

# PARENTS' HANDBOOK



**International  
sharing school**  
taguspark-portugal

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## WELCOME

Dear Parents,

On behalf of International Sharing School, we would like to warmly welcome you and your family. We are thrilled to have you in 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 academically and personally. A strong partnership between home and school is essential to achieving this goal.

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

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

At International Sharing School, every child has the potential to succeed, and we are committed to helping each 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 follow three basic principles:

1. **Respect yourself;**
2. **Respect others;**
3. **Respect the environment.**

## 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 worldwide.
- Fostering active involvement in the 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.

## AIMS

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.

International Sharing School is an IB World School authorised to teach the Diploma Programme and has Candidate status, entering the authorisation phase for both the Primary Years and Middle Years Programmes.

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 actors in their learning process.

At International Sharing School we:

- Study across a broad range of subjects, including specific languages, drawing on the content from educational cultures across the world;
- Give special emphasis to language acquisition and development;
- Encourage transdisciplinary learning;
- Focus on developing the skills and passion for learning;
- Provide students with opportunities for individual and collaborative planning and research.

## **EQUAL OPPORTUNITIES**

International Sharing School values the individuality of all children. We are committed to giving all our children every opportunity to achieve the highest standards. We do this by taking account of students' varied life experiences and needs.

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

Every child deserves an equal opportunity to learn and grow, regardless of background or abilities. ISS is committed to promoting inclusion by creating a safe and welcoming environment where every student feels valued and respected.

Diversity is our strength; we celebrate each student's unique talents and perspectives in our community. We strive to create a culture of acceptance and understanding where differences are accepted and celebrated.

The achievements, attitudes, and well-being of all our children matter. We ensure that the school promotes the individuality of all our children, irrespective of ethnicity, attainment, age, disability, gender, or background.

## IMPORTANT INFORMATION

### School Contacts

Telephone: (+351) 214 876 140

Emails: [office@taguspark.sharingschool.com](mailto:office@taguspark.sharingschool.com)

Address: Avenida Dr. Mário Soares, 14  
2740-119 Porto Salvo  
Oeiras

## 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><b>CEO: Miguel Santos</b> <a href="mailto:ceo@taguspark.sharingschool.org">ceo@taguspark.sharingschool.org</a></p> <p><b>Principal: Carlien Shelley</b> <a href="mailto:c.shelley@taguspark.sharingschool.org">c.shelley@taguspark.sharingschool.org</a></p> <p><b>Head of PYP: Déspina Sarioglou</b> <a href="mailto:p.director@taguspark.sharingschool.org">p.director@taguspark.sharingschool.org</a></p> <p><b>Primary Years Programme Coordinator:</b> Eduardo Cary <a href="mailto:e.cary@taguspark.sharingschool.org">e.cary@taguspark.sharingschool.org</a></p> <p><b>Early Years Coordinator:</b> Isabel Costa Pereira <a href="mailto:i.pereira@taguspark.sharingschool.org">i.pereira@taguspark.sharingschool.org</a></p> <p><b>Foundation Coordinator:</b> Ana Filipa Cruz <a href="mailto:ic@taguspark.sharingschool.org">ic@taguspark.sharingschool.org</a></p> <p><b>Primary School Psychologist:</b> Sofia Ramires <a href="mailto:s.ramires@taguspark.sharingschool.org">s.ramires@taguspark.sharingschool.org</a></p>	<p><b>Nurse:</b> Inês Ramada <a href="mailto:i.ramada@taguspark.sharingschool.org">i.ramada@taguspark.sharingschool.org</a></p> <p><b>Admissions:</b> Maria Colaço <a href="mailto:admissions@taguspark.sharingschool.org">admissions@taguspark.sharingschool.org</a></p> <p><b>Uniform:</b> Donay <a href="mailto:receptionist@taguspark.sharingschool.org">receptionist@taguspark.sharingschool.org</a></p> <p><b>Accounts:</b> Elizabete Oliveira <a href="mailto:office@taguspark.sharingschool.org">office@taguspark.sharingschool.org</a></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:

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.

## **ADMINISTRATIVE TEAM**

- Miguel Ladeira Santos
- Francisco Ladeira Santo

## **SENIOR LEADERSHIP TEAM**

- Carlien Shelley - Principal
- Déspina K. Sarioglou - Head of Primary
- Viviana Serralha - Head of Middle Programme
- David Cyrne - Head of Senior Programme
- Kate Sommerville - Pastoral Coordinator

## ACADEMIC ORGANISATION (EQUIVALENCE)

	Age on Dec 31 <sup>st</sup>	International Sharing School
<b>Foundation Years Programme FYP</b>	0 years old	Babies
	1 year old	Pre-School 1
	1/2 years old	Pre-School 1/2
	2 years old	Pre-School 2
<b>Early Years Programme EYP</b>	3 years old	Nursery
	4 years old	Kindergarten
	5 years old	Reception
<b>Primary Years Programme PYP</b>	6 years old	PYP 1
	7 years old	PYP 2
	8 years old	PYP 3
	9 years old	PYP 4
	10 years old	PYP 5
<b>Middle Years Programme MYP</b>	11 years old	MYP 1
	12 years old	MYP 2
	13 years old	MYP 3
	14 years old	MYP 4
	15 years old	MYP 5
<b>Diploma Programme DP</b>	16 years old	DP 1
	17 years old	DP 2

## SCHOOL CALENDAR

**\*See Appendix 1 - School Calendar 2024/2025**

## THE SCHOOL DAY

### Foundations, Early Years, and Primary Years Programme

- 08.20 am - School begins with Registration
- 3.35 pm - Lessons end

The school premises will be open every school day between **07h30-18h30** and the underground parking facilities are available on a first-come-first-served basis. Additional parking is available outside the school building.



