



PARENT AGENDA

School Year 2022 - 2023



DANILA KUMAR
INTERNATIONAL SCHOOL
GOGALOVA ULICA 15
1000 LJUBLJANA
SLOVENIA

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

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

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ENQUIRIES AND CONTACT DETAILS

INTERNATIONAL DEPARTMENT OFFICE HOURS

Monday to Friday; 8:00–11:00

Secretary: Ms Maya Fürst

Tel. number: +386 (0)1 563 68 34

e-mail: inter@os-danilekumar.si

MAIN OFFICE HOURS

Monday to Friday; 8:00–10:15 & 12:00–13:00

Secretary: Mr Darko Horvat

Tel. number: +386 (0)1 563 68 20

e-mail: tajnistvo@os-danilekumar.si

ACCOUNTS OFFICE

Monday to Friday; 8:00 – 10:00 & 12:00 – 14:00

Accountant: Ms Katja Cirar

Tel. number: +386 (0)1 563 68 841

Clerks: Ms Stanka Robič & Ms Jana Češnovar

Tel. number: +386 (0)1 563 68 42

RECEPTIONIST

Mr Tomaž Sterniša

Tel. number: +386 (0)1 563 68 38

Kindergarten & Primary Years Programme Coordinator

Mr Denis Divjak; Tuesday, 9:10–9:55

e-mail: divjakd@os-danilekumar.si

Middle Years Programme Coordinator

Ms Anja Dežman; Tuesday, 11:20–12:05

e-mail: dezmana@os-danilekumar.si

Head of International Department

Mr Klemen Strmljan

Tel. number: +386 (0)1 563 68 47

Mob. number: +386 (0)41 393 867

e-mail: strmljank@os-danilekumar.si

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 5,139 schools in 156 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 International Department

SCHOOL FACILITIES & SERVICES

- **Individual Classrooms:** Each grade has its own classroom - with its own PC, internet access and LCD projector - and then visits other rooms for specialised subjects such as PE, science, crafts and computing.
- **Dedicated classrooms:** There are also dedicated classrooms for language learning (English/French/German/Spanish/Slovenian), Humanities (Geography/ History), PYP and MYP Music, also with integrated LCD projectors.
- **Science, Information Technology, Technology, Arts and Craft Workshop:** The school has three Science classrooms, Technology and Arts workshops, Home economics classroom with an equipped kitchen and a pottery studio. Our computer facilities support a 25 computer laboratory with local network and broadband Internet connection, a 16-machine multimedia classroom, and PCs with integrated LCD projectors in most classrooms.
- **Research & reading:** Our library and reading room maintain over 40,000 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.
- **Extra-curricular & Enrichment 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: <http://dki.splet.arnes.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

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.



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 – Language and Literature (4 hours per week) and during German, French and Spanish lessons (2 hours per week) until they reach an intermediate level. Intermediate students are integrated into core English lessons – Language and Literature 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: <http://en.os-danilekumar.si/school-menufood-applications-2/>

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

CANCELLATION OF MEALS

Meals can be cancelled (and will not be charged) by email to prehrana.osljdk@guest.arnes.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

SCHOOL CALENDAR 2022/23

1.9.	First school day
31.10.– 4.11.	Autumn Holidays
26.12.–2.1.	New Year Holidays
31.1.	1 st term report cards
6.2.–10.2.	Winter Holidays
13.2.	School-free day
17.2.–18.2.	Information day for secondary schools for grade 8 students
10.4.	Easter Monday
27.4. – 2.5.	May Holidays
15.6.	End of school year for grade 8
23.6.	End of the school year K - grade 7
26.6. – 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.

16:00–17:00 Students who stay longer join the rest of the PYP students in the Afternoon programme.

ADDITIONAL ACTIVITIES THROUGHOUT THE YEAR

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

- Excursions, collapsed days, field trip,
- 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 ^[SEP]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 ^[SEP]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. ^{[[L]]}Health ^{[[L]]}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. ^{[[L]]}First Aid ^{[[L]]}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:

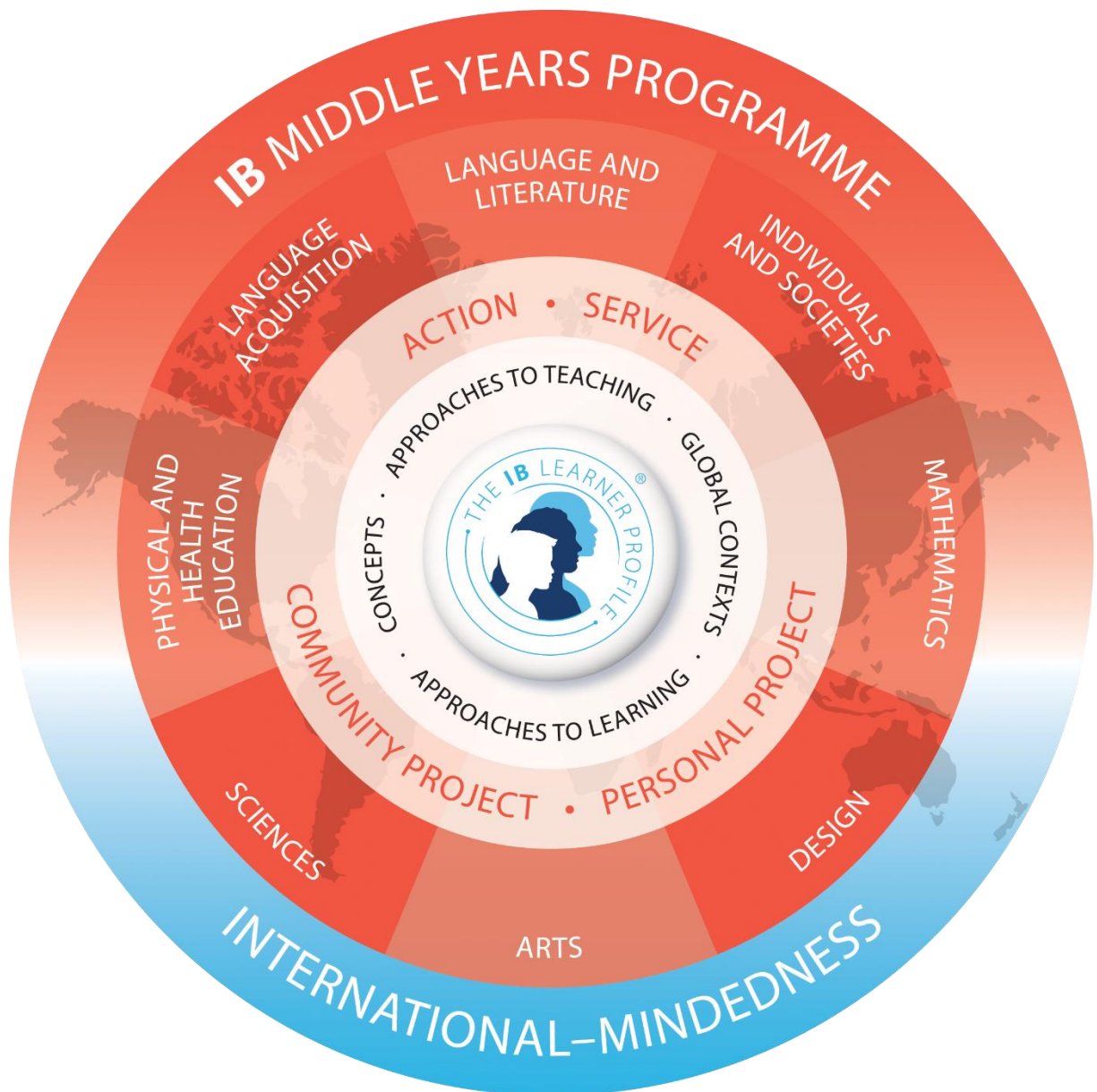
- What do we want to learn?
- How best will we learn?
- How will we know what we have learned?

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

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-program/>

ROUTINES AND PROCEDURES (please check our website due to the possible Coronavirus changes)

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 4:10 p.m. (or in a joint group with national students until 16:50) 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 PYP finishes school earlier than a sibling from the **same programme**, 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 every 15 minutes, but they have to inform the afternoon programme teachers when to send students to the receptionist.

If somebody else picks-up the 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.

According to our assessment policy students should have **at least 75 % attendance** to get a full report card. For absences longer than three days, a medical certificate should be provided.

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.

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. Nobody is allowed to stay in the classrooms. 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, they can check availability at the reception during monthly conferences time, from 16.00 to 17.30, or contact Miss Jasna Lavrenčič (lavrencic@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 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). Teachers must keep the packaging for three days.

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 and approaches to learning skills of the pupil 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.

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

Generally, students are automatically advanced to the next academic year. If, however, they have a great deficiency in their knowledge or skills, and therefore will have major difficulties in the next academic year, the administration, teachers and parents come to a common agreement as to whether or not the student can be advanced.

