

Senior School Parent Handbook

2023-2024



International sharing school
taguspark - oeiras valley - portugal



IB CONTINUUM
CONTINUUM DE L'IB
CONTINUO DEL IB

SCHOOL ADMINISTRATION AND INFORMATION	4
WELCOME	4
VISION	5
MISSION STATEMENT	5
INCLUSIVITY	5
CONTACT DETAILS	6
SCHOOL CALENDAR	7
SCHOOL POLICIES AND DAILY PROCEDURES	8
SCHOOL POLICIES	8
THE SCHOOL DAY	8
THE SCHOOL TIMETABLE	8
END OF DAY ARRANGEMENTS	8
STUDENT LATE ARRIVALS	9
STUDENT ATTENDANCE/ABSENCES	9
DROP-OFF AND PICK-UP	10
STUDENT IDENTITY BADGES	10
SCHOOL TRANSPORTATION	10
SCHOOL UNIFORM	10
NON-UNIFORM DAYS	11
LOST AND FOUND	12
WHAT TO BRING TO SCHOOL	12
WHAT NOT TO BRING TO SCHOOL	12
TECHNOLOGY, MEDIA, MOBILE PHONES	13
STUDENT MEALS	14
MID-MORNING AND END OF DAY SNACKS	14
LUNCH	14
NUT-FREE ZONE	14
BIRTHDAYS	15
QUIET STUDY ROOM	15
STUDY/REVISION SPACE DURING HOLIDAYS (DP ONLY)	15
SMOKE FREE CAMPUS	15
DRUGS	15
EVACUATION PROCEDURES	15
STUDENT ACTIVITIES AND CLUBS	16
ISS SPORTS	16
ENHANCING ACADEMIC CLUBS – LUNCH TIME AND AFTER-SCHOOL	16
HOMEWORK CLUB (16H00-17H00)	16
AFTER-SCHOOL ACTIVITIES (16H15 – 17H15)	16
MODEL UNITED NATIONS (MUN)	17
EUROPEAN PARLIAMENT AMBASSADOR SCHOOL PROGRAMME (EPAS) CLUB	17
DUKE OF EDINBURGH AWARD	18
STUDENT COUNCIL	18
ACADEMIC AND LEARNING SUPPORT	19
BEHAVIOUR EXPECTATIONS	19
PASTORAL CARE	19
SCHOOL PSYCHOLOGIST	19
SPECIAL EDUCATIONAL NEEDS SUPPORT	20
ENGLISH AS A SECOND LANGUAGE (ESL)	20
CURRICULUM	20
ORIENTATION DAY FOR NEW STUDENTS	22
WELCOME MEETING	22

HOMework	22
MEETING DEADLINES.....	23
ASSESSMENT	23
ACADEMIC INTEGRITY	24
LIBRARY	24
CAREERS COUNSELLING	25
PARENT-STUDENT-TEACHER CONFERENCES.....	25
REPORTING.....	25
COMMUNICATION AND INFORMATION EXCHANGE.....	27
LANGUAGE OF COMMUNICATION	27
LINES OF COMMUNICATION.....	27
METHOD OF COMMUNICATION	27
COORDINATORS	28
STAFF.....	28
MANAGEBAC	28
ADMISSIONS AND ADMINISTRATIVE PROCEDURES.....	29
FEES & PAYMENT PROCEDURES	29
ADMISSIONS.....	29
DEADLINES FOR WITHDRAWAL.....	29
REQUEST FOR TRANSCRIPTS.....	29
HEALTH AND SAFETY.....	30
INJURY PROCEDURES.....	30
COMMON ILLNESSES	30
SCHOOL NURSE & MEDICATION	30
FIRST AID AND MEDICAL CARE.....	30
MEDICAL INSURANCE	30
OTHER TOPICS.....	31
PHOTOGRAPHS AND VIDEOS.....	31
PARENTS & THE SCHOOL COMMUNITY	31
PARENT TEACHER GROUP (PTG).....	31
APPENDICES	32
APPENDIX 1A: ACCESSING MANAGEBAC.....	32
APPENDIX 1B: ACCESSING SCHOOLSBUDDY.....	34
APPENDIX 1C: BOOKING AFTERSCHOOL ACTIVITIES AND CLUBS.....	37
APPENDIX 2: ACADEMIC INTEGRITY	39
APPENDIX 3: PTG: PARENTS TEACHER GROUP.....	40
.....	40

SCHOOL ADMINISTRATION AND INFORMATION

WELCOME

Dear Parents,

On behalf of International Sharing School, we would like to extend a warm welcome to you and your family. We are thrilled to have you as a part of our community and look forward to working together to ensure your child's success.

Our goal at International Sharing School (ISS) is to provide a safe, nurturing, and challenging environment where students can grow both academically and personally. We believe that a strong partnership between home and school is essential to achieving this goal.

This handbook is designed to provide you with important information about our school, our policies, procedures and our expectations. Please take the time to read it carefully and refer to it throughout the year.

We encourage you to be an active participant in your child's education by attending parent-teacher conferences, volunteering, and staying informed about school events and activities.

At International Sharing School, we believe that every child has the potential to succeed, and we are committed to helping each and every student reach their full potential.

We are excited to begin this journey with you and look forward to working together to create a positive and enriching educational experience for your child.

Thank you for entrusting us with your child's education. We are honoured to be a part of their journey.

With very best wishes
from the whole ISS Team

VISION

We are dedicated to achieving enjoyment and excellence in education for all.

We aspire to provide an innovative educational experience that focuses on Learning through Sharing.

MISSION STATEMENT

International Sharing School aims to develop inquiring, knowledgeable and open-minded lifelong learners who aspire to build a better tomorrow, through a supportive, respectful and caring environment promoting **learning through sharing**.

We aim to achieve this by:

- Providing a safe, supportive and caring environment.
- Emphasizing the values of integrity, respect, tolerance and trust.
- Implementing internationally recognized and transferable curricula.
- Using a wide range of teaching and learning resources.
- Developing independent, creative and critical thinking.
- Preparing our students for higher education world-wide.
- Fostering active involvement in local, host country and international communities.
- Working collaboratively with parents, families and other partners.
- Promoting the global goals for sustainable development by emphasizing the need to protect and preserve our planet working together to build a better future for everyone.
- Encouraging a balanced and healthy lifestyle.

We are dedicated to differentiated teaching which creates opportunities for all children to progress and to make use of their diverse social and cultural backgrounds.

The acquisition of knowledge is part of a larger framework designed to develop skills and attitudes and which drives an inquiry and concept-based approach to learning. We build on the children's natural curiosity and enthusiasm to develop their ability to think analytically, connect ideas and be imaginative and creative in their own learning process.

INCLUSIVITY

We are a non-discriminatory school with students from over 50 nationalities, and from all different religions and beliefs.

We believe that every child deserves an equal opportunity to learn and grow, regardless of their background or abilities. At ISS, we are committed to promoting inclusion by creating a safe and welcoming environment where every student feels valued and respected.

We believe that diversity is our strength, and we celebrate the unique talents and perspectives that each student brings to our community. We strive to create a culture of acceptance and understanding, where differences are not only accepted but also celebrated.

CONTACT DETAILS

To ensure Parents do not miss any emails from ISS staff, we encourage Parents to add the school's email addresses, of those relevant to your child, to your email address book. Please regularly check your spam folder for emails sent from the school, and please mark all emails from ISS staff found in your spam/junk folder as "safe sender".

<p>CEO: Miguel Santos ceo@taguspark.sharingschool.org</p> <p>Principal: Carlien Shelley c.shelley@taguspark.sharingschool.org</p> <p>Consultant: Heather Pinto consultant@taguspark.sharingschool.org</p> <p>Head of MYP: Viviana Serralha head.myp@taguspark.sharingschool.org</p> <p>Head of Diploma: David Ferreira head.dp@taguspark.sharingschool.org</p> <p>Pastoral Care Diploma: Claudia Albuquerque c.albuquerque@taguspark.sharingschool.org</p> <p>Pastoral Care MYP: Maria João Paiva m.paiva@taguspark.sharingschool.org</p> <p>Careers Counsellor: Sofia Vila-Chã s.vilacha@taguspark.sharingschool.org</p> <p>Librarian: Kate Adams k.adams@taguspark.sharingschool.org</p>	<p>Psychologist MYP/DP: Filipa Amorim f.amorim@taguspark.sharingschool.org</p> <p>Nurse: Joana Caracol j.caracol@taguspark.sharingschool.org</p> <p>Admissions: Maria Colaço admissions@taguspark.sharingschool.org</p> <p>Transport: Diogo Ramada asacoordinator@taguspark.sharingschool.org</p> <p>Extracurricular Activities & Sports: Diogo Ramada asacoordinator@taguspark.sharingschool.org</p> <p>Uniform: Donay or Ana Lúcia receptionist@taguspark.sharingschool.org</p> <p>Accounts: Elizabete Oliveira office@taguspark.sharingschool.org</p> <p>IT Support: Pedro Vaz & Gabriel Alvim it@taguspark.sharingschool.org</p>
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At ISS there is the Administrative Team and the Pedagogical Leadership Team. The members of each team are as follows:

Administrative Team: CEO, Consultant, Head of Primary, Head of MYP and Head of DP.

Pedagogical Leadership Team: Consultant, Head of Primary, Head of MYP and Head of DP.

The teams encourage open communication with all parents, and students and staff. Parents may make an appointment or email any questions, concerns, or suggestions. Positive feedback is, of course, also welcome.

SCHOOL CALENDAR

TERM 1 2023	
Thursday, 31 st August	Orientation day for new students
Monday, 4 th September	Classes begin 08h20
Thursday, 5 th October	National holiday: Republic day
Friday, 6 th October	Staff in-service training: No classes
Monday, 30 th October – Friday 3 rd November	Mid-term break
Friday, 1 st December	National holiday: Restoration of Independence day
Friday, 8 th December	National holiday: Feast of the Immaculate Conception
Friday, 15 th December	End of Term 1 – School finishes at 12h00
Monday, 18 th December – Tuesday, 2 nd January	Christmas holiday

TERM 2 2024	
Wednesday, 3 rd January	Classes begin 08h20
Monday, 12 th – Friday, 16 th February	Mid-term break
Friday, 22 nd March	End of Term 2 – School finishes at 12h00
Monday, 25 th March – Friday, 5 th April	Easter holiday

TERM 3 2024	
Monday, 8 th April	Classes begin 08h20
Thursday, 25 th April	National holiday: Freedom day
Wednesday, 1 st May	National holiday: Labour day
Thursday, 30 th May	National holiday: Corpus Christi
Friday, 31 st May	Staff in-service: No classes
Friday, 7 th June	Local holiday: Oeiras municipality
Monday, 10 th June	National holiday: Portugal day
Friday, 28 th June	End of Term 3 – School finishes at 12h00

For full Calendar, please visit our website:

<https://sharingschool.org/wp-content/uploads/2023/01/School-Calendar-23-24.pdf>

SCHOOL POLICIES AND DAILY PROCEDURES

SCHOOL POLICIES

ISS has a set of school policies that serve the purpose of establishing expectations for specific processes and procedures within our school. Our school policies have been developed and put in place to guide the day-to-day functioning of our school as well as to make it safe and an effective place for learning to occur.

