

**Thinking Skills:** These include critical thinking, creative thinking, and problem-solving. Students learn to analyse information, make connections, and come up with innovative solutions to challenges.

**Research Skills:** Your child will learn how to find, evaluate, and use information effectively. This includes everything from gathering data to organizing and presenting their findings in a clear and logical way.

**Communication Skills:** Effective communication is key in every aspect of life. Students practice expressing their ideas confidently, both in writing and speaking, and also develop active listening skills.

**Social Skills:** These skills help students work well with others. They learn collaboration, empathy, and how to manage conflicts constructively, which are essential for teamwork in any setting.

**Self-Management Skills:** Time management, organization, and goal-setting are central to self-management. Students are taught to take responsibility for their learning, manage their time efficiently, and stay focused on their goals.

These ATL skills are woven into all areas of the DKIS curriculum, helping your child become an independent, lifelong learner who is prepared for success in an ever-changing world.

## **ENGLISH AS AN ADDITIONAL OR SECOND LANGUAGE (EAL/ESL) PROGRAMME**

Our student population can be very diverse; we provide education to children of many different nationalities whose level of English proficiency varies greatly. Some possess no or very little English when they arrive and some are even totally foreign to the Roman alphabet. The school's main objective is to assist students, whose primary language is not English, to acquire the social and academic language needed to integrate successfully into all mainstream classes and school life, with their peers, as soon as possible.

In order to best assess students' English language abilities and ensure the appropriate language support, language placement interviews may be organised for students at the application process. Students may also be assessed on entry by an evaluation panel made up of language specialists and then on an on-going basis by the homeroom teachers and an EAL teacher, to be re-integrated into their class once they have acquired a sufficient level of English to be able to function socially. This is agreed by the homeroom teacher and the EAL teacher, based on their personal judgements.

### ***Primary Years Programme (grades 1-5)***

In the primary years, EAL is offered at the beginner level, one hour each day, during core English lessons. Once the children have acquired a sufficient level of English to be able to function socially, they will be integrated into their class during English lessons and have an additional 1 - 4 hours of English per week, after school.

### ***Middle Years Programme (grades 6-8)***

Beginner students receive EAL classes during mainstream English lessons (4 hours per week) although they are also integrated into mainstream lessons to progress faster. Beginner students also receive EAL lessons during German, French and Spanish lessons (2 hours per week) until they reach an intermediate level. Intermediate students are integrated into core English lessons and get an additional 1 to 2 English lessons each week, before or after school.

## **MOTHER TONGUE AND OTHER LANGUAGES**

We strongly encourage parents to continue providing instruction of the mother tongue to their children. To facilitate this, we will give the use of a classroom, after school, to any groups of parents who would like to organise lessons with a teacher that they would provide.

## **PARENT-TEACHER ASSOCIATION (PTA)**

The PTA is an association of parents and teachers who work together for the wellbeing of our children and the school. Every parent or guardian who has a child in the school has the opportunity to become an active member of the association.

The PTA provides a very important communication link between the parents and the school and a continuing positive representational presence of parents in the day-to-day activities of the school.

### **Purpose of the PTA**

- To promote the welfare of children in the school and community.
- To provide support to the parents through orientation, education and other services.
- To create friendly and social relationships and promote communication between the school staff and parents, so that the parents and teachers may cooperate actively in the education of the students.
- To advance the education of the students at the school by assisting in special projects and activities and providing funding for activities that are not normally provided through the school budget.

## **BASIC INFORMATION**

### **CATERING INFORMATION**

#### **Kindergarten Meals**

Meals (breakfast, lunch, afternoon snack) are included in our school fee, as well as fruit and tea which are available throughout the day. Meals are served in the classrooms and supervised by teachers. We encourage children to try everything that is served, but at the same time they are allowed to make their own choices.

#### **Meals for Grades 1 – 8**

Snacks and hot lunches are available for grades 1- 8 for a fee:  
<https://en.os-danilekumar.si/school-menu/>

Children who are on a special diet must bring a certificate from a Slovenian paediatrician.

### **CANCELLATION OF MEALS**

Meals can be cancelled (and will not be charged) by email to [prehrana@os-danilekumar.si](mailto:prehrana@os-danilekumar.si), by 8:30 a.m.