This is an option only if the student has a medical or any other relevant reasons, or shows a positive attitude towards learning and does not have to rewrite exams in more than three subjects in order to be advanced. Two periods will be allocated each year for rewriting exams, the last week of June and the last week of August.

Parents of Grade 8 students are advised to contact the various schools offering high school education for their specific entrance requirements.

IB LEARNER PROFILES

This school year, we have decided to focus on the **10 IB Learner Profile Attributes**, which help us all become responsible members of local, national and global communities. We truly believe that developing these 10 areas will have a positive impact on our wellbeing, the school atmosphere as well as help the broader community. Below you can read what each learner profile stands for and how you can help your child develop in these areas.

As children often mimic our behaviour, it is important we regularly demonstrate these attributes ourselves. By doing so we play a big part in raising individuals who will help to create a better and more peaceful world.

INQUIRER - *students who are INQUIRERS are curious about the world. They can conduct research independently. They love learning and discovering new things and will carry this love of learning with them throughout life.*

- Encourage areas of your child's interest by visiting the library to borrow books that explore these topics.
- Develop an understanding of the Internet. Work with your son or daughter when the Internet is being used and try to instil the understanding that some Internet sites are not reputable.
- Model being an inquirer. Admit when you don't know the answer to a problem or a question and seek out answers in front of your child.

RISK-TAKER - *Students who are RISK-TAKERS are not afraid to try new things. They try to solve problems in many different ways. They are brave to express their opinion and tell people what they think is right.*

- If your child is feeling reserved about trying something new, encourage them to attempt it and then discuss whether they liked the activity and how it felt to try something new.
- Your child might want to set some short-term goals, for example:
 - Participate in class discussions more often
 - Collaborate with someone new
 - Try a different approach
 - Try a new sport
- Be careful to explain to your child the difference between being a risk-taker by trying new things and doing dangerous things.

COMMUNICATOR - *Students who are COMMUNICATORS are able to think and communicate in more than one language. They can express their ideas by speaking, drawing and writing. They collaborate effectively, and listen to the perspectives of others.*

- Encourage your child to stay in touch with relatives and friends who live in other countries by calling them, sending them emails, etc.
- When working on homework, encourage your child to explain his/her answer to you orally or by drawing a picture.
- Ask your child thought provoking questions and encourage them to discuss them with you.
- Work with your child to improve his/her listening skills. Being a good listener is an important part of communicating with others.

BALANCED - *Students who are BALANCED are healthy and are aware that eating properly and exercising is important in their lives. They understand that it is important to have a balance between the physical and mental aspects of their bodies. They spend time doing many different things.*

- Encourage your child to participate in a wide variety of structured activities.
- During less structured time, also be aware of the activities that your child is participating in. Too much time in front of the computer or television is obviously not desirable, but all children need to do a variety of things. Generally active kids should take time for quiet reading or reflection; students who spend a lot of time drawing or reading, should be encouraged to also exercise and play.
- Discuss healthy food choices by spending a few minutes during a mealtime deciding if what your family is eating is balanced. Role model this attribute. Spend time as a parent or family doing many different things.

THINKER - *Students who are THINKERS work to solve problems independently. They can imagine many solutions to a question or challenge. Thinkers make good decisions and can predict the outcomes of their actions. They think creatively and critically.*

- Encourage your child to try to think of solutions to problems independently.
- Pose different real-life problems and questions to your child.
- Ask your children questions when they are working on a problem:
 - o How can we do this differently?
 - o I had never thought of that. Tell me more about it.

- o Why do you think that?
- o How did you figure that out?

CARING - *Students who are CARING want people around them to be happy and are sensitive to their needs. They think about the world and work to take care of their community and the environment. They remember to treat others how they themselves would like to be treated.*

- Role model the caring behaviour you would like to see in your child all the time as your child notices everything you do. Using kind words, helping people without being asked, being an active listener all show your child that you care about people. Even a simple thing, like holding a door for someone or saying thank you shows your child that you are aware of others around you.
- Think about how your family can get involved with community organizations.
- Try to establish recycling habits in your home. By developing children who care about the environment, you are helping the future of the globe.
- After reading a book, spend some time discussing how the characters in the book acted. Was someone in the book caring? All of the time or just some of the time? Were all of the characters in the book caring or just some of them?