We request our whole school community to review and respect all school policies. All policies are reviewed on an annual basis and can be found:

Managebac: Parent Portal/Files/Senior/Policies

*Please see **Appendix 1A Accessing Managebac** for details of how-to login to Managebac.*

THE SCHOOL DAY

07h30	School opens	The Senior school building is open, for students who arrive to school early
08h20	Registration:	This is obligatory. The students start each day with their Tutor and receive important daily notices. Tutors register student attendance appropriately: (Present, Late or Absent)
08h30	Lessons begin	All Teachers take attendance at each lesson.
16h00	Lessons end	Students may leave school unless they are enrolled in extra-curricular activities.
18h00	School closes	The Senior school building closes promptly at 18h00

THE SCHOOL TIMETABLE

All lessons are for a duration of one hour, allowing for a more structured and efficient approach to learning. We believe this greatly benefits our students by providing them with more time to engage in class discussions, ask questions and work on class tasks. The lessons allow for regular breaks, as follows:

08h20 – 08h30:	Registration
08h30 – 09h30:	Period 1
09h30 – 10h30:	Period 2
10h30 – 11h00:	Break
11h00 – 12h00:	Period 3
12h00 – 13h00:	Period 4
13h00 – 14h00:	Lunch
14h00 – 15h00:	Period 5
15h00 – 16h00:	Period 6

END OF DAY ARRANGEMENTS

Parents are requested to respect the school closing time, and ensure to collect children at the latest, by 18h00, and not before 16h00.

International Sharing School

If due to exceptional circumstances parents cannot get to school on time to collect their children, they should contact the school office and advise the Senior school Secretary before 17h00. For that purpose, please call (+351) 210 549 780.

STUDENT LATE ARRIVALS

We would like to remind you of the importance of ensuring that your child arrives to school on time. Punctuality is a crucial aspect of academic success, as it helps students to start the day off on the right foot and to keep up with the pace of the learning process.

If students arrive late this can be disruptive to both the student and the class. Late students often miss important announcements and instructions, which can negatively impact their academic performance. We kindly request that you make every effort to ensure that your child arrives at school on time.

A student will be marked as "Late" if he/she arrives after morning registration at 08h20.

An excused late arrival includes such situations as a medical appointment, family emergency or extenuating circumstances and must be documented by a parent or medical note.

Reasons such as car trouble, personal business, heavy traffic, among others, while understandable, are not considered excused situations.

Students who arrive after 08h20 must sign the Late Arrivals register at Reception before going to class.

STUDENT ATTENDANCE/ABSENCES

In Senior School, if a student misses lessons for medical reasons (sickness or medical appointments), Parents must please inform the class Tutor by email or via the Parents' Portal on Managebac to submit an attendance excusal. If the absence is unexpected (e.g., sudden sickness), and up to a maximum of three absences, parents have a maximum of three business days to send a justification using the methods described above. If the absence is longer than three school days, then parents need to submit a medical note to determine the absence as justified.

We ask Parents not to take their children out of school during term time as this can have a negative impact on their learning process.

If students are expected to be absent for a longer period or for personal reasons, a **Student Absence Form** must be completed and submitted to the relevant Head of Programme, **at least two weeks prior to the known absence**, requesting permission for the absence. (*The Student Absence Form can be found on the Managebac Parent Portal*). It is the student's responsibility to request each of their teachers to complete the form, identifying the work that the student will be missing, and identifying the work that the student will be required to do during their absence from school. It is this information which will support the Head of Programme to determine whether the absence is justified or unjustified. If the request is considered unjustified, then the student's absence will negatively affect their % of attendance.

Justified absences are generally for cases of illness, university visits, funerals of close family members, emergencies, and family religious celebrations. **Absence due to family holidays is not considered justified.**

Please be aware that, according to the Portuguese law, students that accumulate a number of absences equivalent to double the number of classes they have per week, may be at risk of failing the year, and will have to be subjected to a recovery programme for that/those subject(s) – to be determined by the Head of Programme and respective subject teachers. In addition, according to our assessment policy, students that are below 80% attendance is a failing condition and are at risk of failing the year.

The school requests Parents to avoid taking their children out of school during scheduled lesson time. Parents are also requested to closely follow Managebac which clearly identifies dates for summative International Sharing School

assessments. **If a student is absent without school permission and misses a summative assessment, the student will not be provided with an alternative date to complete the assessment task** and will be awarded a 0 for that summative task.

DROP-OFF AND PICK-UP

At both the beginning and end of the school day we have staff outside to help the students to safely come in and out of the Senior school building. Parents are requested to enter the parking area by the first entrance, to remain in their cars and allow the children to exit the car, and to continue to drive out of the parking area via the second entrance, to avoid traffic and congestion.

The children's safety is always our first concern, and we therefore appreciate your concern and attention while driving and/or parking at these busy times, as students do walk through this area.

Students departing by school buses should wait in learning space 2.4 A, right next to the reception, at the agreed departure time.

STUDENT IDENTITY BADGES

For safety purposes, all students are provided with an identity badge, and it is obligatory for the students to wear their badge during the school day.

Parents will be asked to confirm in writing to allow their child to leave the school building unaccompanied at the end of the school day. If Parents give their permission, then the school badge will allow your child to exit the scan barrier and exit the building unaccompanied.

If Parents do not give permission, then your child will be prohibited from passing through the scan barrier and Parents will therefore need to collect their child from the Reception.

An email will be sent out by the school requesting parents' authorisation for an unaccompanied leave, at the beginning of the year.

SCHOOL TRANSPORTATION

The school provides home-school-home transportation from Lisbon, Oeiras, Cascais, Sintra, Amadora, Odivelas, Loures and nearby municipalities. Transportation is not included in the tuition fees and is subject to availability. The buses arrive at school at 08h15 and leave school at 17h15 after the After School Activities. The bus routes change each academic year, depending on the cohort of students requesting this service.

If you would like information regarding the school bus service, please contact:

Diogo Ramada: asacoordinator@taguspark.sharingschool.org

SCHOOL UNIFORM

MYP

At International Sharing School all students from MYP1 to MYP5 are required to wear school uniform when attending school, and when participating in school-organized events outside normal school hours, unless exempted from doing so by the Head of Programme(s) on designated days.

Effective teaching and learning requires organization, and this starts with a smart and tidy appearance which helps to instil discipline and pride in students' appearance.

For more details, please review the Uniform Policy

Managebac: Parent Portal / Files / Policies

Our MYP Uniform consists of:

- White polo with the school logo
- Grey jumper with the school logo
- Dark blue school trousers (dark blue jeans are acceptable)
- Plain black or dark blue or brown school shoes (black, dark blue or brown socks)
- PHE uniform consisting of t-shirt, shorts and tracksuit
- Blue winter jacket with school logo

Students are allowed to arrive to school wearing their PE uniform, only on the days that they are scheduled to have their PHE lesson. All other days they are required to arrive to school wearing the appropriate uniform.

We kindly request all Parents to ensure all uniform items, school and personal belongings, are clearly labelled with your child's name.

All items of uniform are available for purchase at the Reception in the Primary school building, and we recommend Parents to purchase the school uniform prior to the start of the academic year. Please speak with Donay or Ana Lucia.

Students are not permitted to alter their uniform in anyway, shape or form.

Students who do not comply with the school's uniform policy will be asked to return home to change, or Parents will be asked to deliver uniforms to school. Students will not be allowed to attend their classes until they are wearing the appropriate uniform – they will be required to remain in the library area until Parents are able to deliver the appropriate uniform.

DIPLOMA

At the Diploma Programme level, DP1 and DP2 students have free dress. The school does not wish to set down a multitude of specific rules about appearance and personal style, as we expect students to be appropriately dressed for a working space. As an international school we have families from a variety of cultures and the Diploma dress code must always respect these.

DP student may not wear:

- Any item of ripped clothing
- Leggings
- Short skirts (length must be no more than one palm horizontally above the knee)
- Transparent clothes
- Short-cropped tops exposing the waist or abdomen
- Any type of beach wear
- Flip-flops

Students who do not comply with the school's uniform policy will be asked to return home to change, or Parents will be asked to deliver appropriate items of clothing to school. Students will not be allowed to attend their classes until they are wearing the appropriate clothing – they will be required to remain in the library area until Parents are able to deliver the appropriate items.

NON-UNIFORM DAYS

While the school has a clear uniform policy requiring students to wear appropriate uniform, there are some days during the academic year when students may be allowed to come to school in fancy dress, for instance: Halloween, Carnival, Favourite Book Character Day, etc. On these occasions students have the option to attend school in fancy dress appropriate to the specific day. If students choose not to dress up, then they are required to wear the school uniform, as normal, these celebratory days are not free dress days.

LOST AND FOUND

International Sharing School is a secure campus and a caring, principled community. Students are expected to take due care of their belongings and not leave valuable items unattended as this is inviting the potential for things to go missing. If a student misplaces an item, they should check with the Senior school Secretary. Please be informed that any unclaimed items of uniform will be donated to the Parent/Teacher Group (PTG), at the end of each term.

WHAT TO BRING TO SCHOOL

- School bag/Backpack
- Refillable Water bottle
- Pencil case containing: pen, pencil, rubber, ruler, sharpener
- Translating dictionary (if required)
- Laptop or iPad
- **Diploma:** A graphic calculator, GDC, is required for all IBDP Mathematics courses, in addition to some other subjects, and it is essential for following lessons, completing assignments, and performing well on tests and in exams. The models that we are currently recommending are the **TI-Nspire CX II-T** (with or without CAS - as CAS is turned off under examinations), and **Casio fx-CG50**. It is important that students have one of the models suggested by ISS, as these are examples of calculators permitted by the IB for examinations. Students are strongly advised to purchase one of the above-mentioned models during their first school weeks and with their teachers input.