### **BOOKS AND SCHOOL SUPPLIES**

All textbooks, library books and magazines are available for students' use at no extra cost. The school expects these materials to be treated with great care. Textbooks should be covered or adequately protected. The condition of the books is recorded at the start of the school year and students should return their books in a similar condition. In case of damage, parents may be sent a bill to cover the cost of replacement.

School fees also cover the use of any stationery required by teaching staff and any equipment required for specialist study

of school subjects. Students should provide their own writing materials (pens, pencils, coloured pencils, rulers, glue, and eraser).

MYP students are expected to be equipped with their own calculator, compass and protractor.

## IMPORTANT DATES AT DANILA KUMAR

As a general rule, school begins on September 1st and ends on June 24<sup>th</sup>.

### SCHOOL CALENDAR 2026/27

|                |                                                          |
|----------------|----------------------------------------------------------|
| 1.9.           | First school day                                         |
| 26.10. – 1.11. | Autumn Holidays                                          |
| 25.12. – 2.1.  | New Year Holidays                                        |
| 30.1.          | 1st term report cards                                    |
| 8.2.           | Prešeren's Day - National Holiday                        |
| 12.2.–13.2.    | Information day for secondary schools for MYP 3 students |
| 22.2.–28.2.    | Winter Holidays                                          |
| 29.3.          | Easter Monday                                            |
| 26.4.          | A day with no classes                                    |
| 27.4.–2.5.     | May Holidays                                             |
| 15.6.          | End of school year for grade 8                           |
| 24.6.          | End of the school year K - grade 7                       |
| 25.6.–31.8.    | Summer Holidays                                          |

# KINDERGARTEN

## DAILY SCHEDULES & TIMETABLES

A typical schedule includes daily theme-based activities covering, for example, seasons, festivals and topics related to everyday life.

8:00 – 9:00 Arrival – table games, drawing, reading etc.

9:00 – 9:30 Breakfast

9:55 – 10:30 PE

10:30 – 11:30 Individual and group activities, for example: painting and drawing, modelling and building with clay and dough and constructing, investigating, drama work, puppets, singing, dancing, improvised instruments, social games, exercising, Math and Science activities.

11:30 – 12:20 Choice of selected activities, walks or outdoor play

12:30 – 13:15 Lunch

13:15 – 14:30 Quiet time: resting, reading and looking at books, listening to songs and stories, playing didactic games, drawing, colouring, cutting.

14:30 – 14:45 Snack (it's flexible)

14:45 – 16:00 Outdoor play or didactic games. Departure.

## ADDITIONAL ACTIVITIES THROUGH THE YEAR

A variety of additional activities are offered to kindergarten students during the year depending on age group and numbers, such as:

- Excursions
- Visits to different institutions: museums, galleries, puppet theatre...
- Some of these activities may require an extra fee.

## PRACTICAL TIPS FOR KINDERGARTEN PARENTS

### RELATIONSHIP BETWEEN A TEACHER AND A CHILD

The work in the kindergarten may be run individually, in a large group and in small groups. The teacher is with the children all the time, she/he responds to children's requests and wishes, encourages them to form questions, shares experiences and guides them during their work. The teaching staff maintains a close rapport with each of the children. The atmosphere is safe, pleasant and friendly.

### INCLUDING A CHILD IN A GROUP

To help a child who is having difficulties integrating within the group we suggest that parents gradually adapt the child to the new environment by regular co-operation and conversation with the teacher. In the first week the child should stay in the group for only a short period of time. The time spent in the group should then increase step by step in agreement between the teacher and the parent.

### GOODBYE MUMMY AND DADDY, SEE YOU SOON!

Children are often tearful when Mum or Dad first leaves them - tears are a part of nursery life. It is a big step for children and parents. However, tears usually stop within five minutes of Mum/Dad's departure!

If you are happy to leave your child then - in the nicest possible way - we are happy for you, too. If, on the other hand, you feel you would like to remain with your child, then please do so.

Please do not just slip out while your child is otherwise occupied - saying goodbye and reassuring him/her that you will be back soon to collect him/her is important. Also, as difficult as it may be, we would advise you to go if you say that you are going. Changing your mind when the tears start will only make the parting longer and harder.