KNOWLEDGEABLE - *Students who are KNOWLEDGEABLE have explored relevant and significant concepts and can remember what they have learned. They can draw on this knowledge and apply it in new situations.*

- Encourage your child to read books at home that correspond with the topics being covered in school. In particular, books in their mother tongue will help your child make more meaningful, lasting connections to what is being taught in their classroom in English.
- Ask your child about what they are learning in school and engage them in conversations about it.
- Foster any area that your child expresses an interest in with books and activities, but also be sure to encourage them to explore other areas. Encourage your child to become familiar with current events around the world and to follow the news when appropriate.

PRINCIPLED - *Students who are PRINCIPLED have a sense of fairness and are honest with themselves and with others. They understand that sometimes*

there are rules and they follow them. They have an understanding of moral reasoning.

- Involve your child in deciding on the rules for a game or an activity and then make sure that they stick to the ones that have been decided upon.
- Encourage your child to play games that involve teams. Discuss with your child the qualities of a team player. What sort of person would they want on their team?
- When your child wins a game insist that he or she is a well-mannered winner. They might thank their opponent or shake hands with them if it's appropriate.
- Emphasize the importance of telling the truth.

OPEN-MINDED - *An OPEN-MINDED student knows that all people are different. They listen to the points of view of others and consider many possibilities before making a decision. They celebrate the differences that make all people unique.*

- Encourage your child to try new things – new foods, new games and new activities.
- Expose your child to different festivals, celebrations and traditions and be sure to present them in a non-judgmental way.
- Encourage your child to really listen to others when they speak and respect their opinions.
- Introduce literature about many different cultures and be sure that it reflects the culture in an appropriate way.

REFLECTIVE - *Students who are REFLECTIVE know what they are good at and what they're not. They try to think about these things, and they make changes where they can. They give thoughtful consideration to their own learning and consider their personal strengths and weaknesses in a constructive manner.*

- Spend some time reviewing your child's tasks, assessments, report cards, etc. Discuss it with them and truly consider their thoughts on their strengths and areas for improvement.
- Consider the goals that your child could set for the next term. Make a list not only of the goals, but of specific actions that can be taken to achieve these goals. You might want to list actions that your child will take independently as well as the actions parents will take to support them. For example, if one of the goals your child sets for themselves is to improve their writing, their

action might be to keep a journal and write in it for at least 10 minutes each night. As a parent, you might decide that you will also take part in this and do the writing activity alongside your child.

- Consider your child's self-assessments and reflections on various tasks. Ask your child to clarify the ratings and reflections. Ask them to give you an example of an area in which they are strong and which areas they are struggling with.

INDIVIDUAL INTERVIEWS

Lastname and name	Day	Time
Brenčič Marija	Thursday	Lesson 6
Cerar Ivetić Petra	Friday	Lesson 1
Čepič Katarina	Tuesday	Lesson 3
Čuk Klavdija	Monday	Lesson 3
Dežman Anja	Tuesday	Lesson 4
Divjak Denis	Tuesday	Lesson 2
Frelih Tina	Wednesday	Lesson 2
Frlić Oliver	Wednesday	Lesson 5
Fürst Tina	Tuesday	Lesson 3
Galonja Tadeja	Thursday	Lesson 3
Hočevar Eve Leopoldina Poli	Wednesday	Lesson 1
Janeš Bajić Lidija	Wednesday	Lesson 4
Jelnikar Tea	Tuesday	Lesson 2
Kastelic Maja	Wednesday	Lesson 3
Klavs Teja	Tuesday	Lesson 3
Kores Mateja	Tuesday	Lesson 4
Kovačič Alen	Wednesday	7:30-8:00
Krapež Saša	Thursday	Lesson 4
Križman Sonja	Monday	Lesson 5
Lahajner Irena	Thursday	Lesson 2
Lavrenčič Jasna	Tuesday	Lesson 4
Lušin Lojzka	Tuesday	Lesson 1
Magnay Ben	Thursday	Lesson 4
Majnik Maja	Friday	Lesson 1
Može Sonja	Friday	8:00-8:30
Podreka Anja	Tuesday	Lesson 2
Plut Anja	Wednesday	Lesson 2
Pučko Špela	Wednesday	Lesson 3
Rus Marija	Tuesday	Lesson 4
Skornšek Živa	Wednesday	Lesson 5
Štemberger Kristina	Wednesday	Lesson 3
Štrancar Sara	Thursday	Lesson 3
Tomlin Andrew	Thursday	Lesson 2
Trifunović Dajana	Wednesday	Lesson 1
Uršič Mitja	Tuesday	Lesson 4
Elina Zupanc	Monday	Lesson 3
Simon Zoretič	Tuesday	Lesson 3