MYP 4 and 5, students should have a graphical display calculator. Graphical display calculators offer essential features that enhance student's understanding of mathematical concepts. With their graphical capabilities, students can visualise and model complex functions, and foster a deeper comprehension of abstract concepts. This calculator is mandatory in the Diploma programme; therefore, students will have the opportunity during their last two years of MYP to become familiar with this piece of technology that will be essential on the following programme. Given the demands of the IB Diploma and the MYP at ISS, we recommend the **TI-Nspire™ CX II-T** (with or without CAS - as CAS is turned off under examinations), and **Casio fx-CG50**. These will be the calculators that teachers will support in class.

MYP 1 - 3, students should acquire a scientific calculator. This calculator should allow students to calculate different roots, operate with fractions and, if necessary, use trigonometric functions. There are different models in the market, we recommend the **Casio FX-82sP CW** or **Texas TI 30 XB**.

We recommend students to avoid carrying heavy bags throughout the school day. Student lockers are provided for each student to safely store their belongings.

WHAT NOT TO BRING TO SCHOOL

- Jewellery (except for ear studs or items worn for religious reasons and an inexpensive wristwatch)
- Toy guns or weapons of any kind
- Penknives or any other sharp object
- Any item of significant value

TECHNOLOGY, MEDIA, MOBILE PHONES

Computers

All students are expected to bring their own computer device. The school highly recommends the use of a computer/laptop instead of a tablet/ipad as the former often has more compatibility with different file types and presents a wider range of software options.

The school will provide students with access to the following:

- Office 365 account where they can access their emails and all the office apps online such as Word, Excel, PowerPoint, Teams, etc.
- Managebac, the school's curriculum database system, where all tasks, grades and teacher feedback comments are provided.
- Many online platforms/subscriptions and their respective account details for the different subjects as complementary tools for studying and learning.

Students are prohibited/blocked from accessing inappropriate adult sites and social media sites. These restrictions are for security concerns and a network firewall is in place to protect the students from cyber threats.

Use of Tablets/Laptops

While students are expected to bring their own computer device, this is for the purpose of use in the classrooms. If students wish to use their Tablet/Laptop to study during Break and Lunch time, then a specific quiet study room will be allocated, next to the library, for this purpose.

If a student is found to be using their electronic device inappropriately, demonstrating a clear breach of the Electronic Device Policy, consequences will apply, as outlined in the policy:

For full details please review the Electronic Device Policy

Managebac: Parent Portal/Files/Senior/Policies

Gaming

Students are not permitted to play computer games on their tablets/laptops at any time during the school day.

Mobile Phones - MYP

Students are not allowed to use mobile phones inside the school premises during the school day. In Senior school, if an MYP student arrives to school with a mobile phone in their possession, they are required to hand it over to the School Secretary and collect it at the end of the day before they exit the school building.

Mobile Phones - DP

Diploma students are allowed to use their mobile phones in a responsible manner, solely in the outdoor lounge space next to the refectory. Diploma students are not allowed to use their mobile phones indoors, including the interior patio.

Mobile Phones - MYP and DP

Within some creative and performing classes the mobile device may be permitted for an educational activity, however this is at the sole discretion of the teacher, and students will be informed in advance if this is permitted.

Should a staff member see a student using his/her mobile phone on the school premises inappropriately, it will be confiscated and passed on to the relevant Pastoral Coordinator who will register the incident on the appropriate school's platform. The student will have to collect the mobile phone at the end of the day at the reception and the student will receive a disciplinary warning. Repeated violations may require further action.

International Sharing School

Under no circumstances should a student be contacting a parent directly, nor should a parent try to contact their child directly, regarding any issue. All communication must be made through the Office, Homeroom Tutor, Nurse or Head of Programme, depending on the issue.

Please see Lines & Methods of Communication

iPods and personal listening devices

The use of iPods, airPods and any other personal devices is not permitted during breaks and lunchtime. During classes they might be allowed at the teachers' discretion. These rules are in the best interest of students. Social interaction is an important part of a child's growth, and the use of personal listening devices at school greatly limits this interaction.

Students will be allowed to use their mobile phones, iPads/laptops from 16h00 to 18h00 while waiting for parents to pick them up.

DP students are allowed to use them in the lounge area (next to the refectory) as detailed in the "Mobile phones – DP" section.

STUDENT MEALS

International Sharing School provides daily mid-morning and end of day snacks and lunch. All students are expected to eat in the refectory and in accordance with their timetabled break & lunch schedule. Students are not permitted to bring food from home, except for students with medical conditions, for which parents have provided the school with documented evidence and prior approval received.

Before the start of the new school year parents are required to bring the food allergy or intolerance form completed and the necessary documentation from their family doctor. Parents should also ensure that children are aware of their allergy or intolerance and to inform the school office if they have any concerns about what they are eating.

In our school we never serve pork. The meat we use in all our dishes is either beef, chicken or turkey.

MID-MORNING AND END OF DAY SNACKS

A variety of healthy snacks are provided: cereals, granola, milk (choice of soja and almond), boiled eggs, carrot and cucumber sticks, digestive biscuits, yoghurt drinks. The students can serve themselves and eat as much as they wish.

LUNCH

The school provides a healthy, balanced lunch for all students. Our meals are prepared by our nutritionist and ensures students eat the daily recommended nutrients they need to be at their best level. Meals are prepared daily onsite by a reputable international catering company and served by the catering staff. There is a daily option of soup, the choice of main dish (meat or fish), or vegetarian meal, self-service salad buffet, dessert, and fruit. Students are at liberty to request a second helping if they are hungry.

The weekly menu is available in the refectory and published weekly on the parent Class List.

For more details on parent Class List, please see information relating to the Parent/Teacher Group (PTG).

NUT-FREE ZONE

For the safety and well-being of all our community, we kindly remind parents that ISS is a **nut-free zone**.

The school kindly requests the whole school community to pay particular attention to this whenever bringing food items into the school, eg: birthday cakes, bake sales, celebration days, etc. No food item can contain nuts or nut extracts.

BIRTHDAYS

At International Sharing School, we enjoy honouring students on their birthday, and we take great pride in making them feel special on their birthday. We allow birthday cakes to be brought by parents for their child and his or her classmates to celebrate during the lunch time in the refectory.

If a cake is being purchased, we ask you to ensure it is from a fully licensed bakery who follows all the hygiene and safety measures. Please ask the bakery to provide you with the recipe technical sheet. This document is compulsory when bringing a cake to our school.

If you are baking the cake, the same technical sheet is required which includes all ingredients used and the date the cake was baked.

Birthday cakes should be delivered to the Senior school Secretary at the Reception area.

QUIET STUDY ROOM

Students in need of a more private and quiet space to study have access to a quiet study room during lunch break (from 13.00 to 14.00). A specific quiet room will be allocated, next to the library, for this purpose.

STUDY/REVISION SPACE DURING HOLIDAYS (DP only)

The school is open to students who wish to study individually or as a group during the holidays. It must be confirmed, in advance, before each holiday, as well as the study locations in school, as spaces may be subject to renovation and/or construction work. It is important to note that students in senior school will not be supervised, and if they bring refreshments, they need to ensure that they clean their space before leaving the premises.

SMOKE FREE CAMPUS

International Sharing School is a smoke-free campus. Smoking and the use of all tobacco products is banned for the whole school community, in or on all school facilities and property.

This includes a ban on smoking in the school bus and vans used to transport faculty and students on fieldtrips or other school events.

DRUGS

International Sharing School has a zero tolerance to drugs found on school premises. Students found with substances in their possession will be immediately expelled from school.

EVACUATION PROCEDURES

In the event of fire, all students and parents visiting the school premises must evacuate the building immediately, following the emergency exit routes, and following instruction from school staff.

Emergency evacuation rehearsals are carried out during the academic year, to familiarise students with the process and emergency exit routes.

STUDENT ACTIVITIES AND CLUBS

ISS SPORTS

Students can join the school sports for Football, Basketball and Volleyball, participating in weekly training. Students attending these sessions can be selected to represent the sports teams (Sharks), in the inter-schools' competitions, both locally and internationally.

If a student accepts their place on a school sports team, both students and parents are expected to be totally committed to all training sessions and to compete in all sports competitions, as failure to do so will be failing the whole team.

Team practice will take place two afternoons a week between 16h15-17h15 and may also take place during lunch break.

For competitions held outside of Portugal, the students generally stay with families of the host teams, and if this is the case, then ISS is expected to reciprocate when the international teams visit Portugal. All ISS students participating in International Tournaments are expected to welcome students into their homes when ISS host the international tournament (once a year).

Representing a school sports team should be considered an honourable achievement for any student, and they will be expected to wear their Sharks sports kit with pride.

ENHANCING ACADEMIC CLUBS – Lunch time and after-school

The school offers excellent opportunities for students to develop/improve on their subjects by offering support and development on areas such as the different subjects, mindfulness coaching, meditation, relaxation techniques, exam preparation, MUN and the European Parliament Ambassador School Programme.

Specifically for the academics, attending these clubs may allow students to benefit from the following:

- Extra help with specific content of a subject
- Better understanding of topics
- Improve the quality of homework
- Improve preparation for end-of-unit tests
- More feedback for any assessment task/internal assessment
- Catch up on lost content following an absence
- Revise content on a weekly basis
- Analyse/improve learning strategies
- Set subject-specific goals

In the beginning of each academic year the timetables of the specific enhancing academic clubs for each grade level will be sent to parents and students.

HOMEWORK CLUB (16h00-17h00)

To help students stay on track with their academic tasks and make more efficient use of their time, the school is providing a supervised daily homework club every day from 16h00-17h00. Rooms will be defined and sent at the beginning of the year together with the enhancing academic clubs.

AFTER-SCHOOL ACTIVITIES (16h15 – 17h15)

These paid activities take place after school and are organised by teachers/teaching assistants, external instructors.

At the beginning of each term, information regarding the activities and the sign-up procedures are communicated to parents through the Schools Buddy system. Students are asked to think carefully about balancing their programme so that they can fully commit themselves to their academic requirements as

well as enjoy the experience of a diverse range of after-school activities. The following are some examples, however, full details can be found on SchoolsBuddy:

On-Campus

Dance
Game development & design
Gymnastics
Judo
Observational drawing and watercolour studies
Photography
Russian for native speakers
Skate
Music Academy
<ul style="list-style-type: none"> Cello, Drums, Flute, Guitar, Oboe, Piano, Singing, Violin

Off-Campus

Entrepreneurship
Golf
Horse riding
Padel
Sailing
Swimming
Surf

At the end of the activity, parents may be required to collect their children either from the school campus or directly from the location of the off-campus activity.

For any queries, please contact: Diogo Ramada asacoordinator@taguspark.sharingschool.org

Please see Appendix [1B & 1C](#) for details of how-to login to SchoolsBuddy.

MODEL UNITED NATIONS (MUN)

MUN is a popular activity for those interested in learning more about how the UN operates.