## WHAT DOES YOUR CHILD NEED TO BRING?

- A change of clothes: underwear, pullover or shirt, tights or socks, trousers to keep in school in case a change is necessary. If they are used, do not forget to bring clean clothes the next day. Please ensure that all clothing brought to the kindergarten is in a marked bag or rucksack (please, make sure to mark all your child's belongings visibly).
- Slippers
- Painting overalls, waterproof aprons
- Tissues/wet wipes
- Water bottle

### **PLEASE NOTE THAT:**

Your child should not bring any money to the kindergarten.

### **NO SWEETS, CHOCOLATE OR CHEWING GUM ARE ALLOWED IN THE KINDERGARTEN**

Please do not bring your child to the kindergarten before 8.00 a.m. or arrive later than 9.00 a.m. Also, please be punctual when collecting your child up at the end of the day. Parents should telephone the school if they will be late.

Inform the school if another person is picking up your child.

When you collect your child do not leave the kindergarten without the teacher's knowledge.

Jewellery is not allowed.

Toys are allowed on Fridays for show and tell.

Please, leave the kindergarten as soon as you collect your child, to let us supervise all the other children.

## MEDICAL CARE AND EMERGENCY PROCEDURES

### MEDICINE IN THE KINDERGARTEN

Do not send medicine to the kindergarten except when absolutely necessary.

All medicine must be handed to the teacher in the morning, with clear written instructions as to when and how they should be used. All medicine must be marked with the child's name. If a child is taken ill during the day, we will take care of him/her and keep him/her warm and comfortable. He/she will be settled in a quiet area to rest. We will telephone parents, so that the child can be taken home. However, if the child is obviously unwell, is running a temperature in the morning, has sore eyes or very bad cold or cough he/she should not be sent to kindergarten. It is essential that parents notify the kindergarten immediately if a child has an infectious illness. We take all possible precautions, but accidents can occur from time to time. We will administer first aid to any injured child. If we feel that further treatment is needed, we will then telephone the parents or the "emergency contact" number and a doctor.

### BIRTHDAY CELEBRATIONS

To avoid food poisoning and ensure our students' safety, these rules must be followed:

- If parents want their child to celebrate a birthday in the school, they must make arrangements with the teacher in advance.
- No home-made food is permitted.
- Parents and teachers should check together whether the food parents bring for the celebration is fresh and does not contain any allergens applicable for the group. Teachers must keep the packaging for three days.

If you want your child to celebrate a birthday in the kindergarten, please make arrangements with the teachers.

## PRIMARY YEARS PROGRAMME

The International Baccalaureate Organisation introduced its Primary Years Programme in 1997 and from its inception, the IBO has visited international schools to officially assess and authorise the provision of its programmes.

Danila Kumar was authorised to offer the PYP programme in June 1998. It was one of the first schools in the world to obtain this authorisation; we are pleased to be pioneers in this field.



Source: <https://www.ibo.org/globalassets/digital-toolkit/logos-and-programme-models/pyp-structure-graphic-illustration-en.png>

Kindergarten students and students from Grade 1 to 5 are part of the IBO Primary Years Programme (PYP). The programme focuses on the total growth of the developing child, affecting hearts as well as minds in addressing social, physical, emotional and cultural needs in addition to academic welfare. The PYP combines the best research and practice from a range of national education systems, together with a wealth of knowledge and experience derived from international schools - resulting in a highly relevant and engaging educational programme.

The Primary Years Programme is a transdisciplinary programme of international education designed to foster the development of the whole child, and offers a comprehensive, inquiry-based approach to teaching and learning. Children have to find answers to their own inquiries. The three basic questions that students have to deal with daily are:

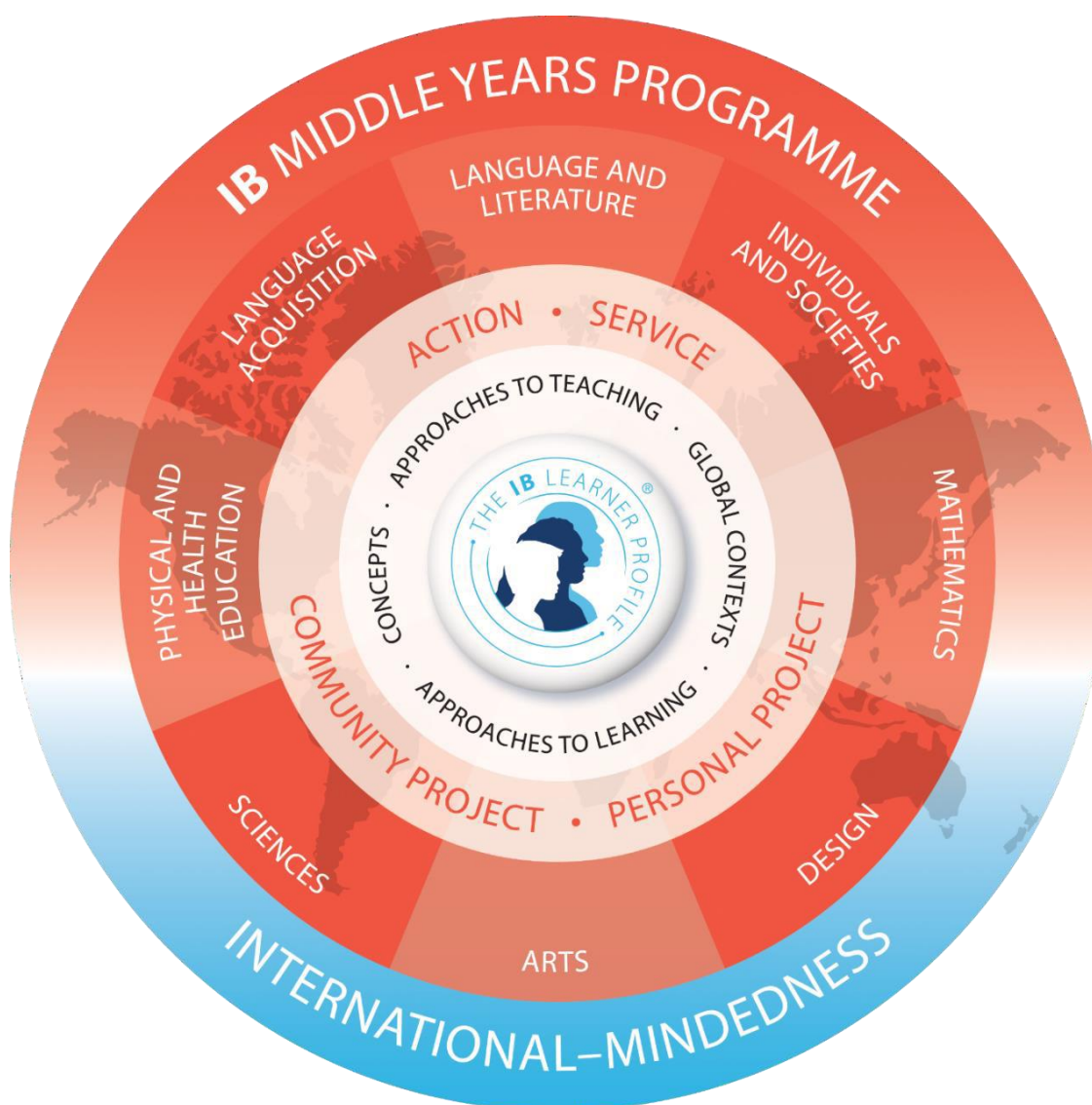
- What do we want to learn?
- How best will we learn?
- How will we know what we have learned?

<https://en.os-danilekumar.si/pyp/>

## MIDDLE YEARS PROGRAMME

The Middle Years Programme (MYP) is a five-year programme, which is offered jointly in Ljubljana by Danila Kumar International School and Gimnazija Bežigrad. Danila Kumar offers the first three years of the MYP, with Gimnazija Bežigrad delivering the final two years of the programme.

Danila Kumar and Gimnazija Bežigrad are very experienced in delivering the MYP. We were amongst the first schools to offer the programme officially in September 1993.