## STUDENT LATE ARRIVALS

It cannot be emphasised enough how important it is that students are in the classroom on time to avoid disrupting the class and affecting the rhythm of a child's morning. A student will be marked as Late if they arrive after morning registration at 8:20 am.

An excused late arrival includes such situations as a medical appointment, family emergency, or extenuating circumstances and must be documented by a parent note, email, or phone call. Reasons such as car trouble, personal business, and heavy traffic, among others, while understandable, are not considered excused situations.

If a student is continually late, the Homeroom teacher must contact the parents. Five or more unjustified absences and/or less than 80% attendance is considered a failing condition.

## BEGINNING OF DAY ARRANGEMENTS

- International Sharing School opens its gates at 7:30 am;
- Students should be in their classrooms by 8:20 am.

## END OF DAY ARRANGEMENTS

- International Sharing School closes its gates at 6:30 pm;
- If due to exceptional circumstances parents cannot get to school on time to collect their children, they should contact the school office at (+351) 214876140;
- Lessons end at 4.00 pm.

## STUDENTS' SCHOOL UNIFORM

At International Sharing School, all students from Foundations 1 should wear school uniform when attending school or when participating in a school-organised event outside normal school hours unless exempted on designated days.

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

**For detailed information on School Uniform, please carefully read the School Uniform Policy on Managebac.**

## **LINES OF COMMUNICATION**

Respecting the lines of communication will allow us to work efficiently and consistently, creating mutual and trusted respect.

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

1. **Classroom Teacher:** Appointments can be arranged personally, by email or via the school office.
2. **Head of PYP:** Concerns that cannot be resolved through a meeting with the Class Teacher/Tutor, or questions of a more general nature concerning the operation of the school and its programmes, may be discussed with the specific Head of Programme. Appointments can be arranged via email or the school office.
3. **Principal:** If more information is required or the concern remains unresolved, parents may wish to contact the Principal. Appointments can be arranged via the school office or direct e-mail.
4. **Board of Directors:** If a policy problem cannot be resolved after a meeting with the Educational Consultant, it may be referred to the Board of Directors. Appointments can be arranged via the school office.

School office contact - (+351) 214876140

## **LANGUAGE OF COMMUNICATION**

While International Sharing School respects and encourages the host country language and the varied mother tongues of our students and parents, the **English language is the language of instruction of the school and the official language of communication with the whole school community.**

## REPORTING

Reports are written and sent to parents throughout the three school terms.

### Term 1

Settlement Report - includes a comment by the homeroom teacher and an effort grade.

End-of-term 1 Progress Report - includes effort and achievement grades and teachers comments.

### Term 2

End-of-term 2 Progress Report - includes effort and achievement grades and classroom teacher comment.

### Term 3

End-of-term 2 Progress Report - includes effort and achievement grades and teachers comments. This official and legal document proves your child completed the current academic year and can transition to the following year.

## SMOKE-FREE CAMPUS

International Sharing School is a smoke-free campus. Smoking and using all tobacco products are banned for everybody in or on all school facilities and property. It is forbidden to smoke inside the school or outside, near any of the two school buildings.

This includes banning smoking in school buses and vans used to transport faculty and students on field trips or other school events.

## DRUGS

Our school has zero tolerance for drugs found on school premises. Students found with substances in their possession will be immediately expelled from school.

## EVACUATION PROCEDURES

Our priority is to minimise the risk to life and to reduce injury by maintaining all our staff, students, and visitors safe.

**For detailed information about International Sharing School Evacuation Procedures in case of an emergency, please access the [Evacuation Procedures Policy on Managebac](#).**

## STUDENT LUNCH

International Sharing School provides daily lunch for all students. All students are expected to eat in the refectory following their timetabled lunch break.

Students are not permitted to eat in the classrooms and along the corridors.

Before the start of the new school year, parents must bring the completed food allergy or intolerance form and the necessary documentation from their family doctor. Parents should also ensure that children are aware of their allergies or intolerances and inform the school office if they are concerned about what they are eating.

## ASSEMBLIES

PYP assemblies will occur twice a month, on Mondays morning at 8.20. Each grade level must organise and present at least one assembly every six weeks. These assemblies and gatherings are related to the IB Learner Profile/Units of inquiry and are designed primarily for the students. Parents are always welcome to join us and celebrate together our students' achievements.

## BIRTHDAY PARTIES

At International Sharing School, we enjoy honouring students on their birthdays. We announce the birthday child's name on our Monday morning PYP assembly and students and teachers will sing "Happy Birthday".

If you are bringing a cake, we ask you to ensure it is from a fully authorised bakery that follows all the hygiene and safety measures. Please ask the bakery to provide you with the technical recipe 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.

Please, talk to the classroom teacher in advance to check students' allergies, food restrictions, and the best time to bring the cake.

We take great pride in making your child feel special on their birthday.

## FIELD TRIPS

Field trips are an important learning dimension; all students are expected to participate in planned activities. A field trip is an educational activity that involves all members of a class outside of the classroom. It will involve prior preparation for the activity, follow-up evaluation, and work in class after the trip. Students take field trips several times during the school year. The teacher will determine the purpose and arrangements for a particular field trip. Parents will be informed in advance of a field trip. In some instances, parents may be invited to assist as chaperones.

## AFTER-SCHOOL ACTIVITIES

Students are encouraged to participate in various sporting, aesthetic, recreational, and cultural extracurricular activities. These take place after school and are organised in 3 terms by teachers/teaching assistants, external instructors, and parent volunteers.