The United Nations Model UN Programme aims to build and maintain strong links between the UN and Model UN participants across the globe; and encouraging students to take real action to support UN values and the Sustainable Development Goals (SDGs).

Students actively engage in an academic simulation of the United Nations, acting as ambassadors, playing the role of delegates from different countries, and attempting to solve real-world issues with policies and perspectives of their assigned country. Debating topics range from gender equality, climate action, global health, and many more. Being part of the team of ambassadors allows students to improve their Approaches to Learning (ATL) skills, and positively impacts their CV's and/or personal statements when applying to higher educational institutions. This programme is open to all Senior School students.

In previous years students have participated with international schools in Lisbon and Oporto and have had the exciting opportunity to also travel to participate in Athens.

Please be aware that costs are involved for the participation of inter-school MUN experiences.

Full details can be found: SchoolsBuddy

For any queries please contact: Rita Correia r.correia@taguspark.sharingschool.org

EUROPEAN PARLIAMENT AMBASSADOR SCHOOL PROGRAMME (EPAS) CLUB

EPAS is a network of around 1500 certified ambassador schools across the EU and currently involves 3,700 teachers appointed as senior ambassadors and almost 23,000 students as junior ambassadors.

The European Parliament Ambassador School Programme (EPAS) aims at increasing students' awareness of European parliamentary democracy, the role of the European Parliament and European values. It also encourages them to actively participate in EU democratic processes. It targets students with diverse educational, social and geographical backgrounds.

This programme started in 2016/2017 and was created with the clear goal of raising awareness of EU parliamentary democracy and European citizenship values not only among Secondary school students (Grade 10 and above) but also among younger students and all school communities. All ISS students are welcome to join the EPAS. However, according to the Programme rules, only MYP5, DP1, and DP2 students can be appointed Junior Ambassadors.

For any queries please contact: Rita Correia r.correia@taguspark.sharingschool.org

DUKE OF EDINBURGH AWARD

The Duke of Edinburgh Award is the world's leading youth achievement award, available for all children between the ages of 13-24 years old and is recognised in 140 countries. In Portugal, it is also known as "Prémio Infante D. Henrique".

The Award helps children to develop in areas such as Service, Physical Activity, Skills and Adventure, and is divided into three levels: Bronze, Silver and Gold. We believe it is an excellent opportunity for our students to stay mentally and physically healthy, give back to the community, and develop skills that will help them throughout their lives. The principles of the Duke of Edinburgh Award align with DP CAS and MYP Service as Action and are highly regarded by universities, hence being another excellent way for students to enhance their CV's and personal statements for university applications.

ISS students above the age of 13 years can enrol and participate in the Duke of Edinburgh Award(s). ISS will present a session to promote the Award to parents and students at the beginning of each academic year.

More information on the Duke of Edinburgh Awards can be found on SchoolsBuddy

For any queries, please contact Mafalda Marques m.marques@taguspark.sharingschool.org

STUDENT COUNCIL

ISS believes that a sharing perspective is key to learning, improving, supporting, and building a better tomorrow, together.

Having a student-centered organisation which provides opportunities for student voice to be respected in the school, where representatives can lobby on behalf of the students, discuss relevant issues, take initiative, and contribute to the school's continuous growth and improvement is paramount for such progress to happen. With the student council, we are also opening doors to encourage a sense of school loyalty and pride, instill deeper reasons for attending school, develop a sense of personal responsibility and earned self-respect and help students to reach their full educational growth, while learning about democracy and leadership.

The student council was introduced in ISS with this purpose in mind, and its structure is organised and aligned with the school's ethos and core values. They are split into the following focus areas/committees:

- **ISS Sports** – relates to promoting sports
- **ISS Academics** – relates to teaching, learning and assessment
- **ISS Development** – relates to the school environment
- **ISS Culture and Creativity** – relates to developing a multicultural environment

All students are given the opportunity to be part of the Student Council, where they must go through an application and interview process to apply for the position of Committee Representative.

In addition, each tutor group elects their class representatives at the beginning of October, these representatives work closely with the Committee representatives in identifying areas and ideas for development. The new student council will begin their term in November.

ACADEMIC AND LEARNING SUPPORT

BEHAVIOUR EXPECTATIONS

At International Sharing School we are committed to providing a safe and nurturing environment for our students; one which eliminates discrimination and builds on a sense of community and shared values. School recognizes engagement and commitment towards school life by attributing engagement awards at the end of each term.

All members of staff are responsible for addressing behavioural issues and commend positive actions, whether inside or outside the classroom. Incidents and commendations are registered on the school's management platform, and the information is sent by email to the students' parents and the tutor. Occurrences may be Academic (missed deadlines or an exceptional piece of work), or Behavioural (incorrect uniform, inappropriate use of language or showing excellent IB Learner profile attributes), and there are clear guidelines and consequences regarding our procedures, which can be found in the "Behaviour Policy" and located on Managebac (*Parent Portal/Files/Senior/Policies*)

PASTORAL CARE

As our students embark on their 5-year journey through the MYP Programme, and 2-year course through the Diploma Programme, we believe in supporting their academic success and personal and social development.

Our tutor programme is designed to provide students with a safe and open environment where they can discuss and explore topics that are crucial to their development.

We aim for students to engage in meaningful discussions on topics such as well-being, time management, study skills, problem-solving, mental health, communication & media, service to others, decision-making, diversity, bullying, inclusion, personal finance and sex education.

The pastoral coordinators discuss and plan a vertical alignment of the topics covered, taking into consideration the age-related needs of our students.

At the Diploma Programme, and knowing the very high demands of the programme, there is a greater focus on self-management and physical and mental well-being.

We have chosen these topics based on the knowledge of teenagers' development and the challenges that they face throughout their growth. We want to provide students with the tools and skills necessary to navigate these areas confidently and simultaneously promote positive behaviours that they will benefit from across all areas of their lives.

If you wish to request a meeting please contact:

MYP Pastoral Care: Maria João Paiva: m.paiva@taguspark.sharingschool.org

DP Pastoral Care: Claudia Albuquerque: c.albuquerque@taguspark.sharingschool.org

SCHOOL PSYCHOLOGIST

The Senior school Psychologist is responsible for assisting students at all levels of the school(s), coordinating the provision and support for students with psychological needs within the school. The Psychologist acts together with the Pastoral Care Counsellors as advocates for student well-being, listening to student concerns and working in collaboration with staff, parents and students to promote an effective emotional environment.

Students may request meetings with the school Psychologist in the knowledge that confidentiality will be maintained regarding the student's health and academic records.

If you wish to request a meeting with the school Psychologist, please contact:

Filipa Amorim f.amorim@taguspark.sharingschool.org

SPECIAL EDUCATIONAL NEEDS SUPPORT

The school is committed to providing an environment which caters for the needs of all students within the scope of its resources, including an appropriate level of human support, to allow both able-bodied and disabled students to access learning. We will do this from a student-centered approach, identifying the needs of our students and working closely with them and their parents to plan Individual Learning Goals (ILGs) and develop support strategies.

If your child has a diagnosed cognitive/behaviour/emotional/academic learning difficulty, please provide the specific Programme Coordinator with the relevant documentation.

For full details please review the Special Education Needs/Inclusion Policy

Managebac: Parent Portal/Files/Senior/Policies

ENGLISH AS A SECOND LANGUAGE (ESL)

Support is offered to students in MYP1-4 who need extra help learning English to access the curriculum. These students will not be required to study French or Spanish Language Acquisition, thereby providing them with an additional 3 teaching periods of English support per week.

Students entering ISS with little to no English language will receive intensive ESL support, until they have reached a proficient level to access the mainstream class subjects, however, all students will have the opportunity to participate in the Arts and PHE subjects to allow the students to integrate and socialise with their colleagues.

Students in the ESL programme will receive detailed feedback from the teacher but will not receive Grades.

CURRICULUM

The school follows the IB framework and has developed the curriculum based on specific IB requirements. All tasks are placed on Managebac by the teachers, and students are expected to upload their work to Managebac, within stipulated deadlines. The teachers provide detailed feedback to all students' assessments, and parents have daily access to their child's progress.

The following subjects are offered:

IB Subject Groups	MYP	DIPLOMA
Language & Literature	English Mandarin Portuguese	English Mandarin Portuguese Spanish
Language Acquisition	English French Portuguese Spanish	English B French Ab initio French B Portuguese B Spanish Ab initio Spanish B
Individuals & Societies	Integrated Humanities	Economics Business Management Global Politics History Psychology
Sciences	MYP 1-3: Integrated Sciences MYP 4-5: Biology Chemistry Physics	Biology Chemistry Design Technology Physics Sports Exercise Health Science
Mathematics	MYP 1-3: Mathematics MYP4-5: Mathematics Standard Mathematics Extended	Maths Analysis & Approaches (AA) Maths Applications & Interpretations (AI)
Arts	Music Theatre Visual Art	Visual Art
Physical & Health Education (PHE)	PHE	na
Design	Design	na
Core	Service as Action (SA) Personal Project (PP)	Creativity, Activity, Service (CAS) Extended Essay (EE) Theory of Knowledge (ToK)

For detailed information relating to Curriculum & Assessment, please review:

Managebac: Parent Portal/Files/Senior/Handbooks – MYP & DP Handbooks & MYP Assessment guide

ORIENTATION DAY FOR NEW STUDENTS

The purpose of the orientation day is to help new students settling in and feel comfortable in their new environment. Prior to the school's official start date, new students will have the opportunity to know their class tutor, have a tour of the school, guided by students from the Student Council and they will have the opportunity to set up their Office365 and Managebac accounts, as well as completing any required placements tests.

Detailed information will be sent to parents via email.

WELCOME MEETING

During the first week of school, the class tutors will host a Welcome Session for the parents. This will provide parents with the opportunity to get to know their child's tutor and to better understand the school's daily routines and procedures. This is an important event as it allows parents to meet each other, as well as collect important school information for the current academic year.

STUDENT LEARNING EXPERIENCES

ISS provides students with relevant experiences that actively engages them in interactive and exploratory learning environments in which to enhance their own learning. These experiences directly link to the curriculum taught in the classroom, providing opportunities for a more hands-on approach, and extending knowledge beyond the theory and textbooks, with real-life experiences.

Activity Days occur twice a term. The activities include all grade levels taking part in a variety of activities throughout the day either in school or offsite. Each grade level may be involved in a specific activity or grade levels may work together, depending on the topic(s). There are also opportunities for student-led activities.

These activities are also an excellent opportunity for progress on core work such as the DP Creativity, Action, Service (CAS), Extended Essay (EE) and Careers and the MYP Service as Action (SaA) and Personal Project (PP).