Source: <https://www.ibo.org/globalassets/digital-toolkit/logos-and-programme-models/myp-model-en.png>

At Danila Kumar, students from Grade 6 to Grade 8 are part of the MYP (Years 1 to 3). It offers an educational approach that embraces, yet transcends, traditional school subjects. While insisting upon thorough study of the various disciplines, the MYP accentuates the inter-relatedness of them and so advances a holistic view of knowledge. Students are encouraged to develop intercultural awareness along with genuine understanding of their own history and traditions.

**The IB Middle Years Programme consists of eight subject groups:**

- **Language acquisition,**
- **Language and literature,**
- **Individuals and societies,**
- **Sciences,**
- **Mathematics,**
- **Arts,**
- **Physical and health education,**
- **Design.**

<https://en.os-danilekumar.si/myp-about/>

## ROUTINES AND PROCEDURES

### DAILY SCHEDULES & TIMETABLES

The school day begins at 8:20 for all grades but concludes at different times according to the grade. An afternoon programme for grade 1-5 students is available until **16:25** for an additional fee (see 'School Tuition Fees'). **Please be informed that children who remain at school and are not part of the afternoon programme will be unsupervised, therefore, parents should make provision to have their child(ren) leave the school grounds after their school day is over.**

**PYP students are not allowed to wait for their parents in the library.**

MYP students may wait in the reading room, but only if they study or do their school work there and if they follow library reading room rules and procedures.

Lingering by the lockers and in the halls is not allowed.

Please note that if a child from the KG or PYP finishes school earlier than a sibling this child is permitted to join the afternoon programme to wait for his/her sibling, at no extra cost, on that day, until his/her sibling finishes regular lessons.

### MORNING SCHOOL DROP-OFF AND AFTERNOON PICK-UP

In the morning, parents should not drop their children off before 8:10 a.m. unless otherwise specified by the school.

We ask that parents be punctual when picking their children up at the end of the school day. Children should wait for their parents in the entrance hall. If their parents are late (more than 10 minutes), students should report to the office. Parents should telephone the school if they will be late.

If students are to go home on their own, they should do so swiftly and not linger in the school.

**Children should not wait in the car park!**

**If parents want to pick up their child from the afternoon programme before the end of the programme, they are able to do so but they have to inform the afternoon programme teachers in advance when to send students to the receptionist.**

If somebody else picks-up a child(ren) parents must inform the school/homeroom teacher in advance in written form.

## **PARENTS IN THE SCHOOL BUILDING**

**The school is closed for parents, except for individual interviews, meetings, workshops for parents and school events.**

**Parents should bring to and wait for their children in the entrance area. Young children are taken to their classrooms by teachers on duty. Only kindergarten parents are able to enter the school buildings II and III, with a badge, through the main entrance and from Rodičeva street, but they have to leave the school swiftly and by 8:20 a.m.**

**When parents have any business in the school, they should report to the receptionist, where they sign in and get a badge, which they should wear during their stay in the school.**

## **ABSENCES AND LATENESS**

Regular and punctual daily attendance is expected of all students. Records of the student's daily attendance and lateness are maintained by the school and are reported in the final report card: number of lessons absent (excused/unexcused) and number of times late.

For absences longer than three days, we may request a medical certificate.

First, second lateness: homeroom teacher warns the student orally and makes a written note. Third and further lateness: homeroom teacher gives a student an unexcused lesson and informs parents orally or in written form.

The school should be informed by phone by 8.00 a.m., if a child will be absent and in writing when the child returns to school.

In case of prolonged absence, parents/students will need to sign an agreement.

## BREAKS AND RECESS BREAK

Students must follow all school rules during break time and when in the school building. When the weather is good all the PYP students **must go** outside.

The MYP students are encouraged to join their Slovenian schoolmates in the central playground or sports pitches outside.

## SCHOOL HOLIDAYS

Normally, during the school year, there are four separate weeks of holidays. These breaks give the opportunity for all to rest and to some, to catch up. Because many of our students are from outside Slovenia, some return to their native countries to visit. We strongly recommend that parents and students think very carefully about extending these weekly holidays because the students can fall behind in their studies very quickly. The students who do take extended holidays are asked to catch up immediately upon their return and to do all the required work for the time they were absent. Teachers will not be responsible for the students falling behind, and it may be reflected in the student's final grades.

Please note that special permission has to be requested from the headmistress in order for a student to be granted leave. Not more than five days a year are permitted.