Parents with particular expertise who would like to offer an after-school activity are encouraged to contact the school. Each year, various activities are provided for students, which are determined by interest and availability to organise particular activities. At the beginning of each term, information regarding the activities and the sign-up procedures are communicated to parents through the mail. Students are asked to think carefully about balancing their program so they can fully commit themselves to their academic requirements and experience a diverse range of after-school activities.

Once the school day ends, students will be accompanied to their respective activities. At the end of the activity, students will be accompanied to a designated area where parents will collect them.

## TECHNOLOGY, MEDIA, MOBILE PHONES

Students are not permitted to bring mobile phones to school. Should a faculty member see a student using their mobile phone during the break, lunchtime, or lesson time, the mobile telephone will be confiscated and passed on to the Programme Coordinator. The parents will then have to collect the mobile phone at the end of the day. Repeated violations may require further action.

Under no circumstance should a student be contacting a parent directly regarding any issue. All communication must be made through the Office, Classroom Teacher, school nurse or Programme Coordinator, depending on the issue.

iPods and personal listening devices are not permitted during school hours, including breaks and lunchtime, and these rules are in the best interests of students. Social interaction is an important part of a child's growth and using personal listening devices at school greatly limits this interaction.

All staff are expected to set an example regarding Mobile Phones and iPods. Teachers are expected to keep their mobile phones in their bags, only using them during lunch and break.

## **TOYS AND PETS**

Expensive toys, electronic toys, plastic swords, guns, weapons, daggers, or knives are not permitted on campus. Students should be informed that they are responsible for any object brought to school. At no point should a student's item be allowed to disrupt classroom instruction. In general, they should not be brought to school. An exception is in the foundations years programme, where students are encouraged to bring in a comfort toy during their settling-in period if it helps to settle the child. The school accepts no responsibility for losing or damaging students' valuable personal items.

We have 3 school pets, George, and a Great Dane dog and Mel and Nyx, two Portuguese Water Dogs. Along with George, Mel and Nyx, every PYP classroom can have a classroom pet. Students are responsible for taking care of their pets. Arrangements with the teacher should be made if the child/parent wishes to take the classroom pet for the weekend/holidays. Home pets are also allowed in our school, but before any animal is brought into our campus, the classroom teacher and programme coordinator must approve the visit.

## **STATIONERY SUPPLIES**

All school stationery supplies are provided by the school and will be available in the classrooms. If there is loss or damage to school-provided stationery, parents will be required to purchase the needed items.

## 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 invites the potential for things to go missing. If students misplace an item, they should check at the school office or reception.

Office staff will be happy to assist students and parents in locating missing items. Parents are asked to help by labelling clothing and other items with the child's full name to allow an easy finding of lost items. Please be informed that any unclaimed items will be donated to local charities, typically right before the Summer break.

Students are encouraged to hand in found items to the school reception or teacher.

## SCHOOL POLICIES

ISS has a set of school policies that establish expectations for specific behaviour and norms within our school. Our school policies have been developed and put in place to guide the day-to-day functioning of our school and make it a safe and effective place for learning to occur.

International Sharing School Taguspark has the following policies:

- Behaviour Policy
- SEN Policy
- Admissions Policy
- Academic Integrity Policy
- Assessment Policy
- Language Policy
- Child Protection Policy
- School Uniform Policy
- Evacuation Procedures Policy
- Infection Control Policy
- Accident Injury Policy
- Internet & Email Policy

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/Junior/Policies*

All staff and parents are required to be familiar with the above policies.

## BEHAVIOUR EXPECTATIONS

The school has a positive and inclusive approach to managing behaviour. International Sharing School encourages good conduct through various positive behaviour management strategies. Through this positive approach, we aim to pre-empt inappropriate behaviour, thus enabling us to focus on good behaviour.

International Sharing School strongly believes in promoting and praising behaviour that exemplifies the IB learner profile attributes, such as caring, open-minded, principled, and reflective.

International Sharing School places great emphasis on the importance of interacting with others in respectful ways through speech, actions, and relationships.

For detailed information about how we manage behaviour in our school, please access the Behaviour Policy.

## 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](mailto: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 2.*

## **HEALTH AND SAFETY**

### **INJURY PROCEDURES**

In case of a minor injury, students should go to the nurse's office or the nurse will be called. Students will be transported to the hospital in case of a major accident, and their 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 Portuguese law, such cases 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 must inform the school nurse if their child has any 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 medicine in a safe location. Parents must send prescriptions to school with clear written instructions in their original packaging and 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 sick or injured during PE or an external activity, they will be treated by a member of staff who has received officially recognised 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 must be taken to the hospital by ambulance, the school nurse will accompany and remain with the child until the parents arrive.

## 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 Inês Ramada [i.ramada@taguspark.sharingschool.org](mailto:i.ramada@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 they can be sent to the medical insurance company and reimbursed.

For full details, please review our Accident/Injury Policy  
Managebac: Parent Portal/Files/Junior/Policies

## **OTHER TOPICS**

### **PHOTOGRAPHS AND VIDEOS**

Parents will be requested if they consent to the use of their child's image by the school, which may 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 to our community and bring valuable input and feedback. We encourage parents to communicate with their child's teacher and immediately inform them of social or academic concerns. Should a parent wish to speak with other staff members or a leadership team member, please follow the information in "Lines of Communication".

Parent representation is organised through our Parents and Teachers Group (PTG) and meets 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 actively engage with the school community.

### **PARENT TEACHER GROUP (PTG)**

The Parent Teacher Group at ISS is a community comprised of all our school's parents. 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 uniforms, and learn 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.