Field trips are educational activities which involves all members of a class outside of the classroom. It will involve prior preparation for the activity and follow-up evaluation and work in class after the trip. Teachers take their students on field trips several times during the school year. The purpose and arrangements for a particular field trip will be determined by the subject teacher. Parents will be informed in advance of a field trip. In some instances, parents may be invited to assist as chaperones.

Activity days and Field trips are compulsory for all students, as they form part of the curriculum, providing relevant learning experience for the students, linked to the classroom learning; therefore, absences and respective justifications for these days are subjected to the same rules and procedures of a normal school day and the attendance rules.

HOMEWORK

The amount of homework students take home is very subjective as it depends on the amount of work produced in class and if students were able or not to complete the tasks given by teachers during the class time. However, it is important that students revise what they have learned regularly to make sure they are on track with their work.

Therefore, we recommend the following study time:

Grade 6	Up to 30 minutes each evening
Grade 7	Up to 45 minutes each evening
Grade 8	
Grade 9	Up to 1 to 2 hours each evening
Grade 10	
Grade 11	Students are expected to do an average of 10 hours or more studying per week
Grade 12	

Note: at the DP level, it is important to consider that there are six individual assessments (one for each mainstream subject, and where most of them take the form of long-term essays/investigations), besides the Extended Essay, TOK Essay and CAS requirements. This means that students will have a continuous and demanding homework that has to be carried out over a variable period of months, in addition to the weekly routine of studying for tests and carrying out many other academical tasks.

To help students staying on track with their academic duties and make more efficient use of their time, the school is providing a supervised **daily homework club** from 16h00-17h00. Rooms will be defined and sent at the beginning of the year together with the enhancing academic clubs.

MEETING DEADLINES

Deadlines for the submission of work will be clearly specified on Managebac and completed assignments must be submitted by the due date, using the method instructed by the respective subject teacher. For work submitted via Managebac, it is the responsibility of the student to ensure the correct version of work is submitted and, in the format specified by the teacher. Problems with technology or submission of corrupt files are not an acceptable excuse for late or non-submission of work.

Failure to submit work by the due deadline will result in a disciplinary warning, parents will be contacted, and the consequences outlined in the Behaviour policy will apply:

Please review the Behaviour Policy

Managebac: Parent Portal/Files/Senior/Policies

ASSESSMENT

At ISS we believe assessment is an integral component of all teaching and learning. It has a positive impact on student attitude, motivation and self-knowledge. The prime objective of assessment is to provide feedback on the learning process. Assessment is a continual and ongoing process which guides effective learning and teaching. It provides meaningful feedback and collaboratively involves students, parents/guardians and teachers as partners throughout the learning process.

There are three types of assessment:

Assessment for Learning – Formative Assessment – this type of assessment comes at the beginning of, and during a unit. It can be used to gauge a student’s prior knowledge and provide teachers with the information that they need to differentiate the topics and tasks to meet the needs of individual learners. In addition, formative assessment that is carried out during the learning process provides feedback to students and teachers so that they can modify their learning and teaching. It ensures that students are learning the necessary concepts, content and skills to reach the established assessment criteria measured in the Summative Assessments.

Assessment as Learning – Peer- and Self-Assessment – this type of assessment comes before, during and after the learning process. It is student driven and involves students helping to establish criteria, setting goals and assessing their own work as well as the work of their peers so that they can gain insight into their own learning.

Assessment of Learning – Summative Assessment – this type of assessment comes at the end of a task or grading period. The purpose of this type of assessment is to report on what students know, understand and can do. It is designed to measure and provide evidence of student achievement to parents/guardians, students, and teachers.

For full details please review the Assessment Policy

Managebac: Parent Portal/Files/Senior/Policies

In the MYP student learning is based on specific IB curricular objectives and assessment criteria.

For full details please review the MYP Assessment Guide

Managebac: Parent Portal/Files/Senior/Handbooks

ACADEMIC INTEGRITY

At ISS we encourage students to be curious and knowledgeable and search numerous resources to obtain facts and information, however we also expect our students to adhere to the Learner Profile attribute “Principled” described as “We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.” (*IB learner profile, International Baccalaureate Organization 2017*).

Good practice, in terms of academic integrity is based on differentiating between different people’s work. This not only means citing and referencing other authors’ works but also ensuring that the work students submit is their own and not someone else’s. By citing and referencing correctly readers can identify what has been borrowed and what has been written by the author and if they wish, research further.

In addition to the school’s policy, the IB Academic Integrity policy applies to, and should be read by all students going through assessment and submitting work to the IB, and by parents and legal guardians of IB students going through assessment ([Appendix 2: Academic Integrity](#))

For full details, please review the Academic Integrity Policy and

Managebac: Parent Portal/Files/Senior/Policies

LIBRARY

The Library plays a central role by providing access to information and resources, supporting literacy and education, **and promoting lifelong learning.**

The library is open during break and lunch times and between 16h00 - 17h00 and students and parents are encouraged to visit whether simply to borrow library resources, for research, support from the Librarian, or as a study/reflection space. The school also has a subscription to Britannica and EBSCO, which are online platforms providing a vast array of reference material for all subjects. While the school promotes mother-tongue languages, parents are encouraged to donate resources to support their mother-tongue language. In addition to providing support in the Library, the Librarian provides support to the students, discussing the importance of producing authentic and original work, guiding them on how to acknowledge the work of others appropriately, to ensure they comply with IB Academic Integrity.

If you wish to visit the Library, please speak with Kate Adams, who will be happy to assist you.

CAREERS COUNSELLING

The Careers Counsellor provides students with relevant information and assistance with worldwide applications to higher education. Throughout the year group sessions are provided to students in Grade 9-12, addressing career ideas, how to make informed choices, highlighting what students need to be thinking about, and encouraging them to begin researching to identify factors influencing their career development and helping them assess their own interests, abilities and values.

Students in Grades 10-12 benefit from individual meetings with the Careers Counsellor, and students are encouraged to take advantage of this beneficial resource, enhancing their independent learning.

The Diploma students are provided with full support regarding university application processes, personal statements, interview techniques (if applicable), ensuring higher educational requirements and deadlines are met.

Should parents have any queries or wish to schedule an individual meeting, please contact:

Sofia Vila-Chã: s.vilacha@taguspark.sharingschool.org

PARENT-STUDENT-TEACHER CONFERENCES

These are face-to-face conferences that take place two times per year: one in term 2 and another one in term 3. Considering that all teachers are involved in the meetings, there will be no lessons on that day. These meetings are an opportunity to meet with the children's teachers to clarify, review, and discuss any points about their termly academic performance. These include (but are not limited to) their successes and challenges and discussing subject-specific strategies on how they can improve.

Parents can decide which teachers they want to speak with and book the appropriate time via the SchoolsBuddy app (an email will be sent out with instructions at the relevant date).

All meetings have a maximum duration of 10 minutes and a 5-minute transition time to guarantee a timely start and finish. A map with the location of all departments and teachers will be provided to all parents for a more efficient transition between meetings.

Important note: in order to book a meeting via SchoolsBuddy, parents will need to have a working Managebac account. Please refer to [Appendix 1A "Accessing Managebac"](#) which contains instructions on how to set up a parents' account. It's important to ensure it is working properly and the password is memorised as this platform will be used for different purposes such as accessing the end-of-term reports, copies of the school's policies, book meetings, etc. If parents find any difficulties accessing either Managebac or SchoolsBuddy, they should contact the IT team at it@taguspark.sharingschool.org.

REPORTING

Reports are written and available to parents at the end of each term, through Managebac.

Term 1

- **Progress Report** - MYP and DP includes a qualitative assessment of how the student is settling in and is provided before the mid-term break. Tutors collate this information from the different subject teachers and share them through bookable online parent-tutor conferences.
- **End of term report** - includes grades, subject descriptors by teachers, a general overall comment by the tutor and ATLS developed. At the beginning of term 2, parents can book in-person parent-teacher-student conferences to clarify any points about the end-of-term 1 report.

Term 2

MYP 1 to MYP4 and DP1

- **End-of-term progress reports** with grades, subject descriptors by teachers, comments by tutors and ATLs developed. At the beginning of term 3, parents can book in-person parent-teacher-student conferences to clarify any points about the end-of-term 2 report.

MYP5 and DP2

- **Mock Exams Report** – a mock exam report will be released to parents with a summary of the students' results, two weeks after having completed them.
- **End-of-year report** – includes end-of-year grades, subject descriptors by teachers, comments by tutors and teachers and ATLs developed.

Term 3

MYP 1 to MYP4 and DP1

- **End-of-year report** - includes end-of-year grades, subject descriptors by teachers, comments by tutors and teachers and ATLs developed.

COMMUNICATION AND INFORMATION EXCHANGE

LANGUAGE OF COMMUNICATION

The school-parent communication via emails, online platforms, parent-teacher meetings, and events are in English.

However, as a multicultural community with 60 different nationalities, we will endeavour to support non-English-fluent parents to communicate in Portuguese, Mandarin, Russian, German, French and Spanish.

LINES OF COMMUNICATION

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

Tutor ↓	General queries relating to the day-to-day well-being of the student and absences, should be directed to the class tutor.
Teacher ↓	Subject-specific queries should be discussed directly with the subject teacher.
Department Coordinator ↓	Subject-specific queries may be escalated to the Department Coordinator
Head of Programme ↓	Questions concerning the IB programmes, or any issues which have not been resolved following the above channels, may be discussed with the relevant Head of Programme.
Principal ↓	If more information is required or concerns remain unresolved, parents may wish to contact the school Principal.
Board of Directors	If a policy issue cannot be resolved after a meeting with the Principal, it may be referred to the CEO.

All appointments can be arranged either by emailing the relevant individual directly or via the Senior school Secretary.

METHOD OF COMMUNICATION

In addition to communication via the above-mentioned channels, the school sends important messages to parents and guardians according to the email contact which the school has on record.

The Heads of Programme send out fortnightly newsletters, updating the community on what has been happening in the respective MYP and DP programmes, and including key information regarding events that will be happening in the coming weeks.

We kindly request parents to ensure that email contacts are up to date, and we recommend parents to mark relevant school emails as “safe senders” or “not spam”, to ensure you do not miss any communication.

In the event of an urgent situation, the school may communicate by SMS to all parents and guardians telephone numbers registered in our database.