## MONEY AND VALUABLES

Students should not bring large sums of money or other valuables to school. The school does not take responsibility for any lost or stolen personal property.

## SCHOOL “UNIFORMS”

We do not have school uniforms but we would like to encourage students to wear the school colours (bright blue tops and blue trousers or skirts).

This school year different types of shirts with school logos will be available in the school for very good prices. The items are exhibited in building I, ground floor and parents and students can check and try them in the little shop in Building I, first floor (right from the stairs). If they want to buy them, please contact Ms Maya Fürst (fuerstm@os-danilekumar.si).

## MOBILE PHONES

If students bring their mobile phones into the school building, PYP students must turn them off and keep them in their schoolbags in their classrooms, and MYP students must keep them in their lockers. Students are not allowed to use mobile phones during school time – even during breaks. Mobile phones will be confiscated and will only be returned to the parent or guardian. If a student needs to make an urgent telephone call, they must do it in the office of the international department. If parents need to contact their child during school time, they should call the office.

## PHYSICAL AND HEALTH EDUCATION

It is compulsory for all students to participate in all PE lessons wearing appropriate clothing. In case of illness, a note from the parents is required in order for the student to be withdrawn from the lesson. Students who cannot attend PE classes for medical reasons must produce a medical certificate.

## LOCKERS

- Good behaviour at all times is requested in the cloakroom area.
- Lockers must be kept tidy and doors closed. Students on duty must check lockers on a regular basis. MYP students will also have the use of individual lockers for their books and clothes. They will be given a code at the beginning of the year for opening and locking them.

## MEDICAL CARE AND EMERGENCY

### PROCEDURES

- Do not send medicines to the school except when absolutely necessary.
- All medicines must be handed to the teacher in the morning, with clear written instructions as to when and how they should be used. All medicines must be marked with the child's name

### HEALTH

If a child is taken ill during the day, we will take care of him/her and keep him/her warm and comfortable. He/she will be settled in a quiet area to rest. We will telephone parents, so that the child can be taken home. However, if the child is obviously unwell, is running a temperature in the morning, has sore eyes, or a very bad cold and cough he/she should not be sent to school. It is essential that parents notify the school immediately if a child has an infectious illness.

### FIRST AID

We take all possible precautions, but accidents can occur from time to time. We will administer First Aid to any injured child. If we feel that further treatment is needed, we will then telephone the parents or the "emergency contact" number and a doctor.

### HEAD LICE

In case of an **outbreak of head lice** in our department we will check all students' hair. If necessary, we will ask students to stay at home until they provide medical certificates to show that they are lice free.

## BIRTHDAY CELEBRATIONS

To avoid food poisoning and ensure our students' safety, these rules must be followed:

- If parents want their child to celebrate a birthday in the school, they must make arrangements with the teacher in advance.
- No home-made food is permitted.
- Parents and teachers should check together whether the food parents bring for the celebration is fresh and that it does not contain allergens applicable for their students (class).

## **ASSESSMENT & GRADING**

### **REPORTING PROGRESS FOR GRADES 1 - 8**

Good communication between teachers, parents and students ensures that students get the maximum support and encouragement during their time at school. Information about a student's progress and success is regularly shared with parents through:

#### **REPORTS**

Reports are sent home, via the students, at the end of each term; parents have to sign an acknowledgement note upon receipt of the reports, which will be brought back to school by their child(ren).

Primary Years reports consist of comments describing the progress, effort and behaviour of the pupil during that term and information about the pupil's achievement being below / at / or above the grade level.

Middle Years reports consist of comments describing the progress, effort, approaches to learning skills and a projected grade in each of the subjects during that term. The final report includes a final grade for each of the subjects.

#### **CONFERENCES**

Students and parents should not hesitate to contact the teachers in order to discuss progress and achievements. Students should always feel free to ask for a meeting time with any of the teachers and should arrange for these interviews directly with the teacher.

Parents can also meet with the teachers at a specific weekly conference hour, according to the list provided in September. Parents are also welcome to make special arrangements with teachers to meet at other times.

## **THE PORTFOLIO**

The portfolio is a living, growing collection of a student's work. Its overall purpose is to enable the student to demonstrate his/her achievements to others and reflect on his/her learning and process. Thus, students become active participants in the learning process and its assessment.