## OUR CURRICULUM

### THE IB LEARNER PROFILE

All International Baccalaureate programmes aim to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

IB learners strive to be:

<b>Inquirers</b>	They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.
<b>Knowledgeable</b>	They explore concepts, ideas, and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
<b>Thinkers</b>	They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems and make reasoned, ethical decisions.
<b>Communicators</b>	They understand and express ideas and information confidently and creatively in more than one language and a variety of modes of communication. They work effectively and willingly in collaboration with others.
<b>Principled</b>	They act with integrity and honesty, with a strong sense of fairness, justice, and respect for the dignity of the individual, groups, and communities. They take responsibility for their actions and the consequences that accompany them.
<b>Open-minded</b>	They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values, and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view and are willing to grow from the experience.
<b>Caring</b>	They show empathy, compassion, and respect toward the needs and feelings of others. They have a personal commitment to service and act to make a positive difference in the lives of others and the environment.
<b>Risk-takers</b>	They approach unfamiliar situations and uncertainty with courage and forethought and have the independence of spirit to explore new roles, ideas, and strategies. They are brave and articulate in defending their beliefs.

<b>Balanced</b>	They understand the importance of intellectual, physical, and emotional balance to achieve personal well-being for themselves and others.
<b>Reflective</b>	They give thoughtful consideration to their learning and experience. They can assess and understand their strengths and limitations to support their learning and personal development.

The IB Learner Profile. Copyright IBO.

## THE PRIMARY YEARS PROGRAMME (PYP)

The Primary Years Programme (PYP) of the International Baccalaureate Organisation focuses on the development of the whole child, in the classroom, but also the world outside. It offers a framework that meets children's diverse needs: academic, social, physical, emotional, and cultural.

The PYP is a comprehensive approach to teaching and learning with an international curriculum model that provides:

- Content guidelines and learning objectives;
- A teaching methodology;
- Assessment strategies.

The PYP is based on a commitment to structured inquiry as a vehicle for learning. The development of explicit attitudes and the expectation of socially responsible behaviour are also key components of the programme.

The curriculum model below gives a visual understanding of the programme's six Transdisciplinary Themes (Units Of Inquiry) through which to explore and engage with the content in 6 different subject areas.

### The 6 Transdisciplinary Themes are:

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

### The 6 subject areas are:

- Language

- Mathematics
- Science
- Social Studies
- Arts
- Personal, Social, and Physical Education

In the course of the year, the learning activities related to the different areas of knowledge are integrated, whenever possible, into one of the six units of inquiry.

The core of the curriculum model shows the Five Essential Elements common to all teaching and learning: concepts, skills, knowledge, attitudes, and action. In the course of their studies, students develop an understanding of general concepts, skills (thinking, communication, social, research, and self-management), attitudes, actions, and knowledge itself.

Learning in the PYP is:

**Inquiry-based:** We believe children learn best through structured, purposeful inquiry. Students are expected to play an active role in and take responsibility for, their learning. Students are encouraged to ask questions, investigate and find ways to answer these questions and sustain this enjoyment of learning throughout life.

**Collaborative:** Learning is a social endeavour, and there is great emphasis on sharing, group work, and collaboration at our school. Students learn to communicate well, encourage each other, and develop an open mind so they can learn from each other.

**Differentiated:** The learner is at the heart of our curriculum framework. Children come to school with a range of experiences, backgrounds, and prior knowledge. Teachers in the PYP aim to design learning to suit children at all different levels of competence or experience, providing support for those who need it, and extensions for those who need more challenge.

**Concept-driven:** Students spend their time at school exploring and learning about important concepts that have relevance in their own lives, and that they can transfer to other contexts. Our aim is to develop students' understanding of big ideas, not just their knowledge or skills.

## **The Concepts**

The concepts that are central to the PYP curriculum are presented in the form of questions. These questions shape the units of inquiry giving them direction and purpose.

The 7 Concepts are:

**Form:** What is it like?

**Function:** How does it work?

**Causation:** Why is it like it is?

**Change:** How is it changing?

**Connection:** How is it connected to other things?

**Perspective:** What are the points of view?

**Responsibility:** What is our responsibility?

## The Attitudes

The development of personal attitudes towards people, towards the environment, and towards learning are an essential part of the PYP. These attitudes contribute to the well-being of the individual and the group.

The Attitudes are:

**Appreciation:** Appreciating the wonder and beauty of the world and its people.

**Commitment:** Being committed to their learning, persevering, and showing self-discipline and responsibility.

**Confidence:** Feeling confident in their ability as learners, having the courage to take risks, applying what they have learned, and making appropriate decisions and choices.

**Cooperation:** Cooperating, collaborating, and leading or following as the situation demands.

**Creativity:** Being creative and imaginative in their thinking and their approach to problems and dilemmas.

**Curiosity:** Being curious about the nature of learning, about the world, its people, and cultures.

**Empathy:** Imagining themselves in another's situation to understand his or her reasoning and emotions, to be open-minded and reflective about the perspectives of others.

**Enthusiasm:** Enjoying learning and willingly putting effort into the process.

**Independence:** Thinking and acting independently, making their judgments based on reasoned argument, and being able to defend their judgments.