We therefore stress that all parents and guardians must keep the school informed of any changes in personal details such as home address, telephone number, email addresses and health insurance numbers. Please contact: Elizabete Oliveira: office@taguspark.sharingschool.org

COORDINATORS

Department	Staff	Email contact
Language & Literature	TBC	
Language Acquisition	Silvia Fialho (MYP) Cristina Mateus (DP)	s.fialho@taguspark.sharingschool.org c.mateus@taguspark.sharingschool.org
Individuals & Societies	Barbara Hunstock	b.hunstock@taguspark.sharingschool.org
Sciences	Joana Domingues	j.domingues@taguspark.sharingschool.org
Mathematics	Ricardo Calado (DP) Catarina Ribeiro (MYP)	r.calado@taguspark.sharingschool.org c.ribeiro@taguspark.sharingschool.org
Arts	Colleen Lambe	c.lambe@taguspark.sharingschool.org
Physical & Health Exercise	Nuno Novo	n.novo@taguspark.sharingschool.org
Design	Bhakti Ahire	b.ahire@taguspark.sharingschool.org
DP Creativity, Activity, Service	Alex Bochmann	a.bochman@taguspark.sharingschool.org
DP Extended Essay	Helena Cardador	h.cardador@taguspark.sharingschool.org
MYP Interdisciplinary Learning (IDL)	Helena Cardador	h.cardador@taguspark.sharingschool.org
MYP Personal Project	Catarina Ribeiro	c.ribeiro@taguspark.sharingschool.org
MYP Service as Action	Pedro Oliveira	p.oliveira@taguspark.sharingschool.org

STAFF

Please meet our whole team, by visiting our school website: <https://sharingschool.org/about-us/our-team/>

All staff have official school email addresses, through which they may be contacted. Staff emails are created using the first letter of their first name.surname@

Eg: John Smith: j.smith@taguspark.sharingschool.org

MANAGEBAC

Managebac is a leading online planning, assessment and reporting platform for over 3,000 IB schools, and provides ISS with one unified system ensuring consistency and an integrated experience for the school community to manage the curriculum. Managebac is used to support curriculum mapping, the setting of assignments, homework and assessments for students. The system allows for the tracking of, and reporting on, assessments and student progress. Teachers communicate grades and feedback to assignments via this platform, in addition to providing students with verbal feedback during class. It is vitally important for parents to support their child's academic journey, by regularly checking the data and teacher feedback, thereby providing up to date information regarding student progress, rather than having to wait to receive an end of term report.

For information of how to access Managebac please refer to [Appendix 1A "Accessing Managebac"](#)

ADMISSIONS AND ADMINISTRATIVE PROCEDURES

FEES & PAYMENT PROCEDURES

All school fees are invoiced by Term or Annually, according to parent's preference.

For questions regarding Tuition fees or finance queries, please contact:

office@taguspark.sharingschool.org

Payment Schedule for ongoing Students

- Term 1 Fees: Invoiced on June 1st, 2023, payment due by July 1st, 2023
- Term 2 Fees: Invoiced on November 1st, 2023, payment due by December 1st, 2023
- Term 3 Fees: Invoiced on March 1st, 2024, payment due by April 1st, 2024
- Renewal Fee: €600 non-refundable and paid by February 28th, 2024

For more detailed information please visit the school website/School documents:

<https://sharingschool.org/wp-content/uploads/2023/01/School-Fees.pdf>

<https://sharingschool.org/wp-content/uploads/2023/01/Payment-Procedures.pdf>

ADMISSIONS

We have a year-round enrolment up to Grade 10. Due to the academic requirements of the final year of the Middle Years Programme (MYP) and the Diploma Programme (DP), we cannot accept students for Grade 10 and DP after the start of the school year.

For questions regarding Admissions and/or re-enrolment, please contact:

Maria Colaço: admissions@taguspark.sharingschool.org

DEADLINES FOR WITHDRAWAL

Withdrawal of a student during the school year must be communicated, in writing, and requires at least one full term notice of student's withdrawal. If shorter notice is given, the respective fees will still be due.

REQUEST FOR TRANSCRIPTS

If a student is being withdrawn from the school, we kindly request that you provide the Senior school Secretary with at least one-month advance notice, for Transcript requests. This will help us to ensure a smooth transition for your child and to make the necessary arrangements to prepare the required academic records for their new school.

HEALTH AND SAFETY

INJURY PROCEDURES

In case of a minor injury students should go the nurse's office or the nurse will be called. In case of major accident students will be transported to the hospital and the medical insurance will be activated (please refer to the *Medical Insurance* section below).

Regarding child protection issues, the school has a Child Protection Committee that will be activated in case of any suspicion of a child being mistreated. According to the Portuguese law such cases might need to be reported to the Portuguese authorities.

COMMON ILLNESSES

In the best interest of the child and school community, children with a fever, nausea, cold/flu symptoms (runny nose or persistent cough), or any other signs of illness, should remain at home.

If a child shows signs of illness at school, the nurse will contact the parents, who will be required to pick up their child as soon as possible.

SCHOOL NURSE & MEDICATION

The school nurse is onsite during the school day to provide first aid and ensure that students with medical conditions are identified and adequately supported. Parents are obliged to inform the school nurse if their child has any type of allergy (food, medication, plants, animals and insects), or if their child has a life-threatening illness.

No student is permitted to carry medication in their possession. If a student has a medical condition, requiring specific medication, then it is the Parents' responsibility to inform the school nurse, who will store the medication in a safe location. Parents must send medication to school with clear written instructions in their original packaging, together with a medical note.

FIRST AID AND MEDICAL CARE

If a student becomes ill or injured at school they will be immediately attended to by the nurse, if they become ill or injured during PE or an external activity, they will be attended to by a member of staff who has received official recognized first aid training and parents will be informed immediately.

If a serious injury occurs at school or further medical attention is needed, the school will immediately call an ambulance and/or paramedics.

If a child is required to be taken to hospital by ambulance, the school nurse will accompany and remain with the child until the parents are able to arrive at the hospital.

MEDICAL INSURANCE

The school's medical insurance company is "Tranquilidade" and a 24-hour policy is in place for all children and staff, therefore, if a student becomes injured at school and requires a hospital visit, the school's medical insurance needs to be activated by the school nurse – Ms Joana Caracol j.caracol@taguspark.sharingschool.org.

The school's reference hospital is São Francisco Xavier, in Belém/Algés, which is a public hospital. If families prefer to go to a private hospital, they will have to pay a 50€ fee (non-refundable), and all the associated costs to the incident will have to be paid by the families upfront. It is vitally important to keep copies of all invoices and medical reports so that they can be sent to the medical insurance company and get reimbursed.

For full details please review our Accident/Injury Policy

Managebac: Parent Portal/Files/Senior/Policies

International Sharing School

OTHER TOPICS

PHOTOGRAPHS AND VIDEOS

ID Cards

ID cards are mandatory for all staff and students, and they are used to access and exit the senior school building through the automatic gates at the entrance.

All students' photographs will be taken in the first week of school so ID cards can be issued.

Parents will be requested to authorize/not authorize their children to leave the building unaccompanied at 4pm and ID cards will be configured to reflect this information.

Photographs and Videos

Parents will be requested if they consent to the use of their child's image by the school, which may then be used for internal communication such as newsletters and yearbooks, and external communication such as social media posts.

PARENTS & THE SCHOOL COMMUNITY

Parents are a key asset of our community and bring valuable input and feedback. We encourage parents to maintain communication with your child's tutor, and to inform immediately of any concerns, whether social or academic. Should a parent wish to speak with other members of staff, or a member of the leadership team, please follow the information shown in "Lines of Communication".

Parent representation is organized through our Parents and Teachers Group (PTG) and meet regularly with the school Board and Pedagogical Leadership Team to create joint activities and find areas for improvement.

There are many occasions for celebrating during the school academic year and we encourage our parents to be actively engaged with the school community.

PARENT TEACHER GROUP (PTG)

The Parent Teacher Group at ISS is a community made up of all parents at our school. As a parent you are automatically a member of the PTG, which is led by a group of volunteers of parents and teachers. Our PTG communicates via the Classlist App, putting you in touch with the other parents in your children's classes, enabling you to use our listings section to buy and sell items, including second hand uniform, and find out about events and other happenings at our school. We encourage you to join our community as a volunteer at events, as a role model for our children and to make friends throughout our community.

Please see Appendix 3 for details.

APPENDICES

APPENDIX 1A: ACCESSING MANAGEBAC Getting Started with ManageBac as a Parent

You will receive a **welcome email** in September which will contain the **School's Url** to access the platform and where you can request to create your password **"set password"**.

ManageBac
[International Sharing School - T... 18:01
Welcome! Dear Mr. John Curry, A new P...

[International Sharing School - Taguspark] Welcome to ManageBac!

Traduzir a mensagem para: Português (Brasil) | Nunca traduzir do: Inglês

ManageBac <info@managebac.com>
Para: Você
Qui, 13/07/2023 18:01

ManageBac Welcome!

Dear Mr. John Curry,

A new Parent account has been created for you on [ManageBac](#) at International Sharing School - Taguspark. Below are some important account details:

Your School URL: <https://iss-taguspark.managebac.com/>

Your login information is as below.

Login: [jcurry1988@hotmail.com](#)

Please click the button below to set your password and sign-in (this link will expire after 30 days):

Set Password

If you have any difficulty setting your password, please see [here](#) for further guidance.