## **STUDENT LED PORTFOLIO CONFERENCES**

Danila Kumar International School started the student-led method of reporting to parents several years ago. It helps parents to learn more constructively how their child is performing in school. On Portfolio Days, students, using their portfolio, show parents some of their work, and explain their problems, grades, and progress. Students conduct and lead the conference. If necessary, teachers are available for clarification, positive reinforcement and help.

Primary Years students are not given grades as such, rather they are assessed on the basis of their achievements and working skills being below / at / or above the grade level.

## **MYP STUDENT AGENDA**

The MYP student agenda features assessment tracking sheets where students can record their achievement levels after each assessment. It is the students' responsibility to monitor their grades, making it an excellent tool for tracking their progress, identifying areas for improvement, and providing parents with a clear view of how their child is performing in each subject.

## MIDDLE YEARS PROGRAMME

Teachers organise continuous assessment over the course of the programme according to specified assessment criteria that correspond to the objectives of each subject group. Regular school assessment and reporting play a major role:

- in the students' and parents' understanding of the objectives and assessment criteria
- in the students' preparation for final assessment
- in the development of the curriculum according to the principles of the programme.

Teachers are responsible for structuring varied and valid assessment tasks (including tests and examinations) that will allow students to demonstrate achievement according to the objectives for each subject group. These include:

- ✓ open-ended, problem-solving activities
- ✓ investigations
- ✓ organised debates
- ✓ hands-on experimentation
- ✓ analysis and reflection.

In keeping with the ethos of approaches to learning, schools also make use of quantitative and qualitative assessment strategies, and tools that provide opportunities for peer- and self-assessment.

The recording and reporting of individual levels of achievement are organised in ways that provide students with detailed feedback on their progress as it relates to the assessment criteria for each subject group.

Grading starts in the Middle Years and follows a system based on the criteria and scale of 1-7 as set by the IBO. At the beginning of the school year students get detailed information in each subject and keep it in their folders to refer to at any time.

## ADVANCEMENT TO THE NEXT ACADEMIC YEAR

### **PYP promotion to the next academic year**

Generally, students in the first and second grades in the PYP are automatically advanced to the next academic year. If, however, they have a great deficiency in their knowledge or skills and could therefore have major difficulties in the next academic year, the administration, teachers, and parents agree whether or not the student can be advanced.

Students of grades 3, 4 and 5 can repeat the class based on a written explanation from the homeroom teacher and teacher subject specialists without the parents' consent. If a student is an EAL beginner and is in the school for the first year, they are promoted to the next grade level even though they do not reach the objectives of the grade.

When minimal objectives at main core subjects are not reached, even though the programme and strategies are adapted and adjusted to the student's needs, individual special lessons and extra help are organised, a student repeats the grade.

### **MYP promotion to the next academic year**

Students in the MYP are advanced to the next academic year if their final grades in all subjects are equal or higher than 3 (marginal). However, if their final grades are lower than 3 in one or two subjects, and if the student has a great deficiency in their knowledge or skills, which could lead to major difficulties in the next academic year, the administration and the teachers agree on whether or not the student can be advanced. The same procedure will take place if a student is enrolled for less than 5 months.

Parents and guardians of MYP 3 students are advised to contact various schools offering high school education for their specific entrance requirements. For example, MYP students who wish to enrol at Gimnazija Bežigrad in Ljubljana to MYP 4 must achieve at least a final grade 4 in all subjects taught in MYP 3 according to their school's admission policy. If students want to continue their education in a Slovenian high school, they are strongly advised to undertake NPZ (National Knowledge Test).

## **Appeal Process**

If the MYP student and or their parent/s, guardian disagree with the final level of achievement after receiving the report card, they have 3 days to write a formal letter of complaint to the head of the International School. If the formal letter of complaint is received on time, the head of the department will appoint a panel consisting of 3 teachers; the teacher who gave the original grade is not allowed on the panel. The panel will review the assessment process in full. Based on their findings, they will decide whether the final level of achievement was justified or if the student will be offered the opportunity to repeat the assessment process. If the latter is decided upon, the parents will be informed within 8 days of the panel's decision. The decision of the panel is final.