**Integrity:** Being honest and demonstrating a considered sense of fairness.

**Respect:** Respecting themselves, others, and the world around them.

**Tolerance:** Being sensitive about differences and diversity in the world and being responsive to the needs of others.

### APPENDIX 1 - SCHOOL CALENDAR

		2025												2024							
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Mon																					
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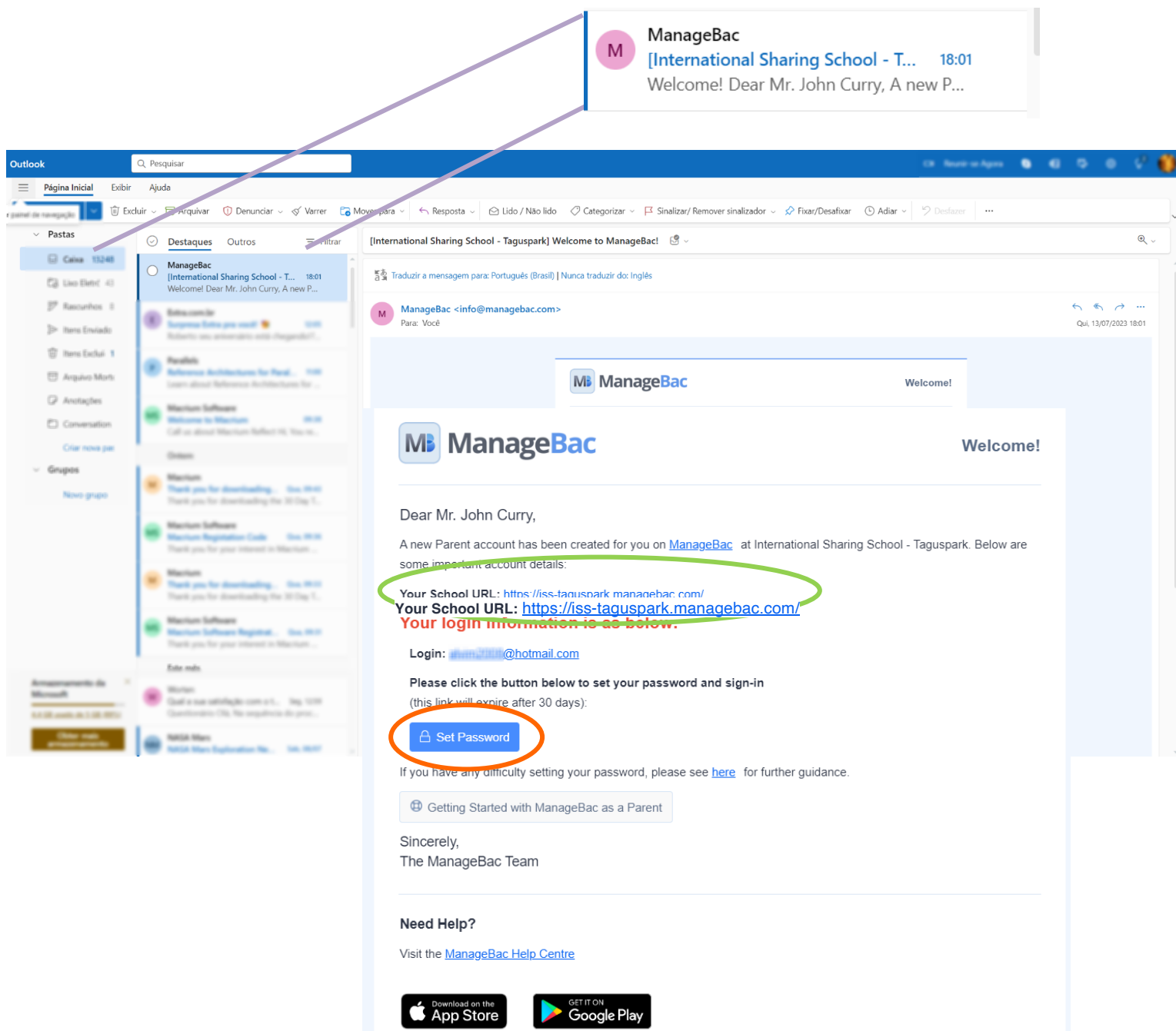
2024/2025 Public Holidays	2024/2025 Academic Calendar
SATURDAY 05.Oct	Implantação da República
FRIDAY 01.Nov	All Saints' Day
SUNDAY 01.Dec	Restauração da Independência
SUNDAY 08.Dec	Nossa Sra Da Conceição
WEDNESDAY 25.Dec	Christmas - Natal
WEDNESDAY 01.Jan	New Year's Day
TUESDAY 04.Mar	Carnival
FRIDAY 18.Apr	Holy Friday
SUNDAY 20.Apr	Easter Sunday
FRIDAY 25.Apr	Dia da Liberdade
THURSDAY 01.May	Labour Day
TUESDAY 10.Jun	Portugal's Day
THURSDAY 19.Jun	Corpus Christi
<b>Term 1 - Mon Sep 2 to Fri Dec 13</b>	<b>Christmas break - Mon Dec 16 to Sun Jan 5</b>
<b>Term 2 - Mon Jan 6 to Fri Apr 4</b>	<b>Easter Break - Mon Apr 7 to Mon Apr 21</b>
<b>Term 3 - Tue Apr 22 to Wed Jul 2</b>	<b>Summer Camp-TBC</b>
Summer Holidays	
Start of Term	
End of Term	
Mid-term break	
Class days	
TBC	
Teachers In Service week	



## APPENDIX 2: 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 School URL:** <https://iss-taguspark.managebac.com/>  
**Your login information is as below.**