Getting Started with ManageBac as a Parent

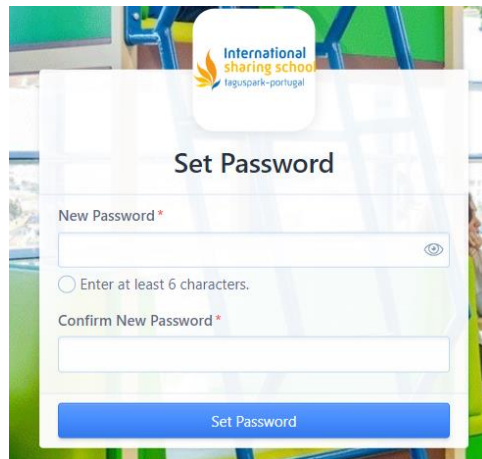
Sincerely,
The ManageBac Team

Need Help?
Visit the [ManageBac Help Centre](#)

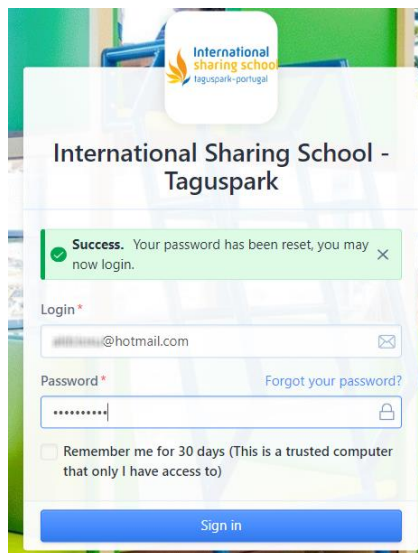
Download on the App Store | GET IT ON Google Play

1. First step will be to create a password by clicking on "set Password" (at least 6 characters)

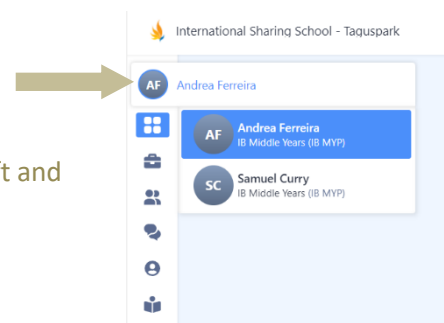
Please click the button below to set your password and sign-in
(this link will expire after 30 days):



2. You can now log in by clicking on the school's URL and entering your email and the password you have just chosen.



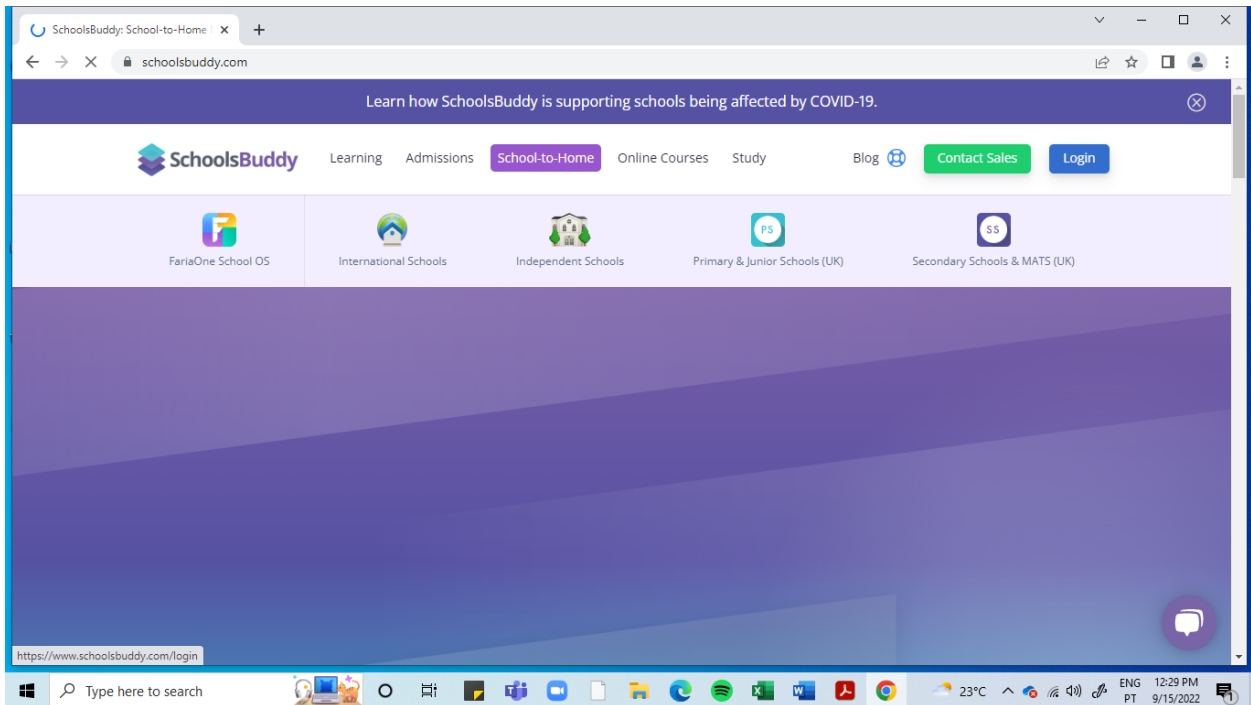
3. You are now able to access the Calendar events, view the summary of units being taught, as well as any task assessments, browse discussions & messages, access attendance records and the end-of-term report cards for your children (in the "Academics" section).



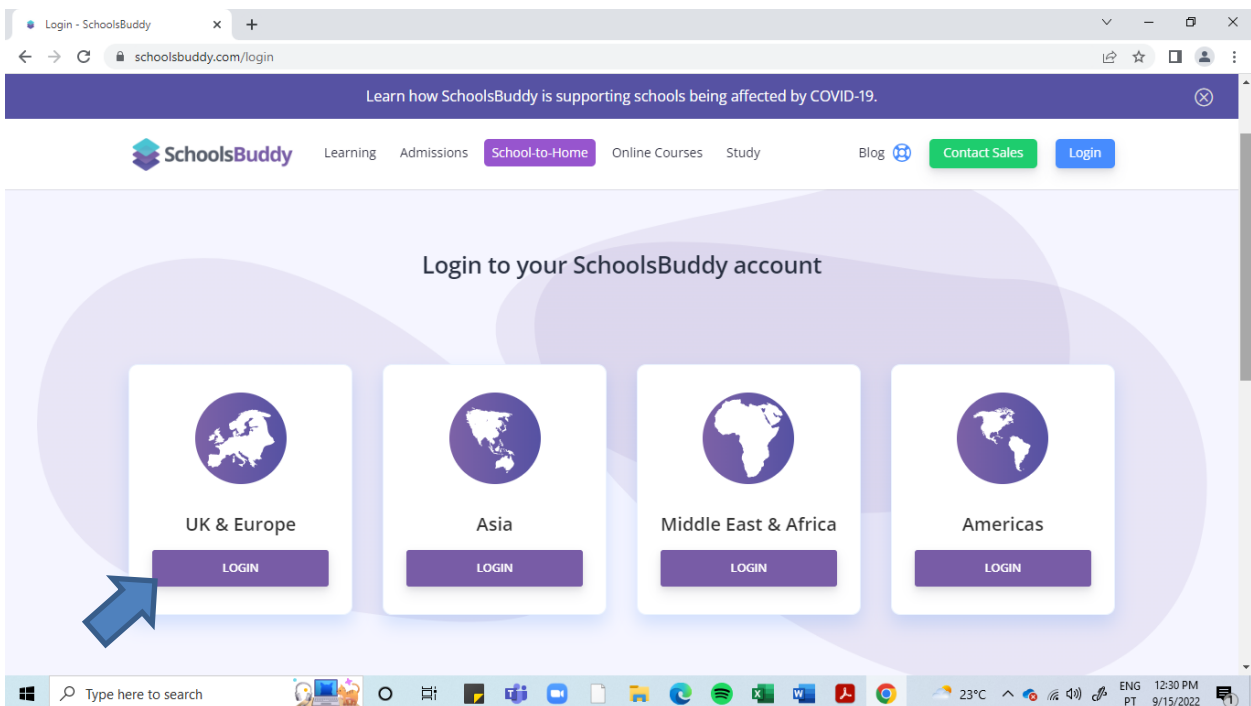
For two or more children just click on the first tab on the left and choose the child you want to see.

APPENDIX 1B: ACCESSING SCHOOLSBUDDY

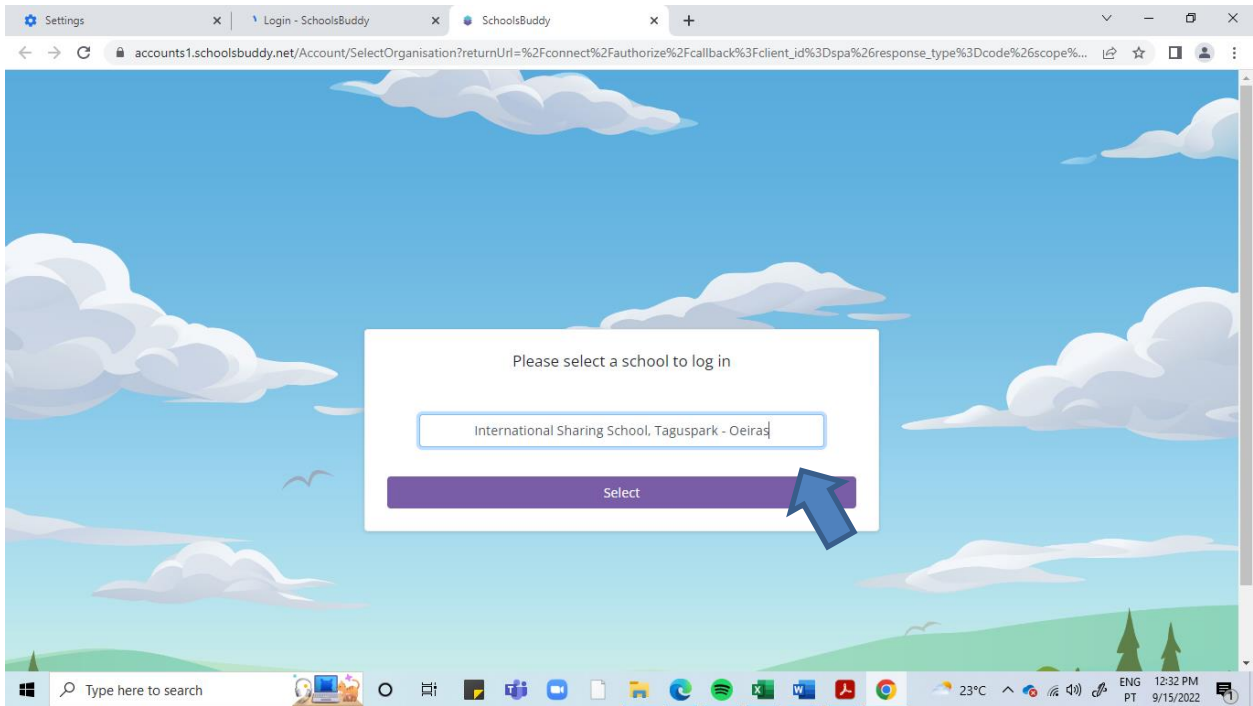
Step 1 - Go to www.schoolsbuddy.com and click on "Login"