**Login:** [jcurry2011@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](#)

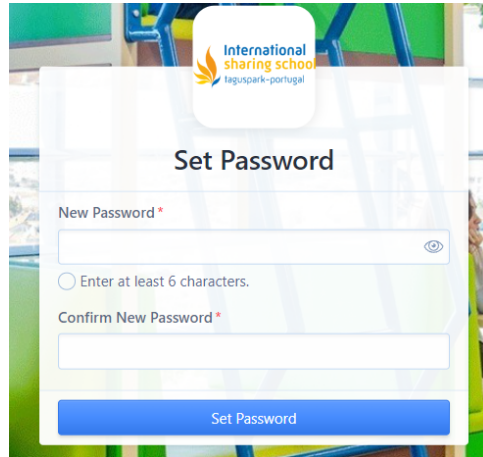
Sincerely,  
The ManageBac Team

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

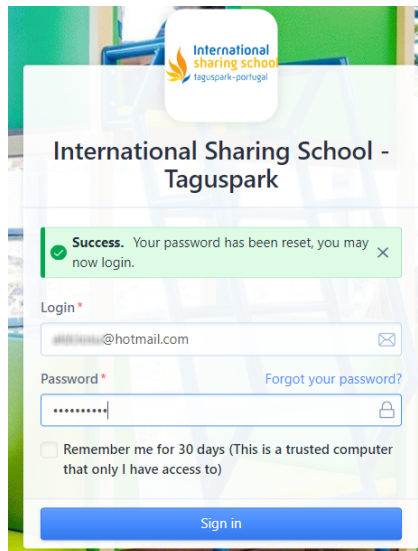
Download on the **App Store** | GET IT ON **Google Play**

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):

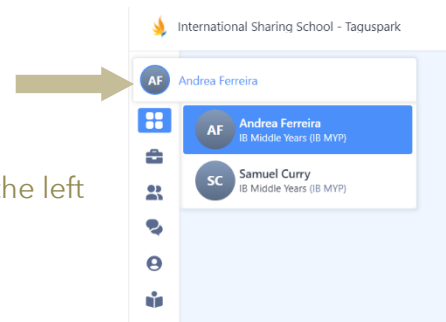


2. You can now log in by clicking on the school's URL and entering your email and the password you have just chosen.



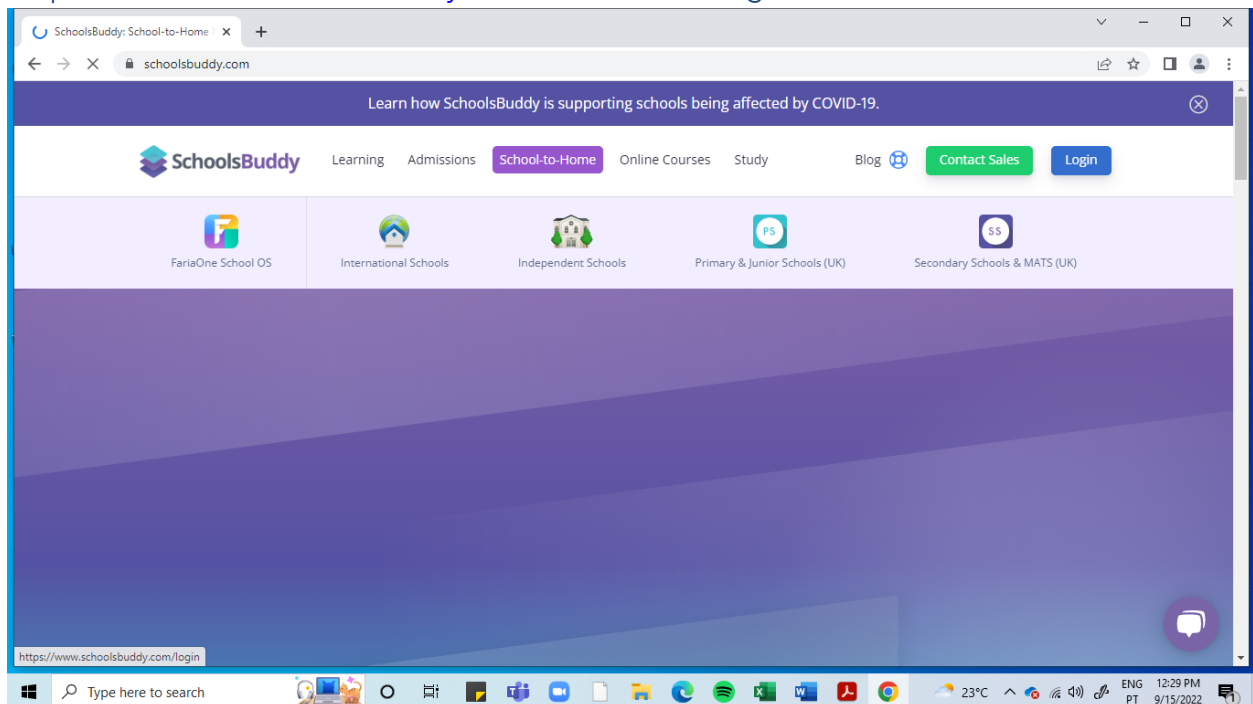
3. You are now able to access the Calendar events, view the summary of units being taught, as well as any task assessments, browse discussions & messages, access attendance records and the end-of-term report cards for your children (in the "Academics" section).