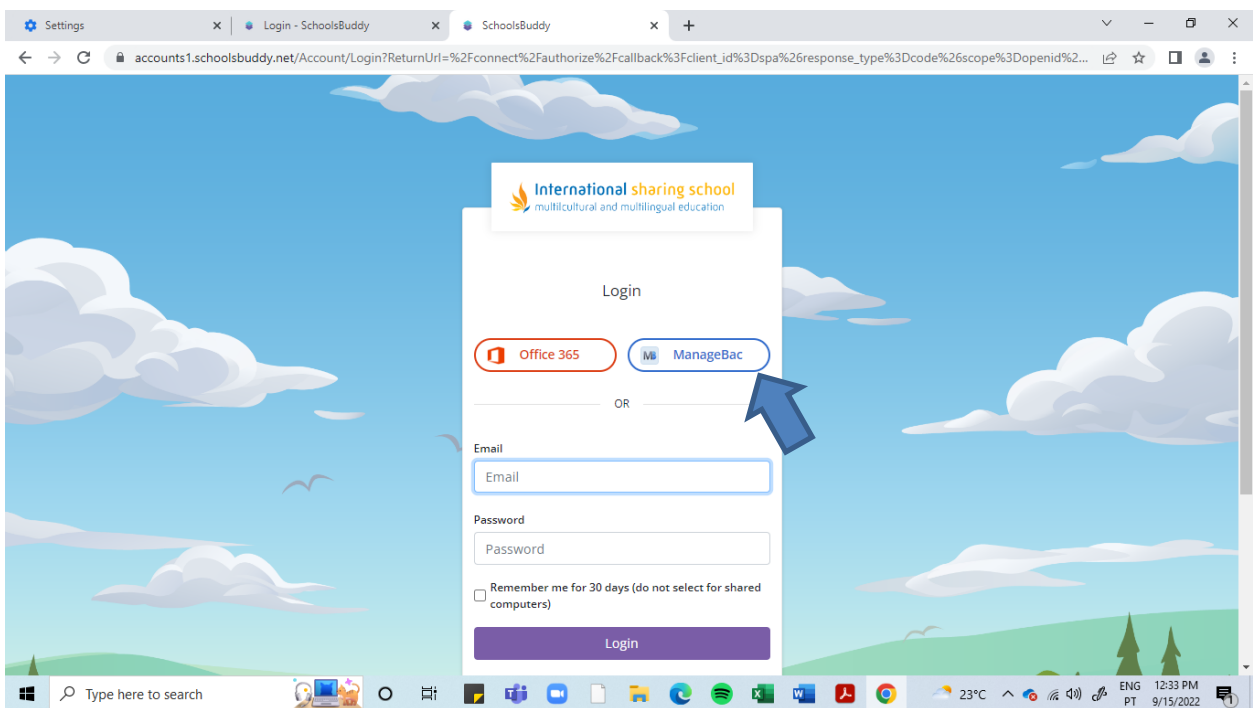
Step 2 - Click on "UK & Europe"



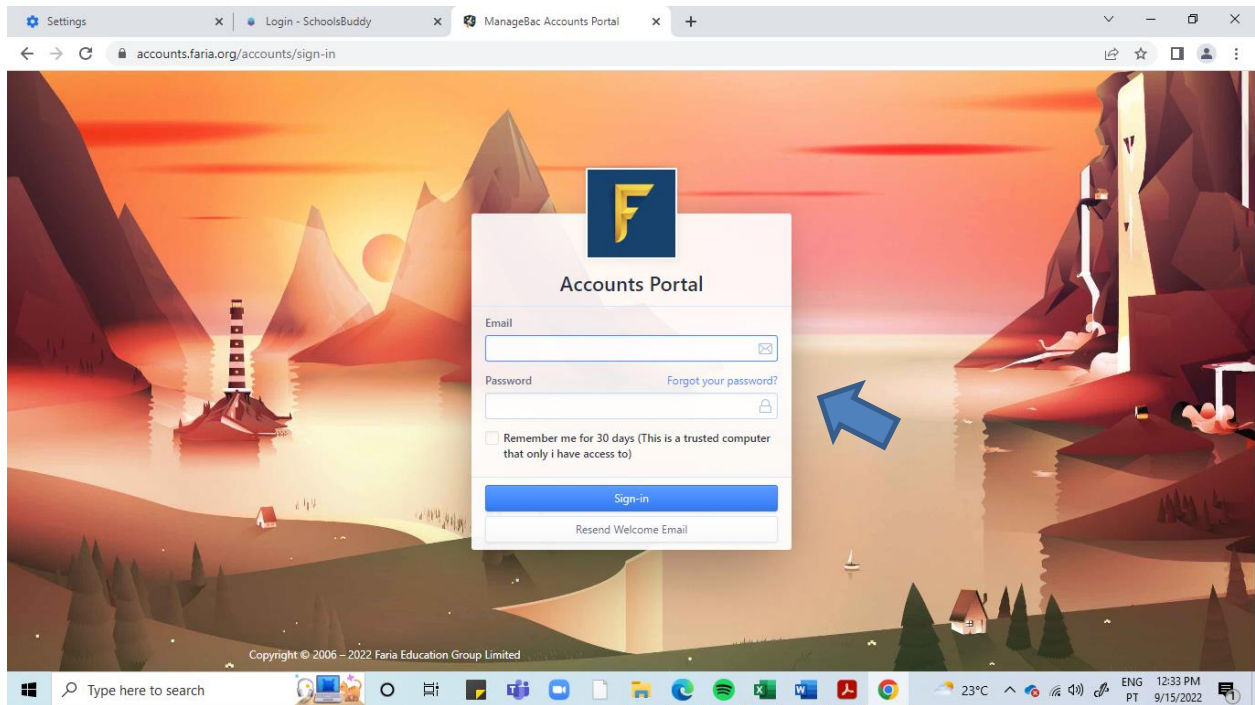
Step 3 - Type "International Sharing School" and click "Select"



Step 4 - Click on "Managebac"



Step 5 - Login using your Managebac login details (if you don't have any, please contact your Homeroom Teacher/Tutor); you will be asked to authorize access to your Managebac account (please select yes when prompted)



You can now use your Managebac login details to access SchoolBuddy, whether is through an internet browser or the available mobile apps (IOS and Android).

Use the steps that follow to book the clubs and paid activities.

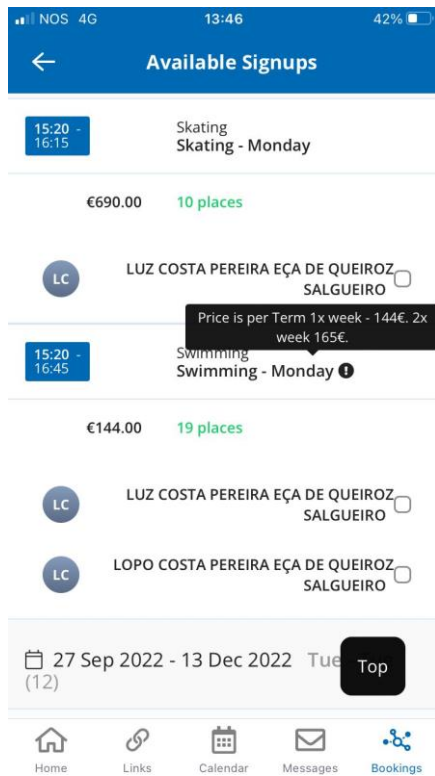
APPENDIX 1C: BOOKING AFTERSCHOOL ACTIVITIES AND CLUBS

Step 1 - Open Bookings by clicking on the bottom tab or selecting the "Available Signups".

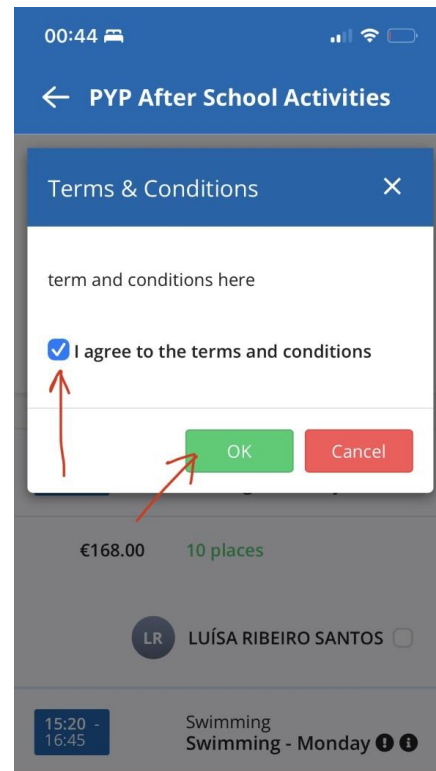
Step 3 - Once you have selected all activities you want to enrol your child(ren), click on "Book"

Step 2 - Find the activity you want to book (you may find it helpful to use the filter tool) and check your child(ren)s name(s).

Step 4 - Please read carefully any vital information (!) or additional information (i) as it will contain important details regarding the activity and its price.



Step 5 – Example of Vital Information with pricing details



Step 6 – Accept the Terms and Conditions.

APPENDIX 2: ACADEMIC INTEGRITY



Ten tips for acting with integrity

Always act with honesty and in a responsible and ethical manner—being conscious of the influence that you have on those around you can set a great example to others.



Familiarise yourself with the school's rules and ensure that you understand what academic integrity means and consists of.

Don't try to gain an **unfair advantage** in coursework, mock examinations, or assessments by copying someone else's answers or using a mobile phone during an exam, for example.



Always reference and cite other people's work that you have used in your essays—be **proud** of explaining that you understood someone else's ideas and thought that they were good. **Seek help** if you are struggling or are not sure of expectations.

Stand up for what is **right**—alert a member of staff at your school if you suspect that someone has cheated.



Learn to **accept** your strengths and weaknesses and do the best that you can.

Take responsibility for your own actions and their consequences.



Know how to **safely collaborate** and share work when using social media and digital collaborative platforms.

Be **mindful** of maintaining academic integrity during group work/projects and keep track of what each group member is contributing.



Try to **overcome procrastination**. Managing your time wisely will reduce stress-induced, last-minute work which increases the likelihood of cheating.

APPENDIX 3: PTG: PARENTS TEACHER GROUP

THE PARENT-TEACHER-GROUP AT ISS NEEDS YOU!



LEARN ABOUT THE PTG



SCAN ME

PTG is Community, Communication, Support

Using **CLASSLIST APP** we create a safe sharing space for events, lost property, buy & sell and interest groups—led by parent members of the community.

COMMUNITY

We **coordinate volunteers** for the Welcome BBQ, Winter Fair and ISS DAY. We **decorate the school** for the winter festivities (and take it down).

COMMUNICATION

PTG communicate effectively with the school leadership team using **parent class representatives**.

We care for our students and **prepare exam packs** to our DP2 students and **milestone gifts** to our Reception and PYP5 students, as they enter a new year.

SUPPORT

We recognise our amazing staff with **two staff appreciation events** within the year.

Fundraise to drive our projects for the betterment of the students and staff.

OUR PLANS FOR THE 2023/2024 YEAR

Enhance our school libraries with PTG volunteers, fundraisers & book donations.
Regular meetings with parents.

**THE PTG IS OPEN TO ALL PARENTS.
PLEASE COME AND JOIN US!**



Scan the QR code & sign up now