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

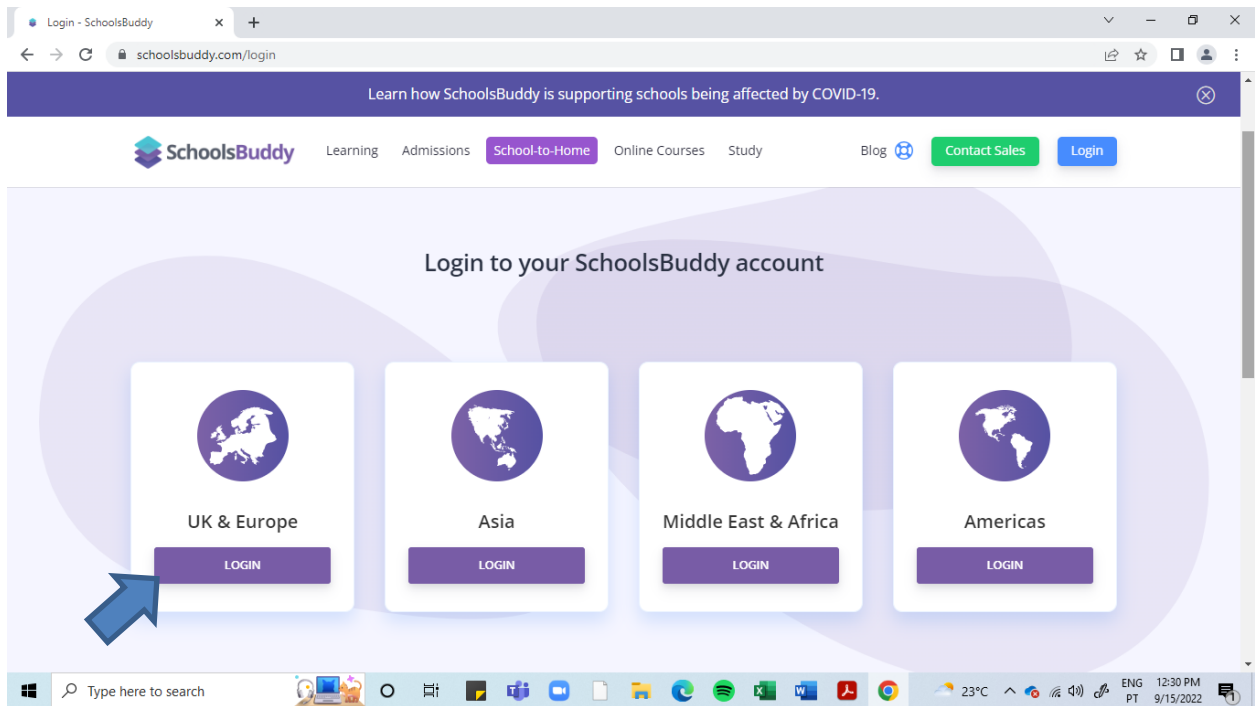


## APPENDIX 3: ACCESSING SCHOOLSBUDDY

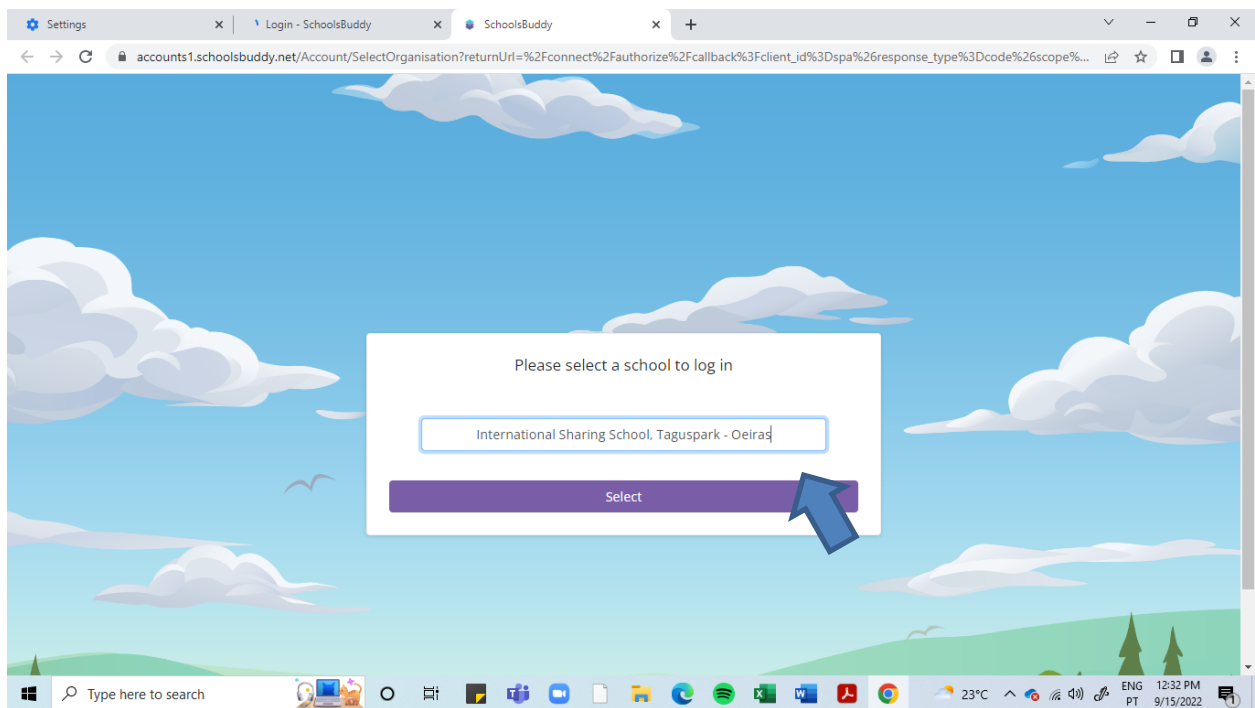
Step 1 - Go to [www.schoolsbuddy.com](http://www.schoolsbuddy.com) and click on "Login"



Step 2 - Click on "UK & Europe"



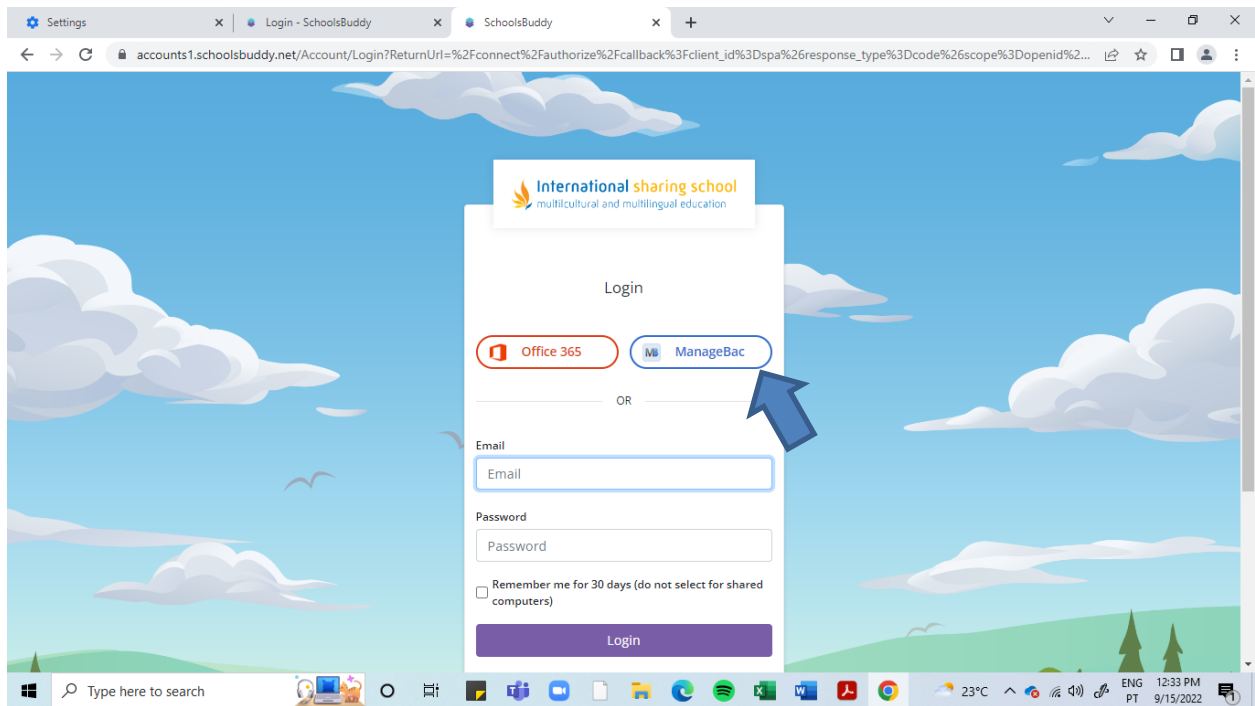
Step 3 - Type "International Sharing School" and click "Select"



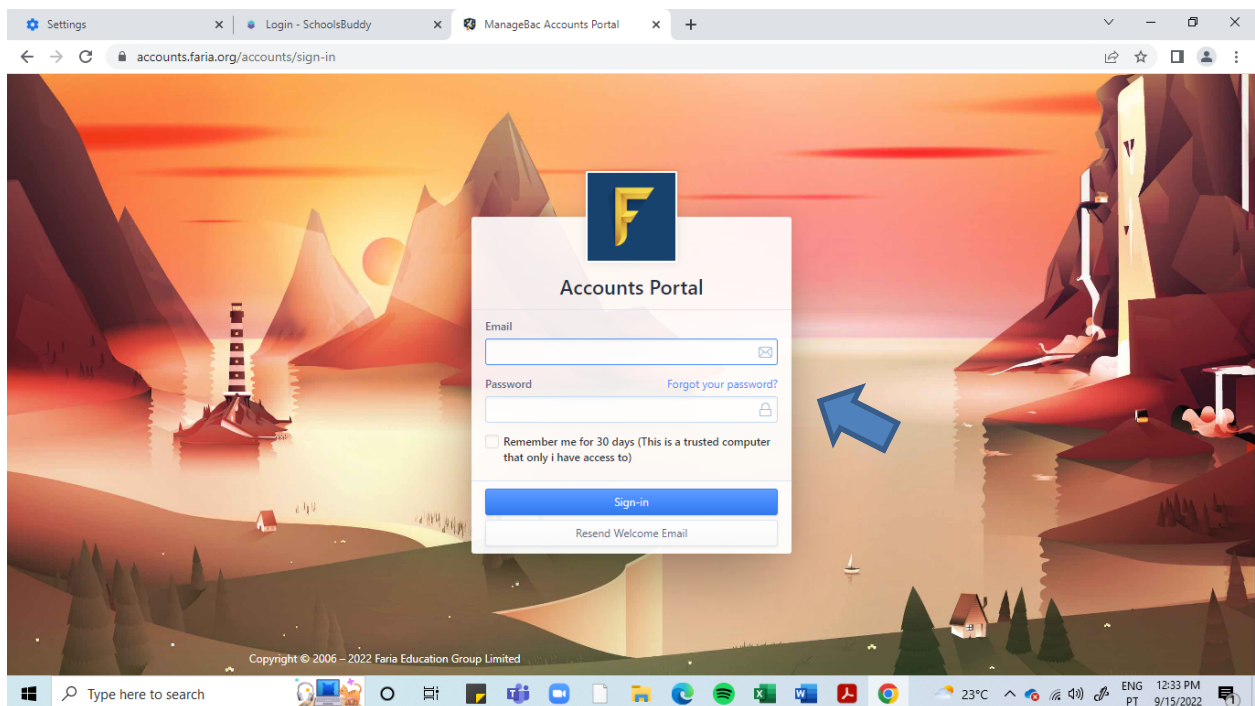
Step 4 - Click on "Managebac"

### International Sharing School

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www.sharingschool.org | office@taguspark.sharingschool.org



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)



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www.sharingschool.org | office@taguspark.sharingschool.org

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.